## Durbin Crossing Community Development District

*NOVEMER 28, 2022* 



# **Durbin Crossing Community Development District**

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

November 21, 2022

Board of Supervisors
Durbin Crossing Community Development District
Staff Call In #: 1-877-304-9269; Code 5818716

Dear Board Members:

The Durbin Crossing Community Development District Board of Supervisors Meeting is scheduled for **Monday, November 28, 2022 at 6:00 p.m.** at the Durbin Crossing South Amenity Center, 145 South Durbin Parkway, St. Johns, Florida 32259.

Following is the agenda for the meeting:

- I. Pledge of Allegiance
- II. Roll Call
- III. Audience Comments
- IV. Organizational Matters
  - A. Oath of Office for Newly Elected Supervisors
  - B. General Information for New Supervisors
  - C. Consideration of Resolution 2023-01, Designating Officers
- V. Approval of Consent Agenda
  - A. Approval of Minutes of the October 24, 2022 Meeting
  - B. Balance Sheet and Statement of Revenues & Expenses
  - C. Assessment Receipt Schedule
  - D. Check Register
- VI. Acceptance of Audit Engagement Letter from Berger Toombs for Fiscal Year 2022

- VII. Consideration of Resolution 2023-02, Amending the District's Record Retention Policy
- VIII. Discussion of Suspension and Termination of Access Rule
  - IX. Staff Reports
    - A. Landscape Maintenance Team Report
    - B. District Counsel Memorandum Regarding Surplus Property Resolutions
    - C. District Engineer
    - D. District Manager
    - E. General Manager Report
    - F. Operations Manager Report
    - G. Amenity Manager Report
  - X. Supervisors' Request and Audience Comments
  - XI. Next Scheduled Meeting December 19, 2022 at 6:00 p.m. at the Durbin South Amenity Center
- XII. Adjournment

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

Sincerely,

Daniel Laughlin

Daniel Laughlin District Manager



*C*.

#### **RESOLUTION 2023-01**

A RESOLUTION OF THE BOARD OF SUPERVISORS OF DURBIN CROSSING COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE.

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

WHEREAS, the Board of Supervisors of the District desires to designate the Officers of the District.

**Now, THEREFORE**, be it resolved by the Board of Supervisors of Durbin Crossing Community Development District:

is appointed Chairman

SECTION 1

SECTION 1.		is appointed chairman.
SECTION 2.		is appointed Vice Chairman.
SECTION 3.		is appointed Secretary and Treasurer.
		is appointed Assistant Secretary.
		is appointed Assistant Secretary.
		is appointed Assistant Secretary.
		is appointed Assistant Treasurer.
		is appointed Assistant Secretary.
SECTION 4.	This Resolution shall	become effective immediately upon its adoption.
PASSED AN	ND ADOPTED THIS 2	28TH DAY OF NOVEMBER, 2022.
ATTEST		DURBIN CROSSING COMMUNITY DEVELOPMENT DISTRICT
Secretary/Assistant	Secretary	Chairman/Vice Chairman



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, October 24, 2022 at 6:00 p.m. at the Durbin South Amenity Center, 145 South Durbin Parkway, Jacksonville, Florida.

## Present and constituting a quorum were:

Peter E. Pollicino Chairman
Tim Brownlee Vice Chairman
Sarah Gabel Hall Supervisor
Jason Harrah Supervisor
William Clarke Supervisor

#### Also present were:

Daniel Laughlin District Manager Mike Eckert District Counsel

George Katsaras

District Engineer by telephone
Vesta/Amenity Services Group
Margaret Alfano
Vesta/Amenity Services Group

William Dean Yellowstone
Blake Dougherty Yellowstone
Will Hinton Solitude

The following is a summary of the discussions and actions taken at the October 24, 2022 meeting.

## 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 September 26, 2022 Meeting
- **B.** Balance Sheet and Statement of Revenues and Expenses
- C. Assessment Receipt Schedule
- D. Check Register

On MOTION by Mr. Brownlee seconded by Mr. Harrah with all in favor the consent agenda items were approved.

#### FIFTH ORDER OF BUSINESS

## **Staff Reports**

Ms. Alfano stated the board asked that we have a representative of Solitude here tonight. As far as Solitude goes everything is under control, we know we are looking at the 487 carp being installed when available.

Mr. Hinton stated you have an active permit for the carp with the State of Florida and last year we stocked November 9<sup>th</sup> in ponds that were the most problematic. We are restocking some of those ponds as well as other issue ponds to keep the aquatics under control. We frequently inspect the ponds and make sure everything is being kept as best as possible. We are going into the cool season, which is nice for growth, you won't see any algae blooms or as many invasive aquatic vegetation or grasses intruding into your water bodies. Winter months is the best time to stock carp but getting the carp here is a problem. We used to have fisheries in North Florida that we used but they went out of business. We are now getting carp from Georgia, and it is a little pricier and they are not as consistent with their delivery times.

Mr. Harrah stated let's plan to have Solitude attend our meeting once a quarter.

Mr. Eckert stated we do need to do an updated agreement and you will see that probably in November or December.

## A. Landscape Maintenance Team - Report

Ms. Alfano stated I appreciate all your efforts and we hope to continue to move forward. They have a few things to present to us this evening. Do you want to talk about the ballfields first?

Mr. Dean stated yes, we got the answer that does include all three, there is a difference at each one.

Ms. Alfano stated the proposal you have now is the estimate to make that cutoff with the reclaimed system. They were able to add the meter, Daniel and Zach have been very instrumental in taking care of that process. The number is to bore under, run the new lines and do everything to get the irrigation that we need to still maintain our areas. We are seeking approval from the board for that number to complete that process. We have already been separated from that scenario. No irrigation is going on as we speak.

