Durbin Crossing Community Development District AUDIT COMMITTEE MEETING MAY 18, 2020

Durbin Crossing Community Development District

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

May 11, 2020

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, May 18, 2020 at 6:00 p.m.** at the Durbin Crossing South Amenity Center, 145 South Durbin Parkway, St. Johns, Florida 32259, with Zoom telephone/video conference technology available as an alternative to attend the meeting remotely - <u>https://zoom.us/j/91332576279</u> or by phone: (646) 876-9923; Meeting ID 913 3257 6279.

Following is the advance agenda for the meeting:

Audit Committee Meeting

- I. Roll Call
- II. Review and Ranking of Audit Proposals
- III. Other Business
- IV. Adjournment

DURBIN CROSSING COMMUNITY DEVELOPMENT DISTRICT AUDITOR SELECTION EVALUATION CRITERIA

1. Ability of Personnel. (20 Points)

(E.g., geographic location of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.)

2. Proposer's Experience. (20 Points)

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character, integrity, reputation of Proposer, etc.)

3. Understanding of Scope of Work. (20 Points)

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

4. Ability to Furnish the Required Services. (20 Points)

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required.

5. Price. (20 Points)

Points will be awarded based upon the lowest total proposal for rendering the services and the reasonableness of the proposal.

Durbin Crossing Community Development District

Auditor Selection Evaluation Criteria

	Ability of Personnel	Proposer's Experience	Understanding of Scope of Work	Ability to Furnish the Required Services	Price	
	of key personnel; present ability to manage this	(e.g., past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character; integrity; reputation of respondent, etc.)	Extent to which the proposal demonstrates an understanding of the District's needs for the	Extent to which the proposal demonstrates the adequacy of proposer's financial resources and stability as a business entity necessary to complete the services required (e.g., the existence of any natural disaster plan for business operations).	Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to services.	Point Total
Proposer	20	20	20	20	20	100
Berger Toombs Elam Gaines & Frank						
McDirmit Davis						
Grau & Associates						

SECOND ORDER OF BUSINESS

DURBIN CROSSING COMMUNITY DEVELOPMENT DISTRICT

PROPOSAL FOR AUDIT SERVICES

PROPOSED BY:

Berger, Toombs, Elam, Gaines & Frank

CERTIFIED PUBLIC ACCOUNTANTS, PL

600 Citrus Avenue, Suite 200 Fort Pierce, Florida 34950 (772) 461-6120

CONTACT PERSON:

J. W. Gaines, CPA, Director

DATE OF PROPOSAL:

May 7, 2020

TABLE OF CONTENTS

DESCRIPTION OF SECTION	PAGE
A. Letter of Transmittal	1-2
B. Profile of the Proposer	
Description and History of Audit Firm	3
Professional Staff Resources	4-5
Ability to Furnish the Required Services	5
Arbitrage Rebate Services	6
A. Governmental Auditing Experience	7-16
B. Fee Schedule	17
C. Scope of Work to be Performed	17
D. Resumes	18-33
E. Peer Review Letter	34
F. Additional Documents Required	
Instructions to Proposers	35-25
Evaluation Criteria Sheet	37



Certified Public Accountants P

600 Citrus Avenue Suite 200 Fort Pierce, Florida 34950

772/461-6120 // 461-1155 FAX: 772/468-9278

May 7, 2020

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

Dear District Manager:

Thank you very much for the opportunity to present our professional credentials to provide audit services for Durbin Crossing Community Development District.

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL has assembled a team of governmental and nonprofit specialists second to none to serve our clients. Our firm has the necessary qualifications and experience to serve as the independent auditors for Durbin Crossing Community Development District. We will provide you with top quality, responsive service.

Experience

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL is a recognized leader in providing services to governmental and nonprofit agencies throughout Florida. We have been the independent auditors for a number of local governmental agencies and through our experience in performing their audits, we have been able to increase our audit efficiency and; therefore, reduce costs. We have continually passed this cost savings on to our clients and will continue to do so in the future. As a result of our experience and expertise, we have developed an effective and efficient audit approach designed to meet or exceed the performance specifications in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and the standards for financial and compliance audits. We will conduct the audit in accordance with auditing standards generally accepted in the United States of America; "Government Auditing Standards" issued by the Comptroller General of the United States; the provisions of the Single Audit Act, Subpart F of Title 2 US Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, with minimal disruption to your operations. Our firm has frequent technical updates to keep our personnel informed and up-to-date on all changes that are occurring within the industry.



Durbin Crossing Community Development District May 7, 2020

Our firm is a member of the Government Audit Quality Center, an organization dedicated to improving government audit quality. We also utilize the audit program software of a nationally recognized CPA firm to assure us that we are up to date with all auditing standards and to assist us maintain maximum audit efficiencies.

To facilitate your evaluation of our qualifications and experience, we have arranged this proposal to include a resume of our firm, including our available staff, our extensive prior governmental and nonprofit auditing experience and clients to be contacted.

You need a firm that will provide an efficient, cost-effective, high-quality audit within critical time constraints. You need a firm with the prerequisite governmental and nonprofit experience to perform your audit according to stringent legal and regulatory requirements, a firm that understands the complex nature of community development districts and their unique compliance requirements. You need a firm with recognized governmental and nonprofit specialists within the finance and governmental communities. And, certainly, you need a firm that will provide you with valuable feedback to enhance your current and future operations. Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL is that firm. J. W. Gaines is the person authorized to make representations for the firm.

Thank you again for the opportunity to submit this proposal to Durbin Crossing Community Development District.

Very truly yours,

Berger Joonbos Elam Daires + Frank

Berger, Toombs, Elam, Gaines & Frank Certified Public Accountants PL Fort Pierce, Florida

PROFILE OF THE PROPOSER

Description and History of Audit Firm

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL is a Treasure Coast public accounting firm, which qualifies as a small business firm, as established by the Small Business Administration (13 CFR 121.38), with offices in Fort Pierce and Stuart. We are a member of the Florida Institute of Certified Public Accountants and the American Institute of Certified Public Accountants. The firm was formed from the merger of Edwards, Berger, Harris & Company (originated in 1972) and McAlpin, Curtis & Associates (originated in 1949). J. W. Gaines and Associates (originated in 1979) merged with the firm in 2004. Our tremendous growth rate experienced over the last 69 years is directly attributable to the firm's unrelenting dedication to providing the highest quality, responsive professional services attainable to its clients.

We are a member of the Private Companies Practice Section (PCPS) of the American Institute of Certified Public Accountants (AICPA) to assure we meet the highest standards. Membership in this practice section requires that our firm meet more stringent standards than standard AICPA membership. These rigorous requirements include the requirement of a triennial peer review of our firm's auditing and accounting practice and annual Continuing Professional Education (CPE) for all accounting staff (whether CPA or non-CPA). For standard AICPA membership, only a quality review is required and only CPAs must meet CPE requirements.

We are also a member of the Government Audit Quality Center ("the Center") of the American Institute of Certified Public Accountants to assure the quality of our government audits. Membership in the Center, which is voluntary, requires our firm to comply with additional standards to promote the quality of government audits.

We have been extensively involved in serving local government entities with professional accounting, auditing and consulting services throughout the entire 69 year history of our firm. Our substantial experience over the years makes us uniquely qualified to provide accounting, auditing, and consulting services to these clients. We are a recognized leader in providing services to governmental and nonprofit agencies on the Treasure Coast and in Central and South Florida, with extensive experience in auditing community development districts and water control districts. We were the independent auditors of the City of Fort Pierce for over 37 years and currently, we are the independent auditors for St. Lucie County since 2002, and for 34 of the 38 years that the county has been audited by CPA firms. Additionally, we have performed audits of the City of Stuart, the City of Vero Beach, Indian River County and Martin County. We also presently audit over 75 Community Development Districts throughout Florida.

Our firm was founded on the belief that we are better able to respond to our clients needs through education, experience, independence, quality control, and personal service. Our firm's commitment to quality is reflected in our endeavor of professional excellence via continuing education, the use of the latest computer technology, professional membership in PCPS and peer review.

We believe our approach to audit engagements, intelligence and innovation teamed with sound professional judgment enables us to explore new concepts while remaining sensitive to the fundamental need for practical solutions. We take pride in giving you the assurance that the personal assistance you receive comes from years of advanced training, technical experience and financial acumen.

Professional Staff Resources

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL has a total of 27 professional and administrative staff (including 12 professional staff with extensive experience servicing government entities). The work will be performed out of our Fort Pierce office with a proposed staff of one senior accountant and one or two staff accountants supervised by an audit manager and audit partner. With the exception of the directors of the firm's offices, the professional staff is not specifically assigned to any of our individual offices. The professional and administrative staff resources available to you through Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL are as follows:

	<u>Total</u>
Partners/Directors (CPA's)	5
Principals (CPA)	1
Managers (CPA)	1
Senior/Supervisor Accountants (2 CPA's)	3
Staff Accountants (1 CPA)	7
Computer Specialist	1
Paraprofessional	6
Administrative	4
Total – all personnel	28

Following is a brief description of each employee classification:

Staff Accountant – Staff accountants work directly under the constant supervision of the auditor-in-charge and, are responsible for the various testing of documents, account analysis and any other duties as his/her supervisor believes appropriate. Minimum qualification for a staff accountant is graduation from an accredited university or college with a degree in accounting or equivalent.

Senior Accountant – A senior accountant must possess all the qualifications of the staff accountant, in addition to being able to draft the necessary reports and financial statements, and supervise other staff accountants when necessary.

Managers – A manager must possess the qualifications of the senior accountant, plus be able to work without extensive supervision from the auditor-in-charge. The manager should be able to draft audit reports from start to finish and to supervise the audit team, if necessary.

Principal – A principal is a partner/director in training. He has been a manager for several years and possesses the technical skills to act as the auditor–in-charge. A principal has no financial interest in the firm.

Partner/Director – The director has extensive governmental auditing experience and acts as the auditor-in-charge. Directors have a financial interest in the firm.

Professional Staff Resources (Continued)

Independence – Independence of the public accounting firm, with respect to the audit client, is the foundation from which the public gains its trust in the opinion issued by the public accounting firm at the end of the audit process. This independence must be in appearance as well as in fact. The public must perceive that the accounting firm is independent of the audit entity to ensure that nothing would compromise the opinion issued by the public accounting firm. **Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** is independent of Durbin Crossing Community Development District, including its elected officials and related parties, at the date of this proposal, as defined by the following rules, regulations, and standards:

AuSection 220 – Statements on Auditing Standards issued by the American Institute of Certified Public Accountants;

ET Sections 101 and 102 – Code of Professional Conduct of the American Institute of Certified Public Accountants;

Chapter 21A-1, Florida Administrative Code;

Section 473.315, Florida Statutes; and,

Government Auditing Standards, issued by the Comptroller General of the United States.

On an annual basis, all members of the firm are required to confirm, in writing, that they have no personal or financial relationships or holding that would impair their independence with regard to the firm's clients.

Independence is a hallmark of our profession. We encourage our staff to use professional judgment in situations where our independence could be impaired or the perception of a conflict of interest might exist. In the governmental sector, public perception is as important as professional standards. Therefore, the utmost care must be exercised by independent auditors in the performance of their duties.

Ability to Furnish the Required Services

As previously noted in the Profile of the Proposer section of this document, our firm has been in existence for over 69 years. We have provided audit services to some clients for over 30 years continually. Our firm is insured against physical loss through commercial insurance and we also carry liability insurance. The majority of our audit documentation is stored electronically, both on our office network and on each employee laptop or computer assigned to each specific job. Our office computer network is backed up on tape, so in the event of a total equipment loss, we can restore all data as soon as replacement equipment is acquired. In addition, our field laptop computers carry the same data and can be used in the event of emergency with virtually no delay in completing the required services.

ADDITIONAL SERVICES PROVIDED

Arbitrage Rebate Services

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL also provides arbitrage rebate compliance and related services to governmental issuers. The Tax Reform Act of 1986 requires issuers of most tax-exempt obligations to pay (i.e., "rebate") to the United States government any arbitrage profits. Arbitrage profits are earnings on the investment of bond proceeds and certain other monies in excess of what would have been earned had such monies been invested at a yield equal to the yield on the bonds.

Federal tax law requires that interim rebate calculations and payments are due at the end of every fifth bond year. Final payment is required upon redemption of the bonds. More frequent calculations may be deemed advisable by an issuer's auditor, trustee or bond counsel or to assure that accurate and current records are available. These more frequent requirements are usually contained in the Arbitrage or Rebate Certificate with respect to the bonds.

Our firm performs a comprehensive rebate analysis and includes the following:

- Verifying that the issue is subject to rebate;
- Calculating the bond yield;
- Identifying, and separately accounting for, all "Gross Proceeds" (as that term is defined in the Code) of the bond issue, including those requiring analysis due to "transferred proceeds" and/or "commingled funds" circumstances;
- Determining what general and/or elective options are available to Gross proceeds of the issue;
- Calculating the issue's excess investment earning (rebate liability), if any;
- Delivering appropriate documentation to support all calculations;
- Providing an executive summary identifying the methodology employed, major assumptions, conclusions, and any other recommendations for changes in recordkeeping and investment policies;
- Assisting as necessary in the event of an Internal Revenue Service inquiry; and,
- Consulting with issue staff, as necessary, regarding arbitrage related matters.

GOVERNMENTAL AUDITING EXPERIENCE

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL has been practicing public accounting in Florida for 69 years. Our success over the years has been the result of a strong commitment to providing personalized quality service to our clients.

The current members of our firm have performed audits of over 900 community development districts, and over 1,800 audits of municipalities, counties and other governmental entities such as the City of Fort Pierce and St. Lucie County.

Our firm provides a variety of accounting, auditing, tax litigation support, and consulting services. Some of the professional accounting, auditing and management consulting services that are provided by our firm are listed below:

- Performance of annual financial and compliance audits, including Single Audits of state and federal financial assistance programs, under the provisions of the Single Audit Act, Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), with minimal disruptions to your operations;
- Performance of special compliance audits to ascertain compliance with the applicable local, state and federal laws and regulations;
- Issuance of comfort letters and consent letters in conjunction with the issuance of taxexempt debt obligations, including compiling financial data and interim period financial statement reviews;
- Calculation of estimated and actual federal arbitrage rebates;
- Assistance in compiling historical financial data for first-time and supplemental submissions for GFOA Certificate of Achievement for Excellence in Financial Reporting;
- Preparation of indirect cost allocation systems in accordance with Federal and State regulatory requirements;
- Providing human resource and employee benefit consulting;
- Performance of automation feasibility studies and disaster recovery plans;
- Performance feasibility studies concerning major fixed asset acquisitions and utility plant expansion plans (including electric, water, pollution control, and sanitation utilities); and
- Assistance in litigation, including testimony in civil and criminal court.
- Assist clients who utilize QuickBooks software with their software needs. Our Certified QuickBooks Advisor has undergone extensive training through QuickBooks and has passed several exams to attain this Certification.

Continuing Professional Education

All members of the governmental audit staff of our firm, and audit team members assigned to this engagement, are in compliance with the Continuing Professional Education (CPE) requirements set forth in Government Auditing Standards issued by the Comptroller General of the United States. In addition, our firm is in compliance with the applicable provisions of the Florida Statutes that require CPA's to have met certain CPE requirements prior to proposing on governmental audit engagements.

The audit team has extensive experience in performing governmental audits and is exposed to intensive and continuing concentration on these types of audits. Due to the total number of governmental audits our team performs, each member of our governmental staff must understand and be able to perform several types of governmental audits. It is our objective to provide each professional employee fifty hours or more of comprehensive continuing professional education each year. This is accomplished through attending seminars throughout Florida and is reinforced through in-house training.

Our firm has made a steadfast commitment to professional education. Our active attendance and participation in continuing professional education is a major part of our objective to obtain the most recent knowledge on issues which are of importance to our clients. We are growing on the reputation for work that our firm is providing today.

Quality Control Program

Quality control requires continuing commitment to professional excellence. Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL is formally dedicated to that commitment.

To ensure maintaining the standards of working excellence required by our firm, we joined the Private Companies Practice Section (PCPS) of the American Institute of Certified Public Accountants (AICPA). To be a participating member firm of this practice section, a firm must obtain an independent Peer Review of its quality control policies and procedures to ascertain the firm's compliance with existing auditing standards on the applicable engagements.

The scope of the Peer Review is comprehensive in that it specifically reviews the following quality control policies and procedures of the participating firm:

- Professional, economic, and administrative independence;
- Assignment of professional personnel to engagements;
- Consultation on technical matters;
- Supervision of engagement personnel;
- Hiring and employment of personnel;
- Professional development;
- Advancement;
- Acceptance and continuation of clients; and,
- Inspection and review system.

We believe that our commitment to the program is rewarding not only to our firm, but primarily to our clients.

The external independent Peer Review of the elements of our quality control policies and procedures performed by an independent certified public accountant, approved by the PCPS of the AICPA, provides you with the assurance that we continue to conform to standards of the profession in the conduct of our accounting and auditing practice.

Our firm is also a member of Governmental Audit Quality Center (GAQC), a voluntary membership center for CPA firms that perform governmental audits. This center promotes the quality of governmental audits.

Our firm has completed successive Peer Reviews. These reviews included a representative sample of our firm's local governmental auditing engagements. As a result of these reviews, our firm obtained an unqualified opinion on our quality control program and work procedures. On page 31 is a copy of our most recent Peer Review report. It should be noted that we received a pass rating.

Our firm has never had any disciplinary actions by state regulatory bodies or professional organizations.

As our firm performs approximately one hundred audits each year that are reviewed by federal, state or local entities, we are constantly dealing with questions from these entities about our audits. We are pleased to say that any questions that have been raised were minor issues and were easily resolved without re-issuing any reports.

Certificate of Achievement for Excellence in Financial Reporting (CAFR)

We are proud and honored to have been involved with the City of Fort Pierce and the Fort Pierce Utilities Authority when they received their first Certificates of Achievement for Excellence in Financial Reporting for the fiscal years ended September 30, 1988 and 1994, respectively. We were also instrumental in the City of Stuart receiving the award, in our first year of performing their audit, for the year ended September 30, 1999.

We also assisted St. Lucie County, Florida for the year ended September 30, 2003, in preparing their first Comprehensive Annual Financial Report, and St. Lucie County has received their Certificate of Achievement for Excellence in Financial Reporting every year since.

As continued commitment to insuring that we are providing the highest level of experience, we have had at least one employee of our firm serve on the GFOA – Special Review Committee since the mid-1980s. This committee is made up of selective Certified Public Accountants throughout the United States who have demonstrated their high level of knowledge and expertise in governmental accounting. Each committee member attends a special review meeting at the Annual GFOA Conference. At this meeting, the committee reports on the Certificate of Achievement Program's most recent results, future goals, and common reporting deficiencies.

We feel that our previous experience in assisting the City of Fort Pierce, the Fort Pierce Utilities Authority and St. Lucie County obtain their first CAFRs, and the City of Stuart in continuing to receive a CAFR and our firm's continued involvement with the GFOA, and the CAFR review committee make us a valued asset for any client in the field of governmental financial reporting.

References

Terracina Community Development Gateway Community Development District District Jeff Walker, Special District Services Stephen Bloom, Severn Trent Management (561) 630-4922 (954) 753-5841 The Reserve Community Development District Port of the Islands Community Development District Darrin Mossing, Governmental Management Cal Teague, Premier District Management Services LLC (407) 841-5524 (239) 690-7100 ext 101 In addition to the above, we have the following additional governmental audit experience: **Community Development Districts** Aberdeen Community Development Beacon Lakes Community District **Development District** Alta Lakes Community Development **Beaumont Community Development** District District Amelia Concourse Community Bella Collina Community Development District **Development District** Amelia Walk Communnity Bonnet Creek Community **Development District** Development District Aqua One Community Development Buckeye Park Community District **Development District** Arborwood Community Development Candler Hills East Community District Development District Arlington Ridge Community Cedar Hammock Community **Development District Development District** Bartram Springs Community Central Lake Community **Development District** Development District Baytree Community Development Channing Park Community District **Development District**

Cheval West Community Development District

Coconut Cay Community Development District

Colonial Country Club Community Development District

Connerton West Community Development District

Copperstone Community Development District

Creekside @ Twin Creeks Community Development District

Deer Run Community Development District

Dowden West Community Development District

DP1 Community Development District

Eagle Point Community Development District

East Nassau Stewardship District

Eastlake Oaks Community Development District

Easton Park Community Development District

Estancia @ Wiregrass Community Development District Evergreen Community Development District

Forest Brooke Community Development District

Gateway Services Community Development District

Gramercy Farms Community Development District

Greenway Improvement District

Greyhawk Landing Community Development District

Griffin Lakes Community Development District

Habitat Community Development District

Harbor Bay Community Development District

Harbourage at Braden River Community Development District

Harmony Community Development District

Harmony West Community Development District

Harrison Ranch Community Development District

Hawkstone Community Development District

Heritage Harbor Community Development District

Heritage Isles Community Development District

Heritage Lake Park Community Development District

Heritage Landing Community Development District

Heritage Palms Community Development District

Heron Isles Community Development District

Heron Isles Community Development District

Highland Meadows II Community Development District

Julington Creek Community Development District

Laguna Lakes Community Development District

Lake Bernadette Community Development District

Lakeside Plantation Community Development District

Landings at Miami Community Development District

Legends Bay Community Development District

Lexington Oaks Community Development District

Live Oak No. 2 Community Development District Madeira Community Development District

Marhsall Creek Community Development District

Meadow Pointe IV Community Development District

Meadow View at Twin Creek Community Development District

Mediterra North Community Development District

Midtown Miami Community Development District

Mira Lago West Community Development District

Montecito Community Development District

Narcoossee Community Development District

Naturewalk Community Development District

New Port Tampa Bay Community Development District

Overoaks Community Development District

Panther Trace II Community Development District

Paseo Community Development District

Pine Ridge Plantation Community Development District

Piney Z Community Development District

Poinciana Community Development District

Poinciana West Community Development District

Port of the Islands Community Development District

Portofino Isles Community Development District

Quarry Community Development District

Renaissance Commons Community Development District

Reserve Community Development District

Reserve #2 Community Development District

River Glen Community Development District

River Hall Community Development District

River Place on the St. Lucie Community Development District

Rivers Edge Community Development District

Riverwood Community Development District

Riverwood Estates Community Development District

Rolling Hills Community Development District

Rolling Oaks Community Development District Sampson Creek Community Development District

San Simeon Community Development District

Six Mile Creek Community Development District

South Village Community Development District

Southern Hills Plantation I Community Development District

Southern Hills Plantation III Community Development District

South Fork Community Development District

St. John's Forest Community Development District

Stoneybrook South Community Development District

Stoneybrook South at ChampionsGate Community Development District

Stoneybrook West Community Development District

Tern Bay Community Development District

Terracina Community Development District

Tison's Landing Community Development District

TPOST Community Development District

Triple Creek Community Development District

TSR Community Development District

Turnbull Creek Community Development District

Twin Creeks North Community Development District

Urban Orlando Community Development District

Verano #2 Community Development District

Viera East Community Development District

VillaMar Community Development District Vizcaya in Kendall Development District

Waterset North Community Development District

Westside Community Development District

WildBlue Community Development District

Willow Creek Community Development District

Willow Hammock Community Development District

Winston Trails Community Development District

Zephyr Ridge Community Development District

Other Governmental Organizations

City of Westlake

Florida Inland Navigation District

Fort Pierce Farms Water Control District

Indian River Regional Crime Laboratory, District 19, Florida Office of the Medical Examiner, District 19

Rupert J. Smith Law Library of St. Lucie County

St. Lucie Education Foundation

Seminole Improvement District

Troup Indiantown Water Control District

Viera Stewardship District

Current or Recent Single Audits,

St. Lucie County, Florida Early Learning Coalition, Inc. Treasure Coast Food Bank, Inc.

Members of our audit team have acquired extensive experience from performing or participating in over 1,800 audits of governments, independent special taxing districts, school boards, and other agencies that receive public money and utilize fund accounting.

Much of our firm's auditing experience is with compliance auditing, which is required for publicly financed agencies. In this type of audit, we do a financial examination and also confirm compliance with various statutory and regulatory guidelines.

Following is a summary of our other experience, including Auditor General experience, as it pertains to other governmental and fund accounting audits.

Counties

(Includes elected constitutional officers, utilities and dependent taxing districts)

Indian River Martin Okeechobee Palm Beach

Municipalities

City of Port St. Lucie City of Vero Beach Town of Orchid

Special Districts

Bannon Lakes Community Development District Boggy Creek Community Development District Capron Trail Community Development District Celebration Pointe Community Development District **Coquina Water Control District Diamond Hill Community Development District** Dovera Community Development District **Durbin Crossing Community Development District** Golden Lakes Community Development District Lakewood Ranch Community Development District Martin Soil and Water Conservation District Meadow Pointe III Community Development District Myrtle Creek Community Development District St. Lucie County – Fort Pierce Fire District The Crossings at Fleming Island St. Lucie West Services District Indian River County Mosquito Control District St. John's Water Control District Westchase and Westchase East Community Development Districts Pier Park Community Development District Verandahs Community Development District Magnolia Park Community Development District

Schools and Colleges

Federal Student Aid Programs – Indian River Community College Indian River Community College Okeechobee County District School Board St. Lucie County District School Board

State and County Agencies

 Central Florida Foreign-Trade Zone, Inc. (a nonprofit organization affiliated with the St. Lucie County Board of County Commissioners)
 Florida School for Boys at Okeechobee
 Indian River Community College Crime Laboratory
 Indian River Correctional Institution

FEE SCHEDULE

We propose the fee for our audit services described below to be \$3,610 for the years ended September 30, 2020 and 2021, \$3,775 for the years ended September 30, 2022 and 2023, and \$3,945 for the year ended September 30, 2024. The fee is contingent upon the financial records and accounting systems of Durbin Crossing Community Development District being "audit ready" and the financial activity for the District is not materially increased. If we discover that additional preparation work or subsidiary schedules are needed, we will consult with your authorized representative. We can assist with this additional work at our standard rates should you desire.

SCOPE OF WORK TO BE PERFORMED

If selected as the District's auditors, we will perform a financial and compliance audit in accordance with Section 11.45, Florida Statutes, in order to express an opinion on an annual basis on the financial statements of Durbin Crossing Community Development District as of September 30, 2020, 2021, 2022, 2023, and 2024. The audits will be performed to the extent necessary to express an opinion on the fairness in all material respects with which the financial statements present the financial position, results of operations and changes in financial position in conformity with generally accepted accounting principles and to determine whether, for selected transactions, operations are properly conducted in accordance with legal and regulatory requirements. Reportable conditions that are also material weaknesses shall be identified as such in the Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters. Other (non-reportable) conditions discovered during the course of the audit will be reported in a separate letter to management, which will be referred to in the Auditors' Report on Internal Reporting and on Compliance and Other Matters.

Our audit will be performed in accordance with standards for financial and compliance audits contained in *Government Auditing Standards*, as well as in compliance with rules and regulations of audits of special districts as set forth by the State Auditor General in Chapter 10.550, Local Governmental Entity Audits, and other relevant federal, state and county orders, statutes, ordinances, charter, resolutions, bond covenants, Administrative Code and procedures, or rules and regulations which may pertain to the work required in the engagement.

The primary purpose of our audit will be to express an opinion on the financial statements discussed above. It should be noted that such audits are subject to the inherent risk that errors or irregularities may not be detected. However, if conditions are discovered which lead to the belief that material errors, defalcations or other irregularities may exist or if other circumstances are encountered that require extended services, we will promptly notify the appropriate individual.

J. W. Gaines, CPA, CITP

Director - 40 years

Education

• Stetson University, B.B.A. – Accounting

Registrations

- Certified Public Accountant State of Florida, State Board of Accountancy
- Certified Information Technology Professional (CITP) American Institute of Certified Public Accountants

Professional Affiliations/Community Service

- Member of the American and Florida Institutes of Certified Public Accountants
- Affiliate member Government Finance Officers Association
- Past President, Vice President-Campaign Chairman, Vice President and Board Member of United Way of St. Lucie County, 1989 - 1994
- Past President, President Elect, Secretary and Treasurer of the Treasure Coast Chapter of the Florida Institute of Certified Public Accountants, 1988 - 1991
- Past President of Ft. Pierce Kiwanis Club, 1994 95, Member/Board Member since 1982
- Past President, Vice President and Treasurer of St. Lucie County Chapter of the American Cancer Society, 1980 -1986
- Member of the St. Lucie County Chamber of Commerce, Member Board of Directors, Treasurer, September 2002 - 2006, Chairman Elect 2007, Chairman 2008, Past Chairman 2009
- Member Lawnwood Regional Medical Center Board of Trustees, 2000 Present, Chairman 2013 - Present
- Member of St. Lucie County Citizens Budget Committee, 2001 2002
- Member of Ft. Pierce Citizens Budget Advisory Committee, 2010 2011
- Member of Ft. Pierce Civil Service Appeals Board, 2013 Present

Professional Experience

- Miles Grant Development/Country Club Stuart, Florida, July 1975 October 1976
- State Auditor General's Office Public Accounts Auditor November 1976 through September 1979
- Director Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants PL, responsible for numerous government and nonprofit audits.
- Over 30 years experience in all phases of public accounting and auditing experience, with a concentration in financial and compliance audits. Mr. Gaines has been involved in all phases of the audits listed on the preceding pages.

J. W. Gaines, CPA, CITP (Continued) Director

Continuing Professional Education

• Has participated in numerous continuing professional education courses provided by nationally recognized sponsors over the last two years to keep abreast of the latest developments in accounting and auditing such as:

Governmental Accounting Report and Audit Update Analytical Procedures, FICPA Annual Update for Accountants and Auditors Single Audit Sampling and Other Considerations

David S. McGuire, CPA, CITP

Accounting and Audit Principal – 11 years Accounting and Audit Manager – 4 years Staff Accountant – 11 years

Education

- University of Central Florida, B.A. Accounting
- Barry University Master of Professional Accountancy

Registrations

- Certified Public Accountant State of Florida, State Board of Accountancy
- Certified Information Technology Professional (CITP) American Institute of Certified Public Accountants
- Certified Not-For-Profit Core Concepts 2018

Professional Affiliations/Community Service

- Member of the American and Florida Institutes of Certified Public Accountants
- Associate Member, Florida Government Finance Office Associates
- Assistant Coach St. Lucie County Youth Football Organization (1994 2005)
- Assistant Coach Greater Port St. Lucie Football League, Inc. (2006 2010)
- Board Member Greater Port St. Lucie Football League, Inc. (2011 present)
- Treasurer, AIDS Research and Treatment Center of the Treasure Coast, Inc. (2000 2003)
- Board Member/Treasurer, North Treasure Coast Chapter, American Red Cross (2004 – 2010)
- Member/Board Member of Port St. Lucie Kiwanis (1994 2001)
- President (2014/15) of Sunrise Kiwanis of Fort Pierce (2004 present)
- St. Lucie District School Board Superintendent Search Committee (2013 present)

Professional Experience

- Twenty-four years public accounting experience with an emphasis on nonprofit and governmental organizations.
- Audit Manager in-charge on a variety of audit and review engagements within several industries, including the following government and nonprofit organizations:

St. Lucie County, Florida 19th Circuit Office of Medical Examiner Troup Indiantown Water Control District Exchange Club Center for the Prevention of Child Abuse, Inc. Healthy Kids of St. Lucie County Mustard Seed Ministries of Ft. Pierce, Inc. Reaching Our Community Kids, Inc. Reaching Our Community Kids - South St. Lucie County Education Foundation, Inc. Treasure Coast Food Bank, Inc. North Springs Improvement District

 Four years of service in the United States Air Force in computer operations, with a top secret (SCI/SBI) security clearance.

David S. McGuire, CPA, CITP (Continued)

Accounting and Audit Principal

Continuing Professional Education

 Mr. McGuire has attended numerous continuing professional education courses and seminars taught by nationally recognized sponsors in the accounting auditing and single audit compliance areas. He has attended courses over the last two years in those areas as follows:

Not-for-Profit Auditing Financial Results and Compliance Requirements Update: Government Accounting Reporting and Auditing Annual Update for Accountants and Auditors

David F. Haughton, CPA

Accounting and Audit Manager - 28 years

Education

• Stetson University, B.B.A. – Accounting

Registrations

• Certified Public Accountant – State of Florida, State Board of Accountancy

Professional Affiliations/Community Service

- Member of the American and Florida Institutes of Certified Public Accountants
- Former Member of Florida Institute of Certified Public Accountants Committee on State and Local Government
- Affiliate Member Government Finance Officers Association (GFOA) for over 10 years
- Affiliate Member Florida Government Finance Officers Association (FGFOA) for over 10 years
- Technical Review 1997 FICPA Course on State and Local Governments in Florida
- Board of Directors Kiwanis of Ft. Pierce, Treasurer 1994-1999; Vice President 1999-2001

Professional Experience

- Twenty-seven years public accounting experience with an emphasis on governmental and nonprofit organizations.
- State Auditor General's Office West Palm Beach, Staff Auditor, June 1985 to September 1985
- Accounting and Audit Manager of Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants PL, responsible for audit and accounting services including governmental and not-for-profit audits.
- Over 20 years of public accounting and governmental experience, specializing in governmental and nonprofit organizations with concentration in special districts, including Community Development Districts which provide services including water and sewer utilities. Governmental and non-profit entities served include the following:

Counties:

St. Lucie County

Municipalities:

City of Fort Pierce City of Stuart

David F. Haughton, CPA (Continued)

Accounting and Audit Manager

Professional Experience (Continued)

Special Districts:

Bluewaters Community Development District Country Club of Mount Dora Community Development District Fiddler's Creek Community Development District #1 and #2 Indigo Community Development District North Springs Improvement District Renaissance Commons Community Development District St. Lucie West Services District Stoneybrook Community Development District Summerville Community Development District Terracina Community Development District Thousand Oaks Community Development District Tree Island Estates Community Development District Valencia Acres Community Development District

Non-Profits:

The Dunbar Center, Inc. Hibiscus Children's Foundation, Inc. Hope Rural School, Inc. Maritime and Yachting Museum of Florida, Inc. Tykes and Teens, Inc. United Way of Martin County, Inc. Workforce Development Board of the Treasure Coast, Inc.

- While with the Auditor General's Office he was on the staff for the state audits of the Martin County School District and Okeechobee County School District.
- During 1997 he performed a technical review of the Florida Institute of Certified Public Accountants state CPE course on Audits of State and Local Governments in Florida. His comments were well received by the author and were utilized in future updates to the course.

Continuing Professional Education

During the past several years, he has participated in numerous professional development training programs sponsored by the AICPA and FICPA, including state conferences on special districts and governmental auditing in Florida. He averages in excess of 100 hours bi-annually of advanced training which exceeds the 80 hours required in accordance with the continuing professional education requirements of the Florida State Board of accountancy and the AICPA Private Companies Practice Section. He has over 75 hours of governmental CPE credit within the past two years.

Matthew Gonano, CPA

Senior Staff Accountant - 8 years

Education

- University of North Florida, B.B.A. Accounting
- University of Alicante, Spain International Business
- Florida Atlantic University Masters of Accounting

Professional Affiliations/Community Service

- American Institute of Certified Public Accountants
- Florida Institute of Certified Public Accountants

Professional Experience

- Senior Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.
- Performed audits of nonprofit and governmental organizations in accordance with Governmental Accounting Auditing Standards (GAAS)
- Performed Single Audits of nonprofit organizations in accordance with OMB Circular A-133, Audits of State, Local Governments, and Non-Profit Organizations.

Continuing Professional Education

• Mr. Gonano has participated in numerous continuing professional education courses.

Personnel Qualifications and Experience

Paul Daly

Staff Accountant – 7 years

Education

• Florida Atlantic University, B.S. – Accounting

Professional Experience

• Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

• Working to attain the requirements to take the Certified Public Accounting (CPA) exam.

Personnel Qualifications and Experience

Melissa Marlin

Senior Staff Accountant - 5 years

Education

- Indian River State College, A.A. Accounting
- Florida Atlantic University, B.B.A. Accounting

Professional Experience

• Staff accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- Mrs. Marlin participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- Mrs. Marlin is currently studying to pass the CPA exam.

Personnel Qualifications and Experience

Bryan Snyder

Staff Accountant - 4 years

Education

• Florida Atlantic University, B.B.A. – Accounting

Professional Experience

- Accountant beginning his professional auditing career with Berger, Toombs, Elam, Gaines, & Frank.
- Mr. Snyder is gaining experience auditing governmental & nonprofit entities.