Mr. Dean stated this is running new lines and we have to run about three different bores to make sure we are getting to those areas that are no longer tied into the ballfield.

Mr. Eckert stated anyone who submits a proposal if you can, make it in the form of a work authorization under our actual contract and reference it. That way we don't have to worry about negotiating different terms. I will forward the form of work authorization to them.

On MOTION by Mr. Harrah seconded by Mr. Pollicino with all in favor the work authorization from Yellowstone in the amount of \$15,798 was approved.

- Ms. Alfano stated next is regarding cutting back those wood lines.
- Mr. Clarke joined the meeting during this item.

Mr. Harrah stated I don't have an issue with the price, but I would like to see it broken out with equipment, materials, labor and then the total.

Mr. Pollicino stated I want to clarify that this will not be every year that should have been in the RFP but wasn't.

Mr. Dean stated no, once it is cut back, we will do ongoing maintenance at no additional cost.

On MOTION by Mr. Harrah seconded by Mr. Pollicino with all in favor the work authorization for Yellowstone to cut back the wood lines in the amount of \$22,500 was approved subject to receipt of a revised work authorization with the equipment, labor, materials broken out separately.

Ms. Alfano stated the next one is sod conversion.

Mr. Dean stated you have the map that has the sod replacement laid out. When we drove the property and looked at maybe not doing the exact plan that was previously determined, I wanted to make sure that we are hitting the high impact areas first. Where the oak trees are located along the road it does not make sense to put sod on the other side under the oaks. We recommend putting in plant material at some point. We would plant the sod from the road to the sidewalk and from the sidewalk to the preserve where the oaks are we would spray that, kill it and at some point, we could talk about putting more plant material in those areas if you want. This is after the Sanctuary sidewalk, and it goes from the roundabout to the next neighborhood. There is a spot where it goes from Bermuda to Bahia and that is probably where we will stop. Once you travel north, we are going to create an end point on the west side of the road and put in an ornamental grass bed so we are not transitioning into the old Bermuda. We can keep those heights higher than the Bermuda.

Ms. Hall stated I have a big concern for Durbin North from the amenity center all the way to Cloisterbane. There is no parking at North so every day after school when there is practice at the field everybody parks on both sides of the parkway. They just pull their cars right up. Why put sod there because they are just going to ruin it. Can we put in bushes or fountain grass? If we put in a gate with a reader, then the problem is solved.

Mr. Dean stated we are also going to have to figure in quite a bit of irrigation. With reclaimed we can't go over a sidewalk so the coverage from the curb to the sidewalk isn't the best.

Mr. Pollicino stated let's be sure we are 100% confident that St. Augustine is going to grow.

Ms. Hall asked can we do a section of this first and make sure it works? This is \$180,000, what if it doesn't work? I feel we need a decent size test section to see if it works.

Mr. Harrah stated I have to go with the expert's opinion they have equal risk in this. Would you rather do this in the spring or in the fall?

Mr. Dougherty stated as soon as we can do it the better.

On MOTION by Mr. Pollicino seconded by Mr. Harrah with all in favor the work authorization for sod replacement in the amount of \$180,068,02 was approved to be paid from the impact fee account and subject to the results of the soil test.

Ms. Alfano stated we received from Yellowstone today, so many renderings of different areas of beautification. We will come back to the next meeting with any line-of-sight issues.

Ms. Hall stated in front of Cloisterbane on the south side all those kids stand in that area for the bus.

#### **B.** District Counsel

Mr. Eckert stated after the last board meeting, I received a request from a resident to buy certain property. I sent a detailed email to the board of all the different considerations. I don't need to go through that unless the board is inclined for me to do so or is inclined to pursue it further.

Mr. Harrah stated we just need to respond that we are not interested in selling it. We are committed to the upkeep and Yellowstone is on it and they will continue to be on it.

Mr. Eckert stated in terms of the board asking me to look at the pool resurfacing contract, there is a warranty. You can litigate over the terms of warranties and things like that, but you are within your five years. The board asked me to try to locate a consulting expert to get someone independent to look at it. That took a while and the first two were deceased and I have another one I will contact. My goal is to do a consulting contract under my contract or the next person I am going to mention because there are some advantages to the district should you end up in litigation of having that contract be between the consultant and the attorney versus the consultant and the board.

Mr. Pollicino stated I told Margaret after this meeting now that it is public record that the board is considering experts and potential litigation to engage in settlement discussions with the vendor and see if they are willing to revise their offer to us. If it is okay with the board the timing is of the essence of this. I have had separate discussions with Mike, and we need to make a decision on whether we want to retain separate counsel to represent us.

Mr. Eckert stated first thing is I want you to understand that based on your authorization at the last meeting that either I or the construction litigation attorney I'm going to recommend for you would try to retain this expert consultant under their contract and if not then it would be under a board contract. They are at \$350 per hour for the principal of that firm to do that work and they are ready to come out and do an inspection and provide that information to the board.

Mr. Harrah asked do we send a letter and say this is where we are, this is our next steps and give them one more chance to show cause like you want to do something or just move into this?

Mr. Eckert stated I think that is a conversation that Margaret is going to have after the board takes some of these actions.

The second thing is I'm going to recommend since this is a construction defect type case there are people who only do this type of litigation. Matt Davis with Mills, Paskert has worked with the expert we have been talking to. I worked with him on multiple CDD construction litigation issues. Their firm is out of Tampa, but they do litigation in Jacksonville and St. Johns County and having somebody outside might be a little bit better given that we are dealing with a local pool company. I would ask the board for a motion to authorize your chair to enter into a retainer agreement with Mills Paskert with Matt Davis and their rates are \$350 per hour for a partner and \$275 for a senior associate to get some advice in the initial stages and represent the district. I can do this type of litigation, but I don't do it every day and won't do it as well or as efficiently as Matt would do.

On MOTION by Mr. Harrah seconded by Ms. Hall with all in favor the chair was authorized to enter into a contact with Mills Paskert to represent the district on this issue.

Mr. Eckert stated I will go ahead and make sure the expert gets retained by the appropriate person and it may end up being Mr. Davis' firm. That person will coordinate with Margaret to do an inspection. I have looked at some of the material sheets for the surfacing that was put down and certainly there are potential issues that cause this type of problem by not prepping the surface appropriately and other things like that, not cleaning it appropriately that even the manufacturer says will cause delaminating if you don't do this.

Now that you have taken that action Margaret will have one more conversation with them understanding we are on a very tight timeline to figure something out so we can get the work done before swim season next year.

## C. District Engineer

Mr. Katsaras stated I have been working with Zach on getting the water service over by the Durbin Park off Islesbrook Parkway. We were able to locate an as-built plan from when the original roads were built that showed a 2" service for the south side of Islesbrook Parkway and we are working with JEA to get that located and then do a flow test on it to make sure that it is connected properly and that it has sufficient waterflow. Once we get that information, I will share that with Zach, and we can proceed with getting an estimate from JEA to get a new meter put in so you can continue to irrigate the right of way area in front of the parks.

Mr. Harrah stated I think they are getting closer on the entrance by St. Andrews, and you may want to ride out there to make sure they are putting landscape back, any connecting sidewalks because they are getting closer and they are getting a lot of pressure so they are in a hurry to get it done.

## D. District Manager

There being none, the next item followed.

## E. General Manager - Report

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

## F. Operations Manager - Report

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

## G. Amenity Manager – Report

Ms. DeMarco reviewed the field operations report, copy of which was included in the agenda package.

Ms. Hall left the meeting at this time.

## SIXTH ORDER OF BUSINESS Supervisor's Requests and Audience Comments

Ms. Estes asked did that proposal include them doing any scraping?

Mr. Harrah stated we can look into it. It depends on the soil.

Ms. Estes asked did they provide an MOT because there are kids that walk through that area?

Mr. Pollicino stated I don't know that we have that but when the time comes, we will make sure we have that.

Ms. Alfano stated they are not allowed to work during school hours on those main thoroughfares.

## SEVENTH ORDER OF BUSINESS

Next Scheduled Meeting – November 21, 2022 @ 6:00 p.m. at the Durbin South Amenity Center

Mr. Laughlin stated the next meeting is scheduled for November 21, 2022 at 6:00 p.m. in the same location.

On MOTION by Mr. Brownlee seconded by Mr. Harrah with all in favor the meeting adjourned at 7:17 p.m.

Secretary/Assistant Secretary	Chairman/Vice Chairman



## **Durbin Crossing**

## Community Development District

**Unaudited Financial Reporting** 

October 31, 2022

## **Durbin Crossing**

## **Community Development District**

## **Combined Balance Sheet**

October 31, 2022

	Go	Totals		
	General	Debt	Capital	(Memorandum Only)
	Fund	Service	Reserve Fund	FY 23
Assets:				
Cash	\$118,043		\$163,806	\$281,849
Investments:				
Series 2017A1				
Reserve		\$1,343,722		\$1,343,722
Revenue		\$747,542		\$747,542
Prepayment		\$558		\$558
Cost of Issuance		\$11,019		\$11,019
Series 2017A2 Term Bond 1				
Reserve		\$132,938		\$132,938
Prepayment		\$3,496		\$3,496
Series 2017A2 Term Bond 2				
Reserve		\$40,000		\$40,000
Prepayment		\$504		\$504
<u>Operations</u>				
Custody Account	\$23,080			\$23,080
Due from Capital Reserve	\$15,444			\$15,444
Due from Other	\$1,091			\$1,091
Investment - US bank Custody			\$84,472	\$84,472
Investment - SBA			\$956,039	\$956,039
SBA - Renewal and Replacement			\$326,912	\$326,912
Assessment Receivable	\$6,695	\$15,773		\$22,468
Utility Deposits	\$200			\$200
Total Assets	\$164,553	\$2,295,550	\$1,531,229	\$3,991,332
Liabilities:				
Accounts Payable	\$52,135			\$52,135
Fund Balances:				
Restricted for Debt Service		\$2,295,550		\$2,295,550
Assigned			\$1,531,229	\$1,531,229
Unassigned	\$112,418			\$112,418
<b>Total Liabilities and Fund Equity</b>	\$164,553	\$2,295,550	\$1,531,229	\$3,991,332