Continuing Professional Education

- Mr. Snyder participates in numerous continuing education courses and plans on working to acquire his CPA certificate.
- Mr. Snyder is currently studying to pass the CPA exam.

Personnel Qualifications and Experience

Maritza Stonebraker

Staff Accountant - 3 years

Education

• Indian River State College, B.S.A. – Accounting

Professional Experience

• Staff Accountant beginning her professional auditing career with Berger, Toombs, Elam, Gaines, & Frank.

Continuing Professional Education

- Mrs. Stonebraker participates in numerous continuing education courses and plans on acquiring her CPA.
- Mrs. Stonebraker is currently studying to pass the CPA exam.

Jonathan Herman, CPA

Senior Staff Accountant - 5 years

Education

- University of Central Florida, B.S. Accounting
- Florida Atlantic University, MACC

Professional Experience

• Accounting graduate with five years experience with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

 Mr. Herman participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.

Personnel Qualifications and Experience

Sean Stanton, CPA

Staff Accountant - 3 years

Education

- University of South Florida, B.S. Accounting
- Florida Atlantic University, M.B.A. Accounting

Professional Experience

• Staff accountant with Berger, Toombs, Elam, Gaines, & Frank auditing governmental and non-profit entities.

Continuing Professional Education

• Mr. Stanton participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.

Personnel Qualifications and Experience

Taylor Nuccio

Staff Accountant – 1 year

Education

• Indian River State College, B.S.A. – Accounting

Professional Experience

• Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- Ms. Nuccio participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- Ms. Nuccio is currently working towards completing an additional 30 hours of education to qualify to sit for CPA exam.

Personnel Qualifications and Experience

Kirk Vasser

Staff Accountant

Education

◆ Indian River State College, B.S.A. – Accounting

Professional Experience

• Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- Mr. Vasser participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- Mr. Vasser is currently working towards completing an additional 30 hours of education to qualify to sit for CPA exam.

Personnel Qualifications and Experience

Madison Ballash

Staff Accountant

Education

• Indian River State College, B.S.A. – Accounting (May 2020)

Professional Experience

• Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- Ms. Ballash participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- Ms. Ballash is currently working towards completing an additional 30 hours of education to qualify to sit for CPA exam.



Judson B. Baggett MBA, CPA, CVA, Partner Marci Reutimonn CPA, Partner ▲ 6815 Dairy Rood Zephyrhills, FL 33542 3 (813) 788-2155 湯 (813) 782-8606

Report on the Firm's System of Quality Control

To the Partners October 30, 2019 Berger, Toombs, Elam, Gaines & Frank, CPAs; PL and the Peer Review Committee of the Florida Institute of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs, PL, (the firm), in effect for the year ended May 31, 2019. 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 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.

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 Berger, Toombs, Elam, Gaines & Frank, CPAs, PL, in effect for the year ended May 31, 2019, 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.* Berger, Toombs, Elam, Gaines & Frank, CPAs, PL has received a peer review rating of *pass.*

Baggett, Bentiman + adociates, CPAS PA BAGGETT, REUTINIANN & ASSOCIATES, CPAS, PA

Member American Institute of Certified Public Accountants (AICPA) and Florida Institute of Certified Public Accountants (FICPA) National Association of Certified Valuation Analysts (NACVA)

DURBIN CROSSING COMMUNITY DEVELOPMENT DISTRICT REQUEST FOR PROPOSALS

Annual Audit Services for Fiscal Year 2020 St. Johns County, Florida

INSTRUCTIONS TO PROPOSERS

SECTION 1. DUE DATE. An electronic copy of the proposal must be received no later than Thursday, May 7, 2020, 3:00 p.m. at the e-mail address of District Manager Daniel Laughlin, <u>dlaughlin@gmsnf.com</u>.

SECTION 2. FAMILIARITY WITH THE LAW. By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules, and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

SECTION 3. QUALIFICATIONS OF PROPOSER. The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL. Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

SECTION 5. SUBMISSION OF PROPOSAL. Submit an electronic copy of the Proposal Documents, and other requested attachments at the time and e-mail address indicated herein, which shall include the subject line, "Auditing Services - Durbin Crossing Community Development District".

SECTION 6. MODIFICATION AND WITHDRAWAL. Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the email address where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

SECTION 7. PROPOSAL DOCUMENTS. The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the "Proposal Documents").

SECTION 8. PROPOSAL. In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

SECTION 9. BASIS OF AWARD/RIGHT TO REJECT. The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

SECTION 10. CONTRACT AWARD. Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

SECTION 11. LIMITATION OF LIABILITY. Nothing herein shall be construed as or constitute a wavier of District's limited waiver of liability contained in section 768.28, Florida Statutes, or any other statute or law.

SECTION 12. MISCELLANEOUS. All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List position or title of all personnel to perform work on the District audit. Include resumes for each person listed: list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The lump sum cost of the provision of the services under the proposal.

SECTION 13. PROTESTS. Any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, GMS, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, within seventy-two (72) hours after the receipt of the proposed project plans and specifications or other contract documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid plans, specifications or contract documents.

SECTION 14. EVALUATION OF PROPOSALS. The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

DURBIN CROSSING COMMUNITY DEVELOPMENT DISTRICT AUDITOR SELECTION EVALUATION CRITERIA

1. Ability of Personnel.

(E.g., geographic location of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.)

2. Proposer's Experience.

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character, integrity, reputation of Proposer, etc.)

3. Understanding of Scope of Work.

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

4. Ability to Furnish the Required Services.

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required.

5. Price.

Points will be awarded based upon the lowest total proposal for rendering the services and the reasonableness of the proposal.

(20 Points)

(20 Points)

(20 Points)

(20 Points)

(20 Points)



Proposal to Provide Financial Auditing Services:

DURBIN CROSSING COMMUNITY DEVELOPMENT DISTRICT

Proposal Due: May 07, 2020 3:00PM

Submitted to:

Durbin Crossing Community Development District C/o District Manager 475 West Town Place, Suite 114 St. Augustine, Florida 32092

Submitted by: Antonio J. Grau, Partner Grau & Associates 951 Yamato Road, Suite 280 Boca Raton, Florida 33431 Tel (561) 994-9299 (800) 229-4728 Fax (561) 994-5823 tgrau@graucpa.com WWW.graucpa.com



Table of Contents

	PAGE
EXECUTIVE SUMMARY / TRANSMITTAL LETTER	1
FIRM QUALIFICATIONS	3
FIRM & STAFF EXPERIENCE	6
REFERENCES	11
SPECIFIC AUDIT APPROACH	13
COST OF SERVICES	17
SUPPLEMENTAL INFORMATION	19



May 07, 2020

Durbin Crossing Community Development District C/o District Manager 475 West Town Place, Suite 114 St. Augustine, Florida 32092

Re: Request for Proposal for Professional Auditing Services for the fiscal year ended September 30, 2020, with an option for four (4) additional annual renewals.

Grau & Associates (Grau) welcomes the opportunity to respond to the Durbin Crossing Community Development District's (the "District") Request for Proposal (RFP), and we look forward to working with you on your audit. We are an energetic and robust team of knowledgeable professionals and are a recognized leader of providing services to Community Development Districts. As one of Florida's few firms to primarily focus on government, we are especially equipped to provide you an effective and efficient audit.

Special district audits are at the core of our practice: **we have a total of 360 clients, 329 or 91% of which are special districts.** We know the specifics of the professional services and work products needed to meet your RFP requirements like no other firm. With this level of experience, we are able to increase efficiency, to provide immediate and continued savings, and to minimize disturbances to client operations.

Why Grau & Associates:

Knowledgeable Audit Team

Grau is proud that the personnel we assign to your audit are some of the most seasoned auditors in the field. Our staff performs governmental engagements year round. When not working on your audit, your team is refining their audit approach for next year's audit. Our engagement partners have decades of experience and take a hands-on approach to our assignments, which all ensures a smoother process for you.

Servicing your Individual Needs

Our clients enjoy personalized service designed to satisfy their unique needs and requirements. First, we ensure that the transition to a new firm is as smooth and seamless as possible. Throughout the process of our audit, you will find that we welcome working with you to resolve any issues as swiftly and easily as possible. In addition, due to Grau's very low turnover rate for our industry, you also won't have to worry about retraining your auditors from year to year.

Developing Relationships

We strive to foster mutually beneficial relationships with our clients. We stay in touch year round, updating, collaborating and assisting you in implementing new legislation, rules and standards that affect your organization. We are also available as a sounding board and assist with technical questions.

Maintaining an Impeccable Reputation

We have never been involved in any litigation, proceeding or received any disciplinary action. Additionally, we have never been charged with, or convicted of, a public entity crime of any sort. We are financially stable and have never been involved in any bankruptcy proceedings.

Complying With Standards

Our audit will follow the Auditing Standards of the AICPA, Generally Accepted Government Auditing Standards, issued by the Comptroller General of the United States, and the Rules of the Auditor General of the State of Florida, and any other applicable federal, state and local regulations. We will deliver our reports in accordance with your requirements.

This proposal is a firm and irrevocable offer for 90 days. We certify this proposal is made without previous understanding, agreement or connection either with any previous firms or corporations offering a proposal for the same items. We also certify our proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action, and was prepared in good faith. Only the person(s), company or parties interested in the project as principals are named in the proposal. Grau has no existing or potential conflicts, and anticipates no conflicts during the engagement. Our Federal I.D. number is 20-2067322.

We would be happy to answer any questions or to provide any additional information. We are genuinely excited about the prospect of serving you and establishing a long-term relationship. Please do not hesitate to call or email either of our Partners, Antonio J. Grau, CPA (<u>tgrau@graucpa.com</u>) or Racquel McIntosh, CPA (<u>rmcintosh@graucpa.com</u>) at 561.994.9299. We thank you for considering our firm's qualifications and experience.

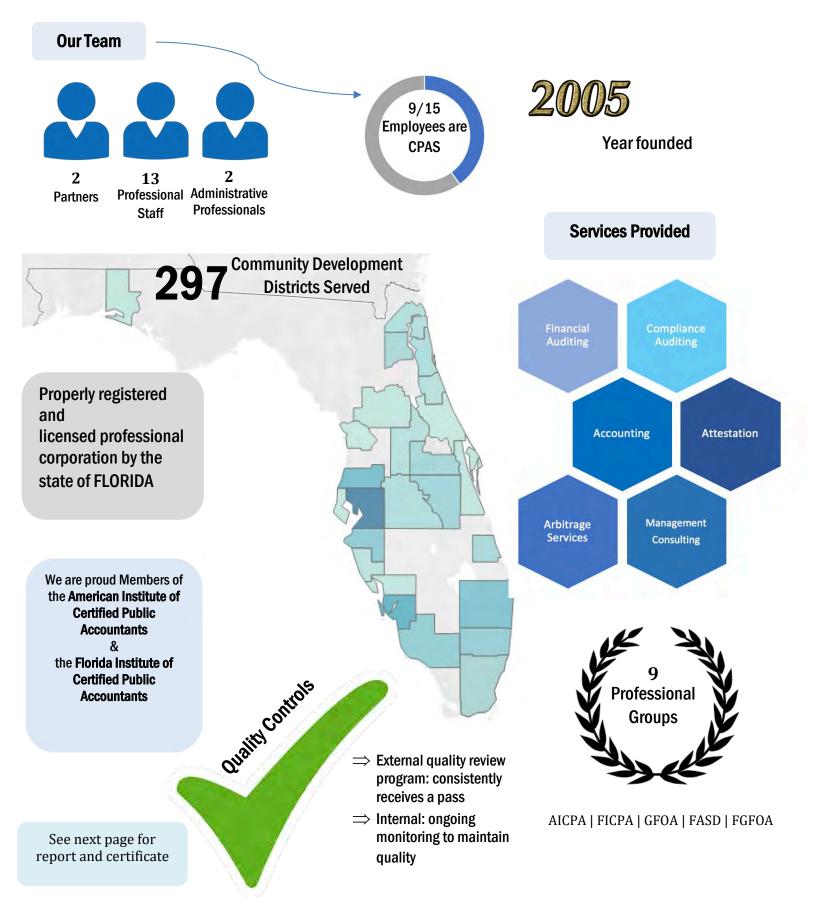
Very truly yours, Grau & Associates

Antonio J. Grau

Firm Qualifications



Grau's Focus and Experience









Peer Review Program

AICPA Peer Review Program Administered in Florida by the Florida Institute of CPAs

February 20, 2020

Antonio Grau Grau & Associates 951 Yamato Rd Ste 280 Boca Raton, FL 33431-1809

Dear Antonio Grau:

It is my pleasure to notify you that on February 20, 2020, the Florida Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is December 31, 2022. This is the date by which all review documents should be completed and submitted to the administering entity.

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

Thank you for your cooperation.

Sincerely, FICPA Peer Review Committee

Peer Review Team FICPA Peer Review Committee paul@ficpa.org 800-342-3197 ext. 251

Florida Institute of CPAs

cc: Daniel Hevia, Racquel McIntosh

Firm Number: 900004390114

Review Number: 571202

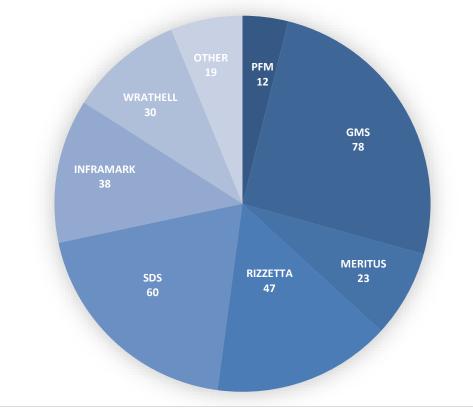
3800 Esplanade Way, Suite 210 | Taliahassee, FL 32311 | 800,342,3197 in Florida | 850,224,2727 | Fax: 850,222,6190 | www.ficpe.ort



Firm & Staff Experience



GRAU AND ASSOCIATES COMMUNITY DEVELOPMENT DISTRICT EXPERIENCE BY MANAGEMENT COMPANY



Profile Briefs:

Antonio J GRAU, CPA (Partner)

Years Performing Audits: 30+ CPE (last 2 years): Government Accounting, Auditing: 66 hours; Accounting, Auditing and Other: 25 hours Professional Memberships: AICPA, FICPA, FGFOA, GFOA

Racquel McIntosh, CPA (Partner)

Years Performing Audits: 14+ CPE (last 2 years): Government Accounting, Auditing: 59 hours; Accounting, Auditing and Other: 45 hours Professional Memberships: AICPA, FICPA, FGFOA, FASD

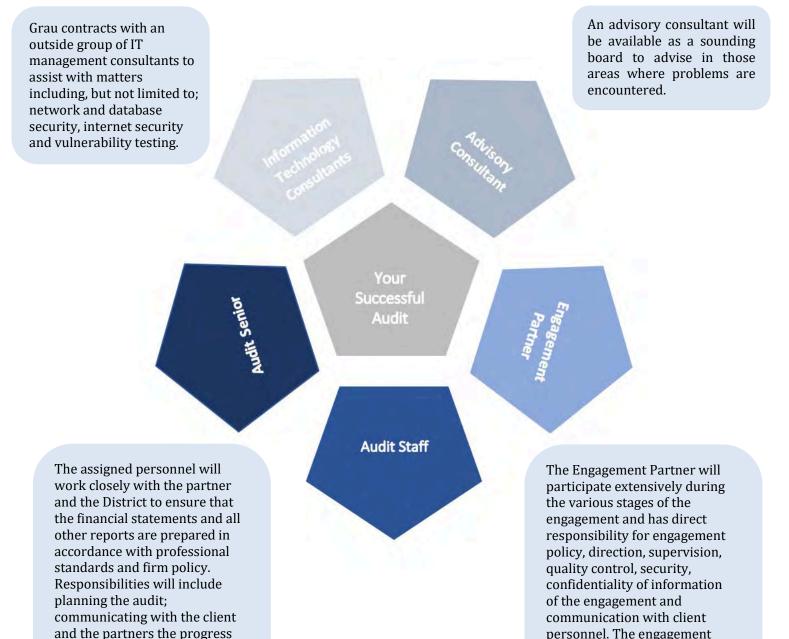
"Here at Grau & Associates, staying up to date with the current technological landscape is one of our top priorities. Not only does it provide a more positive experience for our clients, but it also allows us to perform a more effective and efficient audit. With the every changing technology available and utilized by our clients, we are constantly innovating our audit process." - Tony Grau

> "Quality audits and exceptional client service are at the heart of every decision we make. Our clients trust us to deliver a quality audit, adhering to high standards and assisting them with improvements for their organization." -Racquel McIntosh



YOUR ENGAGEMENT TEAM

Grau's client-specific engagement team is meticulously organized in order to meet the unique needs of each client. Constant communication within our solution team allows for continuity of staff and audit team.



Grau & Associates

of the audit: and

determining that financial

statements and all reports

issued by the firm are accurate,

complete and are prepared in

accordance with professional

standards and firm policy.

partner will also be involved

directing the development of

the overall audit approach

overriding review of work

papers and ascertain client

and plan; performing an

satisfaction.



Antonio 'Tony ' J. Grau, CPA *Partner*

Contact: tgrau@graucpa.com | (561) 939-6672

Experience

For over 30 years, Tony has been providing audit, accounting and consulting services to the firm's governmental, non-profit, employee benefit, overhead and arbitrage clients. He provides guidance to clients regarding complex accounting issues, internal controls and operations.

As a member of the Government Finance Officers Association Special Review Committee, Tony participated in the review process for awarding the GFOA Certificate of Achievement in Financial Reporting. Tony was also the review team leader for the Quality Review of the Office of Management Audits of School Board of Miami-Dade County. Tony received the AICPA advanced level certificate for governmental single audits.

Education

University of South Florida (1983) Bachelor of Arts Business Administration

Clients Served (partial list) (>300) Various Special Districts, including:

Bayside Improvement Community Development District Dunes Community Development District Fishhawk Community Development District (I,II,IV) Grand Bay at Doral Community Development District Heritage Harbor North Community Development District St. Lucie West Services District Ave Maria Stewardship Community District Rivers Edge II Community Development District Bartram Park Community Development District Bay Laurel Center Community Development District

Boca Raton Airport Authority Greater Naples Fire Rescue District Key Largo Wastewater Treatment District Lake Worth Drainage District South Indian River Water Control

Professional Associations/Memberships

American Institute of Certified Public AccountantsFlorida Government Finance Officers AssociationFlorida Institute of Certified Public AccountantsGovernment Finance Officers Association MemberCity of Boca Raton Financial Advisory Board Member

Professional Education (over the last two years)

<u>Course</u>	<u>Hours</u>
Government Accounting and Auditing	66
Accounting, Auditing and Other	<u>25</u>
Total Hours	<u>91</u> (includes of 4 hours of Ethics CPE)





Racquel C. McIntosh, CPA Partner

Contact : rmcintosh@graucpa.com | (561) 939-6669

Experience

Racquel has been providing government audit, accounting and advisory services to our clients for over 14 years. She serves as the firm's quality control partner; in this capacity she closely monitors engagement quality ensuring standards are followed and maintained throughout the audit.

Racquel develops in-house training seminars on current government auditing, accounting, and legislative topics and also provides seminars for various government organizations. In addition, she assists clients with implementing new accounting software, legislation, and standards.

Education

Florida Atlantic University (2004) Master of Accounting Florida Atlantic University (2003) Bachelor of Arts: Finance, Accounting

Clients Served (partial list)

(>300) Various Special Districts, including:

Carlton Lakes Community Development District Golden Lakes Community Development District Rivercrest Community Development District South Fork III Community Development District TPOST Community Development District

East Central Regional Wastewater Treatment Facilities Indian Trail Improvement District Pinellas Park Water Management District Ranger Drainage District South Trail Fire Protection and Rescue Service District

Professional Associations/ Memberships

American Institute of Certified Public Accountants Florida Institute of Certified Public Accountants

Professional Education (over the last two years)

<u>Course</u>	<u>Hours</u>
Government Accounting and Auditing	59
Accounting, Auditing and Other	<u>45</u>
Total Hours	$\underline{104}$ (includes of 4 hours of Ethics CPE)

Westchase Community Development District Monterra Community Development District Palm Coast Park Community Development District Long Leaf Community Development District Watergrass Community Development District

FICPA State & Local Government Committee

FGFOA Palm Beach Chapter



References



We have included three references of government engagements that require compliance with laws and regulations, follow fund accounting, and have financing requirements, which we believe are similar to the District.

Dunes Community Development District

Scope of Work	Financial audit	
Engagement Partner	Antonio J. Grau	
Dates	Annually since 1998	
Client Contact	Darrin Mossing, Finance Director	
	475 W. Town Place, Suite 114	
	St. Augustine, Florida 32092	
	904-940-5850	

Two Creeks Community Development District

Scope of Work	Financial audit	
Engagement Partner	Antonio J. Grau	
Dates	Annually since 2007	
Client Contact	William Rizzetta, President	
	3434 Colwell Avenue, Suite 200	
	Tampa, Florida 33614	
	813-933-5571	

Journey's End Community Development District

Scope of Work	Financial audit
Engagement Partner	Antonio J. Grau
Dates	Annually since 2004
Client Contact	Todd Wodraska, Vice President 2501 A Burns Road Palm Beach Gardens, Florida 33410 561-630-4922



Specific Audit Approach



AUDIT APPROACH

Grau's Understanding of Work Product / Scope of Services:

We recognize the District is an important entity and we are confident our firm is eminently qualified to meet the challenges of this engagement and deliver quality audit services. *You would be a valued client of our firm and we pledge to <u>commit all firm resources</u> to provide the level and quality of services (as described below) which not only meet the requirements set forth in the RFP but will <u>exceed those expectations</u>. Grau & Associates fully understands the scope of professional services and work products requested. Our audit will follow the Auditing Standards of the AICPA, <i>Generally Accepted Government Auditing Standards*, issued by the Comptroller General of the United States, and the Rules of the Auditor General of the State of Florida and any other applicable Federal, State of Local regulations. We will deliver our reports in accordance with your requirements.

Proposed segmentation of the engagement

Our approach to the audit engagement is a risk-based approach which integrates the best of traditional auditing techniques and a total systems concept to enable the team to conduct a more efficient and effective audit. The audit will be conducted in three phases, which are as follows:



Phase I - Preliminary Planning

A thorough understanding of your organization, service objectives and operating environment is essential for the development of an audit plan and for an efficient, cost-effective audit. During this phase, we will meet with appropriate personnel to obtain and document our understanding of your operations and service objectives and, at the same time, give you the opportunity to express your expectations with respect to the services that we will provide. Our work effort will be coordinated so that there will be minimal disruption to your staff.

During this phase we will perform the following activities:

- » Review the regulatory, statutory and compliance requirements. This will include a review of applicable federal and state statutes, resolutions, bond documents, contracts, and other agreements;
- » Read minutes of meetings;
- » Review major sources of information such as budgets, organization charts, procedures, manuals, financial systems, and management information systems;
- » Obtain an understanding of fraud detection and prevention systems;
- » Obtain and document an understanding of internal control, including knowledge about the design of relevant policies, procedures, and records, and whether they have been placed in operation;
- » Assess risk and determine what controls we are to rely upon and what tests we are going to perform and perform test of controls;
- » Develop audit programs to incorporate the consideration of financial statement assertions, specific audit objectives, and appropriate audit procedures to achieve the specified objectives;
- » Discuss and resolve any accounting, auditing and reporting matters which have been identified.



Phase II - Execution of Audit Plan

The audit team will complete a major portion of transaction testing and audit requirements during this phase. The procedures performed during this period will enable us to identify any matter that may impact the completion of our work or require the attention of management. Tasks to be performed in Phase II include, but are not limited to the following:

- » Apply analytical procedures to further assist in the determination of the nature, timing, and extent of auditing procedures used to obtain evidential matter for specific account balances or classes of transactions;
- » Perform tests of account balances and transactions through sampling, vouching, confirmation and other analytical procedures; and
- » Perform tests of compliance.

Phase III - Completion and Delivery

In this phase of the audit, we will complete the tasks related to year-end balances and financial reporting. All reports will be reviewed with management before issuance, and the partners will be available to meet and discuss our report and address any questions. Tasks to be performed in Phase III include, but are not limited to the following:

- » Perform final analytical procedures;
- » Review information and make inquiries for subsequent events; and
- » Meeting with Management to discuss preparation of draft financial statements and any potential findings or recommendations.

You should expect more from your accounting firm than a signature in your annual financial report. Our concept of truly responsive professional service emphasizes taking an active interest in the issues of concern to our clients and serving as an effective resource in dealing with those issues. In following this approach, we not only audit financial information with hindsight but also consider the foresight you apply in managing operations.

Application of this approach in developing our management letter is particularly important given the increasing financial pressures and public scrutiny facing today's public officials. We will prepare the management letter at the completion of our final procedures.

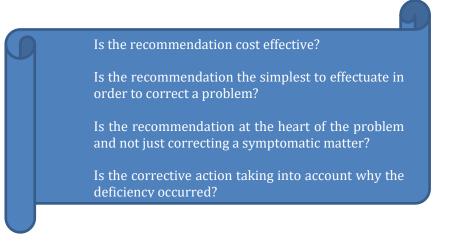
In preparing this management letter, we will initially review any draft comments or recommendations with management. In addition, we will take necessary steps to ensure that matters are communicated to those charged with governance.

In addition to communicating any recommendations, we will also communicate the following, if any:

- » Significant audit adjustments;
- » Significant deficiencies or material weaknesses;
- » Disagreements with management; and
- » Difficulties encountered in performing the audit.



Our findings will contain a statement of condition describing the situation and the area that needs strengthening, what should be corrected and why. Our suggestions will withstand the basic tests of corrective action:



To assure full agreement with facts and circumstances, we will fully discuss each item with Management prior to the final exit conference. This policy means there will be no "surprises" in the management letter and fosters a professional, cooperative atmosphere.

Communications

We emphasize a continuous, year-round dialogue between the District and our management team. We typically begin our audit process with an entrance conference before the onsite fieldwork begins. We regularly communicate through personal telephone calls and electronic mail throughout the audit and on a regular basis. Our clients have the ability to transmit information to us on our secure client portal with the ability to assign different staff with separate log on and viewing capability. This further facilitates efficiency as all assigned users receive electronic mail notification as soon as new information has been posted into the portal. We strive to continue to keep an open line of communication through the fieldwork and ending with an exit conference.



Cost of Services



Our proposed all-inclusive fees for the financial audit for the fiscal years ended September 30, 2020-2024 are as follows:

Year Ended September 30,	Fee		
2020	\$4,000		
2021	\$4,100		
2022	\$4,200		
2023	\$4,300		
2024	<u>\$4,400</u>		
TOTAL (2020-2024)	<u>\$21,000</u>		

The above fees are based on the assumption that the District maintains its current level of operations. Should conditions change or additional Bonds are issued the fees would be adjusted accordingly upon approval from all parties concerned.



Supplemental Information



PARTIAL LIST OF CLIENTS

SPECIAL DISTRICTS	Governmental Audit	Single Audit	Utility Audit	Current Client	Year End
Boca Raton Airport Authority	\checkmark	\checkmark		\checkmark	9/30
Captain's Key Dependent District	✓			\checkmark	9/30
Central Broward Water Control District	\checkmark			\checkmark	9/30
Coquina Water Control District	\checkmark			\checkmark	9/30
East Central Regional Wastewater Treatment Facility	✓		\checkmark	\checkmark	9/30
Florida Green Finance Authority	\checkmark			\checkmark	9/30
Greater Boca Raton Beach and Park District	✓			\checkmark	9/30
Greater Naples Fire Control and Rescue District	~			\checkmark	9/30
Green Corridor P.A.C.E. District	✓			\checkmark	9/30
Hobe-St. Lucie Conservancy District	✓			\checkmark	9/30
Indian River Mosquito Control District	\checkmark				9/30
Indian Trail Improvement District	\checkmark			\checkmark	9/30
Key Largo Waste Water Treatment District	\checkmark	\checkmark	\checkmark	\checkmark	9/30
Lake Padgett Estates Independent District	✓			\checkmark	9/30
Lake Worth Drainage District	\checkmark			\checkmark	9/30
Loxahatchee Groves Water Control District	✓			\checkmark	9/30
Old Plantation Control District	✓			\checkmark	9/30
Pal Mar Water Control District	✓			\checkmark	9/30
Pinellas Park Water Management District	\checkmark			\checkmark	9/30
Pine Tree Water Control District (Broward)	\checkmark			\checkmark	9/30
Pinetree Water Control District (Wellington)	\checkmark			\checkmark	9/30
Ranger Drainage District	✓			\checkmark	9/30
Renaissance Improvement District	\checkmark			\checkmark	9/30
San Carlos Park Fire Protection and Rescue Service District	✓			\checkmark	9/30
Sanibel Fire and Rescue District	\checkmark			\checkmark	9/30
South Central Regional Wastewater Treatment and Disposal Board	\checkmark	\checkmark	\checkmark	\checkmark	9/30
South-Dade Venture Development District	✓			\checkmark	9/30
South Indian River Water Control District	✓	\checkmark		\checkmark	9/30
South Trail Fire Protection & Rescue District	\checkmark			\checkmark	9/30
Spring Lake Improvement District	✓			\checkmark	9/30
St. Lucie West Services District	✓		\checkmark	\checkmark	9/30
Sunshine Water Control District	\checkmark			\checkmark	9/30
Sunny Hills Units 12-15 Dependent District	✓			\checkmark	9/30
West Villages Improvement District	\checkmark			\checkmark	9/30
West Villages Independent District	✓		\checkmark	\checkmark	9/30
Various Community Development Districts (297)	~			\checkmark	9/30
TOTAL	333	4	5	332	



ADDITIONAL SERVICES

CONSULTING / MANAGEMENT ADVISORY SERVICES

Grau & Associates also provide a broad range of other management consulting services. Our expertise has been consistently utilized by Governmental and Non-Profit entities throughout Florida. Examples of engagements performed are as follows:

- Accounting systems
- Development of budgets
- Organizational structures
- Financing alternatives
- IT Auditing

- Fixed asset records
- Cost reimbursement
- Indirect cost allocation
- Grant administration and compliance

ARBITRAGE

The federal government has imposed complex rules to restrict the use of tax-exempt financing. Their principal purpose is to eliminate any significant arbitrage incentives in a tax-exempt issue. We have determined the applicability of these requirements and performed the rebate calculations for more than 150 bond issues, including both fixed and variable rate bonds.

Current Arbitrage Calculations

We look forward to providing Durbin Crossing Community Development District with our resources and experience to accomplish not only those minimum requirements set forth in your Request for Proposal, but to exceed those expectations!

For even more information on Grau & Associates please visit us on <u>www.graucpa.com</u>.



PROPOSAL TO PROVIDE AUDITING SERVICES TO THE

DURBIN CROSSING COMMUNITY DEVELOPMENT DISTRICT

FOR THE FISCAL YEARS ENDING

SEPTEMBER 30, 2020 With the Option for 4 Additional Annual Renewals

REQUEST FOR PROPOSAL - AUDIT SERVICES

May 7, 2020

Submitted by:



934 NORTH MAGNOLIA AVENUE SUITE 100 ORLANDO, FLORIDA 32803 (407) 843-5406

CONTACT: Tamara Campbell, C.P.A.

tcampbell@mcdirmitdavis.com www.mcdirmitdavis.com

	Page
Letter of Interest	1
1. Company Background	3
2. Experience	8
3. References	12
4. Service Approach	14
5. Cost Proposal	16

Letter of Interest



May 7, 2020

Daniel Laughlin, District Manager *Durbin Crossing Community Development District* 475 West Town Place, Suite 114 St. Augustine, FL 32902

Thank you for the opportunity to submit our qualifications and experience to serve as independent auditors of *Durbin Crossing Community Development District*. The accompanying proposal will provide you detailed information regarding the scope of services to be provided, as well as a profile of the firm, the individuals who will serve you, our qualifications and experience, and representative clients, including specific references.

It is our understanding that we will provide the following services:

- Financial audit as defined in Sec. 11.45(l)(b), Florida Statutes, of the basic financial statements of Durbin Crossing Community Development District for the fiscal year ending September 30, 2020, with the option of four additional annual renewals. We will commit to maintain staff required to conclude the audits within the time constraints indicated in the RFP.
- 2. The audit will be performed in accordance with generally accepted auditing standards, *Governmental Auditing Standards* and the Rules of the Auditor General of the State of Florida.
- 3. The audit for the period ending September 30, 2020 will be completed no later than June 30, 2021.

We believe we are the best-qualified firm to perform the engagement for the following reasons:

- We presently audit over fifty Community Development Districts, fourteen municipalities and one special water district and have an excellent working knowledge of generally accepted accounting principles related to governmental entities. We assist in the preparation of the CAFR for most of these governmental entities.
- We have assisted nine municipalities in receiving the GFOA "Certificate of Achievement for Excellence in Financial Reporting". Most of these municipalities have been receiving the "Certificate of Achievement" between ten and twenty years. Tamara Campbell is active as a national review team member of the GFOA's "Certificate of Achievement for Excellence in Financial Reporting" program. As a review team member, Ms. Campbell reviews and evaluates financial reports submitted by cities and counties to determine whether the financial reports meet the stringent requirements to receive the GFOA'S prestigious award. Participating as a review team member, Ms. Campbell has demonstrated her expertise in governmental accounting and auditing.
- We have strong information technology ability and will input the District's general ledger balances into our ProSystem fx Engagement software and perform a virtually "paperless" audit. The District's Financial Statements are linked to the general ledger; therefore, the likelihood of errors on the financial statements is reduced.
- We have recent and continuous experience and have devoted a great deal of our continuing education to the governmental auditing and accounting field. Our firm meets the independence and education requirements of the *Government Auditing Standards* issued by the Comptroller General of the United States. Our firm is independent of *Durbin Crossing Community Development District* as defined by *Government Auditing Standards*.
- As current auditors of the District, we are knowledgeable about the District's history and operating environment.

- We believe in continuing client contact throughout the year, not just during the audit. We encourage on-going client contact by not charging any fee for phone calls.
- We are members of the American and Florida Institutes of Certified Public Accountants and an Associate member of the Governmental Finance Officers Association. Our firm is active in governmental organizations throughout Central Florida and serves on governmental committees of the Florida Institute of CPA's.
- We are a local firm with personnel committed to quality and professional performance, accustomed to providing a high level of client satisfaction. We believe that our firm is part of a team effort to assist the District in developing the best financial reporting possible.
- We have a history of continuity of personnel assigned to the engagement. Our single office firm and low personnel turnover assures uninterrupted services from our partners and staff. We have a staff of 31 people and **10 of those are governmental audit staff**.
- We certify that we do not discriminate on the basis of race, color, sex, religion, disability, national origin, ancestry, sexual orientation, familial status, age, or any other protected characteristic as established in the Equal Employment Opportunity law.

McDirmit Davis, LLC has not colluded with any of the Proposers, and we have not defaulted on any previous contract, and are not in arrears on any previous or existing contract and are properly licensed.

Because of our unique qualifications and a philosophy based on complete dedication to client service, we feel confident that we can provide you with responsiveness and a range of experience that will best serve your needs.

Ms. Tamara Campbell, partner, is authorized to represent the firm and may be contacted at 934 North Magnolia Avenue, Suite 100, Orlando, Florida 32803, or phone (407) 843-5406.

We would consider it a privilege to serve as independent auditors for *Durbin Crossing Community Development District.*

Sincerely,

McDirmit Davis, LLC

Tamara Campbell, C.P.A.

Company Background



Company Background Description and History of Audit Firm

McDirmit Davis, LLC was incorporated in the State of Florida in August 1984 and serves Central Florida from its centrally located office in Orlando, Florida. The partners and managers have over 150 years of combined experience in public accounting, and our firm has grown to be ranked as one of the top 10 accounting firms in Central Florida by the Orlando Business Journal.

Our firm now consists of the following staff:

Partners	5
Managers	4
Seniors	4
Staff Accountants/Paraprofessionals	12
Support Staff	5
Information Systems	
Technology Staff	1
	31

The total number of governmental audit staff is ten (10). We are members of the American and Florida Institutes of Certified Public Accountants and an associate member of the Governmental Finance Officers Association. We are also a member of the *Governmental Audit Quality Center*.