## Durbin Crossing Community Development District

#### **General Fund**

Statement of Revenues & Expenditures For The Period Ending October 31, 2022

		PRORATED		
	ADOPTED	BUDGET	ACTUAL	
	BUDGET	10/31/22	10/31/22	VARIANCE
REVENUES:				
Assessments - Tax Roll	\$2,242,411	\$6,695	\$6.695	\$0
Assessments - Direct	\$19,588	\$0	\$0	\$0
Interest Income	\$100	\$100	\$234	\$134
Misc Income	\$47,000	\$3,917	\$8,982	\$5,065
TOTAL REVENUES	\$2,309,099	\$10,712	\$15,911	\$5,200
EXPENDITURES:				
Administrative				
Supervisor Fees	\$11,000	\$917	\$1,000	(\$83)
FICA Expense	\$842	\$70	\$77	(\$6)
Assessment Roll Administration	\$5,000	\$5,000	\$5,000	\$0
Engineering Fees	\$13,000	\$1,083	\$0	\$1.083
Dissemination Fees	\$7,200	\$600	\$500	\$100
Attorney Fees	\$50,000	\$4,167	\$5,634	(\$1,467)
Annual Audit	\$4,200	\$350	\$0	\$350
Trustee Fees	\$10,800	\$5,000	\$5,000	\$0
Arbitrage	\$1,200	\$100	\$0	\$100
Impact Fee Administration	\$15,000	\$1,250	\$1,250	\$0
Management Fees	\$51,324	\$4,277	\$4,277	\$0
Information Technology	\$1,500	\$125	\$125	\$0
Website Maintenance	\$1,000	\$83	\$83	\$0
Telephone	\$800	\$67	\$47	\$19
Postage	\$2,500	\$208	\$54	\$154
Printing & Binding	\$2,150	\$179	\$35	\$144
Insurance	\$9,432	\$9,432	\$7,810	\$1,622
Legal Advertising	\$2,000	\$167	\$0	\$167
Other Current Charges	\$1,000	\$83	\$0	\$83
Office Supplies	\$150	\$13	\$6	\$7
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
<b>Total Administrative Expenditures</b>	\$190,273	\$33,346	\$31,073	\$2,273
Amenity Center				
Insurance	\$35,082	\$35,082	\$27,829	\$7,253
Repairs & Replacements	\$80,000	\$6,667	\$8,330	(\$1,663)
Recreational Passes	\$2,000	\$167	\$0	\$167
Office Supplies	\$7,500	\$625	\$282	\$343
Permit Fees	\$3,700	\$308	\$0	\$308
<u>Utilities</u>				
Water & Sewer	\$42,000	\$3,500	\$1,708	\$1,792
Electric	\$36,000	\$3,000	\$4,580	(\$1,580)
Cable/Phone/Internet	\$22,000	\$1,833	\$1,564	\$269
Security System	\$1,670	\$139	\$0	\$139

## Durbin Crossing Community Development District

#### **General Fund**

Statement of Revenues & Expenditures For The Period Ending October 31, 2022

	ADOPTED	PRORATED BUDGET	ACTUAL	
	BUDGET	10/31/22	10/31/22	VARIANCE
		, ,	, ,	
Amenity Center Management Contracts				
Managerial	\$241,582	\$20,132	\$20,132	\$0
Staffing	\$241,133	\$20,094	\$20,093	\$1
Lifeguards	\$82,771	\$6,898	\$0	\$6,898
Mobile App	\$2,750	\$229	\$229	(\$0)
Refuse Service	\$7,000	\$583	\$558	\$25
Pool Chemicals	\$29,000	\$2,417	\$2,198	\$219
Special Events	\$30,000	\$2,500	\$551	\$1,949
Holiday Décor	\$15,000	\$1,250	\$8,186	(\$6,936)
Pest Control	\$8,000	\$667	\$209	\$457
Pressure Washing	\$8,500	\$708	\$0	\$708
Fitness Equipment Maintenance	\$8,500	\$708	\$182	\$526
<b>Total Amenity Center Expenditures</b>	\$904,188	\$107,507	\$96,632	\$10,875
Grounds Maintenance				
Electric	\$5,708	\$476	\$486	(\$10)
Water / Reuse	\$355,000	\$29,583	\$41,087	(\$11,504)
Streetlighting	\$71,000	\$5,917	\$7,298	(\$1,381)
Lake Maintenance	\$60,500	\$5,042	\$0	\$5,042
Landscape Maintenance	\$529,992	\$44,166	\$44,166	\$0
Landscape Contingency	\$60,000	\$9,146	\$9,146	\$0
Mulch	\$60,000	\$5,000	\$0	\$5,000
Fuel	\$1,100	\$92	\$159	(\$67)
Irrigation Repairs	\$15,000	\$1,250	\$818	\$432
Capital Reserve	\$54,638	\$0	\$0	\$0
Water Quality Monitoring	\$1,700	\$142	\$0	\$142
Total Grounds Maintenance Expenditures	\$1,214,638	\$100,813	\$103,161	(\$2,348)
TOTAL EXPENDITURES	\$2,309,099	\$241,666	\$230,866	\$10,801
EXCESS REVENUES/(EXPENDITURES)	\$0	(\$230,955)	(\$214,955)	\$16,000
Fund Balance - Beginning	\$0		\$327,373	
Fund Balance - Ending	\$0		\$112,418	

#### **Durbin Crossing** COMMUNITY DEVELOPMENT DISTRICT

#### **General Fund**

Statement of Revenues & Expenditures Fiscal Year 2023

					scal Year 2023								
Developed	October	November	December	January	February	March	April	May	June	July	August	September	Total
REVENUES:													
Assessments - Tax Roll	\$6,695	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,695
Assessments - Direct	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest Income	\$234	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$234
Miscelleaneous	\$8,982	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,982
Interfund Transfer In	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUES	\$15,911	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,911
EXPENDITURES:													
ADMINISTRATIVE:													
Supervisor Fees	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000
FICA Expense	\$77	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$77
Assessment Administration	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
Engineering Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dissemination Fees	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500
Attorney Fees	\$5,634	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,634
Annual Audit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Trustee Fees	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
Arbitrage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Impact Fee Administration	\$1,250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,250
Management Fees	\$4,277	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,277
Computer Time	\$125	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$125
Website Maintenance	\$83	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$83
Telephone	\$47	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$47
Postage	\$54	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$54
Printing & Binding	\$35	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$35
Insurance	\$7,810	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,810
Legal Advertising	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Current Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$6	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6
Dues, Licenses & Subscriptions	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
Total Administrative Expenditures	\$31,073	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$31,073
Insurance	\$27,829	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$27,829
Repairs & Replacements	\$8,330	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,330
Recreational Passes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$282	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$282
Permit Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<u>Utilities</u>													
Water & Sewer	\$1,708	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,708
Electric	\$4,580	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,580
Cable/Phone/Internet	\$1,564	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,564
Security System	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Management Contracts													
Managerial	\$20,132	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,132
Staffing	\$20,093	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,093
Lifeguards	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

## Durbin Crossing COMMUNITY DEVELOPMENT DISTRICT

## **General Fund**

Statement of Revenues & Expenditures

Fiscal Year 2023

					scar rear 2023								
	October	November	December	January	February	March	April	May	June	July	August	September	Total
Mobile App	\$229	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$229
Refuse Service	\$558	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$558
Pool Chemicals	\$2,198	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,198
Special Events	\$551	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$551
Holiday Décor	\$8,186	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,186
Pest Control	\$209	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$209
Pressure Washing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fitness Equipment Maintenancne	\$182	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$182
Total Amenity Center Expendittures	\$96,632	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$96,632
Grounds Maintenance													
Electric	\$486	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$486
Water / Reuse	\$41,087	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$41,087
Streetlighting	\$7,298	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,298
Lake Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Landscape Maintenance	\$44,166	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$44,166
Landscape Contingency	\$9,146	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,146
Mulch	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fuel	\$159	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$159
Irrigation Repairs	\$818	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$818
Capital Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Quality Monitoring	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Grounds Maintenance Expenditures	\$103,161	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$103,161
TOTAL EXPENDITURES	\$230,866	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$230,866
EXCESS REVENUES/(EXPENDITURES)	(\$214,955)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$214,955)
Ended Revenue (Ent End Foreby)	(4211,755)	ΨΟ	ΨΟ	ΨΟ	ΨΟ	ΨÜ	ΨΟ	ΨΟ	Ψυ	Ų0	ΨΟ	Ψ0	(4511,755)

## **Durbin Crossing**

## **Community Development District**

## Debt Service Fund 2017 A1 & A2

Statement of Revenues & Expenditures For The Period Ending October 31, 2022

		PRORATED		
	ADOPTED	BUDGET	ACTUAL	
	BUDGET	10/31/22	10/31/22	VARIANCE
Revenues:				
Assessments - Tax Roll	\$3,042,590	\$15,773	\$15,773	\$0
Assessments - Direct	\$29,572	\$0	\$0	\$0
Interest Income	\$200	\$200	\$2,741	\$2,541
Total Revenues	\$3,072,362	\$15,973	\$18,514	\$2,541
<u>Expenditures</u>				
<u>Series 2017 A-1</u>				
Interest 11/1	\$555,756	\$0	\$0	\$0
Interest 5/1	\$555,756	\$0	\$0	\$0
Principal 5/1	\$1,555,000	\$0	\$0	\$0
<u>Series 2017 A-2</u>				
Interest 11/1	\$99,881	\$0	\$0	\$0
Interest 5/1	\$99,881	\$0	\$0	\$0
Principal 5/1	\$155,000	\$0	\$0	\$0
Total Expenditures	\$3,021,275	\$0	\$0	\$0
Excess Revenues (Expenditures)	\$51,087		\$18,514	
Fund Balance - Beginning	\$740,408		\$2,277,036	
Fund Balance - Ending	\$791,495		\$2,295,550	

Durbin Crossing Community Develoment District Capital Reserve Funds Statement of Revenues & Expenditures

For The Period Ending October 31, 2022

	ADOPTED BUDGET	PRORATED BUDGET 10/31/2022	ACTUAL 10/31/2022	VARIANCE
Revenues:	BODGET	,,	,,	
Capital Reserve Funding - Transfer In Miscellaneous Revenue/Interest	\$54,638 \$10,000	\$0 \$833	\$0 \$3,587	\$0 \$2,754
Total Revenues	\$64,638	\$833	\$3,587	\$2,754
Expenditures				
Capital Outlay Repair/Replacements	\$150,000 \$100,000	\$12,500 \$8,333	\$4,115 \$0	\$8,385 \$8,333
Total Expenditures	\$250,000	\$20,833	\$4,115	\$16,719
Excess Revenues (Expenditures)	(\$185,362)	(\$20,000)	(\$527)	\$19,473
Fund Balance - Beginning	\$1,399,322		\$1,531,757	
Fund Balance - Ending	\$1,213,960		\$1,531,229	

## **Durbin Crossing**

## **Community Development District**

## Long Term Debt Report

Series 2017A-1 Special Assessment Refunding Boo	nds
Interest Rate:	Various
Maturity Date:	5/1/2037
Reserve Fund Definition:	50% MADS
Reserve Fund Requirement:	\$1,341,300
Reserve Fund:	\$1,343,722
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)
Less: May 1, 2020	(\$1,465,000)
Less: May 1, 2020 (Prepayment)	(\$25,000)
Less: November 1, 2020 (Prepayment)	(\$25,000)
Less: May 1, 2021	(\$1,495,000)
Less: November 1, 2021 (Prepayment)	(\$195,000)
Less: May 1,2022	(\$1,515,000)
Current Bonds Outstanding	\$30,010,000

Series 2017A-2 Special Assessment Refunding B	onds
Interest Rate:	5.00% -6.25%
Maturity Date:	5/1/2037
Reserve Fund Definition:	50% MADS
Reserve Fund Requirement:	\$172,288
Reserve Fund:	\$172,938
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)
Less: May 1, 2020	(\$140,000)
Less: May 1, 2020 (Prepayment)	(\$65,000)
Less: May 1, 2021	(\$145,000)
Less: May 1, 2021 (Prepayment)	(\$40,000)
Less: November 1, 2021 (Prepayment)	(\$20,000)
Less: May 1, 2022	(\$150,000)
Less: May 1,2022 (Prepayment)	(\$95,000)
Current Bonds Outstanding	\$3,440,000

*C*.