Our firm has a wide range of clients providing both goods and services in the Central Florida area. Our practice encompasses auditing, accounting, management advisory and tax services. A list of all governmental clients audited by us for the fiscal years 2013-2018 is as follows:

- Over Fifty Community Development Districts
- Durbin Crossing Community Development District
- Sun'n Lake of Sebring Improvement District
- City of Winter Springs, Florida *
- City of Ocoee, Florida *
- City of Longwood, Florida *
- City of Lake Mary, Florida*
- City of Belle Isle, Florida *
- City of Mascotte, Florida
- City of Tavares, Florida *
- Town of Windermere, Florida
- City of Clermont, Florida *
- City of Inverness, Florida*
- City of Orange City, Florida*
- City of Groveland, Florida
- City of Fruitland Park, Florida
- City of Minneola, Florida
- City of Umatilla, Florida*
- Town of Montverde, Florida City of Oviedo, Florida*
- These entities are presently clients of McDirmit Davis, LLC
- These entities participate in the Certificate of Achievement for Excellence in Financial Reporting program.





Engagement Team

The following supervisory people will work on the audit:

- Tamara Campbell, C.P.A., engagement partner
- Michelle Sorbello, C.P.A., audit manager
- Matthew Lee, C.P.A., audit manager
- Robert Hernandez, IT specialist



All of the above people have considerable experience on governmental audit engagements. Resumes detailing their experience follow on pages 8 through 11. All supervisory personnel assigned to the audit, except the IT Professional, are Certified Public Accountants. The engagement partner and audit supervisor will be assigned to audit on a full-time basis.

The professional staff of our firm has been conducting governmental audits in the Central Florida area for the past thirty years. We are experienced auditors in a variety of industries and offer experience in auditing federal grants under the Single Audit Act and performing compliance audits of state grants. Our policy is to assign staff accountants to the same audit each year, however, rotate the areas they work on. We will notify the District prior to assigning new staff to the audit.

License to Practice in Florida

Our Firm and all key professional staff are properly licensed to practice in the state of Florida. In addition, our Firm and all assigned key personnel are in good standing with the Florida Board of Accountancy. We can provide a copy of actual License, if requested.

Independence

McDirmit Davis, LLC is independent of the District as defined by auditing standards contained in *Government Auditing Standards*.

Governmental Audit Quality Center

McDirmit Davis, LLC is a member of the AICPA's Governmental Audit Quality Center which is dedicated to establishing the highest standards of audit quality in the governmental accounting and audit sector.

External Quality Control Review

Our Firm understands the importance of developing a formal quality control program, and therefore have been a member of the Private Companies Practice Section of the American Institute of Certified Public Accountants **since 1985**. Member firms are required to adhere to quality control standards established by the AICPA Quality Control Standards Committee and to submit to peer reviews of the firm's accounting and audit practice. Peer reviews are intensive reviews of a firm's quality control system by an independent CPA firm. Our firm has had seven peer reviews performed by the American Institute of Certified Public Accountants. Each peer review has included a review of a local governmental entity. We received a "pass" opinion on each review, which represents the best opinion that a firm can receive.

On our most recent peer review performed in 2017, we received a peer review rating of "pass", which is the highest rating that a firm can receive under the revised peer review standards. We have <u>never</u> been subject to any litigation or disciplinary actions by a client, the State or any professional organization for substandard field work. A copy of our firm's most recent peer review report follows this page. These peer reviews included a review of at least two governmental engagements, and it should be noted that there were no findings as a result of this review. We have never withdrawn from an engagement prior to the agreed expiration date.



Federal or State Reviews

Any Federal or State desk review has resulted in no findings and we have never undergone a Federal or State field audit.

Other Services Provided

Our experience in governmental auditing has led to the development of efficient procedures that provide various client benefits. Our services provide our clients with a wide range of knowledge, confidence, and helpful management advice. Below is a listing of the type of other services that we have provided to governmental clients.

- 1. Assistance in preparation of Comprehensive Annual Financial Reports for recognition by the Government Finance Officers Certificate of Achievement Program.
- 2. Internal audit services.
- 3. Issuance of Comfort Letters and Consent Letters in conjunction with the issuance of tax-exempt bonds.
- 4. Assistance on early implementation of new GASB Statements.
- 5. Assisting in compiling historical financial data for first-time submissions for GFOA Certificate of Achievement for Excellence in Financial Reporting.
- 6. Detailed internal control studies and evaluations of accounting systems.



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 <u>www.aicpa.org/prsummary</u>. 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*.

Shoren + Stunt, P.A.

Gregory, Sharer & Stuart, P.A.



Continuing Education

McDirmit Davis, LLC is committed to the personal and professional growth of its staff. Our firm requires an annual minimum of 40 hours of continuing professional education for each staff member.

Our governmental audit staff complies with the continuing education requirements of the State of Florida, the Governmental Accountability Office (GAO), and *Governmental Auditing Standards* (Yellow Book). Therefore at least 24 hours during a 2 year period must be in subjects directly related to the government environment and to governmental auditing. Our governmental audit staff always exceed this requirement since they attend each year the Florida Governmental Financial Officer's Association Annual Conference which provides 22 hours of training in governmental accounting and auditing.



As a result of our governmental experience, our staff has taught classes or lectured on various topics. We offer "in-house" education courses for our staff, which at times, our

clients have attended. In addition, we would be happy to teach seminars for the benefit of the District's accounting staff.

Information Technology

Our firm has one dedicated Information Technology specialist who has several years' experience in setting up and administering computer systems and networks of all sizes. In addition, all ten governmental audit personnel are experienced with various governmental software programs. We utilize automated, paperless auditing software which stores all trial balances and audit workpapers electronically. We also use Data Analysis Software, which enables us to obtain 100% of selected data and **test** "through your computer system."

One of the services we provide our clients is CLIENT PORTAL. This is a convenient online storage space in which files can be effortlessly uploaded, downloaded, stored and shared in a safe and secure environment. We understand that every business has different requirements when it comes to IT systems. To help you find the best IT system to suit your needs, our IT Specialist will evaluate your network and provide a comprehensive solution.

Records Retention

Our firm maintains records in accordance with local, state, and Federal Public Records Retention Requirements.

Experience





Resume - Tammy Campbell, CPA Partner

Education, Certifications, and Licenses

- B.S. Degree in Accounting, University of Central Florida
- Masters in Taxation, University of Central Florida
- CPA, Certified Public Accountant Florida, 2007

Affiliations and Community Involvement

- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA)
- Florida Government Finance Officers Association (FGFOA)
- Reviewer for GFOA's "Certificate of Achievement for Excellence in Financial Reporting" program
- Member of the Orange County School Board Audit Advisory Committee

Continuing Professional Education

Tammy has completed over 120 hours of Continuing Professional Education (CPE) in the area of governmental accounting and auditing within the past three years and meets the requirements of *Governmental Auditing Standards (the "Yellow Book"*). CPE included classes on Single Audits, the *Yellow Book*, and changes in governmental accounting principles, such as GASBS 67 and 68 on pension plans.

Experience

- Tammy has fifteen (15) years of governmental accounting and auditing experience, including municipalities and airport authorities.
- Her experience has included planning, fieldwork, and preparation of comprehensive annual financial reports for several governmental audit engagements.
- Tammy has worked with all 14 municipalities in the CAFR preparation process, including assisting
 most cities with obtaining the GFOA Certificate of Achievement.

Governmental Audit Experience (Past 5 years)

- Over 60 Community
 Development Districts
- City of Umatilla
- City of Clermont
- City of Oviedo
- City of Lake Mary
- City of Ocoee
- City of Tavares
- City of Orange City

- Town of Windermere
- City of Longwood
- City of Belle Isle
- City of Winter Springs
- City of Inverness
- City of Mascotte
- Homosassa Water District





Resume - Michelle Sorbello, CPA Audit Manager

Education, Certifications, and Licenses

- B.S. Degree in Accounting, University of Central Florida
- Masters in Accounting, University of Central Florida
- CPA, Certified Public Accountant Florida

Affiliations and Community Involvement

- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA)
- Florida Government Finance Officers Association (FGFOA)

Continuing Professional Education

Michelle has completed over 120 hours of Continuing Professional Education (CPE) in the area of governmental accounting and auditing within the past three years and meets the requirements of *Governmental Auditing Standards*.

Experience

- Michelle has 6 years of governmental accounting and auditing experience.
- She has significant experience in the audits of governmental and not-for-profit entities, including those subject to Federal and Florida Single Audit requirements.

Governmental Audit Experience (Past 5 years)

- City of Winter Springs
- City of Longwood
- City of Inverness

- City of Lake Mary
- City of Ocoee
 - City of Mascotte
- Various Community Development Districts





Resume - Matthew Lee, CPA Audit Manager

Education, Certifications, and Licenses

- Master of Science in Accounting, University of Central Florida
- Master of Public Administration, University of Central Florida
- B.S. in Public Administration, University of Central Florida
- CPA, Certified Public Accountant Florida

Affiliations and Community Involvement

- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA)
- Florida Government Finance Officers Association (FGFOA)

Continuing Professional Education

Matthew has completed over 120 hours of Continuing Professional Education (CPE) in the area of governmental accounting and auditing within the past three years and meets the requirements of *Governmental Auditing Standards.*

Experience

- Matthew has 8 years of governmental accounting and auditing experience.
- He has significant experience in the audits of governmental and not-for-profit entities, including those subject to Federal and Florida Single Audit requirements.

Governmental Audit Experience (Past 5 years)

- City of Ocoee
- City of Clermont
- City of Oviedo
- City of Winter Springs
- Sun 'N Lake Improvement
 District
- Various Community
 Development Districts

- Town of Windermere
- City of Longwood
- City of Tavares
- City of Umatilla
- City of Belle Isle





Resume – Robert Hernandez IT Manager

Education, Certifications, and Licenses Associates Degree, Florida Technical College MCSE

Experience

• Robert is an IT Professional with over 24 years' experience, managing information technology systems. Plan, organize, control and evaluate IT and electronic data operations. Design, develop, implement and coordinate systems, policies, and procedures. Ensure security of data, network access, and backup systems.

Key Skills

- Network & System Security
- Risk Management
- Vulnerability Assessments
- Authentication & Access Control
- System Monitoring
- System Integration Planning
- Multitier Network Architectures
- Implementation Planning
- End-user Training
- Staff Leadership/Mentoring
- System Administration
- Application Management
- User Requirements Analysis
- Help Design/Technical Support

Technology Summary

Security Technologies:	Anti-Virus Tools; Disaster Recovery, Network Administration; PCI security standards
<u>Systems:</u>	Windows, MAC, VMware, Cisco
Networking:	LANs, WANs, VPNs, Routers, Firewalls, TCP/IP



References of Governmental Accounting Experience

Principal Client Contact		Years	
Sun'n Lake of Sebring Improvement Dis Ms. Tanya Cannady, General Manager.	•	Annual Financial & Compliance Audit	2011 to
		and preparation of Financials	Present
5306 Sun'n Lake Blvd.			
Sebring, FL 33872 tcannady@snldistrict.org			
<u>tcannady@snidistitct.org</u>			
Rizzetta & Company (30 District Audits)			
Ms. Kaitlyn Gallant	•	Annual Financial & Compliance Audit	2008 to
Manager, District Accounting Services		and preparation of Financials	Present
12750 Citrus Park Lane			
Suite 115			
Tampa, Florida 33625			
<u>kgallant@rizzetta.com</u>			
Wrathell Hunt and Associates (6 District	t Audits)		
Mr. Jeffrey Pinder	•	Annual Financial & Compliance Audit	2015 to
Controller		and preparation of Financials	Present
2300 Glades Road			
Suite 410W			
Boca Raton, Florida 33431			
pinderj@whhassociates.com			
	<u> </u>		
GMS (10 District Audits)			0040.4-
Mr. Darrin Mossing, President	•	Annual Financial & Compliance Audit and preparation of Financials	2010 to Present
dmossing@gmstnn.com		and preparation of Financials	Tresent
City of Mascotte, Florida			1
Mr. Jim Gleason, City Mgr.	•	Annual Financial & Compliance Audit	2000 to
100 East Myers Blvd.		and preparation of Financials	Present
Mascotte, FL 34753			
jim.gleason@cityofmascotte.com			
	<u> </u>		
City of Longwood, Florida	-		4004 1
Ms. Lisa Snead, Finance Director	•	Annual Financial & Compliance Audit	1991 to 1993
175 W. Warren Avenue		(Single Audit) and preparation of CAFR	and
Longwood, FL 32750	•	Received GFOA's "Certificate of	1997 to
(407)260-3475		Achievement"	Present
Isnead@longwoodfl.org		Achievement	FIESEIIL



References of Governmental Accounting Experience - Continued:

Principal Client Contact	al Client Contact Scope of Work		
Town of Windermere, Florida			
Mr. Robert Smith, Town Manager 614 Main Street Windermere, FL 34786 (407)876-2563	Annual Financial & Compliance Audit and Preparation of Financials	2000 to Present	
rsmith@town.windermere.fl.us			
City of Tavares, Florida		1	
Ms. Lori Houghton, Finance Director P.O. Box 1068 Tavares, FL 32778-1068 (352) 742-6212 houghton@tavares.org	 Annual Financial & Compliance Audit (Single Audit) and preparation of CAFR Utility and Franchise Tax Audits 	1988 to Present	
City of Ocoee, Florida			
Ms. Rebecca Roberts, Finance Director 150 Lakeshore Drive Ocoee, FL 34761 (407) 905-3200 rroberts@ocoee.org	 Annual Financial & Compliance Audit (Single Audit) and preparation of CAFR Received GFOA's "Certificate of Achievement" 	1985 to Present	
City of Lake Mary, Florida		•	
Mr. Brent Mason, Finance Director 100 N. Country Club Road Lake Mary, FL 32749 (407) 585-1402 bmason@lakemaryfl.com	 Annual Financial & Compliance Audit Received GFOA's "Certificate of Achievement" 	1997 to Present	
City of Winter Springs, Florida		1	
Mr. Shawn Boyle, City Manager 1126 E. State Road 434 Winter Springs, FL 32708 (407) 971-5544 sboyle@winterspringsfl.org	 Annual Financial & Compliance Audit and preparation of CAFR Received GFOA's "Certificate of Achievement" 	2000 to Present	

Service Approach



Service Approach Our audit will be segmented as follows:

Phase 1:	Audit Planning
Phase 2:	Evaluation and Testing of Internal Controls
Phase 3:	Substantive Testing
Phase 4:	Reporting

Phase 1: Audit Planning

Preliminary planning includes deciding on an overall strategy for the audit, obtaining an understanding of the entity and its environment, including its internal control, making an initial assessment of audit risk and materiality, and deciding on the overall timing of the engagement. We will also begin to assemble our "permanent file," which consists of copies of organizational charts, District manuals, documents, and financial and other management systems.

We will meet with staff of the District to obtain an understanding of the flow of transactions through your accounting system. This includes understanding your computer environment in order to comply with the requirements of SAS 94 *The Effect of Information Technology on the Auditor's Consideration of Internal Control in a Financial Statement Audit.* We will also gather information to identify fraud risks as required by SAS 99 *Consideration of Fraud in a Financial Statement Audit.*

We will also perform preliminary analytical procedures and compare trends for the current and at least the two previous years for unusual fluctuations. This will include review of both budget and actual amounts.

During this planning phase, we will ask management and staff at the District to identify areas of higher risk as well as other areas that they want us to focus on during our audit. We will also provide the District with a list of all schedules to be prepared by the District.

Phase 2: Evaluation and Testing of Internal Controls and Compliance

During Phase 2, we will evaluate your control policies and procedures to determine if they are functioning properly in significant transaction classes. To gain an understanding of the procedures in place, and current internal control structure, we typically conduct interviews with staff and management involved in the specific transaction class to be tested. We then perform tests of these controls to determine with reasonable assurance that control procedures are functioning as planned and whether further testing will be needed. As part of our tests of controls, we will include tests of compliance with applicable ordinances, and state and federal laws and regulations. In order to determine which ordinances, laws and regulations to test for compliance, we start by reviewing the FICPA Practice Aid *Compliance Auditing in Florida*. We then evaluate which ordinances, laws and regulations have a direct and material effect on the determination of financial statement amounts. Sample sizes are



determined based upon our assessment of control risk and may be judgmental, random, or stratified, depending on the attributes of the population being tested. We will select samples from the significant transaction classes and trace from original documents through the computer system to the general ledger through the use of Data Analysis Software.



Service Approach - Continued

Phase 2: Evaluation and Testing of Internal Controls and Compliance - Continued

Our control testing includes obtaining an understanding of the computer software used by the District, and tracing sample selections through the system to determine the desired outcomes are being achieved. Our testing of Information Technology includes inquiries of appropriate personnel regarding data backups and access to District files.

After controls have been documented, evaluated and tested, we will finalize the District's audit plan. Audit programs will be tailored to fit the specifics of the District's accounting systems.

Phase 3: Substantive Testing

Prior to starting year-end substantive testing, we will have a pre-audit meeting with the District Manager. We plan to use an audit senior for the audit. The partner or senior will always be in the field to supervise the work.

Our year-end fieldwork will focus on verifying balances in accounts. For example, we will confirm cash balances, as well as debt balances with financial institutions. In addition to obtaining audit confirmations, representation letters and attorney letters, we will perform tests on account balances using analytical procedures, recalculation and verification. Our firm uses ProSystem fx Engagement electronic audit software which may allow us to interface with your accounting system and reduce the time required to transfer your accounting data to a separate software package. We believe it is important to use analytical review procedures in this substantive phase of the audit. We compare analytical results to our expectation of what the results should be in order to determine if additional audit procedures are required. Typical analytical procedures include expense variances with previous years and budget amounts, revenue variances with previous years and budgeted amounts.

We will keep the District's management up to date on the progress of the audit and will discuss preliminary findings and potential problems or opportunities as we encounter them. Our approach to resolving problems encountered is to discuss with the District Manager to make sure our understanding is correct. Our process to produce a meaningful "management letter" is to review results of testing of internal controls, as well as year-end field work and draft recommendations for improvements to be discussed with management.

Phase 4: Reporting

The audit work is reviewed by the engagement partner throughout the engagement. Once the engagement partner review is complete, a second review of the financial statements is performed by the review partner. This second review is required as part of McDirmit Davis's internal system of quality control and ensures the District receives the best service possible.

We will prepare a draft of the financial statements and then issue the following:

- Auditor's report on financial statements
- Report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with "Government Auditing Standards"
- Management Letter

We will provide technical assistance to the District to meet changes in required disclosures. Once reports have been reviewed by management and approved in final form, we will issue final reports and supply in electronic format.

Cost Proposal



Cost Proposal

We understand the requested services include audits of the District's financial statements for the years ended September 30, 2020, 2021, 2022, 2023 and 2024. The audit will be made in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

McDirmit Davis, LLC is duly licensed under Chapter 473, Florida Statutes and is qualified to conduct audits in the State of Florida and audits in accordance with *Government Auditing Standards*.

Fees include all services, including but not limited to, meals and lodging, transportation, printing and binding, telephone, fax and copies. Out of pocket expense (if any) related to charges for confirmations will be in addition to the audit fee. Invoices will be submitted as work progresses on each phase of the audit.

Audit fees (All-Inclusive)	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Audit Fee	\$4,100	\$4,100	\$4,200	\$4,200	\$4,200

Durbin Crossing Community Development District

MAY 18, 2020

AGENDA

Durbin Crossing Community Development District

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

May 11, 2020

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, May 18, 2020 at 6:00 p.m.** at the Durbin Crossing South Amenity Center, 145 South Durbin Parkway, St. Johns, Florida 32259, with Zoom telephone/video conference technology available as an alternative to attend the meeting remotely - <u>https://zoom.us/j/91332576279</u> or by phone: (646) 876-9923; Meeting ID 913 3257 6279.

Following is the advance agenda for the meeting:

Board of Supervisors Meeting

- I. Pledge of Allegiance
- II. Roll Call
- III. Audience Comments
- IV. Approval of Consent AgendaA. Approval of Minutes of the April 27, 2020 Meeting
 - B. Balance Sheet and Statement of Revenues & Expenses
 - C. Assessment Receipt Schedule
 - D. Check Register
- V. Acceptance of the Audit Committee's Recommendation
- VI. Consideration of Resolution 2020-05, Approving the Proposed Budget for Fiscal Year 2021 and Setting a Public Hearing Date for Adoption

- VII. Ratification of Jonihakis Partial Release of Easement and Indemnification Agreement
- VIII. Discussion of Amenity Suspension
 - A. Minor #1
 - B. Minor #2
 - C. Minor #3
 - D. Minor #4
 - E. Minor #5
 - IX. Discussion on Decorative Columns Along North Durbin Parkway
 - X. Staff Reports A. Landscape Maintenance Report
 - B. District Counsel
 - C. District Engineer
 - D. District Manager
 - E. General Manager Report
 - F. Operations Manager Report
 - G. Amenity Manager Report
 - XI. Supervisors' Request and Audience Comments
- XII. Next Scheduled Meeting June 22, 2020 at 6:00 p.m. at the Durbin South Amenity Center
- XIII. 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 FOURTH ORDER OF BUSINESS

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, April 27, 2020 at 6:00 p.m. using Zoom media technology pursuant to Executive Orders 20-52 and 20-69 issued by Governor DeSantis on March 9, 2020 and March 20, 2020 respectively, and pursuant to Section 120.54(5)(b)2., Florida Statutes.

Present and constituting a quorum were:

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

Also present were:

Daniel Laughlin Mike Eckert George Katsaras Stephen Howell Jay King Danelle DeMarco Todd Myhill Chairman Vice Chairman Supervisor Supervisor Supervisor

District Manager District Counsel District Engineer Vesta/Amenity Services Group Vesta/Amenity Services Group Vesta/Amenity Services Group Vesta/Amenity Services Group

The following is a summary of the discussions and actions taken at the April 27, 2020 meeting. An audio 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 February 24, 2020 Meeting
- B. Balance Sheet and Statement of Revenues and Expenses
- C. Assessment Receipt Schedule
- D. Check Register

On MOTION by Mr. Brownlee seconded by Ms. Hall with all in favor the consent agenda items were approved to include an amendment to the minutes and invoices excluding those on pages 91-93 that will be backed out.

FIFTH ORDER OF BUSINESS

Acceptance of the Minutes of the February 24, 2020 Audit Committee Meeting

On MOTION by Mr. Brownlee seconded by Mr. Pollicino with all in favor the minutes of the February 24, 2020 audit committee meeting were accepted as amended.

SIXTH ORDER OF BUSINESS Discussion of Status of District Operations in Light of COVID-19

Mr. Eckert stated we have been working with Vesta and monitoring St. Johns County as well as the State of Florida and what aspects they are going to allow for opening moving forward. From a liability standpoint we are not going to recommend that you open up if there is a state order or county order that says you shouldn't do so. We will also look at the county and how they are operating their facilities for guidance but right now Jennifer Kilinski from my firm is working hand in hand with Vesta to make sure that when we do open that we do so safely and consistent with the guidance and orders from the county as well as the state.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2020-04 Adopting an Internal Controls Policy

Mr. Eckert stated the new law that went into effect requires the district to adopt policies in writing to prevent fraud, waste and abuse. We worked with district management companies as well as the four or five auditing firms that do audits for CDDs throughout the state to come up with

these guidelines. They comply with the statute and when the auditor reviews the district's policies, they will find that they are consistent with what the statute required. A lot of these are being followed by your district manager, they just aren't set forth in a written policy by the district.

On MOTION by Mr. Pollicino seconded by Mr. Harrah with all in favor Resolution 2020-04 was approved.

EIGHTH ORDER OF BUSINESS

Discussion of Amenity Suspension

- A. Minor #1
- B. Minor #2
- C. Minor #3
- D. Minor #4
- E. Minor #5

On MOTION by Mr. Pollicino seconded by Mr. Brownlee with all in favor the suspensions were continued to the next meeting and consideration of the suspensions will be placed on the May meeting agenda.

NINTH ORDER OF BUSINESS Staff Reports

A. Landscape Maintenance Report

There being none, the next item followed.

B. District Counsel

Mr. Eckert stated you authorized two releases of easement; those have been executed by the chairman and signed off on by the district engineer and staff. You may see those for ratification at the next meeting, but it is consistent with what you approved at the last meeting.

I'm not sure when the last I was in front of you in terms of a legislative update and I wanted to let you know one bill that passed that you will be happy about and that is if it is signed by the governor you would not have to include meeting materials on your website anymore, which could result in a cost savings for the district. You also wouldn't have to post your audit; you could instead post a link to your audit that is already on the state's website. Also, you would not have to post your public facilities report, which a lot of times have diagrams and things like that, that are expensive to convert.

The other part of that bill is basically some protection for special district board members. Amendment 12 passed. It says you can't abuse your public position for a disproportionate benefit and there is clarifying language in that bill that says, so long as you comply with the laws that existed before Amendment 12 was adopted, it is not an abuse of your position.

C. District Engineer

There being none, the next item followed.

D. District Manager

Mr. Laughlin stated we have a letter from the supervisor of elections indicating that there are 4,520 registered voters residing within the district.

E. General Manager - Report

Mr. Myhill reviewed his report, copy of which was included in the agenda package.

F. Operations Manager - Report

Mr. Howell gave an overview of the field operation manager's report, copy of which was included in the agenda package, and informed the Board of a damaged District-owned brick wall between a resident's property and a CDD easement. Mr. Howell noted during the construction of the wall the columns should have been attached to something so over time, with erosion, the wall has deteriorated. Mr. Howell suggested possibly demolishing the column portion and leaving the wall intact. Mr. Eckert and Mr. Howell will discuss the issue between meetings and bring a solution back to the Board at next meeting.

G. Amenity Manager

A copy of the amenity manager's report was included in the agenda package.

TENTH ORDER OF BUSINESS	Supervisor's	Requests	and	Audience
	Comments			

Mr. Harrah stated I'm seeing a lot of kids and adults riding between communities with their bikes through the preserve and with the rain there are a lot of snakes and I'm seeing vines cut all through the CDD property. Put a note in the newsletter that the preserve is protected land and they shouldn't be riding bikes through there.

Ms. Smith stated the swim team is on hold and I didn't know what the plan is once things are slowly opened. Is it at the discretion of Todd, Danelle and me to come up with a plan on if and when we can practice or do we need to re-present to the board at a meeting?

Mr. Pollicino stated as long as you are not planning to extend anything more than we agreed to, you can proceed as you deem fit.

Ms. Smith stated the swim league has decided to not continue forward with dual meets as we have done in the past. Our hope is that we could at least have a practice season and be able to hold virtual meets.

Mr. Pollicino stated you have our full support for whatever you need.

Mr. Howell stated a resident called me about the power line that runs behind Ellsworth from the football field. There are kids who have dirt bikes and four wheelers and there is a tremendous amount of traffic and activity on the power line. They are doing all the riding on the power line, which is not our property. I need guidance as to which direction I should go.

Mr. Myhill stated we can put that in the newsletter to not ride their ATVs and dirt bikes back there. I will reach out to JEA.

Mr. Aguilar stated I'm running for congress and I know it is a difficult time for everyone and I'm glad everyone is safe at Durbin Crossing and Zoom is a good way to meet virtually. Everyone has been really respectful with social distancing.

ELEVENTH ORDER OF BUSINESS

Next Scheduled Meeting – May 18, 2020 @ 6:00 p.m. at the Durbin South Amenity Center

Mr. Laughlin stated the next scheduled meeting is May 18, 2020 at 6:00 p.m. currently scheduled for the Durbin South Amenity Center.

Mr. Eckert stated the ad that goes out for the May meeting ought to provide for our ability to have either a Zoom meeting or a meeting in person if we are allowed to meet in person and we can help with that language if you need it for the ad. We also suggest that people check with the district manager the day before to verify how to participate in that meeting.

Mr. Harrah asked when do you qualify for the district election?

Mr. Laughlin stated it is from June 8th at noon and closes noon on June 12th.

On MOTION by Mr. Harrah seconded by Mr. Pollicino with all in favor the meeting adjourned at 7:04 p.m.

Secretary/Assistant Secretary

Chairman/Vice Chairman

B.

Durbín Crossíng

Community Development District

Unaudited Financial Reporting

Apríl 30, 2020

Durbín Crossíng Community Development District

Combined Balance Sheet April 30, 2020

	Governmental Fund Types			Totals	
	General	Debt	Capítal	(Memorandum Only)	
	Fund	Servíce	Reserve Fund	FY 20	
<u>Assets:</u>					
Cash	\$76,814		\$250,724	\$327,538	
Investments:					
<u>Seríes 2017A1</u>					
Reserve		\$1,341,300		\$1,341,300	
Interest				\$0	
Revenue		\$2,977,819		\$2,977,819	
Prepayment		\$25,360		\$25,360	
Cost of Issuance		\$11,019		\$11,019	
<u>Series 2017A2 Term Bond 1</u>					
Reserve		\$132,425		\$132,425	
Interest				\$0	
Prepayment		\$2,162		\$2,162	
<u>Series 2017A2 Term Bond 2</u>					
Reserve		\$40,000		\$40,000	
Prepayment		\$56,940		\$56,940	
<u>Operations</u>					
Custody Account	\$1,144,617			\$1,144,617	
Due from Capítal Reserve	\$11,499			\$11,499	
Due from Other	\$2,865			\$2,865	
Investment - US bank Custody			\$83,877	\$83,877	
Investment - SBA			\$941,998	\$941,998	
SBA - Renewal and Replacement			\$134,556	\$134,556	
Assessment Receivable	\$38,758	\$61,442		\$100,200	
Total Assets	\$1,274,553	\$4,648,467	\$1,411,154	\$7,334,174	
<u>Liabilities:</u>					
Accounts Payable	\$36,626			\$36,626	
Accrued Expenses	\$30,992			\$30,992	
AP Adjustment	\$1			\$1	
Fíca Payable	\$153			\$153	
Due to Capital Reserve				\$0	
<u>Fund Balances:</u>					
Restricted for Debt Service		\$4,648,467		\$4,648,467	
Non-spendable	\$0			\$0	
Assigned			\$1,411,154	\$1,411,154	
Unassigned	\$1,206,782			\$1,206,782	
Total Liabilities and Fund Equity	\$1,274,553	\$4,648,467	\$1,411,154	\$7,334,174	

Durbín Crossing Community Development District

General Fund

Statement of Revenues & Expenditures

For The Period Ending April 30, 2020

	0000 4 5 T					
	40000000	PRORATED				
	ADOPTED	BUDGET	ACTUAL			
	BUDGET	4/30/20	4/30/20	VARIANCE		
<u>REVENUES:</u>						
Assessments - Tax Roll	1,879,847	\$1,841,759	\$1,841,759	\$0		
Assessments - Dírect	56,311	\$42,233	\$42,233	\$0		
Interest Income	\$1,300	\$758	\$364	(\$394)		
Mísc Income	\$22,500	\$13,125	\$25,168	\$12,043		
TOTAL REVENUES	\$1,959,958	\$1,897,875	\$1,909,524	\$11,649		
<u>EXPENDITURES:</u>						
<u>Admínistratíve</u>						
Supervísor Fees	\$11,000	\$6,417	\$5,000	\$1,417		
FICA Expense	\$842	\$491	\$383	\$109		
Assessment Roll Administration	\$5,000	\$5,000	\$5,000	\$0		
Engineering Fees	\$13,000	\$6,500	\$785	\$5,715		
Dissemination Fees	\$6,750	\$3,938	\$4,650	(\$713)		
Attorney Fees	\$50,000	\$25,000	\$30,012	(\$5,012)		
Annual Audit	\$4,100	\$0	\$0	\$0		
Trustee Fees	\$10,800	\$5,000	\$5,000	\$0		
Arbitrage	\$1,950	\$750	\$750	\$0		
Impact Fee Administration	\$15,000	\$8,750	\$8,750	\$0		
Management Fees	\$47,000	\$27,417	\$27,417	(\$0)		
Information Technology	\$2,100	\$1,225	\$933	\$292		
Telephone	\$300	\$175	\$197	(\$22)		
Postage	\$1,800	\$1,050	\$810	\$240		
Printing & Binding	\$1,500	\$875	\$723	\$152		
Insurance	\$7,500	\$7,500	\$7,232	\$268		
Legal Advertising	\$2,000	\$1,167	\$449	\$718		
Other Current Charges	\$1,000	\$583	\$410	\$173		
Office Supplies	\$150	\$88	\$43	\$44		
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0		
Website Compliance	\$1,200	\$700	\$0	\$700		
Administrative Expenses	\$183,167	\$102,800	\$98,719	\$4,080		
<u>Ameníty Center</u>						
Insurance	\$25,500	\$25,500	\$24,669	\$831		
Repaírs & Replacements	\$60,000	\$35,000	\$35,190	(\$190)		
Recreational Passes	\$4,000	\$2,333	\$0	\$2,333		
Office Supplies	\$6,000	\$3,500	\$1,508	\$1,992		
Permít Fees	\$2,700	\$1,557	\$1,557	\$0		
<u>Utílitíes</u>						
Water & Sewer	\$31,000	\$18,083	\$18,148	(\$65)		
Electric	\$31,000	\$18,083	\$18,017	\$67		
Website	\$2,000	\$1,167	\$295	\$872		
Cable/Phone/Internet	\$17,500	\$10,208	\$12,488	(\$2,280)		
Security System	\$1,000	\$280	\$280	\$0		

Durbín Crossing Community Development District

General Fund

Statement of Revenues & Expenditures

For The Period Ending April 30, 2020

		PRORATED		
	ADOPTED	BUDGET	ACTUAL	
	BUDGET	4/30/20	4/30/20	VARIANCE
Amenity Center Management Contracts				
Manageríal	\$163,400	\$95,317	\$105,817	(\$10,500)
Staffing	\$190,500	\$111,125	\$111,125	\$0
Lífeguards	\$65,100	\$0	\$0	\$0
Refuse Servíce	\$4,800	\$2,800	\$2,563	\$237
Pool Chemicals	\$19,562	\$11,411	\$12,829	(\$1,418)
Special Events	\$26,000	\$23,091	\$23,091	\$0
Pest Control	\$3,600	\$2,100	\$1,425	\$675
Pressure Washing/Fitness Equip Maint	\$17,000	\$15,145	\$15,145	\$0
Amenity Center Expenses	\$670,662	\$376,702	\$384,147	(\$7,445)
<u>Grounds Maíntenance</u>				
Electríc	\$5,200	\$3,033	\$2,654	\$379
Water / Reuse	\$275,000	\$160,417	\$146,790	\$13,626
Streetlighting	\$71,000	\$41,417	\$40,481	\$936
Lake Maintenance	\$55,500	\$32,375	\$30,100	\$2,275
Landscape Maintenance	\$361,620	\$210,945	\$226,663	(\$15,718)
Landscape Contingency	\$40,000	\$23,333	\$32,306	(\$8,972)
Míscellaneous	\$37,000	\$21,583	\$26,639	(\$5,056)
Fuel	\$1,100	\$642	\$494	\$148
Irrigation Repairs	\$15,000	\$8,750	\$10,231	(\$1,481)
Capital Reserve	\$43,709	\$0	\$0	\$0
Capital Outlay *	\$200,000	\$1,740	\$1,740	\$0
Water Quality Monitoring	\$1,000	\$583	\$0	\$583
Grounds Maintenance Expenses	\$1,106,129	\$504,818	\$518,097	(\$13,279)
TOTAL EXPENDITURES	\$1,959,958	\$984,319	\$1,000,964	(\$16,644)
<u>Other Financing Sources & Uses</u>				
-				
Interfund Transfer In/(Out)	\$0	\$0	\$0	\$0
Total Other Financing Sources & Uses	\$0	\$0	\$0	\$0
EXCESS REVENUES/(EXPENSES)	\$0	\$913,556	\$908,560	(\$4,995)
Fund Balance - Beginning	\$0		\$259,463	
Fund Balance - Ending	\$0	_	\$1,168,024	

Durbin Crossing COMMUNITY DEVELOPMENT DISTRICT

General Fund

Statement of Revenues & Expenditures Fiscal Year 2020

KEVENUES Assessments · Tax Roll 135,132 169,639 1,523,978 12,118 39,650 - - - 1,880 Assessments · Direct - 25,219 4,191 8,418 - 4,405 - - - - 4 Interest Income 32 9 5 16 89 149 65 - - - - 25 Miscelleaneous 11,927 2,835 6,763 920 - 465 2,258 - - - 25 Interst fund Transfer In - - - - - - - 25 Interst fund Transfer In - - - - - - 1,948 EXPENDITURES 11,959 137,976 201,625 1,529,105 8,507 12,732 46,378 - - 1,948 EXPENDITURES 1,959 137,976 201,625 1,529,105 8,507 12,732				cai year 20					
Assessments - Tax Roll 135,132 169,639 1,523,976 12,118 39,650 - - - 42 Assessments - Direct 2 9 5 16 89 149 65 - - - 42 Interest Income 32 9 5 16 89 149 65 - - - - 42 Interest Income 32 9 5 16 89 149 65 - - - - 42 Interfund Transfer In - - - - - - - - - - 25 TOTAL REVENUES 11,959 137,976 201,825 1,529,105 8,507 12,732 46,378 - - - 1,940 EXPENDITURES: - - 1000 1,000 - 1,000 - 1,000 - - - - 1,940 Supervisor fees 1,000 1,000 - 1,000 - 1,000 - - -	Mar Apr May Jun Jul Aug Sept Total	Apr	Mar	Feb	Jan	Dec	Nov	Oct	REVENUES:
Assessments - Direct . . 25219 4,191 8,418 . 4,405 42 Interest Income 32 9 5 16 89 149 65 .<									
Interest Income 32 9 5 16 89 149 65 - 25 106 106 107 - 1 11,959 137,976 201,625 1,529,105 8,507 12,732 46,378 - - - 1,948 TXPENDITURES: T 11,959 137,976 201,625 1,529,105 8,507 12,732 46,378 - - - 1,948 Supervisor Fees 1,000 1,000 - 1,000 - 1,000 - 1,000 1,000 1,000 - 1,000 - - - <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>-</td> <td></td>								-	
Miscelleaneous 11,927 2,835 6,763 920 465 2,258 - - - - 255 Interfund Transfer In - - - - - - - - - - - - 255 Interfund Transfer In - - - - - - - - - - - - 255 TOTAL REVENUES 11,959 137,976 201,625 1,529,105 8,507 12,732 46,378 - - - - 1,948 EXPENDITURES: - - - - - - - 1,948 Supervisor Fees 1,000 1,000 - 1,000 - 1,000 - - - - - 55 Supervisor Fees 1,000 - - 777 777 777 - - - - - - - - 55 55 56 56 56 56 56 56 56 56								-	
Interfund Transfer In . <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>									
TOTAL REVENUES 11,959 137,976 201,625 1,529,105 8,507 12,732 46,378 - - - 1,948 TXPENDITURES: Description Fees 1,000 1,000 - 1,000 - 1,000 - - - - 1,948 Supervisor Fees 1,000 1,000 - 1,000 - 1,000 - - - - 1,948 Supervisor Fees 1,000 1,000 - 1,000 - 1,000 - - - - - 1,948 Supervisor Fees 1,000 1,000 - 1,000 - 1,000 - 1,000 - - - - - 1,948 Supervisor Fees 1,000 1,000 - 0.00 1,000 - 1,000 - 0.00 50 500 - - - - - - - - - - - - - - - - - - - 1,948	465 2,258 25,168	5 2,258	465	-	920	6,763	2,835	11,927	
EXPENDITURES: ADMINISTRATIVE: Supervisor Fees 1,000 1,000 - 1,000 - - - - - 5 FICA Expense 77 77 - 77 77 - - - - - 5 Assessment Administration 5,000 - - - - - - - 5 Ingineering Fees - - - - 785 - - - - 4 Attorney fees 700 1,000 500 500 500 - - - 4 Attorney fees 5,699 9,848 1,849 5,866 3,324 3,427 - - - - 30 Annual Audit -			-	-	-	-	-	-	Interfund Transfer In
ADMINISTRATIVE: Supervisor Fees 1,000 1,000 1,000 1,000 - - - - 5 FICA Expense 77 77 77 77 - 77 - - - - - 5 Assessment Administration 5,000 - - - - - - - - - - - 5 Engineering Fees - - - - 785 - <t< td=""><td>12,732 46,378 1,948,282</td><td>2 46,378</td><td>12,732</td><td>8,507</td><td>1,529,105</td><td>201,625</td><td>137,976</td><td>11,959</td><td>TOTAL REVENUES</td></t<>	12,732 46,378 1,948,282	2 46,378	12,732	8,507	1,529,105	201,625	137,976	11,959	TOTAL REVENUES
Supervisor Fees 1,000 1,000 1,000 1,000 - 1,000 - - - - - 5 FICA Expense 77 77 77 77 77 77 -									<u>EXPENDITURES:</u>
<i>FCA</i> Expense 77 78 78 78 78 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>ADMINISTRATIVE:</td>									ADMINISTRATIVE:
Assessment Administration 5,000 - - - - - - - - - - - - - - - - - - 5 Engineering Fees - - - - 785 - - - - - - - - - 5 Dissemination Fees 700 1,000 500 500 500 950 500 - - - - 4 Attorney Fees 5,699 9,848 1,849 5,866 3,324 3,427 -	- 1,000 5,000	- 1,000	-	1,000	1,000	-	1,000	1,000	Supervisor Fees
Engineering Fees - - - 785 -	- 77 383	- 77	-	77	77	-	77	77	FICA Expense
Dissemination Fees 700 1,000 500 500 950 500 - - - - 4 Attorney Fees 5,699 9,848 1,849 5,866 3,324 3,427 - - - - - 4 Annual Audit - - - - - - - - - - - - - 4 Annual Audit - <th< td=""><td> 5,000</td><td></td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td><td>5,000</td><td>Assessment Administration</td></th<>	5,000		-	-	-	-	-	5,000	Assessment Administration
Dissemination Fees 700 1,000 500 500 950 500 - - - - 4 Attorney Fees 5,699 9,848 1,849 5,866 3,324 3,427 - - - - - 4 Annual Audit - - - - - - - - - - - - - 4 Annual Audit - <th< td=""><td>785 785</td><td>- 5</td><td>785</td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td><td>Engineering Fees</td></th<>	785 785	- 5	785	-	-	-	-	-	Engineering Fees
Annual Audit - <t< td=""><td>950 500 4,650</td><td>0 500</td><td>950</td><td>500</td><td>500</td><td>500</td><td>1,000</td><td>700</td><td></td></t<>	950 500 4,650	0 500	950	500	500	500	1,000	700	
Trustee Fees 5,000 - - - - - - - 5 Arbitrage - - - - - - - - - - 5 Impact Fee Administration 1,250 1,250 1,250 1,250 1,250 1,250 1,250 - - - - - 5	3,427	- 7	3,427	3,324	5,866	1,849	9,848	5,699	Attorney Fees
Arbitrage 750 - 8 Impact Fee Administration 1,250 1,250 1,250 1,250 1,250 1,250 - - - 8			-	-	-	-	-	-	Annual Audit
Impact Fee Administration 1,250 1,250 1,250 1,250 1,250 1,250 1,250 1,250 8	5,000		-	-	-	-	-	5,000	Trustee Fees
Impact Fee Administration 1,250 1,250 1,250 1,250 1,250 1,250 1,250 1,250 8	750		-	-	-	750	-	-	Arbitrage
	1,250 1,250	0 1,250	1,250	1,250	1,250	1,250	1,250	1,250	
				3,917	3,917	3,917	3,917	3,917	Management Fees
	133 133 933	3 133	133	133	133	133		133	0
Postage 26 51 72 544 29 50 37	50 37 810	0 37	50	29	544	72	51	26	Postage
Printing & Binding 150 207 71 13 161 107 14	107 14 723	7 14	107	161	13	71	207	150	Printing & Binding
	7,232		-	-	-	-	-	7,232	
Legal Advertising 117 81 - 85 85 81	81 449	- 1	81	85	85	-	81	117	Legal Advertising
Other Current Charges 141 343 220 213 232 (809) 70	(809) 70 410	9) 70	(809)	232	213	220	343	141	Other Current Charges
Office Supplies 8 8 8 0 9 9 1	9 1 43	9 1	9	9	0	8	8	8	Office Supplies
	175		-	-	-	-	-	175	
Website Compliance			-	-	-	-	-	-	Website Compliance
Administrative Expenses 30,639 17,942 8,829 13,669 10,717 9,911 7,012 98	9,911 7,012 98,719	1 7,012	9,911	10,717	13,669	8,829	17,942	30,639	Administrative Expenses
Insurance 24,669 24	24,669		-	-	-	-	-	24,669	Insurance
Repáirs & Replacements 4,507 5,881 5,551 4,266 5,812 5,628 3,544 35	5,628 3,544 35,190	8 3,544	5,628	5,812	4,266	5,551	5,881	4,507	Repairs & Replacements
Recreational Passes			-	-	-	-	-		Recreational Passes
Office Supplies 93 482 135 35 47 22 694 1	22 694 1,508	2 694	22	47	35	135	482	93	Office Supplies
	1,557		-	-	1,557	-	-	-	
<u>Utilities</u>									<u>Utilities</u>
	2,358 2,412 18,148	8 2,412	2,358	1,406	2,858	2,786	3,095	3,233	
				2,711	2,470	2,811	2,635	2,812	
Website 295	295 295	5 -	295	-	-			-	Website

Durbin Crossing COMMUNITY DEVELOPMENT DISTRICT

General Fund

Statement of Revenues & Expenditures

<i>T</i> (
Físcal	uear	2020

					scui yeur 2								
Cable/Phone/Internet	Oct 3,097	Nov 2,383	Dec 2,383	Jan 1,147	<u></u> <i>Feb</i> 1,124	<i>Mar</i> 1,231	Apr 1,124	Мау	Jun	Jul	Aug	Sept	<i>Total</i> 12,488
Security System	3,097	2,383	2,383	1,147	1,124	1,231	280	-	-	-	-	-	12,488
5 5	-	-	-	-	-	-	280	-	-	-	-	-	260
Management Contracts													
Managerial	15,117	15,117	15,117	15,117	15,117	15,117	15,117	-	-	-	-	-	105,817
Staffing	15,875	15,875	15,875	15,875	15,875	15,875	15,875	-	-	-	-	-	111,125
Lifeguards	-	-	-	-	-	-	-	-	-	-	-	-	
Refuse Service	1,011	128	245	297	297	294	290	-	-	-	-	-	2,563
Pool Chemicals	1,713	1,713	1,850	1,850	2,002	1,850	1,850	-	-	-	-	-	12,829
Special Events	4,040	4,804	6,035	3,311	2,131	2,394	377	-	-	-	-	-	23,091
Pest Control	145	270	240	240	240	145	145	-	-	-	-	-	1,425
Pressure Washing/Fitness Equip Maint	8,394	-	2,190	364	2,126	1,172	900	-	-	-	-	-	15,145
Amenity Center Expenses	84,707	52,383	55,218	49,387	48,888	48,710	44,855	-	-	-	-	-	384,147
Grounds Maintenance													
Electric	360	348	378	396	419	379	373	-	-	-	-	-	2,654
Water / Reuse	27,880	26,953	25,223	19,023	18,328	15,537	13,846	-	-	-	-	-	146,790
Streetlighting	5,789	5,704	5,817	5,786	5,868	5,759	5,759	-	-	-	-	-	40,481
Lake Maintenance	4,300	4,300	4,300	4,300	4,300	4,300	4,300	-	-	-	-	-	30,100
Landscape Maintenance	30,135	30,135	19,889	36,626	36,626	36,626	36,626	-	-	-	-	-	226,663
Landscape Contingency	14,525	(170)	1,487	5,050	3,004	8,410		-	-	-	-	-	32,306
Míscellaneous	9,099	4,781	2,825	2,310	1,722	4,810	1,093	-	-	-	-	-	26,639
Fuel	88	79	78	73	93	83	-	-	-	-	-	-	494
Irrigation Repairs	5,501	1,033	108			3,589	-	-	-	-	-	-	10,231
Capítal Reserve	-	-	-	-	-	-	-	-	-	-	-		
Capital Outlay	-	-	1,740	-	-	-	-	-	-	-	-	-	1,740
Water Quality Monitoring	-	-	-	-	-	-	-	-	-	-	-	-	-
Grounds Maintenance Expenses	97,676	73,163	61,845	73,564	70,359	79,493	61,998					-	518,097
grounus maintenance Expenses	97,676	73,163	01,845	73,564	70,359	79,493	61,998	-	-	-	-	-	518,097
TOTAL EXPENDITURES	213,023	143,487	125,892	136,619	129,964	138,114	113,865	-	-	-	-	-	1,000,964
EXCESS REVENUES/(EXPENSES)	(201,064)	(5,512)	75,734	1,392,486	(121,457)	(125,382)	(67,487)	-	-	-	-	-	947,318

Durbín Crossíng

Community Development District

Debt Service Fund 2017 A1 & A2 Statement of Revenues & Expenditures For The Period Ending April 30, 2020

		ATTA		
	anontan	PRORATED	actuar	
	ADOPTED	BUDGET	ACTUAL	VADIANCE
	BUDGET	4/30/20	4/30/20	VARIANCE
Revenues:				
<u>200 rentices</u> .				
Assessments - Tax Roll	\$2,985,626	\$2,985,626	\$2,981,154	(\$4,473)
Assessments - Dírect	\$86,562	\$57,152	\$57,152	\$0
Prepayments	\$0	\$0	\$27,860	\$27,860
Interest Income	\$3,000	\$1,750	\$2,203	\$453
Total Revenues	\$3,075,188	\$3,044,528	\$3,068,369	\$23,840
<u>Expenditures</u>				
<u>Seríes 2017 A-1</u>				
Interest 11/1	\$611,241	\$611,241	\$611,241	\$0
Special Call 11/1	\$0	\$0	\$145,000	(\$145,000)
Interest 5/1	\$611,241	\$0	\$0	\$0
Principal 5/1	\$1,470,000	\$0	\$0	\$0
Príncipal 5/1 (Prepayment)	\$0	\$0	\$0	\$0
<u>Seríes 2017 A-2</u>				
Interest 11/1	\$114,788	\$114,788	\$114,788	\$0
Special Call 11/1	\$0	\$0	\$20,000	(\$20,000)
Interest 5/1	\$114,788	\$0	\$0	\$0
Principal 5/1	\$140,000	\$0	\$0	\$0
Príncipal 5/1 (Prepayment)	\$0	\$0	\$0	\$0
Total Expenditures	\$3,062,056	\$726,028	\$891,028	(\$165,000)
<u>Other Sources/(Uses)</u>				
Other Debt Service Cost	\$0	\$0	\$0	\$0
Total Other Sources/(Uses)	\$0	\$0	\$0	\$0
Excess Revenues (Expenditures)	\$13,132		\$2,177,340	
Fund Balance - Beginning	\$780,034		\$2,471,127	
Fund Balance - Ending	\$793,166		\$4,648,467	
	<i>\\</i> , 100, 100		ψ1,010,107	

Durbín Crossing

Community Develoment District Capital Reserve Funds Statement of Revenues & Expenditures For The Period Ending April 30, 2020

		PRORATED		
	ADOPTED	BUDGET	ACTUAL	2
	BUDGET	4/30/2020	4/30/2020	VARIANCE
<u>Revenues:</u>				
Capital Reserve Funding - Transfer In	\$43,709	\$0	\$0	\$0
Capital Project - Transfer In	\$200,000	\$0	\$0	\$0
Míscellaneous Revenue/Interest	\$10,000	\$5,833	\$11,023	\$5,190
Impact Fees	\$0	\$0	\$10,954	\$10,954
Total Revenues	\$253,709	\$5,833	\$21,977	\$16,143
<u>Expenditures</u>				
Capital Outlay	\$200,000	\$116,667	\$9,299	\$107,368
Repair/Replacements	\$0	\$0	\$10,165	(\$10,165)
Total Expenditures	\$200,000	\$116,667	\$19,464	\$97,203
<u>Other Sources/(Uses)</u>				
Interfund Transfer In/(Out)	\$0	\$0	\$0	\$0
Total Other Sources/(Uses)	\$0	\$0	\$0	\$0
Excess Revenues (Expenditures)	\$53,709	(\$110,833)	\$2,513	\$113,346
Fund Balance - Beginning	\$1,375,984		\$1,408,641	
Fund Balance - Ending	\$1,429,693		\$1,411,154	

Durbin Crossing Community Development District Long Term Debt Report

Series 2017A-1 Special Assessment Refunding Bonds	
Interest Rate: Maturity Date:	Various 5/1/2037
Reserve Fund Definition:	50% MADS
Reserve Fund Requirement:	\$1,341,300
Reserve Fund:	\$1,341,300
Bonds outstanding - 3/31/17	\$37,825,000
Less: May 1, 2017 (Prepayment)	(\$40,000)
Less: May 1, 2018	(\$1,415,000)
Less: May 1, 2018 (Prepayment)	(\$10,000)
Less: November 1, 2018 (Prepayment)	(\$15,000)
Less: May 1, 2019	(\$1,445,000)
Less: May 1, 2019 (Prepayment)	(\$25,000)
Less: November 1, 2019 (Prepayment)	(\$145,000)
Current Bonds Outstanding	\$34,730,000

Series 2017A-2 Special Assessment Refunding Bo	onds
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)
Less: November 1, 2019 (Prepayment)	(\$20,000)
Current Bonds Outstanding	\$4,095,000



DURBIN CROSSING COMMUNITY DEVELOPMENT DISTRICT

Fiscal Year 2020 Summary of Series 2017A1-2 & O&M Assessment Receipts

		ASSESSED RECEIVED							
									DATE O&M
	# UNITS	SERIES 2017A1-2		TOTAL NET	SERIES 2017A1-		TOTAL ASMTS		PAID
ASSESSED TO	ASSESSED	DEBT NET	O&M NET	ASMTS	2 DEBT PAID	O&M PAID	PAID	BALANCE DUE	THROUGH
PRG DURBIN LLC VILLAGE CTR T COMM. (1)	44,561	29,572.19	16,765.25	46,337.44	22,179.14	12,573.94	34,753.08	11,584.36	2/1/2019
PALMS PROFESSIONAL PARK LLC S MIXED USE (1)	49,225	32,667.38	18,520.00	51,187.38	24,500.54	18,520.00	43,020.54	8,166.84	2/1/2019
LONGLEAF CENTER LLC R MIXED USE (1)	40,275	13,962.85	15,152.72	29,115.57	10,472.14	15,152.72	25,624.86	3,490.71	2/1/2019
DURBIN CROSSING STATION T (1)	15,610	10,359.33	5,872.97	16,232.30	-	4,404.73	4,404.73	11,828.00	2/1/2019
NET ASSESSMENTS DIRECT BILL	149,671	86,561.75	56,310.94	142,872.69	57,151.82	50,651.39	107,803.21	35,069.91	
NET ASSESSMENTS TAX ROLL	25,824	2,981,909.58	1,880,993.66	4,862,903.23	2,981,153.56	1,880,516.75	4,861,670.31	1,232.92	
TOTAL DISTRICT	175,495	3,068,471.33	1,937,304.60	5,005,775.92	3,038,305.38	1,931,168.14	4,969,473.52	36,302.83	

DIRECT BILL % COLLECTED	66%	90%	75%
TAX ROLL % COLLECTED	100%	100%	100%
TOTAL % COLLECTED	99%	100%	99%

(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 RECEI	PTS		
ST JOHNS COUNTY DISTRIBUTION	DATE	AMOUNT	DEBT	0&M
1	11/19/2019	149,526.94	91,689.22	57,837.72
2	11/25/2019	14,825.14	9,090.71	5,734.43
3	11/26/2019	185,001.45	113,442.03	71,559.42
4	12/13/2019	154,475.67	94,723.76	59,751.91
5 (11/26-12/6)	12/19/2019	284,088.30	174,201.62	109,886.68
6 (11/2-11/3)	1/14/2020	2,885,073.54	1,769,113.64	1,115,959.90
7 (11/9-12/31)	1/29/2020	1,049,984.59	643,845.65	406,138.94
INTEREST (10/1-12/31)	1/30/2020	4,858.36	2,979.12	1,879.24
8 (1/1-1/31)	3/30/2020	31,329.44	19,211.07	12,118.37
INTEREST	4/14/2020	2,306.59	1,414.39	892.20
9 (2/1-4/30)	5/6/2020	100,200.29	61,442.35	38,757.94
			-	-
			-	-
			-	-
			-	-
			-	-
TOTAL TAX ROLL RECEIPTS		4,861,670.31	2,981,153.56	1,880,516.75

D.

Durbín Crossíng Community Development District

Fund	Date	Check No.		Amount	
Jeneral Fund					
Payroll	4/30/20	50626-50630	\$	623.50	
			Sub-T	otal	\$ 623.50
Accounts Payable	4/2/20	5515-5525	\$	9,209.21	
2	4/9/20	5526-5532	\$	61,458.36	
	4/16/20	5533-5535	\$	3,030.96	
	4/23/20	5536-5538	\$	1,820.52	
	4/30/20	5539-5543	\$	7,502.80	
			Sub-T	otal	\$ 83,021.85
esta Wells Fargo Cred	it Card				
	4/25/20	March Purchases	\$	6,357.83	
			Sub-T	otal	\$ 6,357.83
otal					\$ 90,003.18

<u>Check Run Summary</u>

4/1/2020 thru 4/30/2020

* Fedex and WF Credit Card Invoices available upon request

BR040M-A		-	ECKS WRITTEN LIST	-		AS OF	4/30/	2020	RUN	5/06/2020	PAGE
CMPY-001	DURBIN	CROSSING	- GENERAL FUND H	BANK-P	GENERA	L FUND					
CHECK#	TYPE	SYSTEM	CHECK DATE	CHECK	AMT	EMP/CUS/	VEN#	DESCRIPTION			
050626	R	PR	04/30/2020	184	1. 70		14	ROBERT T BR	OWNLEE		
050627	R	PR	04/30/2020	184	1.70		16	DEBBIE DRIS	COLL		
050628	R	PR	04/30/2020	184	1.70		11	SARAH G HAL	L		
050629	R	PR	04/30/2020	184	1.70		13	JASON S HAR	RAH		
050630	R	PR	04/30/2020	184	1.70		8	PETER E POL	LICINO		
		BANK	TOTAL	923	3.50						
		COMPANY 7	TOTAL	923	3.50						

1

*** CHECK DATES 04/01/2020 - 04/30/2020 *** DU BA	ACCOUNTS PAYABLE PREPAID/COMPUTE IRBIN CROSSING - GENERAL FUND INK A GENERAL FUND		,, -	PAGE 1
CHECK VEND#INVOICEEXPENSED TO DATE DATE INVOICE YRMO DPT ACCT# S	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT #
4/02/20 00281 3/27/20 9 202003 310-51300-3		*	100.00	
SE 2017A-1 AMORT PREPAY 3/27/20 9 202003 310-51300-3	31300	*	100.00	
SE 2017A-2 T1 AMORT PREPA 3/27/20 9 202003 310-51300-3 SE 2017A-2 T2 AMORT PREPA	1300	*	250.00	
	DISCLOSURE SERVICES LLC			450.00 005515
4/02/20 00241 3/27/20 331071 202003 320-53800-4 DOO WASTE ROLL BAG	6300	*	691.46	
	DOG WASTE DEPOT			691.46 005516
4/02/20 00008 3/19/20 113401 202002 310-51300-3 FEB GENERAL COUNSEL		*	1,413.00	
	HOPPING GREEN & SAMS			1,413.00 005517
4/02/20 00008 3/19/20 113402 202002 310-51300-3 FEB MONTHLY MEETING		*	1,911.23	
	HOPPING GREEN & SAMS			1,911.23 005518
4/02/20 00109 4/01/20 13129559 202004 320-53800-4 APR POOL CHEMICLAS-NORTH		*	637.49	
APR FOOL CHEMICLAS-NORTH	POOLSURE			637.49 005519
4/02/20 00109 4/01/20 13129559 202004 320-53800-4	5510	*	1,212.74	
APR POOL CHEMICALS-SOUTH	POOLSURE			1,212.74 005520
4/02/20 00243 3/11/20 6068 202003 320-53800-4		*	2,400.00	
TREE & STUMP REMOVAL	TREE TECH TREE SERVICE INC			2,400.00 005521
4/02/20 00066 3/30/20 6466689 202003 320-53800-4		*	65.00	
MAR PEST CONTROL-NORTH	TURNER PEST CONTROL			65.00 005522
4/02/20 00066 3/30/20 6466690 202003 320-53800-4	5513	*	80.00	
MAR PEST CONTROL-SOUTH	TURNER PEST CONTROL			80.00 005523
4/02/20 00354 3/20/20 s49155 202003 320-53800-4		*	178.50	
REPAIR HVAC	WEATHER ENGINEERS, INC.			178.50 005524
4/02/20 00354 3/24/20 \$49012 202003 320-53800-4		*	169.79	
REPLACE AUX FLOAT SWITCH	WEATHER ENGINEERS, INC.			169.79 005525

AP300R *** CHECK DATES	YEAR-TO-DATE 04/01/2020 - 04/30/2020 *** D B	ACCOUNTS PAYABLE PREPAID/COMPU DURBIN CROSSING - GENERAL FUND DANK A GENERAL FUND	TER CHECK REGISTER	RUN 5/06/20	PAGE 2
CHECK VEND# DATE	INVOICEEXPENSED TO DATE INVOICE YRMO DPT ACCT#	VENDOR NAME SUB SUBCLASS	STATUS	AMOUNT	CHECK AMOUNT #
	2/08/20 90002622 202002 320-53800- TILE/GROUT CLEANING	44100	*	2,877.91	
		AMERIFACTORS			2,877.91 005526
4/09/20 00021	4/01/20 468 202004 310-51300- APR MANAGEMENT FEES	34000	*	3,916.67	
	4/01/20 468 202004 310-51300- APR INFORM TECHNOLOGY	35100	*	133.33	
	4/01/20 468 202004 310-51300-		*	1,250.00	
	4/01/20 468 202004 310-51300- APR DISSEMINATION SERVICE	31300	*	500.00	
	4/01/20 468 202004 310-51300-		*	.69	
	OFFICE SUPPLES 4/01/20 468 202004 310-51300-	42000	*	37.04	
	POSTAGE 4/01/20 468 202004 310-51300-	42500	*	13.80	
	COPIES 4/01/20 468 202004 310-51300-	41000	*	13.76	
	TELEPHONE	GOVERNMENTAL MANAGEMENT SERV	ICES		5,865.29 005527
4/09/20 00283	4/01/20 PI-A0038 202004 320-53800- APR LAKE MAINTENANCE	46800	*	4,300.00	
		SOLITUDE LAKE MANAGEMENT LLC	1		4,300.00 005528
4/09/20 00348	4/01/20 2554 202004 320-53800- APR LANDSCAPE MAINTENANCE	46200	*	36,626.02	
	APR LANDSCAPE MAINIENANCE	VERDEGO			36,626.02 005529
4/09/20 00053	3/26/20 94269262 202004 320-53800- APR REFUSE - NORTH	45508		125.17	
	APR REFUSE - NORTH				125.17 005530
4/09/20 00053	3/26/20 94269272 202004 320-53800-	45508	*	165.17	
	APR REFUSE - SOUTH				165.17 005531
4/09/20 00354	3/31/20 L1905 202003 320-53800-	44200	*	11,498.80	
	INSTALL AHU AND (2) CDUS	WEATHER ENGINEERS, INC.			11,498.80 005532
4/16/20 00321	3/03/20 3942 202003 320-53800-	44200	*	13.77	
	MAINTENANCE SUPPLIES 3/09/20 3956 202003 320-53800- MAINTENANCE SUPPLIES	44200	*	39.12	

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 5/06/20 PAGE 3 *** CHECK DATES 04/01/2020 - 04/30/2020 *** DURBIN CROSSING - GENERAL FUND BANK A GENERAL FUND

CHECK VEND# DATE	INVOICEEXPENSED TO DATE INVOICE YRMO DPT ACCT#	VENDOR NAME SUB SUBCLASS	STATUS	AMOUNT	CHECK AMOUNT #
	3/10/20 3957 202003 320-53800- MAINTENANCE SUPPLIES	44200	*	6.99	
	3/10/20 3959 202003 320-53800-	44200	*	88.95	
	3/10/20 3960 202003 320-53800- MAINTENANCE SUPPLIES		*	7.99	
	3/12/20 3966 202003 320-53800- MAINTENANCE SUPPLIES	44200	*	13.15	
	3/16/20 3970 202003 320-53800- MAINTENANCE SUPPLIES	44200	*	8.95	
	3/24/20 3982 202003 320-53800- MAINTENANCE SUPPLIES	44200	*	35.12	
	3/25/20 3988 202003 320-53800- MAINTENANCE SUPPLIES	44200	*	3.16	
	MAINTENANCE SUFFLIES	CRONIN ACE HARDWARE			217.20 005533
4/16/20 00252	3/06/20 367117 202003 320-53800- REFURBISH MAILBOX KIOSKS	46300	*	2,200.00	
	KEFUKBISH MATIBOX KIOSKS	VESTA PROPERTY SERVICES, INC.			2,200.00 005534
4/16/20 00252	3/31/20 368336 202003 320-53800- STUCCO PAINT JOB FOR DC		*	52.34	
	3/31/20 368336 202003 320-53800- FUEL		*	9.16	
	3/31/20 368336 202003 320-53800- MONTHLY PDF SUBSCRIPTION	44600	*	12.00	
	3/31/20 368336 202003 320-53800- FACILITY PAINTING PROJECT		*	27.22	
	3/31/20 368336 202003 320-53800-	45511	*	116.30	
	3/31/20 368336 202003 320-53800-		*	168.49	
	BATTERY/CHARGER FOR VAC 3/31/20 368336 202003 320-53800- DC APP BANNERS/SIGNS		*	228.25	
	DC APP BANNERS/SIGNS	VESTA PROPERTY SERVICES, INC.			613.76 005535
	4/01/20 04012020 202004 320-53800- APR SERVICES X1022920	45300	*	527.00	
	AFR SERVICES A1022520	COMCAST			527.00 005536
	1/01/20 13129559 202001 320-53800-	45510	*	1,212.74	
		POOLSURE			1,212.74 005537
4/23/20 00009	3/12/20 I0326582 202003 310-51300- NOTICE OF MEETING 3/23/20	48000	 - - - - *	80.78	
	NOTICE OF MEETING 3/23/20	THE ST. AUGUSTINE RECORD			80.78 005538

*** CHECK DATES 04/01/2020 - 04/30/2020 *** D	ACCOUNTS PAYABLE PREPAID/COMPUTER URBIN CROSSING - GENERAL FUND ANK A GENERAL FUND	R CHECK REGISTER	RUN 5/06/20	PAGE 4
CHECK VEND#INVOICEEXPENSED TO DATE DATE INVOICE YRMO DPT ACCT#		STATUS	AMOUNT	CHECK AMOUNT #
4/30/20 00056 4/15/20 155744 202004 320-53800- PHONE LINE MONITORING	45509 ATLANTIC SECURITY	*	279.96	279.96 005539
4/30/20 00007 4/06/20 193839 202003 310-51300- MAR PROFESSIONAL SERVICES		*	785.34	785.34 005540
4/30/20 00008 4/24/20 114292 202003 310-51300- MAR GENERAL COUNSEL	31500 HOPPING GREEN & SAMS	*	6,292.50	6,292.50 005541
4/30/20 00066 4/21/20 6534506 202004 320-53800- APR PEST CONTROL-NORTH	45513 TURNER PEST CONTROL	*	65.00	65.00 005542
4/30/20 00066 4/21/20 6534507 202004 320-53800- APR PEST CONTROL-SOUTH	45513 TURNER PEST CONTROL	*	80.00	80.00 005543
	TOTAL FOR BA	NK A	83,021.85	
	TOTAL FOR RE	GISTER	83,021.85	

Disclosure Services LLC

1005 Bradford Way Kingston, TN 37763

Invoice

Due Date

 Date
 Invoice #

 3/27/2020
 9

Ві!! То

Durbin Crossings CDD C/O GMS

RECEIVED

MAR 31 2020

Terms

		Net 30 4/20	5/2020
	Description	Amount	
Amortization Schedule Series 2017A-1 5-1-20 Prepay \$25,000 Amortization Schedule Series 2017A-2 T1 5-1-20 Prepay \$5,000 Amortization Schedule Series 2017A-2 T2 5-1-20 Prepay \$60,000	281 A 1.310, 573.313		100.00
		Total	\$450,00
		Payments/Credits	\$0.00
Phone #	E-mail	Balance Due	\$450.00
865-717-0976	tcarter@disclosureservices.info		

DOG WASTE DEPOT 12316 World Trade Drive #102 San Diego, CA 92128 TEL:800-678-1612 FAX:800-583-2169 www.DogWasteDepot.com

RECEIVED



MAR 27 2020

Date Invoice # 331071

3/27/2020

Bill To

Durbin Crossing CDD Accounts Payable 145 S Durbin Pkwy St Johns, FL 32259

Ship To

Durbin Crossing Office/ Todd Myhill 145 S Durbin Pkwy St Johns, FL 32259 Delivery 5am-10pm

PLEASE MAKE ALL CHECKS PAYABLE TO "Dog Waste Depot"

P.O. Nu	P.O. Number Terms Rep Ship Da		P.O. Number Terms Rep Ship Date Via		N	otes	
BDEPOT-142	710/ phone	Net 30	Net 30 DWD 3/27/2020				
Quantity	Item Code		Descriptior	1	Price Eac	h	Amount
5	DEPOT-001-30 Tariff Mitigation Shipping			. 8.	26.99 90% 0.00	634.95T 56.51 0.00 0.00	
a	pplied to your i he need for a p	Import Tariff, a tem invoice. We and our orice increase. We a value for our custon	r suppliers hav re evaluating o	ve absorbed all th our supply chain	e rest of the tari to continue to pr	ff to avoid	
FED ID# 27	7-4523962			Т	otal		\$691.46
<u></u>				В	alance Due		\$691.46

241 (A

RECEIVED

Hopping Green & Sams

Attorneys and Counselors 119 S. Monroe Street, Ste. 300

P.O. Box 6526 Tallahassee, FL 32314

850.222.7500

MAR 26 2020

@ 1, 310, 573, 815 J

March 19, 2020

Durbin Crossing Community Development District Governmental Management Services, LLC 475 West Town Place, Suite 114 St. Augustine, FL 32092 Bill Number 113401 Billed through 02/29/2020

General C	ounsel	
DURBIN	00001	MCE

DURBIN 00001 MCE

FOR PROFESSIONAL SERVICES RENDERED

02/04/20	MKR	Prepare swim team agreement.	0.10 hrs
02/06/20	MKR	Review resolution regarding general election and provide comments.	0.20 hrs
02/ 06/20	APA	Prepare addendum to playground mulch proposal.	0.80 hrs
0 2/ 10/20	MKR	Prepare addendum to mulch installation proposal.	0.30 hrs
02/11/20	MKR	Prepare response to inquiry regarding sunshine law.	0.20 hrs
02/13/20	MCE	Confer with Brownlee.	0.10 hrs
02/15/20	MCE	Confer with Brownlee.	0.10 hrs
02/17/20	MCE	Review Mattamy conveyance issues.	0.10 hrs
02/17/20	MKR	Research conveyance documents; confer with Mattamy regarding same.	0.60 hrs
02/19/20	MKR	Confer with Myhill regarding proposed district event; research same.	0.30 hrs
02/24/20	MKR	Confer with staff regarding resident encroachment into district conservation area; research same; prepare cease and desist letter regarding same.	1.20 hrs
02/25/20	APA	Prepare audit request for proposals and internal controls policy resolution.	1.40 hrs
02/27/20	MKR	Confer with Howell regarding request for information.	0.20 hrs
02/28/20	MCE	Review proposed legislation; monitor committee activity and agendas; monitor Amendment 12 implementation.	0.30 hrs
02/28/20	MGC	Research and review potential internal control policies; prepare same; confer with auditors and district managers regarding same; finalize and transmit to board for consideration.	0.50 hrs
	Total for	as for this matter	