## **DURBIN CROSSING COMMUNITY DEVELOPMENT DISTRICT**

Fiscal Year 2023 Summary of Series 2017A1-2 & O&M Assessment Receipts

	ASSESSED							
ASSESSED TO	# UNITS ASSESSED	SERIES 2017A1- 2 DEBT NET	O&M NET	TOTAL NET ASMTS				
DURBIN CROSSING PROPERTIES, LLC VILLAGE CTR T COMM. (	44,561	29,572.19	19,588.37	49,160.56				
NET ASSESSMENTS DIRECT BILL	44,561	29,572.19	19,588.37	49,160.56				
NET ASSESSMENTS TAX ROLL	101,916	3,025,303.86	2,231,190.29	5,256,494.15				
TOTAL DISTRICT	146,477	3,054,876.05	2,250,778.66	5,305,654.71				

		RECEIVED		
				DATE O&M
<b>SERIES 2017A1-</b>		TOTAL ASMTS		PAID
2 DEBT PAID	O&M PAID	PAID	BALANCE DUE	THROUGH
-	-	-	49,160.56	
-	-	-	49,160.56	
9,077.94	6,695.06	15,773.00	5,240,721.15	
9,077.94	6,695.06	15,773.00	5,289,881.71	

DIRECT BILL % COLLECTED	0%	0%	0%
TAX ROLL % COLLECTED	0%	0%	0%
TOTAL % COLLECTED	0%	0%	0%

(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 144,153 square feet of Commercial/Retail/Office

EWOT IMMOOMO OTEWANDOTHE DIOTINGT

DETAIL OF TAX ROLL RECEIPTS							
ST JOHNS COUNTY DISTRIBUTION	DATE	AMOUNT	DEBT	O&M			
1	11/2/2022	15,773.00	9,077.94	6,695.06			
			-	-			
			-	-			
			-	=			
			-	-			
			-	-			
			-	-			
			-	-			
			-	-			
			-	-			
			-	-			
			-	-			
			-	-			
			-	-			
			-	-			
			-	-			
TOTAL TAX ROLL RECEIPTS		15,773.00	9,077.94	6,695.06			



## **Durbin Crossing**

Community Development District

## <u>Check Run Summary</u> 10/1/2022 thru 10/31/2022

Fund	Date	Check No.	Amount			
General Fund						
Payroll	10/26/22	50757-50761	\$923.50			
			Sub-Total	\$	923.50	
Accounts Payable						
·	10/5/22	6348-6352	\$58,774.68			
	10/14/22	6353-6363	\$72,039.80			
	10/25/22	6364-6367	\$43,696.41			
			Sub-Total	\$1	74,510.89	
Capital Reserve Fund						
	10/25/22	213	\$4,114.64			
			Sub-Total		\$4,114.64	
Vesta Wells Fargo Credit Car	d*					
Ü	10/28/22	September Purchases	\$4,057.49			
			Sub-Total	\$	4,057.49	
Total				\$18	83,606.52	

<sup>\*</sup>Wells Fargo Credit Card Invoices available upon request

PR300R		PAYROLL CHECK REGISTER	RUN 10/26/22 PAGE 1
CHECK #	EMP #	EMPLOYEE NAME	CHECK CHECK AMOUNT DATE
50757	14	ROBERT T BROWNLEE	184.70 10/26/2022
50758		SARAH G HALL	184.70 10/26/2022
50759	13	JASON S HARRAH	184.70 10/26/2022
50760	8	PETER E POLLICINO	184.70 10/26/2022
50761	17	WILLIAM H CLARKE	184.70 10/26/2022
		TOTAL FOR REGISTER	923.50
		FOTURE FOR THREE PIECE	****

DURB DURBIN CROSS DLAUGHLIN

## **ATTENDANCE SHEET**

District:	Durbin (	Crossing CDD				
Meeting Date:	October 25, 2022					
	Supervisor	In Attendance	Fees			
1.	William Clarke Assistant Secretary	X	\$200			
2.	Peter Pollicino Chairman	X	\$200			
3,	Sarah Gabel Hall Assistant Secretary	X	\$200			
4.	<b>Tim Brownlee</b> Vice Chairman	X	\$200			
5.	Jason Harrah Assistant Secretary	X	\$200			
District Manager	Docusigned by: Daniel Lang	ldin				