Total fees for this matter

\$1,413.00

Durbin Crossing CDD - General	Bill No, 113401			Page 2
MATTER SUMMARY				
Papp, Annie M Paralega	al	2.20 hrs	135 /hr	\$297.00
Eckert, Michael C.		0.60 hrs	315 /hr	\$189.00
Collazo, Mike		0.50 hrs	335 /hr	\$167.50
Rigoni, Michelle K.		3.10 hrs	245 /hr	\$759.50
	TOTAL FEES			\$1,413.00
TOTAL CHARGE	S FOR THIS MATTER			\$1,413.00
BILLING SUMMARY				
Papp, Annie M Paralegi	al	2.20 hrs	135 /hr	\$297.00
Eckert, Michael C.		0.60 hrs	315 /hr	\$189.00
Collazo, Mike		0.50 hrs	335 /hr	\$167.50
Rigoni, Michelle K.		3.10 hrs	245 /hr	\$759.50
	TOTAL FEES			\$1,413.00
TOTAL CHA	RGES FOR THIS BILL			\$1,413.00

RECEIVED

Hopping Green & Sams

Attomeys and Counselors

MAR 26 2020

119 S. Monroe Street, Ste. 300 P.O. Box 6526 Tallahassee, FL 32314 850.222.7500

630.222.700

March 19, 2020

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

Bill Number 113402 Billed through 02/29/2020

8 @ 1, 310, 573. 815

Monthly Meeting

DURBIN 00101 MCE

FOR PROFESSIONAL SERVICES RENDERED

02/11/20	MKR	Attend agenda conference call; prepare agenda items.	
02/11/2 0	APA	Prepare agenda memorandum.	
0 2/18/20	MKR	Review final agenda.	
02/18/20	APA	Analyze agenda package; prepare agenda memorandum.	
02/24/20	MKR	Prepare for, travel to and attend board meeting; follow-up.	
02/26/20	MKR	Return travel from board meeting.	
02/28/20	APA	Follow-up on agenda items.	
	Total fe	ees for this matter	\$1,600.00
DISBURS	EMENTS	5	

<u>SEMENTS</u>					
Travel	291.82				
Travel - Meals	19.41				
Total disbursements for this matter	\$311.23				

MATTER SUMMARY

TOTAL FEES	\$1,600.00
TOTAL DISBURSEMENTS	\$311.23
TOTAL CHARGES FOR THIS MATTER	\$1,911.23
BILLING SUMMARY	
TOTAL FEES	\$1,600.00
TOTAL DISBURSEMENTS	\$311.23
TOTAL CHARGES FOR THIS BILL	\$1,911.23



E		
Invoic	;e i	D

Date

4/1/2020

Invoice #

131295591729

Terms		Net 20		
Due Date		4/21/2020		
PO #				
Customer #		13DUR100		

Bill To Attn: Office Durbin Crossing North 475 West Town Place, Suite St. Augustine FL 32092	RECEIVED 114 MAR 1 8 2020	Ship To Durbin Crossing North 730 North Durbin Pkwy Saint Johns FL 32259			
Item ID	Descriptio		Qty	Units	Amount
WM-CHEM-BASE	Water Management Seasonal Billin		1	98	637.49

Total Amount Due 637.49 **\$637.49**

Remittance Slip

Customer 13DUR100

Invoice # 131295591729



Amount Due Amount Paid \$637.49

Make Checks Payable To Poolsure PO Box 55372 Houston, TX 77255-5372



Invoice	Date	4/1/2020
	Invoice #	131295591730

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

Terms	Net 20
Due Date	4/21/2020
PO #	
Customer #	13DUR200

Bill To	RECEIVED	Ship To			
Durbin Crossing South 475 West Town Place, Suite 1 St. Augustine FL 32092		Durbin Crossing South Durbin Crossing South 145 South Durbin Pkwy Jacksonville FL 32259	**************************************		
item ID	Descriptio	'n	Qty	Units	Amount
WM-CHEM-BASE	Water Management Seasonal Billin 109 E 1, 3d.O. 53	g Rate) ? <i>&_4</i> /\$37 <i>い</i>	1	ea	1,212.74

Total **Amount Due**

1,212.74 \$1,212.74

4/1/2020

Remittance Slip

Customer 13DUR200

Invoice # 131295591730



Amount Due **Amount Paid** \$1,212.74

Make Checks Payable To Poolsure PO Box 55372 Houston, TX 77255-5372

RECEIVED

TREE TECH TREE SERVICE, INC 2251 N FORK RD GREEN COVE SPRINGS, FL 32043

MAR 31 2020

Invoice

 Date
 Invoice #

 3/11/2020
 6068

Bill To

DURBIN CROSSING 475 WEST TOWN PLACE SUITE 114 ST AUGUSTINE, FL 32092

Ship To	Maria Maria Maria Ma		 	104.11.14.14.14.14.14.14.14.14.14.14.14.14	~//~/

Description	Amo	unt
(Item #1 Tree(s)) Tree & Stump Removal Remove four diseased Washingtonia Palm on median by school.1538 Fryston - Remove two dea 128 Cloisterbane = Remove one dead Pine.13 Glen Laurel - Remove one dead Pine. 294 Willow Pkwy Remove one dead Pine. 112 Weahered Oaks Ct Remove one dead Pine.Debris from tr wooded areas will stay in wooded area. Debris from trees in open areas will be hauled away. Hat clean-up included.	/ Winds rees in	2,400.00
243 D		
243 D 1, 320, 538, 46	210	
	Total	\$2,400.00
	Payments/Credits	\$0.00

 Phone #	Fax #	E-mail	Web Site	
904-269-4069	904-529-8914	office@treetech-treeservice.com	treetech-treeservice.com	

Service Slip/Invoice



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

RECEIVED

MAR 31 2020

Mork

Location: [176599]

INVOICE: DATE: ORDER:

Durbin Crossing

730 Durbin Crossing Pkwy N

Saint Johns, FL 32259

6466689

904-230-2011

3/30/2020 6466689

Main: 8400 Baymeadows VAy, Suita 12, Jacksonville, Florida 32256 904-355-5300 • Fax: 904-353-1499 • Toll Frae: 800-225-5305 www.tumernest.com

[176599] Balle

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

Technician Time In Work Date Target Pest Time 01:38 PM 3/30/2020 01:38 PM Time Out Purchase Order Terms ast Service Map Code 03:00 PM NET 30 3/30/2020 A let a l 65.00 **Commercial Pest Control - Monthly Service** CPCM SUBTOTAL \$65.00 \$0.00 TAX 66 D 1,320,538,415573 \$0.00 AMT. PAID TOTAL \$65.00 \$65.00 AMOUNT DUE Bar **TECHNICIAN SIGNATURE** Todd CUSTOMER SIGNATURE Bahances outstanding over 30 days from the date of service may be subject to a late fee There is a knowledge the satisfication completion of all expression already of the lesser of 1.5% per month (18% per year) or the maximum allowed by law. and appears pay the cost of services as specified above Customer agrees to pay accused expenses in the event of collection.

PLEASE PAY FROM THIS INVOICE

Main: 0 904-358	Turner Pest Dest Dest Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution So	Turner Pest Control 8400 Baymeadows Way, Suite 12 Jacksonville, FL 32256 904-355-5300	Service Slip//II NVOICE: 6466690 DATE: 3/30/2020 DRDER: 6466690	
Bill Te:	[176599] Durbin Aminities CCD 475 W Town PI Ste 114 Saint Augustine, FL 32092-3649	145 So	2] 904-230-2011 Crossing Juth Durbin Pkwy nville, FL 32258	
Work Date 3/30/2020 Purcl	Time Target Pe 12:45 PM hase Order Terr NET 30			Time In 12:45 PM Time Out 02:59 PM
	Service	Description		Price
CPCM		Pest Control - Monthly Service	SUBTOTAL TAX AMT. PAID TOTAL	80.00 \$80.00 \$0.00 \$80.00 \$80.00
			AMOUNT DUE	\$80,00
			TECHNICIAN SIGNA	ATURE
			Todd CUSTOMER SIGNA	TURE
1				1

Balances outstanding over 30 days from the date of scivics may be subject to a late tree of the lasser of LSR per month (18% per year) or the maximum allowed by law. Customer agrees to pay accured expenses in the event of collection.

Ē,

8

1001-001

. Therefore knowledge the statistic top complement of the concentration and article to pay the post of springes as specified objects.



-Since 1963-

Attn: Steve Howell 145 S DURBIN PARKWAY

ST. JOHNS FL 32259

DURBIN CROSSING AMENITY CENTER

Weather Engineers, Inc. PO Box 37068 Jacksonville, FL 32236 Phone: (904) 356-3963 Fax: (904) 356-4969 RECEIVED Fax: (904) 356-4969 www.weatherengineers.com MAR 27 2020 CAC041190 Tax ID 59-3076169 BILL TO: #104602

Invoice

Number Date S49155

03/20/20

SERVICE PERFORMED AT:

DURBIN CROSSING AMENITY CENTER 145 S DURBIN PARKWAY **ST. JOHNS FL 32259**

Site #: 104602-001

Amount Paid:

		Return this port	ion with payment	Amount Paid	•	
Work Order Date	Call Slip Number	P.O. Number	Salesman	Terms	Contract #	Batch #
03/19/20	68633			30	SA0	MAR987
		DESCR	IPTION		19. A.	
Reported by	: John 755-1996	6/Todd 536-108	38			
Trouble Cod	e: NOC - NO COO)L				
	nit for Gym not	a a a T 1	Jin			
gym closet.	OK for 8-8:30	per Todd				
BRAND [M	ODEL # / SERIAL	_ #]	SERVING A	REA		
TRANE TW	E090B100EL / 55	513TENBD (GYM			
-	(1) Damage blo					
	l shaft, blower		-			
	nd blower wheel ical condition.					
•	eplace Blower h					
•	s brackets, Blo	-		1		
	t bearings, blo					
	or pulley. (Opti	•	-	m		
due to its	age (15 years d	old), its poo	r mechanical			
	contains R22 re	-		1		
•	. Our office w		ts			
availabilit	y and quote rep	pairs.				
TECH DAT	E RECEIVE	D ARRIVED	DEPARTED)		
104 03/19)		
03/19/20	1 MECH R/T	1.63 HRS @ 8	+ + + + + + + + + + + + + + + + + + +	45.48		
03/19/20	1 MECH T/T	.37 HRS @ 8	9.25	33.02		
		Continued	on page 2			
			. —			

Deturn this portion with normost

Thank you for your business!! Please make all checks payable to Weather Engineers,Inc. Remit To: PO Box 37068 Jacksonville,FL 32236 Phone (904)356-3963* Fax (904) 356-4969

We are are an equal oppurtunity employer and do not discriminate against applicants due to race, gender, veterans status, or on the basis of disability or any other federal, state or local protected class. THIS CONTRACTOR AND SUBCONTRACTOR SHALL ABIDE BY THE REQUIREMENTS OF 41 CFR 60-300.5 (A). THIS REGULATION PROHIBITS DISCRIMINATION AGAINST QUALIFIED PROTECTED VETERANS, AND REQUIRES AFFIRMATIVE ACTION BY COVERED



-Since 1963-

Weather Engineers, Inc. PO Box 37068 Jacksonville,FL 32236 Phone: (904) 356-3963 Fax: (904) 356-4969 www.weatherengineers.com CAC041190 Tax ID 59-3076169

BILL TO: #104602

DURBIN CROSSING AMENITY CENTER Attn: Steve Howell 145 S DURBIN PARKWAY ST. JOHNS FL 32259

Invoice

 Number
 Date

 \$49155
 03/20/20

SERVICE PERFORMED AT:

DURBIN CROSSING AMENITY CENTER 145 S DURBIN PARKWAY ST. JOHNS FL 32259

Site #: 104602-001

		Return this port	on with payment	Amount Paid:		
Work Order Date	Call Slip Number	P.O. Number	Salesman	Terms	Contract #	Batch #
03/19/20	68633			30	SA0	MAR987
	· · ·	DESCRI	PTION			
				·		
		Continued	from page 1			
				LABO	R 178.50	
				TOTAL \$	178.50	
				1-320-	53800-44200	
				Repair	s/Replaceme $S^{2/}(A)$	ents
				20	S4A)	

Thank you for your business!! Please make all checks payable to Weather Engineers,Inc. Remit To: PO Box 37068 Jacksonville,FL 32236 Phone (904)356-3963* Fax (904) 356-4969

We are are an equal oppurtunity employer and do not discriminate against applicants due to race, gender, veterans status, or on the basis of disability or any other federal, state or local protected class. THIS CONTRACTOR AND SUBCONTRACTOR SHALL ABIDE BY THE REQUIREMENTS OF 41 CFR 60-300.5 (A). THIS REGULATION PROHIBITS DISCRIMINATION AGAINST QUALIFIED PROTECTED VETERANS, AND REQUIRES AFFIRMATIVE ACTION BY COVERED

Attn: Steve 145 S DURB	Www.weatherengineers.com CAC041190 Tax 1D 59-3076169 BILL TO: #104602 MAR 2 7 2020 DURBIN CROSSING AMENITY CENTER Attn: Steve Howell 145 S DURBIN PARKWAY ST. JOHNS FL 32259 Return this portion with payment				SERVICE PERFORMED AT: DURBIN CROSSING-NORTH BLDG 730 N DURBIN PARKWAY ST. JOHNS FL 32259 Site # : 104602-002			
Work Order Date	Call Slip Number	Return this port	on with payment	Amount Paid: Terms	Contract #	Batch #		
03/12/20	68384	r.o. Number	Salesillari	30	SA0	MAR013		
		DESCRI	PTION					
To replace Quoted \$169 BRAND [M TRANE 2TEC3 Replaced De with a Aqua	e: MIS - MISC. aux float switc .79 ODEL # / SERIAL F42B1000AA / 71 ofective AquaGua Guard AG-4100E ons. A/C is bac	h found by 11 - #] 93JKF2VV C ard AG-4100 F1 water sensor	SERVING A LUB ROOM/OF oat switch and verifie	FICE od AS AGRE TOTAL \$ 1-3 Rej		-) 200		

Thank	you	for	your	business!!
Please make all Remit To: Phone	- check: P0 Box (904)35	s paya 37068 6-3963	able to Jackson * Fax (9	Weather Engineers,Inc. aville,FL 32236 904) 356-4969

RECEIVED

APR 8 2020

Steam Lux P. O. Box 628328 Orlando, FL 32862-8328 US 904-813-1401 aaron@icleancarpet.com

INVOICE

BILL TO	SHIP TO	INVOICE # 90002622
Durbin Crossing CDD	Durbin Crossing CDD	DATE 02/08/2020
145 S. Durbin PKWY	145 S. Durbin PKWY	DUE DATE 03/09/2020
Saint Johns, Fl 32259	Saint Johns, FI 32259	

ACTIVITY	QTY	RATE	AMOUNT
Services South: Tile and grout cleaning – Social hall	1	551.85	551.85
Hard Floor Surface Cleaning:Grout Protection Sealer Application Hall next to kitchen in social hall	1	35.10	35.10
Services No slip treatment – Hall next to kitchen in social hall	1	80.10	80.10
Services Tile and grout kitchen – Kitchen area in social hall	1	25.35	25.35
Services No slip treatment <i>~</i> Kitchen area	1	57.85	57.85
Services Tile and Grout cleaning – Mens bathroom in social hall	1	51.48	51.48
Services No slip treatment – Mens bathroom in social hall	1	117.48	117.48
Services Tile and Grout Cleaning – Ladies Bathroom in social hall	1	65.52	65.52
Services No slip treatment -	1	149.52	149.52

 $L_{\rm scale}^{-1}$

.

يعر.

ACTIVITY	ΩΤΥ	RATE	AMOUNT
Ladies Bathroom in social hall			
Services Tile and grout cleaning - Gym mens bathroom	1	45.52	45.52
Services No slip treatment – Gym mens bathroom	1	95.12	95.12
Services Tile and grout cleaning – Gym womens bathroom	1	60.00	60.00
Services No slip treatment — Gym womens bathroom	1	118.00	118.00
Services North: Social hall — Tile and grout cleaning	1	200.00	200.00
Services Tile and grout cleaning – Mens bathroom	1	65.91	65.91
Services No Slip treatment – Mens bathroom	1	150.41	150.41
Services Tile and grout cleaning – Womens bathroom	1	93.60	93.60
Services No slip treatment – Womens bathroom	1	213.60	213.60
Services Gym rubber floor cleaning – 1050 square feet at .39	1	409.50	409.50
Upholstery Cleaning:Chair - Large Large or recliner style chair	4	18.00	72.00
Upholstery Cleaning:Upholstered Ottoman	2	15.00	30.00
Commercial Carpet Cleaning:Commercial Floor Cleaning Services Clean carpet tiles in South office	1	65.00	65.00
Commercial Carpet Cleaning:Commercial Floor Cleaning Services Clean office in the North office for min charge (this was a separate	1	125.00	125.00

ACTIVITY trip)	QTY	RATE		AMOUNT
	····· · · · · · · · · · · · ·		BALANCE DUE	\$2,877.91
				1 320 53800 44100 Gen Facil. Maint <i>8</i> 57 (A)

THIS INVOICE HAS BEEN SOLD MAKE PAYMENT TO: AMERIFACTORS - P.O. BOX 628328 ORLANDO, FL 32862-8328 PH: (407) 566-1150 FAX: (407)566-1250 PAYMENTS MADE OTHER THAN TO THE ABOVE WILL NOT CONSTITUTE PAYMENT

Governmental Management Services, LLC

1001 Bradford Way Kingston, TN 37763

RECEIVED

APR 2 2020

Invoice #: 468 Invoice Date: 4/1/20 Due Date: 4/1/20 Case:

P.O. Number:

Bill To:

Durbin Crossing CDD 475 West Town Place Suite 114 St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Management Fees - April 2020 7. 3/9. 573. 3/40 Information Technology - April 2020 357 Impact Fee Collection Administration - April 2020 328 Dissemination Agent Services - April 2020 3/3 Office Supplies 570 Postage 4/20 Copies 1728 Telephone 410 21 (2)		3,916.67 133.33 1,250.00 500.00 0.69 37.04 13.80 13.76	3,916.67 133,33 1,250,00 500,00 0,69 37,04 13,80 13,76
	Total	<u> </u>	\$5,865.29
	Payme	ents/Credits	\$0.00
	Balanc	ce Due	\$5,865.29

Invoice

	And a second sec					INVOICE
	Sand Second Second			Inve	bice Number:	PI-A00386823
LAKE MAN	IABEMENT	RECE	IVED	Inve	pice Date:	04/01/20
Voice: (888) 480-5	253 Fax: (888) 358-0088	APR 8	2020	PR	PERTY:	Durbin Crossing CDD
Gove 475 V St Au	in Crossing CDD ernmental Mgmt Services West Town Place #114 ugustine, FL 32092 ed States					
CUSTO 545		CUSTOMER PO		· · · · ·	Payment Term Net 30	IS
Sales F Katie Ca		Shipment Method		Ship Dat	8	Due Date 05/01/20
Qty Item / Des	cription			UOI	W Unit Price	Extension
1	Lake & Pond Managen 04/01/20 - 04/30/20 Lake & Pond Managen		11		4,300.00	4,300.00
					1-320-5380	0-46800

Lake Maintenance

283 A

4,300.00 Subtotal PLEASE REMIT PAYMENT TO: Sales Tax 0.00 4,300.00 Total Invoice 1320 Brookwood Drive, Suite H Payment Received 0.00 Little Rock, AR 72202 TOTAL. 4,300.00

÷

www.aeratorsaquatics4lakesnponds.com



APR 2 2020

RECEIVED

APR 2 2020

FROM

Durbin Crossing 245 Riverside Ave., Suite 250 Jacksonville, FL 32202 VerdeGo PO Box 789 3335 North State Street Bunnell, FL 32110 Phone: 386-437-3122 www.verdego.com

DESCRIPTION

#1669 - Standard Maintenance Contract April 2020

Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

\$36,626.02

AMOUNT

\$36,626.02

1-320-53800-46200 Landscape Contingency

348 A

Invoice

Invoice #: 2554 Date: 04/01/20 Customer PO: DUE DATE: 05/01/2020

BILL TO



INVOICE

Customer ID:

Customer Name:

Service Period:

Invoice Date:

Page 1 of 2

7-51836-43000

DURBIN CROSSING CDD NORTH 04/01/20-04/30/20 03/26/2020 9426926-2224-7

		Invoice Number:			9426926-2224-
How To Contact Us	Your Payme	nt is Due		Your Tota	al Due
Visit wm.com	Apr 25,	2020		\$125	.17
To setup your online profile, sign up for paperless statements, manage your account, view holiday schedules, pay your invoice or schedule a pickup	If full payment of the invoice	ad amount is not receive	A	If payment is re 04/25/2020:	
Customer Service: (904) 260-1592	within your contractual term monthly late charge of 2.5% o minimum monthly charge of allowed under applicable law, re	s, you may be charged fthe unpaid amount, with 5 \$5, or such late charg	a	Reverse for Imp	ortant Messages
Previous Balance 126.84Payments (126.84)			Current Cl 125.1		Total Due 125.17
Details for Service Location: Durbin Crossing North, 730 N Durbin Pkw	y, Saint Johns FL 3225		omer ID:	7-51836-430	00
		Date	Ticket	Quantity	Amount
		BULL			
4 Yard dumpster 1x week Fuel / environmental charge Regulatory cost recovery charge Administrative charge		04/01/20		1.00	25.97 3.92 6.50
Description 4 Yard dumpster 1x week Fuel / environmental charge Regulatory cost recovery charge Administrative charge St john cm 5% franchise Total Current Charges		04/01/20		1.00	82.81 25.97 3.92 6.50 5.97 125.17



REFUSE SERVICES, INC.

PO BOX 42930 PHOENIX, AZ 85080 (904) 260-1592 (866) 381-9369 (904) 260-1449 FAX

Please detach and	l send the lower portion with payme	nt (no cash or staples) Invoice Number	Customer ID (Include with your payment)
	03/26/2020	9426926-2224-7	7-51836-43000
	Payment Terms	Total Due	Amount
	Total Due by 04/25/2020 If Received after 04/25/2020	\$125.17 \$130.17	



 \geq

222400007518364300009426926000001251700000012517 6

Remit To:

pv

0074656 01 AB 0.416 **AUTO T2 0 7086 32092-364939 -C01-P74730-I1 ╷╗╕╕╗╗╷╢┥╎┑┫╕╎┱╕┟┑╕╕┥┙╕╕╗╗╗╗┙┑╽╴╎┚╕╕┙╣╝┙┙┥╸┑╕╎╵╢╵╴╎╸ DURBIN CROSSING CDD NORTH 475 W TOWN PLACE STE 114 SAINT AUGUSTINE FL 32092-3649



I0290C33

╎╢╗╹╕┖┑╋╒┍╗┑╕╗╗┙┫┖╖╘┸┑╢║╘╖╍╟┺╢╢╅╜╬╝┙╢╍┎┚╍╅╓╕╍╝┚╄┖╻┑╢ WM CORPORATE SERVICES, INC. AS PAYMENT AGENT PO BOX 4648 **CAROL STREAM, IL 60197-4648**





INVOICE

Customer ID:

Customer Name: Service Period: Invoice Date: Invoice Number: 7-51881-83005 DURBIN CROSSING SOUTH 04/01/20-04/30/20

04/01/20-04/30/20 03/26/2020 9426927-2224-5

How To Contact Us	Your Payment Is D	ue		Your Tota	al Due		
Visit wm.com	Apr 25, 202	Apr 25, 2020			\$165.17		
To setup your online profile, sign up for paperless statements, manage your account, view holiday schedule pay your invoice or schedule a pickup		in not receive	24	If payment is re 04/25/2020:			
Customer Service: (904) 260-1592	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.		a ia	See Reverse for Important Message			
Previous Balance 167.44Payment (167.4		+	Current Cl 165.1		Total Due 165.17		
Details for Service Location: Durbin Crossing South, 145 S Durbin P		. <u> </u>	omer ID:	7-51881-830			
	· 영화 : : : : : : : : : : : : : : : : : :	Date	Ticket	Quantity	Amount 110.81		
Description 6 Yard dumpster 1x week Fuel / environmental charge Regulatory cost recovery charge Administrative charge St john cm 5% franchise	04	/01/20		1.00	34.76 5.24 6.50 7.86		



------ Please detach and send the lower portion with payment ---- (no cash or staples) ------

	Invoice Date	Invoice Number	Customer ID (Include with your payment)
	03/26/2020	9426927-2224-5	7-51881-83005
REFUSE SERVICES, INC.	Payment Terms	Total Due	Amount
PO BOX 42930 PHOENIX, AZ 85080 (904) 260-1592 (866) 381-9369	Total Due by 04/25/2020 If Received after 04/25/2020	\$165.17 \$170.17	



(904) 260-1449 FAX

≫<

2224000075188183005094269270000001651700000016517 5



10290C33

Remit To: Remit Remi

THINK GREEN:

僐

Printed on recycled paper.

 \boldsymbol{j}



-Since 1963-

Weather Engineers, Inc. PO Box 37068 Jacksonville,FL 32236 Phone: (904) 356-3963 Fax: (904) 356-4969 www.weatherengineers.com CAC041190

Invoice

 Number
 Date

 L1905
 03/31/20

BILL TO: #104602

DURBIN CROSSING AMENITY CENTER

145 S DURBIN PARKWAY

ST. JOHNS FL 32259 Attn: Steve Howell

RECEIVED

APR 2 2020

DURBIN CROSSING AMENITY CENTER 145 S DURBIN PARKWAY ST. JOHNS FL 32259

JOB INFO:

		Return this port	ion with payment	Amount Paid:	
GC Job #	GC PO #	Requisition #	Period Ending	Job Number	Terms
		1	03/31/20	L1905 C	
Please pay used to fur	from this invo nish and insta	ice for the la 11 a Trane 7.	abor and mate 5 ton AHU and	tigensidente receptionis de la constan ental sobré satélité des sobré de d 9200 par se traincis de l'atrain	Yealinee chailtea
Change Orde additional	r: Labor and M duct work modi	aterials to p fications.	erform \$64	gadados de la construcción de la constru 9 , 80 defenis e en energia de la construction	
CDU Model # CDU Model #	TWR4042G1000A TWR4042G1000A TWE09041BA400	B Serial # 2 B Serial # 2	0115ML94F 0115MBX4F 8192647BA	gganga madi manadanga. Nganga ganda sangara sa k	(, bishi biş)
1943년 11월 2448년 - 1944 	5 vear compres	no labor afte	r 1st year) v 2nd throu	ntana a sta a basa da sa na guna dunay gh Balagteoris Redy da sa ta gu buta sa s	
	Neo Na Segeri Consegueire. M	a ja ja kana kana kang bahi	Anata ang ang	server all and the balance	ese e salares
CONTRAC	Τ ΔΜΟΠΝΤ·				8 80
	0 % BILLED C	OMPLETE (INCL	UDING THIS I	NVOICE)	8.80
este per ser					
PREVIOU	SLY INVOICED				90 0 - 1933
			teristansjastal	SUB-TOTAL 114	
ANNA ANNA ANNA ANNA ANNA ANNA ANNA ANN				1-320-53800-4420 Repairs/Replacen	357/(A)
local protected class. The DISCRIMINATION AGAIN	nity employer and do not discrin IIS CONTRACTOR AND SUBCO IST QUALIFIED PROTECTED A E IN EMPLOYMENT QUALIFIE	ONTRACTOR SHALL ABIDE E /ETERANS, AND REQUIRES	to race, ethnicity, gender, y YTHE REQUIREMENTS (AFTRMATHE ACHON BY	veterans status, or on the basis of disability or DF 41 CFR 60-300 5 (A), THIS REGULATION I TOOVERED TRIME CONTRACTORS AND SO	any other federal, state ROHBITS BEGINIAACTORS TO



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: 3/31/20 DUE DATE : 4/30/20 ACCT: 10068 RECEIVED

APR 1 3 2020

CLOSING DATE : 3/31/20 DUE DATE: 4/30/20 CRONIN ACE HARDWAR DURBIN CROSSING ACCOUNT : 10068

PLEASE DETACH AND RETURN REMITTANCE STUB WITH YOUR PAYMENT

											REMITANCE STUE	WITH YOUR PAYMENT
DATE	REFEREN	ICE ST	С		DES	CRIPTION		DEBIT		CREDIT	REFERENCE	AMOUNT
			тhа	ank y	ou for	your busi	nessl					
					PREV	BALANCE		714.5	9		PREV BAL	714.59
3/ 3/20	3942	1	I	INVO	ICE			13.7	7		3942	13.77
3/ 9/20	3956	1		INVO				39.1			3956	39.12√
3/10/20	3957	1	1	INVO				6.9	9		3957	6.99∛/
3/10/20	3959	1		INVO				88.9			3959	88.95
3/10/20	3960	1		INVO				7.9	19		3960	7.99√
3/12/20	3966	1	I	INVO	DICE			13.1	.5		3966	13.15 🗸
3/16/20	3970	1	I	INVO	DICE			8.9	15		3970	8.95
3/24/20	3982	1	I	INVO	DICE			35.1	.2		3982	35.12
3/25/20	3988	1	I	INVO	DICE			3.1	.6		3988	3.16√
					NEW	BALANCE		931.7	9			
										32	(D), 538.	
											10 100	21110
										1,30	4, 530.	744
	Accour	nt Is	ser	ous	···· ·		1	ease Pay				
CURRE	ENT	Curre			Over		Over		٥v	er 90		
2 1	17.20		18	39.83		342.24		182.52		0.00		021 70
L		A			L		k		[NEW BAL;	931.79
			TER	MS: /	NET EOM	i					ф. Ф	
											ситнеке 🕆 🕆	
											COT H	
											4. 4	
10068												MOUNT DATD
10000	٨	- Adjust	ment	t		ansaction Cod Credit	es	I - Invoice			A	MOUNT PAID
		- Balanc				Finance Charg	je	P - Payment				
us statement covers tra	nsactions on your a	account for lhe	period	ending on th	a date above. Ch	arges, payments, and cr	edits received a	fter the above date wi	l be sho	own on your next slatement.		

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

NUMBER OF STATEMENTS : 1 TOTAL STATEMENT BALANCE: 931.79

DATE OF REQUEST: 4/ 6/20 TIME OF REQUEST: 13:33:09 TERMINAL ID : 551 : ACW USER ID

START DATE : 3/ 1/20 CLOSING DATE : 3/31/20 : 0091 PRINTER OPTIONS : CDOS # STMT ALIGN : ...

COPIES : 1 DISC CUTOFF : ____

DISCOUNT DATE : _____ CUSTOMER NAME : _____ 10068 CUSTOMER NUMBER: 10068 JOB NUMBER : ____ 999 ZIP CODE _____

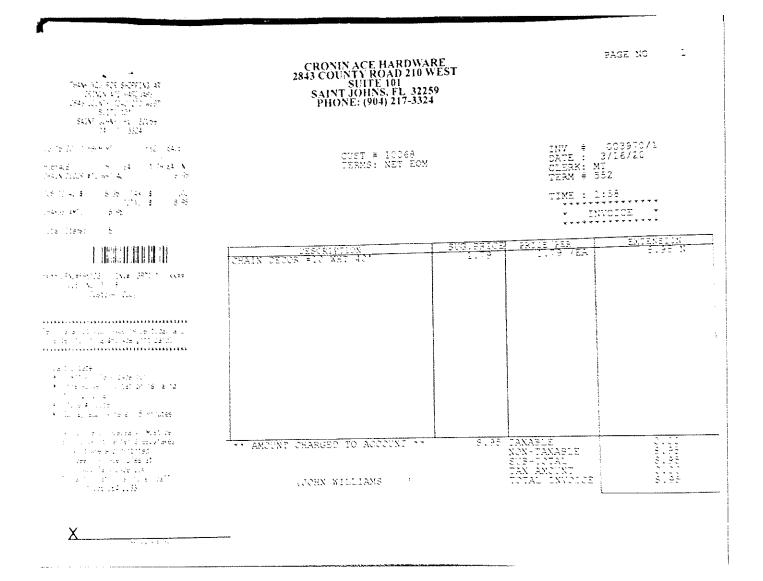
A = INCLUDE ACTIVE ZERO BALANCE ACCOUNTS C = INCLUDE CREDIT BALANCE ACCOUNTS D = SUPPRESS DELETED TRANSACTIONS E = EXTEND INVOICE/CREDITS FROM QUICKRECALL G = SUPPRESS AGED TOTALS H = AGE UNAPPLIED CREDITS FOR OPEN ITEM ACCOUNTS BASED ON DUE DATE I = REPRINT INVOICES/CREDITS FROM QUICKRECALL J = SUPPRESS 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 HISTORY N = NEW PAGE AFTER EACH INV/CREDIT (QUICKRECALL) FROM то O = SUPPRESS PAID OPEN ITEMS FROM PREVIOUS MONTH P = PRINT PAST DUE BALANCE ACCOUNTS ONLY Q = PRINT DUE DATE AFTER UNPAID INVOICES R = SUPPRESS REVOLVING CREDIT LIMIT S = PRINT ALPHABETICALLY BY SORT NAME : _____ 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 EXCLUSION CODES NNNN : ____ BAL METHOD : __ Ν TERMS CODE N : _

OPTIONS DEFINED:

STMT MESSAGE :

ACCOUNT

Thank you for your business!



THANK YOU FOR SHOPPING AT CROKIN ACT HARDHART CRURIN ALL HARDMANT 2543 LOUNTY ROAD 210 WIST SOLTS TOT SPINI JABERS FL - 37259 (304) 217-3324

.

.

....

- -

6374/26 9-36	44 K)	552	GALE
1443)	4 LA	3.9	B LA A
二重性的 產行 員	i m ALA		15.96
18922	2 E4	4.5	3 6A N
adde Contracto	8、美国新西		5 18
1492 t	2 I.A	4.99	EA N
wise cost size	in screwa		4,98
tab fai City	35 12 TA	ž: \$.DD
	1014	: 1	35.12
Michael AMI :	35.12		

Via Lens, B

- 27 新聞時間2044 - 1698 - 3962/1 - Alas - SGC 165 - 1966年 Coalimet Lipp

********************************* la la dista par avientente lady auf Electronica Peridak pri carifi anternationalistication

. anti-Mater

- Construction of the construction.
 Construction of the construction of the construction of the construction of the construction.

5. Conformed receivery. Nucl be 2. Collect to enter subschedes. Contradere prohibited. Contradere prohibited. Contradere prohibited. Contradere solution. Contradere solution. Contradere prohibited. Contr

CRONIN ACE HARDWARE 2843 COUNTY ROAD 210 WEST SUITE 101 SAINT JOHNS, FL 32259 PHONE: (904) 217-3324

CUST # 100€8 TERMS: NET EOM

INV # 003982/1 DATE : 3/24/20 CLERK: MT TERM # 552

PAGE NO

DESCRIPTION	SUG PRICE	PRICE/PER	EXTENSION
PRYPNT ACE PIT BLACK FIT BLACK FIRE CONN RD25PK SCREWON FIRE CONN YL25PK SCREWON	3.99 4.59 4.99	971027972A 3.5972A 4.5972A 4.9972A	15.96 N 9.18 N 9.93 N
** AMOUNT CHARGED TO ACCOUNT ** (JOHN WILLIAMS)	4 2 2	PAXABLE NON-TAXABLE SUB-TOTAL PAX AMOUNT FOTAL INVOICE	0.00 35.12 35.12 0.02 35.12

15406 V20 F27 SHOPPING AT SECON 420 HARLAASE 2842 JULVI - SUR 220 WEST SULTE 101 S4236 JULF 104 (314) 217-3324	CRONIN ACE HARDWA 2843 COUNTY ROAD 210 V SUITE 101 SAINT JOHNS, FL 3225 PHONE: (904) 217-332-	VEST 59		PAGE NO 1
0.1.12:14:00:00 553 State 140:17:04 1 EA 9.05 EA N 140:17:04 1 EA 1.05 EA N 140:17:04 1 EA 1.05 EA N 140:16:04 1 EA N EA 100:16:04 1 EA N EA 100:16:04 1 EA EA EA 100:16:04 1 EA EA EA 100:16:04 1 EA EA EA 100:17:04 1 EA EA EA 100:17:04 1 EA EA EA 100:17:04 1 EA EA EA	CUST # 10068 TERMS: NET EOM		CLERK: TERM # TIME :1 *****	553
 A processing the second second	CUICK COUPLER 3/8" F SOC O-RING 21/32X13/32X1/8	SUG.PRIC 9.99 .79 .79	9 PRICE/PER 9.99 /EA .79 /EA	EXTENSION 9:99 N 3.16 N
An deriverse kenersserv, Rust be lour view for der sweepstakes, vote vote on outstatiet Geologie rubs at monification of Alagoe com to bartificate vie Alane, coll i boo-264-2233	AMOUNT CHARGED TO ACCOUNT ** (STEVE HOWELL)	13.15	TAXABLE NCN-TAXABLE SUB-TOTAL TAX AMOUNT TOTAL INVOICE	$\begin{array}{c} 0.00\\ 13.15\\ 13.15\\ 0.00\\ 13.15\end{array}$

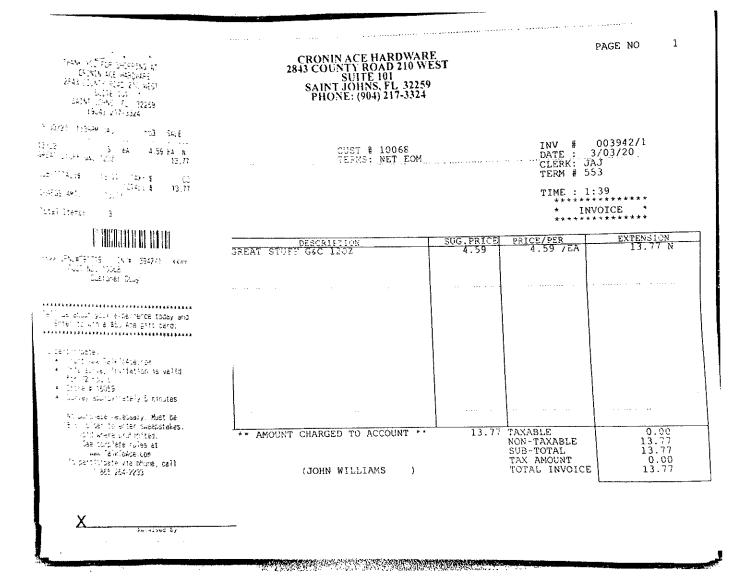
160408 YOU FOS SHOPPING AT 107000 ACT AMERICAN 2843 YOUN'T RULE 210 MIST SUIT DU SAINT DUMS, FL 32259 (904) 211-3324	CRONIN ACE HARDWAI 2843 COUNTY ROAD 210 W SUITE 101 SAINT JOHNS, FL 3225 PHONE: (904) 217-3324	'EST 9		PAGE NO 1
3/10/20/11:11AN/M) 553 SALE				
NG257 - 3 - 64 - 7,393 - 8 61,7 - 7,093 - 124 PRVPD - 7,99	CUST # 10068 TERMS: NET EOM		INV # DATE :	003960/1 3/10/20
10. \$ (XAT 10.1 \$ JARDE 10.			CLERK: TERM #	MT
54444 ART: 7.95			TIME :1	1:11
fotal liems,: 1 Ha ADDINGAR DI KARADAA				NVOICE *
	DESCRIPTION	SUG.PRICE	PRICE/PER	EXTENSION
sess 285,⊭95545 - 187# 1990/1 kkm± Lušt MC: toQođ Luštumer Copy	FELT PAD HVYDTY AST CD27	7.99	7.99 /EA	7.99 N
terseenistetterseittetsesseeterseiterseiser lell um almul your unjätter oc läday and sviet to over a los Ade gift ob di tersetertetterseeterseterseterseterset				
 Wish was falkloke.com Mish was falkloke.com This survey in Hallon is valid for 20 nouns Outer # 16000 Corvey approximately 5 minutes 				
la Dirchass veressary. Hust be 19 cl Clider to enter sweepslakes.				
Void where workhited. See couplete nites at wear thillAce.com To carticyate via prone, call	** AMOUNT CHARGED TO ACCOUNT **	7.99	TAXABLE NON-TAXABLE SUB-TOTAL	0.00 7.99 7.99
1-666-2033	(STEVE HOWELL)		TAX AMOUNT TOTAL INVOICE	0.00 7.99
L x				
Hecelved By				

North States (1997) NAME (1997) (1997) A 19 Head And (1997) A 1	CRONIN ACE HARDWA 2843 COUNTY ROAD 210 V SUITE 101 SAINT JOHNS, FL 322: PHONE: (904) 217-332	ΡΑς _{ΝΟ ΝΟ} Ι		
 A. S. C. S. Andrew M. M. Harrison, A. S. S.	CUST # 10068 TERMS: NET EOM	:	CLERK: TERM # TIME :1 ***** * I	553
	DESCRIPTION FULB LED FLM CLR 3.3W4PK COM SWVL MNT LGHT CONTRL	SUG. PPICE 18.59 16.99	PRICE/PER 18.99 /EA 16.99 /EA	EXTENSION 37.98 N 50.97 N
 C. C. Zhan where ends a long and The to is a first provide a state The to is a first provide a state A state provide to the state The to replace to the saled for ign and A state provide The state provide A state				
 Den de contre altery d'antoires De décase réplétions, endités de décase de contest contest de la contre d'antoires de contest. de décase de contest de décase des décases de de contre de contest de de contre de la contest de la conteste de la contest de la conteste de la contest de la contest de la contest de la contest de la contest de la co	** AMOUNT CHARGED TO ACCOUNT ** (STEVE HOWELL)		TAXABLE NON-TAXABLE SUB-TOTAL TAX AMOUNT TOTAL INVOICE	0.00 88.95 88.95 0.00 88.95
X				

2843 COUNTY ROAD 210 Suite 101 Saint Johns, FL 323	WEST 259		PAGE NO 1
		_	
CUST # 10068 TERMS: NET EO	Ŷ	INV # DATE : CLERK: M TERM # S	003957/1 3/10/20 MT 553
):54 *********** WOICE * *********

DESCRIPTION POWER GRAB HD ADHSV 90Z	SUG, PRICE 6.99	PRICE/PER 6.99 /EA	EXTENSION 6.99 N
** AMOUNT CHARGED TO ACCOUNT *	• 6.99	I TAXABLE NON-TAXABLE SUB-TOTAL TAX AMOUNT TOTAL INVOICE	0.00 6.99 6.99 0.00 6.99
	2843 COUNTY ROAD 210 SUITE 101 SAINT JOHNS, FL 32 PHONE: (904) 217-33 CUST # 10068 TERMS: NET EOI DESCRIPTION FOWER GRAB HD ADHSV 902	SAINT JOHNS, FL 32259 PHONE: (904) 217-3324 CUST # 10068 TERMS: NET EOM	2843 COUNTY ROAD 210 WEST SUITE 101 SAINT JOHNS, FL 32259 PHONE: (904) 217-3324 CUST # 10068 TERMS: NET EOM INV # DATE : CLERK: N TERM # 5 TIME : (***********************************

THAN YOU FOR SHOPPING AT CONTINUE INMINIANE 2643 CHONY WHAD 20 ACT SULTE DAT SATINI JOINS YE S2259 (364, 217 5224	CRONIN ACE HARDWAR 2843 COUNTY ROAD 210 WI Suite 101 Saint Johns, FL 32259 Phone: (904) 217-3324	/EST 9		PAGE NO 1
11400 114000 M 1053 SALE 1140 114000 M 1053 SALE 1171 1141 1141 114 119 EA IN 1171 1141 1141 1141 1141 1141 1141 1141	CUST # 10068 TERMS: NET EOM		CLERK: M TERM # 5 TIME : 1	553 L:48 NVOICE
Les Dialité volte consiste du Claire 3 39,12 (carrie 201): 39,12 (DESCRIPTION MISC. FASTENERS WALLDOG DRILL TOGGLE WALLPLAT IG DPLX WH 10PK RECEPT DPLX 15A WHT BX10	SUG.PRICE .19 19.99 2.79 6.49	PRICE/PER .19 /EA 19.99 /EA 2.79 /EA 6.49 /EA	EXTENSION 577N 19.99 N 5.56 N 12.98 N
 Introduction (is verified to the second state of the	** AMOUNT CHARGED TO ACCOUNT ** (STEVE HOWELL)		TAXABLE NON-TAXABLE SUB-TOTAL TAX AMOUNT TOTAL INVOICE	0.00 39.12 39.12 0.00 39.12



Vesta,

Invoice

RECEIVED

APR 1 3 2020

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 Invoice # Date

Terms Due Date Memo 367117 3/6/2020

Refurbish mailbox kiosks

252 D

Refurbish mailbox kiosks	1	2,200.00	2,200.00

Total \$2,200.00

1-320-53800-46300 Miscellaneous

'esta-

Invoice

Invoice #

Date

Terms

Memo

Due Date

RECEIVED

APR 1 3 2020

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

24325

2

1

1) Misc: 1-320-53800-46300 2) Repair/Replace: 1-320-53800-44200 3) Office Supplies: 1-320-53800-44600

- 4) Fuel: 1-320-53800-46310
- 5) Special Events: 1-320-53800-45511 6) Press Wash/Fitness 1-320-53800--45516
- 64. horaustering (Sharetalian **Billable Expenses** Billable Expenses Stucco Paint job for DC S. Howell - 7 Eleven; Equipment Fuel T. Myhill - Smallpdf; Montly pdf subscription S. Howell - Sherwin Williams; Facility painting project K. Sargent - Amazon; Spring Break Supplies - Electric Pump for inflatables, Mini Beach Balls, Karaoke Songs S. Howell - Oreilly; Battery and battery charger for hammerhead vac T. Myhill - Award Gallery; DC app banners and signs Total Billable Expenses 52,34 9.16 V 12.00 27 22 116.30∛ 168,49* 228.25 Total Billable Expenses 613.76

Total

\$613.76

Pass Thru March

368336

3/31/2020

4/30/2020

252

THE SHERWIN WILLIAMS CO. 3065 COUNTY RD 210 W SAINT JOHNS FL 32259 2016



Visit www.sherwin-williams.com Store 2424 (904) 230-9208

JOB 01 AMENITY MAINTENANCE GROUP

PAGE 1 OF 1 PO# DURBIN CROSSING ORDER: 0E0230774A2424 DATE: 03/16/2020 TIME: 01:23 PM 2-Q196 E43/18739

CHARGE

INVOICE

No. 9993-0

ACCOUNT: 4233-2093-6

AMENITY MAINTENANCE GROUP 245 RIVERSIDE AVE JACKSONVILLE FL 32202 4924

(904) 654-6304

TERMS: NET PAYMENT DUE ON APR. 20th

SALES NUMBER	SIZE	PRODUCT	DESCRIPTION					QTY	PRICE	VALUE
6405-15755	GALLON	A24W351	LOXON COATNG EXTRA					1	27.58	27.58
			Custom: MATCH							
			CCE*Color Cast	οz	32	64	128			
			B1 Black	-	5	1	•			
			R2 Maroon	-	2	-	1			
			Y3 Deep Gold	2	1	-	-			
			Custom Sher-Color Mal MATCH	ch						
1017-16082	EACH	K5546007	5546 FLAT BLACK					4	5.39	21.5
		Thank You						SUBTOTAL BEFORE TAX		49.14
······································		equired for refu	nd					6.500% SALES TAX:1-103209500	i.	3.20 \$52.34
								CHARGE		¥92.34

MERCHANDISE RECEIVED IN GOOD ORDER BY:

2) Repair/Replace: 1-320-53800-44200

JOHN

OH THANK HEAVEN For 7-eleven

03/24/2020 11:46:28

PUMP8GRADERULGALLONS5.007PRICE/GAL\$ 1.829FUELSALE\$ 9.16

APPROVED 560433

THANKS FOR Your Business

Fuel: 1-320-53800-46310



Smallpdf

http://www.intervices.com//www

from Smallpdf LLC Staffelstrasse 10 CH-8045 Zürich VAT: CHE-461.243.982 MWST

Ta US-

1990-00

Description

#R158337 14 February 2020

Smallpdf Desktop Subscription

14 February 2020 - 13 March 2020

Status

РД]) 14 February 2020

(tainta

1

Tetal

Amoton

USD \$12.00

USD \$12.00

VAT: Reverse charge Office Supplies: 1-320-53800-44600

Questions? Contact us at support@smallpdf.com

SHERWIN-WILLIAMS. SAIN JOHNS Store 2424 3065 COUNTY RD 210 W SAINT 10HNS FL 32259 2016 (904)230-9208 Fak (904) 230 9254 www.sherwin-williams.com 7:37am SALE 03/06/20 1ran # 9435-2 10 E51/18739 PO# MAIL BOX Irving OURBEN CRUSSING Account XXXX-0619-8 Jeb 1 BURBIN CROSSING Bill Ip; OURBEN CRASSING 145 S DURBIN PAUY SAINT JUNNS, FL 3,259 7224 (904)230-2011 6403-25692 @JART A118201 A SE UTL LL BLACK 1,00.e 28,39 28.39 Discount (\$10.00) -2.84 SUBIDIAL BEFORE TAX 25.55 6.500% SALES TAX:1-103209500 1.67 101AL \$27.22 AHERICAN EXPRESS -27.22 2) Repair/Replace: 1-320-53800-44200 معيد ۽ ٿي ڏن ڏند. معيد ۽ بري ٿي جو معين ۽ CONTRACTOR AND REPORT OF MANY AND REPORT OF C/C# XXXXXXXXXXXXXX2149 Auth # 245213 Keyed للالا المرجاب فالالمان التنافية بالمتقار الاجار المتقارية ستتناز Preferred Customer Savings \$2.84 STORE HOURS POHOUA 10:00 AN - 6:00 PN NDNDAY FRIDAY 7:00 AN - 7:00 PN SATUNDAY 8:00 AN - 6:00 PH Hiank You receipt required for refund Lustness Copy

Amazon.com - Order 113-9064922-6126641

amazon.com

Final Details for Order #113-9064922-6126641

Print this page for your records.

Order Placed: March 4, 2020 Amazon.com order number: 113-9064922-6126641 Order Total: \$116.30

Shipped on March 5, 2020

Items Ordered 1 of: Swimline Electric Pump for Inflatables Sold by: Amazon.com Services LLC

Condition: New

Shipping Address:

Durbin Crossing 145 S DURBIN PKWY SAINT JOHNS, FL 32259-7224 **United States**

Shipping Speed:

One-Day Shipping

Shipped on March 5, 2020

Items Ordered

6 of: GiftExpress GIFTEXPRESSTM 24 Pcs 6" Mini Inflatable Rainbow Multicolor Beach Ball \$11.97 Sold by: GiftExpress (seller profile) | Product question? Ask Seller

Condition: New 1 of: Disney Favorites, Disney Karaoke Series Sold by: Amazon.com Services LLC

Condition: New

Shipping Address:

Durbin Crossing 145 S DURBIN PKWY SAINT JOHNS, FL 32259-7224 **United States**

Shipping Speed:

One-Day Shipping

Shipped on March 6, 2020

Items Ordered	Price
1 of: <i>Party Tyme Karaoke - Super Hits 19 [16-song CD+G]</i> , Party Tyme Karaoke Sold by: Great_Buys (<u>seller profile</u>)	\$11.80

Condition: New

Price \$22,56

4/1/2020

\$8.12

Price

4/1/2020

Shipping Address:

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

Shipping Speed:

One-Day Shipping

Payment information

Payment Method: American Express | Last digits: 1042

Billing address Vesta 245 RIVERSIDE AVE STE 250 JACKSONVILLE, FL 32202-4944 United States Item(s) Subtotal: \$114.30 Shipping & Handling: \$0.00 Total before tax: \$114.30 Estimated tax to be collected: \$2.00

Grand Total: \$116.30

Special Events: 1-320-53800-45511 AmericanExpress ending in 1042: March 6, 2020: \$116.30

Credit Card transactions

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

Conditions of Use | Privacy Notice © 1996-2020, Amazon.com, Inc. or its affiliates

Reil **WAUTO PAR** ((+)

> 12510 SAN JOSE BLVD JACKSDNVILLE, FL 32223 (904) 292-1863 www.oreillyauto.com

Store hours: Mon-Sat: 07:30 AM-09:00 PM Sun: 09:00 AM-08:00 PM

Counter #: 59730 Date: 03/11/2020 03:36 PM Invoice #: 4586-403715	CHRIS Drawer: 4

SSB 2400M BATTERY	8 6, 99 T
Battery Fee	1,50 T
SSB 24DCM Core Charge	18, 00 T
SSB 24DCM Core Exchange	18,00 T
SHU SC1301 BATT CHARGER	54, 9 9 T
SS 08810 BATT TERM	13, 98 T 2 @ 6, 99 EA

Call 866-830-4351 for Super Start National Warranty Information

4 Items

Total Local/Stat/Gvt Fees: 1.50

Sub-Total	157, 46
Sales Tax	11, 03
Total	168, 49
AX 2149	168, 49

AX XXXXXXXXXX2149 Auth 6D: 881580 REF# 715616894257

2) Repair/Replace: 1-320-53800-44200

Chip Indicator: Y 410: A00000025010801 AMERICAN EXPRESS

Sec. 20 March

Diante zur für Factor die D'Rawands monitor 18. Fuward oschoft die eveny 150 ptw. sammad 2003 Bluwards ook fir Vinne zum an oormit



251.777.38

Avairal Galiery, Inc.

175-6 Blanding Boulevard Orange Park, FL 32073

Invoice

Date	Invaice #
E 13 3020	10320

BUTK				
at RHS	CEOSSING	TCDD		

	PO No	Terms	Project
Description	Qty	Rate	4/noimt
TESSIAU 38 ECORD NERVE DOLIBLE SIDED		55-)]-}	11) nf [}-1,0):
HEAMER OF FOR YOUR BUSINESS		Subtotal Sales Tax (7.0%)	\$229,00
Subtotal \$220.00 Credit card fee \$8.25		Total	\$724 (B)
Total \$228.25		Payments/Crettits	<u>ن</u>) (۱۱:
Misc: 1-320-53800-4630	0	Balance Due	\$221.00

COMCAST BUSINESS

Account Number 100011

Hello,

Thanks for choosing Comcast Business.

Your bill at a glance For 700 N DURBIN PKWY, JACKS		59-7285
Previous balance		\$527.37
Payment - thank you	Mar 23	-\$527.37
Balance forward		\$0.00
Regular monthly charges	Page 3	\$496.05
Taxes, fees and other charges	Page 3	\$30.95
New charges		\$527.00
Amount due Apr 22, 2	2020	\$527.00

Amount due Apr 22, 2020

Need help? Visit xfinity.com/customersupport or see page 2 for other ways to contact us.

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 Apr 01, 2020 will show up on your next bill. View your most up-to-date account balance at business.comcast.com/ myaccount.

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

50 B 1. 320, 538. 453

Do not include correspondence with payment

COMCAST BUSINESS

141 NW 16TH ST POMPANO BEACH FL 33060-5250 96330310 NO RP 01 20200401 NNNNNNNY 0000586 0002

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

╢<u>┍</u>┚╔┛┛╗╝╝╗┙╢┑╍╖┨╍╝┑┚╝╬╷┚╝╢┍╝╢┨╗┙╢╗┑┝╖╖┙┨╍╻╛╢║╸

Send payment to

CHARLOTTE NC 28272-1211

Apr 22, 2020

\$527.00

Do not send cash

Make checks payable to Comcast

96330310 NO RP 01 20200401 NNNNNNNY 0000586 0002

\$

Amount enclosed

COMCAST PO BOX 71211

Please pay

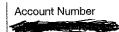
Payment due

Account number

Please write your account



COMCAST BUSINESS



\$496.05

Page 3 of 5

Ser.

7	4-14-5					100	a senten	1.41				
	10	 0	20	6 Y 84	Yak	151	10	6	6 (a)	6 6	Pala	3
2	Rev A	101		Z.L.	131	5.8.2	». M	100		Ser.	Rowcine	Ä

Comcast Business services		\$404.65
TV Standard Business Video	\$59.95	
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		\$63.25
TV Box + Remote	\$5.00	
Service To Additional TV With TV Box And Remote Qty 4 @ \$9.95 each	\$39.80	
Equipment Fee	Ø	
Internet		
Equipment Fee Voice	\$18.45	
Service fees		\$28.15
Broadcast TV Fee	\$14.95	
Directory Listing Management Fee	\$2.00	
Regional Sports Fee	\$8.20	
Voice Network Investment	\$3.00	

Taxes, fees and other charg	es	\$30.95
Other charges		\$4.37
Federal Universal Service Fund	\$3.15	
Regulatory Cost Recovery	\$1.22	
Taxes & government fees		\$26.58
Sales Tax	\$2.20	
State Communications Services Tax	\$18.30	
Local Communications Services Tax	\$5.28	
911 Fees	\$0.80	

Additional information

What's included? Internet: Fast, reliable internet on our Gig-speed 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 details

poolsu		Invoice	Date Invoice #	ŧ	1/1/2020 131295590421
1707 Townhurst Dr. Houston TX 77043	RECEIVED	Terms	Ne	et 20]
(800) 858-POOL (7665) www.poolsure.com		Due Date	1/2	21/2020	
www.poolsulo.oom	APR 2 0 2020	PO #			
		Customer #	13	DUR200	
Bill To		Ship To			
Durbin Crossing South 475 West Town Place, Suite 114 St. Augustine FL 32092		Durbin Crossing Sou Durbin Crossing Sou 145 South Durbin Pk Jacksonville FL 3225	th		
Item ID	Descripti	on	Qty	Units	Amount
	(A) 109 1.320, 5	-38. 48570			

Total 1,212.7 Amount Due \$1,212.7

1,212.74 **\$1,212.74**

Remittance Slip

Customer 13DUR200

Invoice # 131295590421



Amount Due

.

\$1,212.74

Amount Paid Make Checks Payable To

Poolsure PO Box 55372 Houston, TX 77255-5372

Questions on this invoice call: (866) 470-7133 Option 2

19 12 14 13 15 16 TIMES 18 BILLED NEWSPAPER AMOUNT SAU SIZE UNITS RUN RATE REFERENCE DESCRIPTION PRODUCT START STOP \$170.54 03/01 Balance Forward \$-85.27 03/02 P127029 Payment - Lockbox 5464 \$-85.27 03/26 P130470 Payment - Lockbox 5485 \$40.41 SA St Augustine Record 1.00 x 4.5000 4.5 \$8.98 03/12 03/12 103265821-03122020 REG MTG BOS 3/23/20 1 **REG MTG BOS 3/23/20** SA St Aug Record Online 1.00 x 4.5000 4.5 \$8.97 \$40.37 03/12 03/12 103265821-03122020 1 \$170.54 PREVIOUS AMOUNT OWED: NEW CHARGES THIS PERIOD: \$80.78 CASH THIS PERIOD: (\$170.54) DEBIT ADJUSTMENTS THIS PERIOD: \$0.00 CREDIT ADJUSTMENTS THIS PERIOD: \$0.00 We appreciate your business. 9 1. 310. 573, 480 (A) APR (1.6. 2020 * UNAPPLIED AMOUNTS ARE INCLUDED IN TOTAL AMOUNT DUE 52. INVOICE AND STATEMENT OF ACCOUNT AGING OF PAST DUE ACCOUNTS CURRENT NET AMOUNT 30 DAYS 60 DAYS OVER 90 DAYS * UNAPPLIED AMOUNT 23 TOTAL AMOUNT DUE \$80.78 \$0.00 \$0.00 \$0.00 \$80.78 \$0.00 ADVERTISER INFORMATION SALES REP/PHONE # 25 ADVERTISER/CLIENT NAME BILLING PERIOD BILLED ACCOUNT NUMBER 7 ADVERTISER/CLIENT NUMBER 2 6 Melissa Rhinehart **DURBIN CROSSING / GMS** 03/02/2020 - 03/29/2020 15654 15654 904-819-3423 MAKE CHECKS PAYABLE TO The St. Augustine Record Dept 1261 PO Box 121261 Payment is due upon receipt. The St. Augustine Record Dallas, TX 75312-1261 PLEASE DETACH AND RETURN LOWER PORTION WITH YOUR REMITTANCE ADVERTISER/CLIENT NAME BILLING PERIOD 2 **DURBIN CROSSING / GMS** 03/02/2020 - 03/29/2020 TERMS OF PAYMENT * UNAPPLIED AMOUNT COMPANY TOTAL AMOUNT DUE NET 15 DAYS \$0.00 SA 7 \$80.78 The St. Augustine Record Dept 1261 66 DAYS OVER 90 DAYS CURRENT NET AMOUNT 22 30 DAYS PO Box 121261 \$0.00 \$0.00 \$80.78 \$0.00 Dallas, TX 75312-1261 24 STATEMENT NUMBER BILLING DATE BILLED ACCOUNT NUMBER ADVERTISER/CLIENT NUMBER 4 PAGE # 5 ADVERTISING INVOICE and STATEMENT 0000067270 03/29/2020 15654 15654 9 REMITTANCE ADDRESS BILLING ACCOUNT NAME AND ADDRESS The St. Augustine Record ŝŝ Dept 1261 PO Box 121261 Dallas, TX 75312-1261 **DURBIN CROSSING / GMS** 2517

475 W TOWN PL STE 114 SAINT AUGUSTINE FL 32092-3649

Legal Ad Invoice The St. Augustine Record

		Send Payments to: The St. Augustine Record	
		One News Place	
		St. Augustine, FL 32086	
Acct:	15654	Name: DURBIN CROSSING / GMS Address: 475 W TOWN PLACE, STE 114	
Phone: E-Mail:	9049405850	Address: 475 W TOWN PLACE, STE 114	
Client:	DURBIN CROSSING / GMS	City: SAINT AUGUSTINE State: FL Zip: 32092	
Ad Number:	0003265821-01	Caller: COURTNEY HOGGE Paytype: BILL	
Start:	03/12/2020	Issues: 1 Stop: 03/12/2020	
Placement:	SA Legals	Rep: Melissa Rhinehart) o o rei o
Copy Line:	NOTICE OF MEETING DURBIN	CROSSING COMMUNITY DEVELOPMENT DISTRICT The regular meeting of the E	board o
Lines	53	NOTICE OF MEETING DURBIN CROSSING COMMUNITY	
Depth	4,50	DEVELOPMENT DISTRICT	
Columns	1	The regular meeting of the Board of Su- pervisors (the 'Board') of the Durbin Crossing Community Development Dis- trict is scheduled to be held on Mon-	
		trict is scheduled to be held on Mon-	
Price	\$80.78	that is scheduled to be defined on work- day, March 23, 2020 at 6100 p.m. at the Durbin Crossing South Amenity Center located at 145 South Durbin Parkway, St. Johns, Florida 32259. The meeting is open to the public and will be conducted in accordance with the remaining of kindia Law for Comp	
		Parkway, St. Johns, Florida 32259.	
		will be conducted in accordance with the provision of Florida Law for Com-	
		munity Development Districts. The meeting may be continued to a date.	
		will be conducted in accordance with the provision of Florida Law for Com- munity Development Districts. The meeting may be continued to a date, time, and place to be specified on the record at the meeting, A copy of the agenda for this meeting may be ob- tained from Governmental Manage- ment Services, LLC, 476 West Town Place, Suite 114, St. Augustine, Florida 32092 or by calling (904) 940-5850. There may be occasions when one or more Supervisors or staff will partici- pate by telephone. Pursuant to provi- sions of the Americans with Disabilities Act, any person requiring special acc- commodations at this meeting because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least 48 hours prior to the meeting. If you are hearing or	
		agenda for this meeting may be ob- tained from Governmental Manage-	
		ment Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida	
		32092 or by calling (904) 940-5850. There may be occasions when one or	
		more Supervisors or staff will partici- pate by telephone. Pursuant to provi-	
		sions of the Americans with Disabilities Act, any person requiring special ac-	
		commodations at this meeting because of a disability or physical impairment	
		(904) 940-5650 at least 48 hours prior	
		speech impaired, please contact the Relief Reliev Service building 7.1.1 or	
		(904) 94-94-96:00 in cast variability fund to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955- 8770 (Voice), for aid in contacting the	
		A present when devides to appeal pay devi-	
		sion made at the meeting with respect to any matter considered at the meeting	
		is advised that person will need a record of the proceedings and that accordingly,	
		A person who defines to appear day beer sion made at the meeting with respect to any matter considered at the meeting 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 media inclusion the periodenga avi-	
		made, including the testimony and evi- dence upon which such appeal is to be based.	
		Daniel Laughlin	
		District Manager	

District Manager 0003265821 March 12, 2020

THE ST. AUGUSTINE RECORD Affidavit of Publication

DURBIN CROSSING / GMS 475 W TOWN PLACE, STE 114

SAINT AUGUSTINE, FL 32092

ACCT: 15654 AD# 0003265821-01

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 MEETING in the matter of REG MTG BOS 3/23/20 was published in said newspaper on 03/12/2020.

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.

NOTICE OF MEETING DURBIN CROSSING COMMUNITY DEVELOPMENT DISTRICT

DEVELOPMENT DISTRICT The regular meeting of the Board of Su-pervisors (the Board") of the Durbin Crossing Community Development Dis-trict is scheduled to be held on Mon-day, March 23, 2020 at 6:00 p.m. at the Durbin Crossing South Amenity Center located at 145 South Durbin Parkway, St. Johns, Florida 32239. The meeting is open to the public and will be conducted in accordance with the provision of Florida Law for Com-munity Development Districts. The meeting may be continued to a date, time, and place to be specified on the record at the meeting. A copy of the agenda for this meeting may be ob-tained from Governmental Manage-ment Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 or by calling (904) 940-5850. There may be occasions when one or more Supervisors or staff will partici-pate by telephone. Pursuant to provi-sions of the Americanis with Disabilities Act, any person requiring special ac-ommediations at this meeting

pate by telephone. Pursuant to provi-sions of the Americanis with Disabilities Act, any person requiring special ac-commodations at this meeting because of a disability or physical impairment should contact the District Office at (904) 94-05-8650 at least 48 hours prior to the meeting. If you are hearing or rspeech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office. A person who decides to appeal any deci-sion made at the meeting with respect to any matter considered at the meeting 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 evi-dence upon which such appeal is to be based.

Daniel Laughlin District Manager 0003265821 March 12, 2020

Sworn to (or affirmed) and subscribed before me by means of

physical presence or online notarization

MAR 1 2 2020 day of this

who is personally known to by c. me or who has produced as identification

(Signature of Notary A





Tel. 904-743-8444 www.smarthome.biz sales@smarthome.biz

Durbin Crossing North Cdd 475 West Town Place Ste 114 St Augustine FL 32092



Description

Please find attached invoice for your Annual monitoring services.

Security Monitoring

lltem	uantity Unit Price	Toial
Phone Line Monitoring	12.00 \$23.33	\$279.96
	Sub-Total ex Tax	\$279.96
56 1.320, 538. 4530.9	Tax	\$0.00
Ċ)	Total	\$279.96
"Thank you-we really appreciate your business! Please send payment within 21 days of receiving t	his Sub-Total ex Tax	\$279.96
	Тах	\$0.00
IMPORTANT: Please remember to test your system monthly.	Total inc Tax	\$279.96
Need automation for your home? Visit us online at www.smarthome.biz	Amount Applied	\$0.00
There will be a 1.5% interest charge per month on late invoices.	Balance Due	\$279.96



INVOICE NO. 155744

Site:	730 N Durbin Pkwy Jacksonville
Site Address:	730 N Durbin Pkwy
	Jacksonville FL 32259
Period:	05/01/2020 to 04/30/2021
Recurring No.:	1341
Job Name:	
Order No.:	



- -

Tel. 904-743-8444 www.smarthome.biz sales@smarthome.biz

 PLEASE PAY BY
 AMOUNT
 INVOICE DATE

 04/15/2020
 \$279.96
 04/15/2020

INVOICE NO. 155744

How	То Рау		INVOICE NO. 155744
	Credit Card (MasterCard, Visa, Amex)	\mathbf{M}	Mail Detach this section and mail check to:
	Credit Card No.		Atlantic Security 1714 Cesery Blvd Jacksonville, FL 32211
	Card Holder's Name: CCV: Expiry Date: / Signature:		
NAME:	Durbin Crossing North Cdd	DUE DA	DATE: 04/15/2020 AMOUNT DUE: \$279.96
Please	Reference: 155744		

VISION - EXPE	RIENCE - RESU	LTS					
Durbin Crossing, (CDD				April 6, 2020		
c/o GMS, LLC Board of Supervis 475 West Town Pl Suite 114 St. Augustine, FL	ors lace		EN/E 17 2020		Project No: Invoice No:	02106.34000 0193839	
-			· · · · · · · · · · · · · · · · · · ·		ment District 2011	2/2010 Conorol	
Project	02106.34000		rossing Commun			b/2019 General	
Professional Ser	<u>vices rendered</u>	<u>i through March</u>	<u>131, 2020</u>			· •• •• •• •• •• •• •• ••	
Task	01	Professional Ser	rvices				
Professional Per	sonnel						
			Hours	Rate	Amount		
Senior Engine				(0) 00			
Katsaras,	-	9/14/2019	.50	194.00	97.00		
Katsaras,	-	2/29/2020	.50 1.00	194.00 194.00	97.00 194.00		
Katsaras,		3/21/2020 3/28/2020	2.00	194.00 194.00	388.00		
Katsaras,	Totals	3/20/2020	4.00	194.00	776.00		
	Total Labor		4.00		770.00	776.00	
_						110.00	
Expenses					0.40		
Mileage	Total Expe	ises		1.15 times	8.12 8.12		
			Current	Prior	To-Date		
Total Billings Contract I Remainin			785.34	2,232.00	3,017.34 6,000.00 2,982.66		
				Total	this Task	\$785.34	
 Task	XP	Expenses		Total	this Task	0.00	
1 hereite			Inve	oice Total th	nis Period	\$785.34	
						Í A	

7- (A) 1,310,573, 8-11

and the second sec

England-Thims & Miller, Inc. ENGINEERS - PLANNERS - SURVEYORS - GIS - LUNDSCAPE ARCHITECTS 14775 CM SL Augustine Roud - Jacksomedie, Fanda 3228 - Ini 904 442 4930 - Inz 904 645 9485 CA-0000254 LC-0000316

i

Hopping Green & Sams

Attorneys and Counselors

& D 1. 310, 573. 215

r and and randomic

		1'	19 S. Monroe Street, Ste. 300 P.O. Box 6526 Tallahassee, FL 32314	1.310,9	573. 24S
			850.222.7500 = STATEMENT ====================================		
Durbin Cros	sing Com tal Manag own Place	munity Development District ement Services, LLC e, Suite 114	April 24, 2020 RECEIVED	Bill Number Billed through	
			APR 2 4 2020		
General Co DURBIN	ounsel 00001	MCE	nangalak Canton (Marca (1)		
1100		AL SERVICES RENDERED			0.00 h
0 3/ 02/20	MKR	Review audit request for prop	posal notice and provide comments.		0.30 hrs
03/04/20	MKR	Prepare correspondence to h improvement.	omeowners' association regarding sta	tus of Jalali	0.20 hrs
03/ 06/20	MKR	Review Neft Battle vendor for comments.	rm of waiver for district event and pro	wide	1.10 hrs
0 3/09/20	MKR	Prepare partial release of eas	sement agreement (Jonihakis Project)		1.00 hrs
0 3/09/20	MKR	Review documents provided Project).	by homeowner for release of easement	nt (Jalali	1.00 hrs
03/09/20	MKR	Finalize comments to Fren M	oblle waiver form.		0.20 hrs
03/10/20	MKR	Research legal description re project; confer with staff reg	equirements and prior practices regard arding same.	ing Jonihakis	0.30 hrs
03/10/20	MKR	Review inquiry from Jalali; re	esearch same; confer with staff regarc	ling same.	0.30 hrs
03/11/20	MKR	Confer with Katsaras regardi	ng proposed Jonihakis improvements.		0.10 hrs
03/11/20	MKR	Review information regarding same.	g Jalali improvements; confer with sta	Iff regarding	0.30 hrs
03/13/20	MCE	Review easement encroachn	nent issues.		0.20 hrs
03/16/20	MKR	Confer with staff and homeo	wner regarding Jalali project inquries.		0.90 hrs
03/16/20	MKR	Research and review corresp provide comments to same.	pondence regarding proposed amenity	[,] closure;	0.20 hrs
03/17/20	MCE	Confer with Brownlee.			0.20 hrs
03/18/20	WSH	Research matters regarding losses.	grants or loans related to COVID-19 r	evenue	0.30 hrs
03/18/20	SSW	Research questions regardin	ng public meeting, sunshine law, notic	e	0.20 hrs