PLEASE RETURN COMPLETED FORM TO BERNADETTE PEREGRINO

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 11/17/22 PAGE 1 AP300R

*** CHECK DATES	3 10/01/2022 - 10/31/2022 *** DURBIN CROSSING - GENERAL FUND BANK A GENERAL FUND		1010 11, 11, 12	11102 1
CHECK VEND# DATE	INVOICEEXPENSED TO VENDOR NAME DATE INVOICE YRMO DPT ACCT# SUB SUBCLASS	STATUS	AMOUNT	CHECK
10/05/22 00021	9/15/22 500 202210 310-51300-31000	*	5,000.00	
	FY23 ASSESSMENT ROLL CERT  GOVERNMENTAL MANAGEMENT SERVICES			5,000.00 006348
	10/01/22 13129560 202210 320-53800-45510	*	757.34	
	OCT POOL CHEMICALS NORTH 10/01/22 13129560 202210 320-53800-45510	*	1,440.73	
	OCT POOL CHEMICALS SOUTH  POOLSURE			2,198.07 006349
10/05/22 00283	9/26/22 PSI-0867 202209 320-53800-46800		4,972.42	
			•	4.972.42 006350
	SOLITUDE LAKE MANAGEMENT LLC  10/03/22 2022-IAN 202210 320-53800-46210		6,150.00	
10/03/22 003/9	CITATIONAL C DEDDIC DIVIT			6 150 00 006351
10/05/22 00252	10/01/22 402851 202210 320-53800-45502 OCT GENERAL MANAGER	*	8,820.56	
	10/01/22 402851 202210 320-53800-45517	*	5,292.33	
	OCT FACILITY MANAGER 10/01/22 402851202210_320-53800-46000	*	6,018.73	
	OCT FIELD OPERATIONS 10/01/22 402851 202210 320-53800-45507	*	1,937.07	
	OCT JANITORIAL SERVICES 10/01/22 402851 202210 320-53800-45505	*	2,783.14	
	OCT COMMERCIAL POOL MAINT 10/01/22 402851 202210 320-53800-45515	*	5,222.19	
	OCT FACILITY MONITOR 10/01/22 402851 202210 320-53800-45503	*	6,382.67	
	OCT FACILITY ATTENDANT  10/01/22 402851 202210 320-53800-45210	*	,	
	MOBILE APP		229.17	
	10/01/22 402851 202210 320-53800-45518 OCT MAINTENANCE TECHS	*	3,768.33	
	VESTA PROPERTY SERVICES, INC.			40,454.19 006352
10/14/22 00264	10/06/22 401794 202210 320-53800-46300 PAPER TOWELS WHITE 6CS	* = = = <b>= =</b>	514.28	<b></b>
	PAPER TOWELS WHITE OCS  ALL-BRITE			514.28 006353
10/14/22 00305	10/03/22 30433 202210 320-53800-44200	*	850.00	
	RPR PAVERS - SOUTH EPIC POOLS&HARDSCAPE CONSTRUCTION	N		850.00 006354

DURB DURBIN CROSS OKUZMUK

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 11/17/22 PAGE 2
\*\*\* CHECK DATES 10/01/2022 - 10/31/2022 \*\*\* DURBIN CROSSING - GENERAL FUND

CHECK DAILS		ANK A GENERAL I				
CHECK VEND# DATE	INVOICEEXPENSED TO DATE INVOICE YRMO DPT ACCT#	SUB SUBCLASS	ENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT #
10/14/22 00021	10/01/22 501 202210 310-51300-	34000		*	4,277.00	
	OCT MANAGEMENT FEES 10/01/22 501 202210 310-51300-	55000		*	83.33	
	OCT WEBSITE ADMIN 10/01/22 501 202210 310-51300-	35100		*	125.00	
	OCT INFO TECH 10/01/22 501 202210 310-51300-	32500		*	1,250.00	
	OCT IMPACT FEE COL. ADMIN 10/01/22 501 202210 310-51300-	31300		*	500.00	
	OCT DISSEM AGENT SERVICES 10/01/22 501 202210 310-51300-	51000		*	5.98	
	OFFICE SUPPLIES 10/01/22 501 202210 310-51300-			*	54.06	
	POSTAGE 10/01/22 501 202210 310-51300-	42500		*	34.80	
	COPIES 10/01/22 501 202210 310-51300-	41000		*	47.24	
	TELEPHONE	GOVERNMENTAL	MANAGEMENT SERVICE	ES		6,377.41 006355
10/14/22 00275	10/06/22 1723 202210 320-53800- 50% DEPOSIT-HOLIDAY LIGHT	46300		*	4,092.75	
			/ LIGHTING			4,092.75 006356
10/14/22 00384	9/27/22 2778 202210 320-53800- INSTL GUTTERS	44200		*	2,302.20	
		BEYER 22,LLC				2,302.20 006357
10/14/22 00243	9/26/22 9906 202209 320-53800- RMV TREE,STUMP,DEBRIS	46210		*	3,000.00	
	RMV IREE, SIUMP, DEBRIS	TREE TECH TRE	EE SERVICE INC			3,000.00 006358
10/14/22 00371	7/29/22 2763876 202207 320-53800-	46300		*	75.00	
	JUL RODENT CONTROL SRV	TRUTECH LLC				75.00 006359
10/14/22 00066	J/20/22 1J1303/0 20220J 320 33000	45513		*	88.20	
	SEP PEST CONTROL 9/20/22 19162082 202209 320-53800-			*	104.74	
	SEP MOSQUITO SRV-SOUTH 10/10/22 19360279 202210 320-53800-	45513		*	71.66	
	OCT PEST CONTROL 10/10/22 19365701 202210 320-53800-			*	137.81	
	OCT MOSQUITO SRV-NORTH	TURNER PEST (	CONTROL			402.41 006360

DURB DURBIN CROSS OKUZMUK

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 11/17/22 PAGE 3
\*\*\* CHECK DATES 10/01/2022 - 10/31/2022 \*\*\* DURBIN CROSSING - GENERAL FUND