Durbin Crossir	+	eneral Bill No. 114292	Page 2
		requirements and exemptions related to COVID-19 public health emergency.	
03/18/20	MKR	Review community incident; prepare suspension letters regarding same.	1.80 hrs
03/19/20	ננ	Research sunshine law requirements regarding Governor's emergency order; follow up on research regarding sunshine law procedures in light of COVID-19 emergency; review draft memorandum to district managers regarding CMT and sunshine law issues; review declarations of emergency from Governor's office.	0.30 hrs
03/19/20	TFM	Research matters regarding amenity center closure.	0.10 hrs
03/19/20	MKR	Finalize suspension letter; confer with Myhill regarding same.	0.60 hrs
03/19/20	EGRE	Research employment and labor law regarding COVID-19; review Vesta amenity services contract; attend webinar regarding COVID-19 employment issues; research contractual payment obligations and defenses regarding amenity service contracts and COVID-19; prepare memorandum regarding same; prepare overview regarding Families First Coronavirus Response Act.	0.40 hrs
03/23/20	MKR	Research Myhill's inquiry regarding additional enforcement against patron.	1.80 hrs
03/24/20	JLK	Review sexual predator and sexual offender research; transmit SJC resolutions regarding same; update research and transmit same.	0.80 hrs
03/24/20	MKR	Finalize release of easement agreement regarding Jonihakis project.	0.40 hrs
03/25/20	MCE	Review amenity access issues raised by Myhill.	0.20 hrs
03/25/20	MKR	Prepare correspondence regarding Myhill inquiry; confer with staff and Myhill regarding same.	0.90 hrs
03/25/20	MKR	Confer with staff and chairman regarding Jalali project.	0.50 hrs
03/26/20	MKR	Confer with Pollicino, Howell and Katsaras regarding Jalali project; research prior releases regarding same; follow-up.	1.00 hrs
03/30/20	MCE	Review amenity and related contract issues.	0.30 hrs
03/30/20	MGC	Review response to auditor request letter.	0.20 hrs
03/30/20	JLK	Research various staffing questions, options and contract proceedings; transmit draft language on same.	0.50 hrs
03/30/20	LCW	Confer with staff regarding fiscal year 2018-2019 auditor inquiry letter.	0.10 hrs
03/30/20	MKR	Confer with Pollicino and staff regarding board meeting and amenity management; follow-up.	2.60 hrs
03/30/20	APA	Prepare response to auditor request letter regarding fiscal year 2018-2019.	1.20 hrs
03/31/20	MCE	Review Vesta contract issues.	0.20 hrs
03/31/20	MCE	Review issues related to Coronavirus regarding protection of district, impact on district operations and what steps to be taken; prepare steps to deal with same.	0.60 hrs

Durbin Crossing CDD - General Bill No. 114292		Page 3	
03/31/20	MCE	Review proposed legislation; monitor committee activity and agendas; monitor Amendment 12 implementation.	0.30 hrs
03/31/20	JLK	Research, draft and multiple conference calls on memorandum to district managers and amenity managers and e-blast to residents on COVID-19 notices/best practices/closures; multiple calls with staff and legal team on same; call with FIA on same; research DOH, EOG and other regulatory agencies best practices and recommendations; multiple calls with project team on same; conference call with staff and insurance company regarding closures and research related to staffing, federal bill impacts, etc; conference call regarding security options for communities via executive order, tax considerations and assessment considerations; continue research on laws affecting on site staffing requirements, options and new federal law for coronavirus affecting local governments, including families first bill; transmit information on same; confer with employment team on same; continue researching employment related matters, including impact of federal pay bill signed on March 19, 2020, contractual provisions and the like; research sensitive employment matters; confer with insurance carrier on closures and violations thereof; finalize shelter in place EO provisions and impact on district on same.	0.30 hrs
03/31/20	JLK	Review amenity management correspondence; provide comments to same.	0.40 hrs
03/31/20	SSW	Prepare memorandum to district manager regarding updated information and best practices for conducting district meetings virtually.	0.10 hrs
03/31/20	ACW	Research available grants and funding sources regarding COVID-19.	2.00 hrs
03/31/20	MKR	Confer with staff regarding amenities.	0.50 hrs
	Total fee	es for this matter	\$6,292.50

MATTER SUMMARY

Willson, Alyssa C.	2.00 hrs	265 /hr	\$530.00
Papp, Annie M Paralegal	1.20 hrs	135 /hr	\$162.00
Gregory, Emma C.	0.40 hrs	235 /hr	\$94.00
Johnson, Jonathan T.	0.30 hrs	365 /hr	\$109.50
Kilinski, Jennifer L.	2.00 hrs	275 /hr	\$550.00
Whelan, Lindsay C.	0.10 hrs	270 /hr	\$27.00
Eckert, Michael C.	2.00 hrs	315 /hr	\$630.00
Collazo, Mike	0.20 hrs	335 /hr	\$67.00
Rigoni, Michelle K.	16.00 hrs	245 /hr	\$3,920.00
Warren, Sarah S.	0.30 hrs	265 /hr	\$79.50
Mackie, A.Tucker Frazee	0.10 hrs	290 /hr	\$29.00
Haber, Wesley S.	0.30 hrs	315 /hr	\$94.50
TOTAL FEES			\$6,292.50
TOTAL CHARGES FOR THIS MATTER			\$6,292.50

BILLING SUMMARY

Durbin Crossing CDD - General	Bill No. 114292			Page 4
		========		
Willson, Alyssa C.	2	00 hrs	265 /hr	\$530.00
Papp, Annie M Paralegal	1	20 hrs	135 /hr	\$162.00
Gregory, Emma C.	0	40 hrs	235 /hr	\$94.00
Johnson, Jonathan T.	0	30 hrs	365 /hr	\$109.50
Kilinski, Jennifer L.	2	00 hrs	275 /hr	\$550.00
Whelan, Lindsay C.	0	10 hrs	270 /hr	\$27.00
Eckert, Michael C.	2	00 hrs	315 /hr	\$630.00
Collazo, Mike	0	.20 hrs	335 /hr	\$67.00
Rigoni, Michelle K.	16	.00 hrs	245 /hr	\$3,920.00
Warren, Sarah S.	0	.30 hrs	265 /hr	\$79.50
Mackie, A.Tucker Frazee	0	.10 hrs	290 /hr	\$29.00
Haber, Wesley S.	0	.30 hrs	315 /hr	\$94.50
	TOTAL FEES			\$6,292.50
TOTAL CHARGES FO	\$6,292.50			

Please include the bill number with your payment.

Service Slip/Invoice

6534506



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

[176599] Bill To:

Durbin Aminities CCD 475 W Town PI Ste 114 Saint Augustine, FL 32092-3649 Turner Pest Control 8400 Baymeadows Way, Suite 12 Jacksonville, FL 32256 904-355-5300

INVOICE: DATE:

ORDER:

4/21/2020 6534506

Work Location: [176599]

904-230-2011

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

Work Date 4/21/2020	Time 01:16 PM	Target Pest	Technicia	n		Time 01:16 PM	11n 1
Purcha	ise Order	Terms NET 30	Last Service 4/21/2020	Map Code		Time (01:30 PM	<u>ាក</u> 1
Sr	arvice		De:	scription		Price	
СРСМ		Commercial Pest Con	trol - Monthly Service			65.0	0
					SUBTOTA		
			CAR		TAX AMT. PAI	\$0.00 D \$0.00	
			66 (H)	320, 538, 45	TOTAL	\$65.00	
			1,3	320, 538, 45	<u> </u>		<u></u>
					AMOUNT	DUE \$65.00	
					K)		
					TECHNIC	CIAN SIGNATURE	-
					TECHNIC	NAM SIGNATURE	
						Peterson	-
					CUSTON	MER SIGNATURE	
							······

Balances outstanding over 30 days from the date of service may be subject to a late fee of the lesser of 1.5% per month (18% per year) or the maximum allowed by faw. Customer agrees to pay accrued expenses in the event of collection.

Service Slip/Invoice



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

[176599] Bill To:

Durbin Aminities CCD 475 W Town Pl Ste 114 Saint Augustine, FL 32092-3649 **Turner Pest Control** 8400 Baymeadows Way, Suite 12 Jacksonville, FL 32256 904-355-5300

INVOICE: DATE: ORDER:

6534507 4/21/2020 6534507

Work Location, [176602]

904-230-2011

Durbin Crossing 145 South Durbin Pkwy Jacksonville, FL 32258

Work Date 4/21/2020	Time 12:17 PM	Target Pest	Technician				Time In 12:17 PM
Purcha	ise Order	Terms NET 30	Last Service 4/21/2020	Map Code			Time Out 12:58 PM
Single Strategy Strat	ervice		Des	cription			Philee
CPCM		Commercial Pest Control	I - Monthly Service				80,00
						SUBTOTAL TAX	\$80.00 \$0.00
			660	り		AMT. PAID	\$0.00
			1.322.	D 538, 45	575	TOTAL	\$80.00
							allatere e
						AMOUNT DUE	\$80.00
						TECHNICIAN SIGN	ATURE
					<u></u>		
						CUSTOMER SIGN	AT UKE

SIXTH ORDER OF BUSINESS

RESOLUTION 2020-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE DURBIN CROSSING COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2020/2021; DECLARING SPECIAL ASSESSMENTS TO FUND THE PROPOSED BUDGETS PURSUANT TO CHAPTERS 170, 190 AND 197, FLORIDA STATUTES; SETTING PUBLIC HEARINGS; ADDRESSING PUBLICATION; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors ("**Board**") of the Durbin Crossing Community Development District ("**District**") prior to June 15, 2020, proposed budgets ("**Proposed Budget**") for the fiscal year beginning October 1, 2020 and ending September 30, 2021 ("**Fiscal Year 2020/2021**"); and

WHEREAS, it is in the best interest of the District to fund the administrative and operations services (together, "Services") set forth in the Proposed Budget by levy of special assessments pursuant to Chapters 170, 190 and 197, *Florida Statutes* ("Assessments"), as set forth in the preliminary assessment roll included within the Proposed Budget; and

WHEREAS, the District hereby determines that benefits would accrue to the properties within the District, as outlined within the Proposed Budget, in an amount equal to or in excess of the Assessments, and that such Assessments would be fairly and reasonably allocated as set forth in the Proposed Budget; and

WHEREAS, the Board has considered the Proposed Budget, including the Assessments, and desires to set the required public hearings thereon;

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2020/2021 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. DECLARING ASSESSMENTS. Pursuant to Chapters 170, 190 and 197, *Florida Statutes*, the Assessments shall defray the cost of the Services in the total estimated amounts set forth in the Proposed Budget. The nature of, and plans and specifications for, the Services to be funded by the Assessments are described in the Proposed Budget, all of which are on file and available for public inspection at the "District's Office," c/o Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092. The Assessments shall be levied within the District on all benefitted lots and lands, and shall be apportioned, all as described in the Proposed Budget and the preliminary assessment roll included therein. The preliminary assessment roll is also on file and available for public inspection at the District's Office. The Assessments shall be paid in one more installments pursuant to a bill issued by the District in November of 2020, and pursuant to Chapter 170, Florida Statutes, or, alternatively, pursuant to the *Uniform Method* as set forth in Chapter 197, Florida Statutes.

3. SETTING A PUBLIC HEARING. Pursuant to Chapters 170, 190, and 197, *Florida Statutes*, public hearings on the approved Proposed Budget and the Assessments are hereby declared and set for August 24, 2020 at 6:00 p.m. The public hearings may be conducted remotely, pursuant to Zoom communications media technology and/or by telephone pursuant to Executive Orders 20-52, 20-69 and 20-112 issued by Governor DeSantis on March 9, 2020, March 20, 2020 and April 29, 2020, as such orders may be extended or supplemented, respectively, and pursuant to Section 120.54(5)(b)2., *Florida Statutes*. In the event that the Executive Orders are not in effect at the time of the public hearings, or otherwise conditions allow the public hearings and meeting to be held in person, it will be held at the following location:

LOCATION:	Durbin Crossing South Amenity Center
	145 South Durbin Parkway
	St. Johns, Florida 32259

Information regarding participation in any remote hearing or meeting may be found at the District's website at https://durbincrossingcdd.com/ or by contacting the District Manager at (904) 940-5850.

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

5. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post the approved Proposed Budget on the District's website at least two days before the budget hearing date as set forth in Section 3, which shall remain on the website for at least 45 days.

6. **PUBLICATION OF NOTICE.** The District shall cause this Resolution to be published once a week for a period of two weeks in a newspaper of general circulation published in St. Johns County. Additionally, notice of the public hearings shall be provided in the manner prescribed in Florida law, as applicable.

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

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

PASSED AND ADOPTED this 18th day of May, 2020.

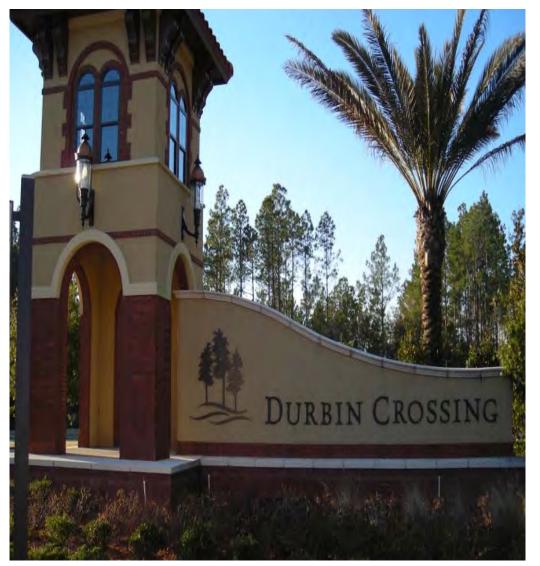
ATTEST:

DURBIN CROSSING COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Proposed Budget Físcal Year 2021



Durbín Crossíng Community Development District

May 18, 2020



TABLE OF CONTENTS

<u>General Fund</u>	
Budget	Page 1-2
Budget Narrative	Page 3-12

<u>Debt Servíce Fund</u>

Seríes 2017A-1/A-2 Budget	Page 13
Seríes 2017A-1/A-2 Amortízatíon Schedule	Page 14-15

<u>Capítal Reserve Fund</u>

Budget

Page 16

General Fund Budget FY 2021

	Adopted FY 2020 Budget	Actual YTD Thru 4/30/20	Projected Next 5 Months	Projected Thru 9/30/20	Proposed FY 2021 Budget
Revenues	Dunger	4/ 30/ 20	54011113	9/30/20	Duugei
Assessments	\$1,936,158	\$1,922,750	\$13,408	\$1,936,158	\$1,936,158
Interest Income	\$1,300		\$250	\$614	\$1,300
Mísc Income	\$22,500		\$3,885	\$29,053	\$22,500
Carryforward Surplus	\$0		\$71,130	\$71,130	\$0
Total Revenues	\$1,959,958	\$1,948,282	\$88,673	\$2,036,955	\$1,959,958
Expenditures					
<u>Administrative</u>					
Supervísor Fees	\$11,000	\$5,000	\$6,000	\$11,000	\$11,000
FICA Expense	\$842	\$383	\$459	\$842	\$842
Assessment Roll Administration (GMS)	\$5,000	\$5,000	\$0	\$5,000	\$5,000
Engineering Fees (ETM)	\$13,000	\$785	\$6,000	\$6,785	\$13,000
Dissemination Fees (GMS and Disclosure Services)	\$6,750	\$4,650	\$2,500	\$7,150	\$7,200
Attorney Fees (HGS)	\$50,000	\$30,012	\$19,988	\$50,000	\$50,000
Annual Audit (McDirmit, Davis)	\$4,100	\$0	\$4,100	\$4,100	\$4,200
Trustee Fees (US Bank)	\$10,800	\$5,000	\$5,775	\$10,775	\$10,800
Arbítrage (Grau)	\$1,950	\$750	\$1,200	\$1,950	\$1,200
Impact Fee Administration (GMS)	\$15,000	\$8,750	\$6,250	\$15,000	\$15,000
Management Fees (GMS)	\$47,000	\$27,417	\$19,583	\$47,000	\$47,000
Information Technology	\$2,100	\$933	\$667	\$1,600	\$1,600
Telephone	\$300	\$197	\$103	\$300	\$300
Postage	\$1,800		\$990	\$1,800	\$1,800
Printing & Binding	\$1,500		\$777	\$1,500	\$1,500
Insurance (FIA)	\$7,500		\$0	\$7,232	\$7,955
Legal Advertising	\$2,000		\$1,551	\$2,000	\$2,000
Other Current Charges	\$1,000		\$350	\$760	\$1,000
Office Supplies	\$150		\$107	\$150	\$150
Dues, Licenses & Subscriptions (DCA)	\$175		\$0	\$175	\$175
Website Compliance	\$1,200	\$0	\$0	\$0	\$0
Administrative Expenses	\$183,167	\$98,719	\$76,400	\$175,119	\$181,722
<u>Amenity Center</u>					
Insurance (FIA)	\$25,500	\$24,669	\$0	\$24,669	\$27,136
Repaírs & Replacements	\$60,000	\$35,190	\$24,810	\$60,000	\$60,000
Recreational Passes	\$4,000	\$0	\$1,400	\$1,400	\$4,000
Office Supplies	\$6,000	\$1,508	\$4,492	\$6,000	\$6,000
Permit Fees (Dept of Health/ASCAP/BMI/SEASAC) Utilities	\$2,700	\$1,557	\$925	\$2,482	\$2,700
Water & Sewer (JEA)	\$31,000	\$18,148	\$15,580	\$33,728	\$34,000
Electric (JEA)	\$31,000		\$11,015	\$29,032	\$31,000
Website	\$31,000		\$11,015 \$0	\$29,032 \$295	\$300
Cable/Internet/Phone (Comcast)	\$2,000		\$5,625	\$18,113	\$300 \$17,500
Security System (Atlantic)	\$1,000		\$280	\$560	\$1,000
Ameníty Center Management Contracts			• •		
Managerial (VESTA)	\$163,400	\$105,817	\$90,700	\$196,517	\$181,400
Staffing (VESTA)	\$190,500		\$95,250	\$206,375	\$190,500
Lífeguards (VESTA)	\$65,100		\$65,100	\$65,100	\$65,100
	1		,	. ,	,

General Fund Budget FY 2021

	Adopted FY 2020 Budget	Actual YTD Thru 4/30/20	Projected Next 5 Months	Projected Thru 9/30/20	Proposed FY 2021 Budget
Continued Amenity Center Management Contracts	<u> </u>		2.101012	9/ 30/ 20	Zunger
Refuse Servíce (Waste Management)	\$4,800	\$2,563	\$1,500	\$4,063	\$4,800
Pool Chemicals (Poolsure)	\$19,562		\$9,251	\$22,080	\$22,203
Special Events/Holiday Décor	\$26,000	\$23,091	\$2,909	\$26,000	\$26,000
Pest Control (Turner Pest Control)	\$3,600	\$1,425	\$2,175	\$3,600	\$3,600
Pressure Washing/Fitness Equip Maintenance	\$17,000	\$15,145	\$1,855	\$17,000	\$17,000
Ameníty Center Expenses	\$670,662		\$332,866	\$717,013	\$694,239
<u>Grounds Maintenance</u>					
Electríc (JEA)	\$5,200	\$2,654	\$1,900	\$4,554	\$5,200
Water & ReUse (JEA)	\$275,000	\$146,790	\$125,000	\$271,790	\$275,000
Streetlighting (JEA)	\$71,000	\$40,481	\$28,795	\$69,276	\$71,000
Lake Maintenance (Solitude Lake Management)	\$55,500	\$30,100	\$21,500	\$51,600	\$55,500
Landscape Maintenance (Verdego)	\$361,620	\$226,663	\$183,130	\$409,793	\$439,512
Landscape Contingency	\$40,000	\$32,306	\$7,694	\$40,000	\$40,000
Miscellaneous	\$37,000	\$26,639	\$10,361	\$37,000	\$37,000
Fuel	\$1,100	\$494	\$606	\$1,100	\$1,100
Irrigation Repairs	\$15,000	\$10,231	\$4,770	\$15,000	\$15,000
Capital Reserve	\$43,709	\$0	\$43,709	\$43,709	\$0
Capital Outlay	\$200,000	\$1,740	\$198,260	\$200,000	\$143,685
Water Quality Monitoring (ESI)	\$1,000	\$0	\$1,000	\$1,000	\$1,000
Grounds Maintenance Expenses	\$1,106,129	\$518,097	\$626,725	\$1,144,823	\$1,083,997
TOTAL EXPENDITURES	\$1,959,958	\$1,000,964	\$1,035,991	\$2,036,955	\$1,959,958
Other Financing Sources & Uses					
Interfund Transfer In/Out	\$0	\$0	\$0	\$0	\$0
Total Other Fínancíng Sources & Uses	\$0	\$0	\$0	\$0	\$0
EXCESS REVENUES / (EXPENDITURES)	\$0	\$947,318	-\$947,318	\$0	\$0

Durbín Crossing Community Development District GENERAL FUND BUDGET

Físcal Year 2021

REVENUES:

Assessments

The District will levy a non ad-valorem maintenance assessment on all assessable property within the District to fund all Operations & Maintenance Expenditures for the fiscal year.

Interest Income

Maintenance Assessment income of the District will be invested in accordance with Florida Statutes and the investment guidelines approved by the Board of Supervisors.

Miscellaneous Income

Revenue received from access cards, rental fees, miscellaneous deposits from UPS, insurance claims, and the recreation programs revenue.

EXPENDITURES: Administrative:

Supervisor Fees

Florida Statutes allows each board member to receive \$200 per meeting not to exceed \$4,800 in one year. The amount budgeted for the fiscal year is based upon 5 supervisors attending eleven meetings.

FICA Expense

FICA expense represents the Employer's (District's) share of Social Security and Medicare taxes withheld from the fee paid to the Board of Supervisors.

Assessment Roll Administration

Charge to the District for the services of Governmental Management Services, LLC to manage the assessment roll and Lien Books relating to the Series 2017A-1/A-2 bonds.

Engineering Fees

The District's engineering firm, England, Thims & Miller, Inc., will be providing general engineering services to the District, including attendance and preparation for monthly board meetings, review invoices, etc.

Dissemination Fees

The Annual Disclosure Report prepared by Governmental Management Services, LLC required by the Security and Exchange Commission in order to comply with Rule 15(c)(2)-12(b)(5), which relates to additional reporting requirements for un-rated bond issues.

GENERAL FUND BUDGET Fiscal Year 2021

<u>Vendor</u>	<u>Monthly</u>		4	<u>Annual</u>
Governmental Management Services	\$	500	\$	6,000
Disclosure Services			\$	1,200
	\$	500	\$	7,200

Attorney Fees

General legal services provided by the law firm of Hopping Green & Sams, who provide general legal services to the District, including attendance and preparation for monthly CDD meetings, preparation and review of agreements, resolutions, etc.

Annual Audit

The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting Firm. The District has contracted with McDirmit Davis to conduct their annual audit.

Trustee Fees

The District's Series 2017A-1/A-2 Special Assessment Bonds are held by a Trustee with US Bank. The amount represents the fee for the administration of the District's bond issue.

Arbitrage

The District is required to annually have an arbitrage rebate calculation on the District's Series 2017A-1/A-2 Special Assessment Bonds. The District will contract with an independent certified public accounting firm to calculate the rebate liability and submit a report to the District.

Impact Fee Administration

Charges to the District for the services of Governmental Management Services, LLC to collect St. Johns County Impact Fees on behalf of the District, manage the Series 2006-1 Impact Fee Bonds, and maintain the Series 2006-1 Lien Books.

Management Fees

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services, LLC.

Information Technology

The cost related to District's accounting and information systems, District website creation and maintenance, electronic compliance with Florida Statutes and other electronic data requirements.

Telephone

Telephone and fax machine charges incurred as an administrative cost.

GENTRAL FUND BUDGET Fiscal Year 2021

Postage

Mailing of agenda packages, overnight deliveries, correspondence, etc.

Printing & Binding

Printing and binding of agenda packages for board meetings, printing of checks, stationary, envelopes etc.

Insurance

The District's General Liability & Public Officials Liability Insurance policy is with Florida Insurance Alliance (FIA). FIA specializes in providing insurance coverage to governmental agencies.

Legal Advertising

The District is required to advertise various notices for monthly Board meetings, public hearings etc in the St. Augustine Record.

Other Current Charges

Bank charges and any other miscellaneous expenses incurred during the year.

Office Supplies

Miscellaneous office supplies.

Dues, Licenses & Subscriptions

The District is required to pay an annual fee to the Department of Community Affairs for \$175. This is the only expense under this category for the District.

Amenity Center:

Insurance

The District's Property Insurance policy is with Florida Insurance Alliance (FIA). FIA specializes in providing insurance coverage to governmental agencies. The amount budgeted represents the estimated premium for property insurance related to the Amenity Center.

Repair & Replacements

Represents monies budgeted for repairs and replacements for the District.

Recreation Passes

Represents the estimated cost for access cards to the District's Amenity Center.

GENERAL FUND BUDGET Fiscal Year 2021

Office Supplies

Represents any supplies needed for the operation of the Amenity Center.

Permit Fees

Represents permit fees paid to the Department of Health for the swimming pool and fees associated with music licenses at the Amenity Center.

Water & Sewer

JEA provides water and sewer services for the District. The cost of water/sewer associated with the Recreation Facilities:

Account Number	Description	N	<u>lonthly</u>	<u>Annual</u>
68155430	145 S Durbin Pkwy - Sewer	\$	200	\$ 2,400
79200641	145 S Durbin Pkwy - Reclaim	\$	1,000	\$ 12,000
68155430	145 S Durbin Pkwy Reclaim - Water	\$	109	\$ 1,312
67579848	145 S Durbin Pkwy - Water	\$	331	\$ 3,972
83113743	730 Durbin PY N - Sewer	\$	183	\$ 2,200
68090736	730 Durbin PY N - Reclaim	\$	483	\$ 5,800
85083672	730 Durbin PY N - Water	\$	218	\$ 2,616
83113743	730 Durbin PY N Reclaimed - Water	\$	110	\$ 1,318
	Contingency	\$	199	\$ 2,382
	Total Amenity Sewer/Water/Reclaim	\$	2,833	\$ 34,000

Electric

JEA provides for electric services for the District. The cost of electric associated with the Recreation Facilities:

Account Number	Description	<u>Monthly</u>		<u>Annual</u>
22357510	730 Durbin PY N	\$	543	\$ 6,516
20335949	145 S Durbin Pkwy	\$	1,997	\$ 23,968
	Contingency	\$	43	\$ 516
	Total Amenity Electric	\$	2,583	\$ 31,000

Website

The fees incurred for maintaining updates for the Durbinliving.com website contracted with Unicorn.

GENERAL FUND BUDGET Fiscal Year 2021

Cable/Internet/Phone

The District will provide cable television services for the Amenity Centers through Comcast.

Account Number	Description	<u>Monthly</u>		<u>Annual</u>
8495 74 140 1015619	Durbin Crossing South Amenity	\$	376	\$ 4,508
8495 74 140 0420497	Durbin Crossing South Amenity	\$	221	\$ 2,652
8495 74 140 1246669	Durbin Crossing North Amenity	\$	107	\$ 1,279
8496 74 140 1022920	Durbin Crossing North Amenity	\$	527	\$ 6,328
	Contingency	\$	228	\$ 2,732
	Total Amenity Cable/internet/Phone	\$	1,458	\$ 17,500

Security System

Maintenance costs of the security alarms/cameras provided by Atlantic Companies.

General Manager

The District is under contract with Vesta Property Services Inc for Management and Administration Services for the Amenity Centers with additional part-time maintenance technician.

<u>Contractor</u>	<u>Monthly</u>		Contractor Monthl		<u>Annual</u>
Vesta	\$	15,117	\$ 181,400		

Staffing

The District is under contract with Vesta Property Services Inc. This covers the cost of staffing for Facility Attendants, Pool Maintenance, Janitorial Services, Special Events planning, and Facility monitoring.

Position	<u>Monthly</u>	<u>Annual</u>
Facility Attendants	\$ 5,917	\$ 71,000
Pool Maintenance	\$ 2,183	\$ 26,200
Janitorial Services	\$ 1,517	\$ 18,200
Special Events Planning	\$ 958	\$ 11,500
Facility Monitor	\$ 5,300	\$ 63,600
Total	\$ 15,875	\$ 190,500

GENERAL FUND BUDGET Fiscal Year 2021

Lifeguards

The District is under contract with Amenity Services Group and this is the cost to provide pool attendants (lifeguards) during the operating season for the pool.

<u>Contractor</u>	<u>Monthly</u>		<u>Annual</u>
Vesta	\$	5,425	\$ 65,100

Refuse Service

Garbage disposal services for the Amenity Centers provided Waste Management of Jacksonville.

Pool Chemicals

The District, through Poolsure, is provided chemicals necessary for the maintenance of the Amenity Center swimming pool.

Contractor	Mc	onthly	<u>Annual</u>		
Poolsure	\$	1,850	\$	22,203	

Special Events

Represents estimated costs for the District to host special events for the community throughout the Fiscal Year.

Pest Control

The District is contracted with Turner Pest Control to provide for pest control services.

<u>Contractor</u>		<u>Monthly</u>		Annual		
Turner Pest Control	\$	270	\$	3,240		
Contingency	\$	30	\$	360		
	\$	300	\$	3,600		

Pressure Washing/Fitness Equipment Maintenance

The cost of pressure washing District facilities (Amenity Center, entryway features, etc.) and annual maintenance of District fitness equipment.

Durbín Crossíng Community Development District GENERAL FUND BUDGET

Físcal Year 2021

Grounds Maintenance:

Electric

The cost of electricity provided by JEA for signage lighting and entry feature lighting for the District.

Account Number	Description	Mo	<u>nthly</u>	Α	nnual
22840516	101 Castlegate Ln	\$	10	\$	114
79442225	104 Durbin PY N	\$	32	\$	387
93385371	1049 Longleaf Pine Parkway	\$			849
99911097	107 Tollerton Ave	\$	23	\$	278
89863663	1513 Longleaf Pine Parkway	\$	21	\$	250
26895017	16 Cloisterbane Dr Apt LL01	\$	8	\$	99
22580514	20 Orchid Way Apt IR01	\$	10	\$	120
99911094	2401 St Johns PY APT SG01	\$	17	\$	204
13727885	28 Heron Landing Rd Apt SG01	\$	10	\$	12
89866912	291 Durbin PY N	\$	9	\$	114
99911053	399 Longleaf Pine PY	\$	10	\$	12
89863016	501 Saddlestone Dr	\$	16	\$	18
22969723	590 N Durbin Pkwy	\$	15	\$	179
89863705	694 N Durbin Pkwy	\$	10	\$	119
79442208	857 Durbin Py N Apt SG01	\$	12	\$	14:
89315721	861 Durbin PPY N Apt SG01	\$	11	\$	13
14892379	910 Durbin PY N Apt SG01	\$	12	\$	14:
79447186	94 Staplehurst Dr Apt IR01	\$	11	\$	13
79447185	95 Woodcross Dr Apt IR01	\$	11	\$	13
22840515	96 Cresthaven Pl	\$	10	\$	124
99912413	987 Durbin PY N	\$	9	\$	11
89865800	997 Lauriston Dr	\$	11	\$	13
	Contingency	\$	83	\$	99
	Total Common Area Electric	\$	433	\$	5,20

Durbín Crossíng Community Development District GENERAL FUND BUDGET

Físcal Year 2021

Water & Re-Use

Water and re-use water needed for irrigation and maintenance of the common grounds provided by JEA.

Account Number	Description	N	<u>lonthly</u>	<u>Annual</u>
64240479	102 Durbin PY N	\$	2,000	\$ 24,000
70115360	102 Merkland Ct	\$	80	\$ 960
72360080	1021 Lauriston Dr	\$	130	\$ 1,560
69877485	104 Harbury Dr	\$	185	\$ 2,220
66534516	105 S Durbin Pkwy	\$	1,000	\$ 12,000
70115339	106 Charmed PI	\$	68	\$ 816
67386400	109 Islesbrook Pkwy	\$	825	\$ 9,900
68090726	1090 Durbin PY N	\$	4,700	\$ 56,400
74704275	116 Averley Wy Apt IR01	\$	25	\$ 300
74704274	118 Pineta Wy Apt IR01	\$	55	\$ 660
70115336	124 Weathered Oak Ct	\$	55	\$ 660
71890295	1244 Leith Hall Dr	\$	170	\$ 2,040
74704249	126 Cantley Wy Apt IR01	\$	40	\$ 480
73697024	128 Willow Winds Parkway	\$	25	\$ 300
71890305	1305 Fryston St	\$	125	\$ 1,500
71890313	138 Tollerto Ave	\$	50	\$ 600
71890303	1386 Fryston St	\$	750	\$ 9,000
68682298	1503 Cullaig Ct.	\$	55	\$ 660
74704273	155 Telford Dr Apt IR01	\$	38	\$ 456
71890297	158 Castlegate LA	\$	55	\$ 660
75457834	16 Cloisterbane Dr Aprt LL01	\$	300	\$ 3,600
71890296	1620 Fenton Av	\$	185	\$ 2,220
83716990	185 Islesbrook Pkwy	\$	85	\$ 1,020
85563431	2050 Longleaf Pine Py	\$	1,000	\$ 12,000
68682232	240 Tollerton Ave	\$	500	\$ 6,000
81948581	241 Islesbrook Pkwy	\$	203	\$ 2,436
67862610	265 Willow Winds Pkwy	\$	87	\$ 1,044
69214857	293 Willow Winds Pkwy	\$	88	\$ 1,056
82196245	310 N Glen Laurel Dr	\$	150	\$ 1,800
	Total Reuse Water Continued	\$	13,029	\$ 156,348

Durbín Crossíng Community Development District GENERAL FUND BUDGET

Físcal Year 2021

Account Number	Description	N	<u>lonthl y</u>	<u>Annual</u>
	Balance Brought Forward	\$	13,029	\$ 156,348
69877486	358 Willow Winds PKWY	\$	75	\$ 900
72360078	585 Saddlestone Dr	\$	50	\$ 600
80532666	594 Saddlestone Dr	\$	156	\$ 1,872
64240486	606 Longleaf PY	\$	3,500	\$ 42,000
64240480	810 Durbin PY N	\$	3,100	\$ 37,200
74704276	867 Durbin PY N Apt IR01	\$	165	\$ 1,980
74704251	868 Durbin PY N Apt IR01	\$	75	\$ 900
67386405	89 Heron Landing Rd Apt IR01	\$	700	\$ 8,400
68081639	90 Woodcross Dr	\$	315	\$ 3,780
68081637	91 Staplehurst Dr	\$	355	\$ 4,260
74704265	912 Durbin PY N Apt IR01	\$	84	\$ 1,008
64240168	96 Crestheaven Place	\$	47	\$ 564
	Contingency	\$	1,266	\$ 15,188
	Total Reuse Water	\$	22,917	\$ 275,000

Street Lighting

The District street lighting cost for the community - the amount is based upon the current tariff in effect with JEA.

Account Number	Description	M	<u>onthly</u>	4	Annual
70 watt	104 Durbin PY N(70 Watts)	\$	1,912	\$	22,942
200 watt	104 Durbin PY N (200 Watts)	\$	43	\$	512
70 watts	128 Willow Winds Pkwy	\$	497	\$	5,961
28763969	104 Durbin Py N Apt 2	\$	11	\$	130
200 watt	145 S Durbin Pkwy	\$	597	\$	7,168
70 watt	145 S Durbin Pkwy	\$	1,280	\$	15,355
70 watts	145 S Durbin Pkwy	\$	677	\$	8,129
70 watts	16 Cloisterbane Dr	\$	188	\$	2,258
70 watts	16 Cloisterbane Dr	\$	241	\$	2,890
70 watts	89 Heron Landing Rd Apt IR01	\$	331	\$	3,974
	Contingency/Additions	\$	140	\$	1,680
	Total Streetlighting	\$	5,917	\$	71,000

GENERAL FUND BUDGET Fiscal Year 2021

Lake Maintenance

The District is under contract with Future Horizons for the maintenance of the lakes at Durbin Crossing Community Development District.

Contractor		<u>lonthly</u>	Annual		
Aquatic Systems	\$	4,625	\$	55,500	

Landscape Maintenance

The District is under contract with a landscape maintenance vendor for maintenance of the common areas in the District.

<u>Contractor</u>		<u>Monthly</u>	Annual		
Verdego	\$	36,626	\$	439,512	

Landscape Contingency

A provision for additional landscape features or for repair of existing landscaping.

Miscellaneous

Any unanticipated and unscheduled grounds maintenance cost to the District.

Fuel

Fuel purchases for maintenance equipment.

Irrigation Repairs

The cost of miscellaneous irrigation repairs and maintenance incurred.

Capital Reserve

The District funds a capital reserve to fund the renewal and replacement of District's capital related facilities.

Capital Outlay

Represents any minor capital expenditures the District may need to make during the Fiscal Year.

Water Quality Monitoring

The District will contract with ESI to have conducted water quality monitoring in compliance with Section 18 of the Development Order using guidelines established by the FDEP.

Debt Servíce Fund

Seríes 2017 A-1/A-2 Bonds

Descríptíon	Adopted FY 2020 Budget	Actual YTD Thru 4/30/20	Projected Next 5 Months	Projected Thru 9/30/20	Proposed FY 2021 Budget
<u>Revenues</u>					
Carry Forward Surplus ⁽¹⁾ Assessments	\$991,251 \$3,072,188	\$957,402 \$3,038,305	\$33,849 \$33,883	\$991,251 \$3,072,188	\$784,982 \$3,068,471
Prepayment	\$0	\$27,860	\$0 \$0	\$27,860	\$0
Interest	\$3,000	\$2,203	\$580	\$2,783	\$3,000
Total Revenues	\$4,066,439	\$4,025,770	\$68,312	\$4,094,082	\$3,856,453
<u>Expenditures</u>					
<u>Seríes 2017A-1</u>					
Interest 11/1	\$611,241	\$611,241	\$0	\$611,241	\$593,769
Prepayment 11/1	\$0	\$145,000	\$0	\$145,000	\$0
Interest 5/1	\$611,241	\$0	\$608,841	\$608,841	\$593,769
Principal 5/1	\$1,470,000	\$0	\$1,465,000	\$1,465,000	\$1,495,000
Príncipal 5/1 (Prepayment)	\$0	\$0	\$25,000	\$25,000	\$0
<u>Seríes 2017A-2</u>					
Interest 11/1	\$114,788	\$114,788	\$0	\$114,788	\$110,219
Prepayment 11/1	\$0	\$20,000	\$0	\$20,000	\$0
Interest 5/1	\$114,788	\$0	\$114,231	\$114,231	\$110,219
Principal 5/1	\$140,000	\$0	\$140,000	\$140,000	\$145,000
Príncipal 5/1 (Prepayment)	\$0	\$0	\$65,000	\$65,000	\$0
Total Expenditures	\$3,062,056	\$891,028	\$2,418,072	\$3,309,100	\$3,047,975
<u>Other Sources/(Uses</u>)					
Other Debt Service Cost	\$0	\$0	\$0	\$0	\$0
EXCESS REVENUES / (EXPENDITURES)	\$1,004,383	\$3,134,742	-\$2,349,760	\$784,982	\$808,478

Interest - 11-1-21 (2017A-1)	\$577,884
Interest - 11-1-21 (2017A-2)	\$106,375
Total	\$684,259

DATE	B.	ALANCE	PRINCIPAL	INTEREST	 TOTAL
11/01/20	\$	33,240,000	\$ -	\$ 593,768.75	\$ 593,768.75
05/01/21	\$	33,240,000	\$ 1,495,000.00	\$ 593,768.75	
11/01/21	\$	31,745,000	\$ -	\$ 577,884.38	\$ 2,666,653.13
05/01/22	\$	31,745,000	\$ 1,530,000.00	\$ 577,884.38	
11/01/22	\$	30,215,000	\$ -	\$ 559,715.63	\$ 2,667,600.00
05/01/23	\$	30,215,000	\$ 1,565,000.00	\$ 559,715.63	
11/01/23	\$	28,650,000	\$ -	\$ 539,175.00	\$ 2,663,890.63
05/01/24	\$	28,650,000	\$ 1,610,000.00	\$ 539,175.00	
11/01/24	\$	27,040,000	\$ -	\$ 517,037.50	\$ 2,666,212.50
05/01/25	\$	27,040,000	\$ 1,655,000.00	\$ 517,037.50	
11/01/25	\$	25,385,000	\$ -	\$ 492,212.50	\$ 2,664,250.00
05/01/26	\$	25,385,000	\$ 1,710,000.00	\$ 492,212.50	
11/01/26	\$	23,675,000	\$ -	\$ 465,493.75	\$ 2,667,706.25
05/01/27	\$	23,675,000	\$ 1,765,000.00	\$ 465,493.75	
11/01/27	\$	21,910,000	\$ -	\$ 436,812.50	\$ 2,667,306.25
05/01/28	\$	21,910,000	\$ 1,825,000.00	\$ 436,812.50	
11/01/28	\$	20,085,000	\$ -	\$ 406,015.63	\$ 2,667,828.13
05/01/29	\$	20,085,000	\$ 1,885,000.00	\$ 406,015.63	
11/01/29	\$	18,200,000	\$ -	\$ 374,206.25	\$ 2,665,221.88
05/01/30	\$	18,200,000	\$ 1,950,000.00	\$ 374,206.25	
11/01/30	\$	16,250,000	\$ -	\$ 340,081.25	\$ 2,664,287.50
05/01/31	\$	16,250,000	\$ 2,025,000.00	\$ 340,081.25	
11/01/31	\$	14,225,000	\$ -	\$ 289,456.25	\$ 2,654,537.50
05/01/32	\$	14,225,000	\$ 2,130,000.00	\$ 289,456.25	
11/01/32	\$	12,095,000	\$ -	\$ 236,206.25	\$ 2,655,662.50
05/01/33	\$	12,095,000	\$ 2,235,000.00	\$ 236,206.25	
11/01/33	\$	9,860,000	\$ -	\$ 194,300.00	\$ 2,665,506.25
05/01/34	\$	9,860,000	\$ 2,320,000.00	\$ 194,300.00	
11/01/34	\$	7,540,000	\$ -	\$ 150,800.00	\$ 2,665,100.00
05/01/35	\$	7,540,000	\$ 2,415,000.00	\$ 150,800.00	
11/01/35	\$	5,125,000	\$ -	\$ 102,500.00	\$ 2,668,300.00
05/01/36	\$	5,125,000	\$ 2,510,000.00	\$ 102,500.00	
11/01/36	\$	2,615,000	\$ -	\$ 52,300.00	\$ 2,664,800.00
05/01/37	\$	2,615,000	\$ 2,615,000.00	\$ 52,300.00	\$ 2,667,300.00
11/01/37				 	
Total			\$ 33,240,000.00	\$ 12,655,931.25	\$ 45,895,931.25

Amortization Schedule

Series 2017A-2, Special Assessment Refunding Bonds (Combined)

DATE	BALANCE		P	PRINCIPAL		NTEREST	TOTAL
11/01/20	\$	4,080,000	\$	-	\$	110,218.75	\$ 110,218.75
05/01/21	\$	4,080,000	\$	145,000.00	\$	110,218.75	\$ -
11/01/21	\$	3,935,000	\$	-	\$	106,375.00	\$ 361,593.75
05/01/22	\$	3,935,000	\$	155,000.00	\$	106,375.00	\$ -
11/01/22	\$	3,780,000	\$	-	\$	102,250.00	\$ 363,625.00
05/01/23	\$	3,780,000	\$	160,000.00	\$	102,250.00	\$ -
11/01/23	\$	3,620,000	\$	-	\$	98,000.00	\$ 360,250.00
05/01/24	\$	3,620,000	\$	170,000.00	\$	98,000.00	\$ -
11/01/24	\$	3,450,000	\$	-	\$	93,468.75	\$ 361,468.75
05/01/25	\$	3,450,000	\$	180,000.00	\$	93,468.75	\$ -
11/01/25	\$	3,270,000	\$	-	\$	88,687.50	\$ 362,156.25
05/01/26	\$	3,270,000	\$	190,000.00	\$	88,687.50	\$ -
11/01/26	\$	3,080,000	\$	-	\$	83,625.00	\$ 362,312.50
05/01/27	\$	3,080,000	\$	200,000.00	\$	83,625.00	\$ -
11/01/27	\$	2,880,000	\$	-	\$	78,281.25	\$ 361,906.25
05/01/28	\$	2,880,000	\$	210,000.00	\$	78,281.25	\$ -
11/01/28	\$	2,670,000	\$	-	\$	72,300.00	\$ 360,581.25
05/01/29	\$	2,670,000	\$	225,000.00	\$	72,300.00	\$ -
11/01/29	\$	2,445,000	\$	-	\$	65,887.50	\$ 363,187.50
05/01/30	\$	2,445,000	\$	235,000.00	\$	65,887.50	\$ -
11/01/30	\$	2,210,000	\$	-	\$	59,181.25	\$ 360,068.75
05/01/31	\$	2,210,000	\$	245,000.00	\$	59,181.25	\$ -
11/01/31	\$	1,965,000	\$	-	\$	52,200.00	\$ 356,381.25
05/01/32	\$	1,965,000	\$	260,000.00	\$	52,200.00	\$ -
11/01/32	\$	1,705,000	\$	-	\$	44,787.50	\$ 356,987.50
05/01/33	\$	1,705,000	\$	280,000.00	\$	44,787.50	\$ -
11/01/33	\$	1,425,000	\$	-	\$	36,806.25	\$ 361,593.75
05/01/34	\$	1,425,000	\$	295,000.00	\$	36,806.25	\$ -
11/01/34	\$	1,130,000	\$	-	\$	28,393.75	\$ 360,200.00
05/01/35	\$	1,130,000	\$	310,000.00	\$	28,393.75	\$ -
11/01/35	\$	820,000	\$	-	\$	19,550.00	\$ 357,943.75
05/01/36	\$	820,000	\$	330,000.00	\$	19,550.00	\$ -
11/01/36	\$	490,000	\$	-	\$	10,137.50	\$ 359,687.50
05/01/37	\$	490,000	\$	355,000.00	\$	10,137.50	\$ 365,137.50
Total			\$	3,945,000.00	\$	2,300,300.00	\$ 6,245,300.00

Durbín Crossíng

Community Development District

Capítal Reserve Fund

Descríptíon	Proposed FY 2020 Budget	Actual YTD Thru <u>4</u> /30/20	Projected Next 5 Months	Projected Thru 9/30/20	Proposed FY 2021 Budget
<u>Revenues</u>					
Capital Reserve Transfer In	\$43,709	\$0	\$43,709	\$43,709	\$0
Capital Project Transfer In	\$200,000	\$0	\$200,000	\$200,000	\$143,685
Miscellaneous Revenue/Interest Income	\$10,000	\$11,023	\$4,250	\$15,273	\$10,000
Impact Fees	\$0	\$10,954	\$0	\$10,954	\$0
Carry Forward Surplus	\$1,736,013	\$1,408,641	\$0	\$1,408,641	\$1,579,113
Total Revenues	\$1,989,722	\$1,430,618	\$247,959	\$1,678,577	\$1,732,798
<u>Expenditures</u>					
Capital Outlay	\$200,000	\$9,299	\$40,000	\$49,299	\$200,000
Repair and Replacement	\$0	\$10,165	\$40,000	\$50,165	\$0
Total Expenditures	\$200,000	\$19,464	\$80,000	\$99,464	\$200,000
<u>Other Sources/(Uses)</u>					
Interfund Transfer In/(Out)	\$0	\$0	\$0	\$0	\$0
Total Other Sources/(Uses)	\$0	\$0	\$0	\$0	\$0
EXCESS REVENUES / (EXPENDITURES)	\$1,789,722	\$1,411,154	\$167,959	\$1,579,113	\$1,532,798

SEVENTH ORDER OF BUSINESS

This instrument was prepared by and upon recording should be returned to:

Michelle K. Rigoni, Esq. HOPPING GREEN & SAMS, P.A. 119 South Monroe Street, Suite 300 Tallahassee, Florida 32301

PARTIAL RELEASE OF EASEMENT AND INDEMNIFICATION AGREEMENT

This PARTIAL RELEASE OF EASEMENT AND INDEMNIFICATION AGREEMENT ("Agreement") is entered into by and between the DURBIN CROSSING COMMUNITY DEVELOPMENT DISTRICT, whose address is 475 West Town Place, Suite 114, St. Augustine, Florida 32092 ("District"), DURBIN CROSSING MASTER ASSOCIATION, INC., whose address is 414 Old Hard Road, Suite 502, Fleming Island, Florida 32003 ("Association"), and NICK JONIHAKIS AND MICHELLE JONIHAKIS, husband and wife, whose address is 1741 Pennan Place, St. Johns, Florida 32259 ("Homeowners").

RECITALS

WHEREAS, Homeowners currently own a single-family residence on the following real property described as Lot 56, Block E2, Durbin Crossing North Phase 1 – Unit 3, according to the plat ("Plat") recorded in Map Book 59, Pages 29-37, inclusive, of the Official Records of St. Johns County, Florida ("Property");

WHEREAS, the Property is encumbered by a ten (10) foot Drainage Easement ("Easement") as depicted on the Plat and has been granted to the District through that certain Non-Exclusive Grant and Assignment of Easements (Durbin Crossing North Phase 1 - Unit 3), as recorded in Book 4371, Pages 1900-1902, inclusive, of the Official Records of St. Johns County, Florida;

WHEREAS, the District has also been granted, together with the Association, a perpetual, non-exclusive easement for ingress and egress over and across the Easement to operate, maintain and repair the stormwater management system, as further stated in the *Declaration of Covenants, Conditions, Restrictions and Easements for Durbin Crossing and Notice of Assessments for Durbin Crossing Master Association, Inc.*, as recorded in Book 2586, Pages 495-604, inclusive, of the Official Records of St. Johns County, Florida, as amended from time to time;

WHEREAS, Homeowners wish to construct a pool, pool screen enclosure, and an extension of a concrete deck ("Improvements") which will encroach into the Easement;

WHEREAS, Homeowners requests that the District and the Association release that certain area of the Easement on which the Improvements will be located as shown in Exhibit A hereto;

WHEREAS, Homeowners acknowledge and agree that they will continue to maintain the remaining Easement and affirm that they will undertake any measures necessary to ensure protection and restoration of adjacent lakes, ponds, wetlands and buffer, including, but not limited to, erosion control, caused as a result of the encroachment of Improvements into the Easement, and/or the size, function and maintenance of the remaining Easement;

WHEREAS, Homeowner agrees to hold harmless, defend, and indemnify the District and the Association against any and all loss, damage, or injury, including all judgments, liens, liabilities, claims, actions, suits, demands, debts, and obligations by any person, corporation or other entity arising from or related to, wholly or in part by, the construction, operation or maintenance of the Improvements and/or the remaining Easement; and

WHEREAS, the District and Homeowners recognize that nothing in this Agreement shall serve as or be construed as a waiver of the District's limitations on liability contained in section 768.28, *Florida Statutes*, or other statute or law.

AGREEMENT

1. The Recitals are true and correct and are incorporated herein by this reference.

2. Subject to Homeowners' performance of the terms hereof, the District and the Association hereby release a portion of the Easement as shown on **Exhibit A** (hereinafter referred to as the "Released Easement Area") for the sole purpose authorizing the encroachment of the Improvements. No other permanent structure may be constructed within the remaining Easement.

3. The District, by entering into this Agreement, does not represent that the District has authority to provide all necessary approvals for the construction of the Improvements. Instead, Homeowners shall be responsible for obtaining any and all applicable permits and approvals relating to the work (including but not limited to any architectural review approvals of the Association, as well as any other necessary legal interests and approvals).

4. Homeowners hereby affirm the existence of and agree to maintain the remaining Easement, and affirm that they will undertake any measures necessary to ensure protection and restoration of any adjacent lakes, ponds, wetlands and buffer, including, but not limited to, erosion control, caused as a result of the encroachment of Improvements into the Easement, and/or the size, function and maintenance of the remaining Easement.

5. Homeowners hereby agree to defend, indemnify and hold harmless the District and the Association against any and all loss, damage, or injury to persons, personal and real property, or others, including all judgments, liens, liabilities, claims, actions, suits, demands, debts and obligations by any person, corporation or other entity, in connection with and/or arising out of, wholly or in part by, the construction, operation, maintenance or existence of the Improvements. Obligations under this section shall include the payment of all settlements, judgments, damages, liquidated damages, penalties, forfeitures, back pay awards, court costs, arbitration and/or mediation costs, litigation expenses, attorneys' fees, and paralegal fees (incurred in court, out of court, on appeal, or in bankruptcy proceedings) as ordered.

6. Nothing in this Agreement shall serve as or be construed as a waiver of the District's limitations on liability contained in section 768.28, Florida Statutes, or other statute or law.

7. The obligations of Homeowners set forth herein shall be covenants running with title to the Property, shall be binding on the Property and shall pass to and be binding upon Homeowners' heirs, assigns and successors in title.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

Signed, Sealed and Delivered in the presence of:

10/2 (Print Name

Ernesto loria

DURBIN CROSSING COMMUNITY DEVELOPMENT DISTRICT

0 By:

Peter E. Pollicino Chairperson, Board of Supervisors

(Print Name)

STATE OF FLORIDA COUNTY OF <u>SI. John S</u>

The foregoing instrument was acknowledged before me by means of \bigotimes physical presence or \square online notarization, this <u>25</u> day of <u>March</u>, 2020, by Peter E. Pollicino, as Chairperson of the Board of Supervisors for the Durbin Crossing Community Development District.

DANIEL LAUGHLIN Commission # GG 52432 My Commission Expires December 04, 2020

(Official Notary Signature & Seal)

Name: Daniel Longhlin

Personally Known	
OR Produced Identification	
Type of Identification	

Signed, Sealed and Delivered
in the presence of:
Martices
Meghan Ricklesimer
(Print Mame)
Kyessa Groce

DURBIN CROSSING MASTER ASSOCIATION, INC.

By: CONARD

Its; President.

(Print Name)

STATE OF FLORIDA COUNTY OF St. JOHNS

The foregoing instrument was acknowledged before me by means of \bigotimes <u>physical presence</u> or \bigotimes online notarization, this <u>24</u> day of <u>Appendic</u>, 2020, by <u>if ONOR D. RUCKEY</u>, as <u>PRESIGENT</u> of the Durbin Crossing Master Association, Inc.

Vandaa VIAND

Official Notary Signature & Seal) Name: OVALATIONC Personally Known OR Produced Identification X Type of Identification FICKICA Drivers LICENSE

SANDRA FLORES Commission # GG 014326 Expires July 21, 2020 Bonded Thru Troy Fain Insurance 800-385-7019

5

Signed, Sealed and Delivered in the presence of:

Luib A unitanilla <u>AUIS A. QUINTAWILLA</u> (Print Name)

NICK JONIHAKIS ٩

Keely Campanaro (Print Name)

STATE OF FLORIDA COUNTY OF Saint Johns

The foregoing instrument was acknowledged before me by means of \bigotimes physical presence or \Box online notarization, this <u>26</u>th day of <u>Monch</u>, 2020, by Nick Jonihakis. 1



. La	any	10 12	Noad	wit-	-
Carp	(Offici	al Notar	y Signatu	re & Seal))
.	È A.	A	V Q	12151	Amai

 \bigcirc

Name: <u>MARY K BROADWATER</u> Personally Known OR Produced Identification Type of Identification _____

Signed, Sealed and Delivered in the presence of:

MICHELLE JONIHAKIS

<u>Luis A. Quintanilla</u> (Print Name)

Keeley (Print Name)

STATE OF FLORIDA COUNTY OF Saint Johns

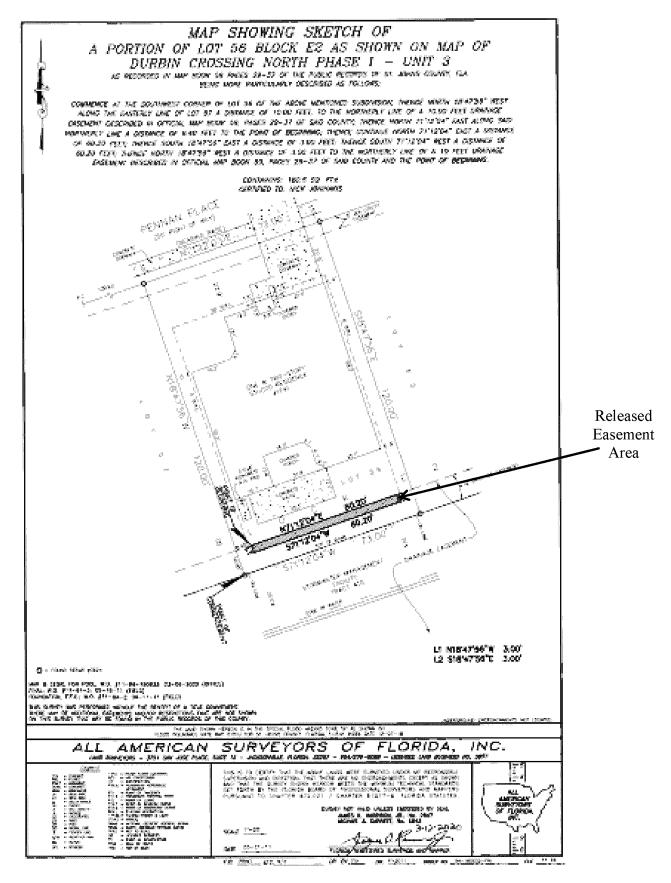
The foregoing instrument was acknowledged before me by means of B physical presence or O online notarization, this ______ day of ______ March____, 2020, by Michelle Jonihakis.

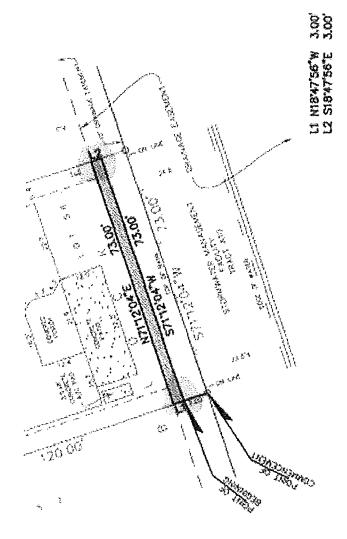
ante (Official Notary Signature & Seal) Name: MARY K BROADWATER

Personally Known OR Produced Identification Type of Identification _____

MARY K. BROADWATER Notary Public - State of Florida Commission # GG 264160 My Comm. Expires Oct 5, 2022 Bonded through National Notary Assn.

EXHIBIT A





NINTH ORDER OF BUSINESS

Hopping Green & Sams

Attorneys and Counselors

MEMORANDUM

TO:	Board of Supervisors
	Durbin Crossing Community Development District ("District")
FROM:	Michael C. Eckert
	Steve Howell (Vesta)
DATE:	May 5, 2020
RE:	Decorative Columns along North Durbin Parkway

At the April 27, 2020, meeting of the District's Board of Supervisors ("Board"), Steve Howell brought an issue to the Board's attention that required more thought on possible solutions.

There is a brick wall located on the north and east sides of North Durbin Parkway that generally runs from Veterans Parkway to Dumfries Court. On the interior of the brick wall (facing the homes), the developer installed brick columns ("Columns") against the wall about every 10-15 feet. For your reference, we have attached hereto as Appendix A sample pictures of the Columns and wall. The Columns are believed to be decorative in nature and do not serve a structural function for the wall. Please note that the wall and the Columns are located on property owned by the District, however, many residents have run their side lot line fences over the District's property to abut the wall.

Setting aside the maintenance problems and property right considerations associated with the placement of fences on CDD property, this memorandum is necessitated by the fact that minors are climbing the Columns and damaging them. Not only is this a property damage concern, District staff believes this could create a safety hazard if bricks fall off the Columns due to misuse.

Staff has three approaches for the Board to consider as long-term solutions.

- 1. *Remove the Columns.* The advantage is that the risk for personal injury and property damage are reduced. However, there are disadvantages. First, removal will be expensive. Second, removal will involve significant resident cooperation given the placement of fences and may be inefficient for a contractor and thus, more expensive to the District. Third, the Columns do break up the appearance of the linear brick wall which some residents may find aesthetically pleasing.
- 2. Order Removal of Fences on District Property. The advantage to this approach is that the District can add the Columns to its maintenance inspection program without any cooperation from homeowners and would eliminate an encroachment from District

Memorandum to Board of Supervisors Durbin Crossing Community Development District May 6, 2020 Page 2

property. The District can then efficiently fix the Columns when they need repair. The primary disadvantages to this approach are that residents who have placed their fences on District property will incur the cost to remove the fences. They would also incur the cost for a back fence. Finally, this approach may have minimal impact on the desire of minors to climb and damage the Columns to reach Durbin North Parkway.

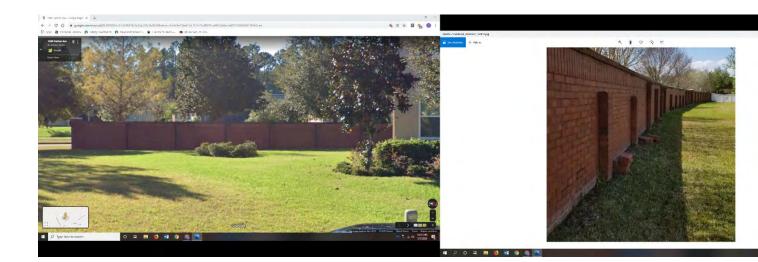
3. Provide Written Notice to Lot Owners and Provide for Maintenance Requests. Another option is to provide written notice to all lot owners whose property abuts District property on which the Columns are located. The notice would include: 1) the Columns are decorative in nature, are not attached to the wall, are not structurally designed to support additional weight, and must not be climbed on in any fashion; 2) if the owner or the residents of the home choose to trespass on the Column, they assume all risk of injury including for minors accessing the Columns through their property; and 3) they should report any perceived damage/decay of the decorative columns to the district manager immediately and allow the District to access the column to repair or remove it.

Ultimately the Board will need to choose one of the options above or develop a new approach. At this time, Vesta recommends Option 3 as this would be the least cost to both the District and the lot owners. Please note that only option 1 would significantly reduce potential liability but carries the highest known costs for the District.

Please reach out to Steve Howell or Mike Eckert with any questions. Thank you.

Hopping Green & Sams Attorneys and Counselors

APPENDIX A



TENTH ORDER OF BUSINESS

F.



Date of report: 05-18-2020

Submitted by: Steve Howell

COVID 19:

Phase 1 opening has so far been a great success. All amenity assets are fully functional and in clean, working order. We are excited to be getting back to business as usual. Most all of our improvement projects have been fulfilled from the maintenance perspective, just in time for the reopening, and subsequent daily routine needs.

DURBIN TOWNHOMES (No Board action required):

After doing some research, District Council has composed a letter to be distributed to the Durbin Townhomes HOA. This letter spells out the responsibility of the homeowner to maintain behind their unit to the water's edge as it is with all other resident's in DC

Section 2.1 of the Townhome Declaration of Covenants states that Townhome owners are subject to the Durbin Crossing Master Declaration of Covenants. Section 5.1 of the Durbin Crossing Master Declaration of Covenants states that lot owners are responsible for maintaining the land between their rear lot line and the water's edge. On what basis is the TH association arguing the TH owners have no responsibility to maintain to the water's edge?

MAJOR PROJECT SCOPING:

Spending time with the District Manager, discussing the 2021 Fiscal Budget, we are now continuing our pursuit of community enhancement options and rough pricing. With the first portion of 2020 being grossly hindered with COVID19, our ability to pursue such information was limited with the uncertainties to follow.

JEA (No Board action required):

All common area transformers have been repainted and the bases pressure washed by staff at no cost to the District. We are very pleased with the finished product.

With regard to the resident's concern at the powerline behind Ellsworth, where the motocross activity is occurring, I've reached out to JEA. They confirmed that they are the company who uses that supply line, but suggested we reach out to the County for guidance. After speaking with Rick Mauldin with SJC, he referred me back to Sebastian Chmism (JEA), who is currently working on possible solutions for this issue. Stay tuned.

POSSIBLE LANDSCAPE CONTRACT ADJUSTMENTS (Board action requested):

During the week of 5/4, we noticed the County landscape contractors mowing all areas from the intersection at Longleaf Pine Pkwy / St. Johns Parkway, to Racetrack Road. We have all of this in our contract as Area 8, and accompanied by (6) outer, non-irrigated ponds, we are contracted for approximately 22,000.00/yr. Additionally, we currently maintain the 42 Washingtonian Palms along this road to the tune of 3,900.00/yr. I would like to discuss the option of alleviating these services in contract and perhaps reallocating to the enhancement of our North Parkway Bermuda grass, and / or other enhancement means. We really need to aerate and top dress the turf along North Pkwy, as well as change the layout along the oak trees at Woodcross to Averley, and patch sod in various areas north of here. Discussion is requested on this.

LANDSCAPE ENHANCEMENTS/ (Board action requested):

Tollerton Entrance – See proposed renderings below.



April, 2020



Existing



Proposed

Landscape Design Suggestions:

Magnolia > Italian Cypress > Podocarpus > Azalea > Loropetalum > Jack Frost Ligustrum > Liriope > Blue My Mind > Sod



April, 2020





Existing



Proposed

Landscape Design Suggestions:

Magnolia > Italian Cypress > Podocarpus > Azalea > Loropetalum > Jack Frost Ligustrum > Liriope > Blue My Mind > Sod



With Regard to aeration of the Bermuda, please see attached from our Agronomic contractor, and the subsequent proposal to fulfill the work.

FIELD OPERATIONS UPDATE / (No Board action required):

- Staff continues to routinely monitor our ongoing litter issues throughout.
- We are continually checking the tennis courts for gate and fence functionality as well as in tact netting
- Tennis court and basketball court stains (from puddling) have been lightly washed and cleaned
- JEA transformers were painted and we pressure washed concrete bases
- We recently purchased and installed additional river rock at North tennis / basketball to cover exposed weed barrier
- We will be painting parking lot stripes at both North and South Amenities.
- Removed and cleaned all decorative lanterns throughout
- We recently had both zero entries resurfaced and are getting together plans to install pavers this fall to alleviate the annual painting and slip risks associated.
- Continually monitoring and cleaning utility boxes for mildew, etc.
- Recently acid washed the pool surfaces as well as filter grids at both pools
- Community light check was performed on April 28th
- Continually picking up trash throughout all roads, tree lines, etc. We have also been diligent about unwanted signage and broken cable markers.
- We have begun monitoring crack weeds to supplement that of the Landscape contractor
- We continue to handle resident requests and concerns as they present themselves

- Staff is routinely working to keep playground mulch levelled and presentable on a daily basis
- All landscape lighting is functional, and is being routinely monitored as part of our weekly procedures.
- All pools, playgrounds, basketball courts and tennis facilities are in check and working properly.
- The entire pool decks and all furniture were bleached and pressure washed the week before Phase 1 reopening
- We've had a handful of irrigation break reports via the app and we've responded within 12 hours in most cases. Very pleased with the process
- With regard to the brick wall issues, I've spoken in depth with District Council and we looked at 3 options. These have been presented to the Board for review and decision making
- Staff continues to touch up hydrants and dog stations

VERDEGO / No Board action required:

- Verdego is in Full maintenance mode
- After reaching out to the Supervisor regarding some detail concerns, they have assured me that the month of May will be significantly ramped up. COVID19 negatively affected their staff configuration from a seasonal hiring standpoint. All is good now.
- We have been receiving irrigation inspection reports.
- We are pleased with the quality of turf and ornamental maintenance throughout. As mentioned earlier, I've had discussions regarding weed detail and expect that to pick up significantly.
- Spring Mulch will be performed either the week of May 11th or 18th
- Verdego continues to remain accessible and responsive to questions and / or concerns

SOLitude LAKE MAINTENANCE:

Solitude continues to perform and communicate at a high level throughout the community. 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.

COUNTY ROAD MAINTENANCE:

Work performed during the week of 5/04/20.

Should you have any comments or questions feel free to contact me directly.





Mailing Address	Job Address
Vesta Property Services	Durbin Crossing 145 S Durbin Pkwy St Johns, FL 32259
Date: May 01, 2020 Opportunity#: 2729	Phone: Jacksonville

Job Summary:

Aeration of all Bermuda turf, aeration will help improve root growth by breaking up compacted soil. Bermuda turf requires this at least once per year. This is especially true on the sports fields that have additional foot traffic.

Landscape Enhancement

Quantity	Description	Unit	Unit Price	Ext Price
1.00	Subcontract Aeration	Acre	\$7,700.00	\$7,700.00
		Landscape Enhanc	ement Total	\$7,700.00

Proposal Total: <u>\$7,700.00</u>

Note: This proposal includes all labor and material necessary to complete the job.

Payment due 30 days after receipt of invoice.

All material is guaranteed for one year as long as proper maintenance and landscape practices are being performed. All work to be completed in a workman-like manner according to standard practices. Any changes or additional work from the above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimates. Any verbal authorizations given by the customer will be treated the same as a written order even if authorization is not written.

Verdego employees are fully covered by workman's compensation insurance.



ACCEPTANCE OF PROPOSAL

I/WE have reviewed your proposal and hereby indicate our acceptance of the same, as per the scope, specifications and amounts mentioned in the proposal form. I/We agree to the proposed terms of payment and will release the funds as per agreed herein.

By		By
	Shane Blair	
Date	5/1/2020	Date
-	VerdeGo	Vesta Property Services



Durbin CDD Bermuda Turf,

Bermuda Grass in North East Florida can be tricky. It is the hardiest turf cultivar out there with regards to foot/vehicle traffic, chemical tolerance, and drought stress recovery. During the growing season for Bermuda it produces a vigorous dark green canopy that like to be manicured low to the ground and often. Spring green up for Bermuda is always frustrating as we see are St Augustine lawns perk up at the first shoot of Nitrogen in February or March, Bermuda just kind of lingers and or appears patchy.

There are dozens of factors involved in why some areas of the Bermuda on North Pkwy are nice and green and some are lagging. Mainly throughout the entire property there are different soil characteristics. In some areas mainly from 244 to the Amenity Center it is very sandy and shady. Sand and shade are not conducive to any turf growth and are certainly not ideal soil characteristics for a turf that likes a minimum temp of 70 Degrees in order to be considered growing season. A good rule of thumb for calculating when Bermuda grass should be actively growing and thriving is to add up your afternoon high and your morning low temps, if the sum is greater than 150 degrees for a week strait then it is considered to be time for Bermuda to be actively growing and thriving. That said we can certainly help it get going by applying granular Nitrogen to it to try and spur some quick green up even though our temps are not quite there yet. To date we have applied two fertilizer apps on the North parkway Bermuda. One granular Nitrogen app, and one liquid Nitrogen and Iron app. We have also done a blanket application of solitare for the torpedo grass from 244 to the amenity center. Anytime you are aggressively going after weeds it is going to be difficult to maintain consistent color as the herbicides for torpedo grass can be hard on the Bermuda.

There are some additional steps that can be taken to improve the color of the Bermuda right now such as applying another full round of granular Nitrogen in the form of 21-7-14 which is a 50/50 split of Ammoniacal Nitrogen and Nitrate Nitrogen both of these Nitrogen sources are quickly available to the plant and 100% water soluble. This blend of fertilizer is expensive and contains no slow release Nitrogen. We also would like to see a soil program implemented to incorporate some humic/fulvic acid into the soil profile particularly where it is shady as this will improve the soils ability to absorb and hold water as well as provide needed supplements to the turf. Another improvement we can make is the addition of Primo Maxx growth regulator. Growth regulator on Bermuda does wonders. It will manipulate the growth of the turf from more vertical to more horizontal making for less color loss after mowing and a tighter turf canopy. Primo Maxx also improves viability of Bermuda grass in shady environments which you have a lot of on the entire

parkway. Another benefit of Primo Maxx is the conservation of carbohydrate energy in the plant making it more drought tolerant and producing a better root system.

Lastly, we can also perform some cultural practices on the turf such as aeration. Core aeration is a good practice on any turf. Bermuda is especially responsive to aeration as it seems to thrive the more you beat it up. These services are beyond the current scope of what we are doing on the Bermuda.

Please understand that this is not a do or die situation but a here's what we can do better proposal. The current program that the Durbin Bermuda is on, is a great program that with consistent water will yield a very nice healthy turf. Please let me know if you have any questions or concerns and if you would like to move forward with any of the additional products discussed.

Thank you,

Kyle Hutchings President Agrow Pro Inc. (904)449-1299 <u>kyle@agrowpro.com</u> Agrowpro.com