CHECK BITTED	10,01,2022 10,31,2022	BANK A GENERAL FU	IND		
CHECK VEND# DATE	INVOICE EXPENSE DATE INVOICE YRMO DPT	D TO VE ACCT# SUB SUBCLASS	NDOR NAME STA	ATUS AMOUN	TCHECK AMOUNT #
10/14/22 00252	9/30/22 403345 202209 320			* 2,166.1	8
	SEP LIFEGUARD HOUR	VESTA PROPERTY	SERVICES, INC.		2,166.18 006361
10/14/22 00232	10/03/22 68622 202210 320	-53800-44200		* 220.1	8
	HURRICANE RPRS-TYR 10/11/22 68781 202210 320	-53800-44200		* 73.3	9
	HURRICANE RPRS-TYR	APS WELCH TENNIS C	COURT INC		293.57 006362
10/14/22 00382	9/27/22 JAX 4321 202209 320	-53800-46200		* 2,600.0	0
	INITIAL CLEAN-UP 9/27/22 JAX 4321 202209 320			* 2,600.0	0
	INITIAL CLEAN-UP 9/27/22 JAX 4321 202209 320	-53800-46200		* 2,600.0	0
	INITIAL CLEAN-UP 10/15/22 JAX 4414 202210 320	-53800-46200		* 44,166.0	0
	OCT LANDSCAPE MAIN	**************************************	NDSCAPE		51,966.00 006363
10/25/22 00378	8/31/22 4846905 202208 310	-51300-48000		* 3,090.8	4
	7560624 REF- NTC B 8/31/22 4846905 202208 310 7503119 REF- NTC B	H FY23 -51300-48000		* 84.3	2
	7503119 REF- NTC B	OS CA FLORIDA HOI	DINGS, LLC		3,175.16 006364
10/25/22 00104	9/27/22 17297 202210 310			* 7,810.0	0
		-53800-44000		* 27,829.0	0
	FY23 INS RENEWAL A	MENITY EGIS INSURANCE	ADVISORS, LLC		35,639.00 006365
10/25/22 00007	10/11/22 205195 202209 310	-51300-31100		* 97.0	
	SEP PROFESSIONAL S	ERVICES ENGLAND-THIMS	& MILLER, INC.		97.00 006366
10/25/22 00370	10/14/22 3124292 202209 310	-51300-31500		* 4,785.2	
	SEP GENERAL SERVIC	ES KUTAK ROCK LLF	)		4,785.25 006367
			TOTAL FOR BANK A	174,510.8	9
			TOTAL FOR REGISTER	174,510.8	9

DURB DURBIN CROSS OKUZMUK

### Governmental Management Services, LLC 1001 Bradford Way Kingston, TN 37763

# Invoice

Invoice #: 500 Invoice Date: 9/15/22

Noice Date: 9/15/22 Due Date: 9/15/22

Case: P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
Assessment Roll Certification - FY 2023		5,000.00	5,000.00
-12 310			
1.310.513.310			
21A			
	Total		\$5,000.00
	Payments	/Credits	\$0.00
	Balance [	Oue	\$5,000.00



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

### Invoice

Date

10/1/2022

invoice #

131295609852

Terms	Net 20
Due Date	10/21/2022
PO#	

Bill To Attn: Office Durbin Crossing North 475 West Town Place, Suite 114 St. Augustine FL 32092

Ship To Durbin Crossing North 730 North Durbin Pkwy Saint Johns FL 32259

Item ID	Description	Qty	Units	Amount
WM-CHEM-FLAT	Water Management Flat Billing Rate	1	ea	701.24
WM Surcharge	WM Surcharge	1	ea	56.10
	1.320.538.45	5/0		

757,34 0.00 757,34 \$757,34 Subtotal Shipping Cost (FEDEX GROUND)
Total **Amount Due** 

Remittance Slip

Customer 13DUR100 Invoice # 131295609852 **Amount Due** 

\$757.34

**Amount Pald** 

Make Checks Payable To

Poolsure PO Box 55372 Houston, TX 77255-5372





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

### Invoice

Date

10/1/2022

Invoice #

131295609853

Terms	Net 20
Due Date	10/21/2022
PO#	

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

Item ID	Description	Qty	Units	Amount
WM-CHEM-FLAT	Water Management Flat Billing Rate	1	ea	1,334.01
WM Surcharge	WM Surcharge	1	ea	106.72
	1.320.538.4551U			
	109A			
		}		
		<b>[</b> ]		
			<u> </u>	

Shipping Cost (FEDEX GROUND)
Total

Amount Due

1,440.73 0.00 1,440.73 \$1,440.73

Remittance Slip

Customer 13DUR200 Invoice # 131295609853 Amount Due Amount Paid \$1,440.73

Make Checks Payable To

Poolsure PO Box 55372 Houston, TX 77255-5372

131295609853



#### INVOICE

Page: 1

Invoice Number: Invoice Date:

PSI-08679 9/26/2022

10/3 Approved 283A 1.320.53800.46800

Biil

**Durbin Crossing CDD** To: Governmental Mgmt Services 475 West Town Place #114

Saint Augustin, FL 32092

Ship

Durbin Crossing CDD To:

Governmental Mgmt Services 475 West Town Place #114 St Augustine, FL 32092

United States

Tax Ident, Type Legal Entity

Customer ID P.O. Number 5459

Ship Via

Ship Date

Item/Description

9/26/2022

10/26/2022

P.O. Date Our Order No.

Quantity

1

9/26/2022

Due Date Terms

Net 30

SalesPerson

Unit Price **Total Price** 

Durbin Crossing Cdd-Lake-ALL Every 5 Days from 1/1/2022 to 9/30/2022 Annual Maintenance

1

**Order Qty** 

Unit

4,972.42

4,972.42

# **Tallman Lawn Maintenance**

7161 Gas Line Road

904-517-0558

Keystone Heights, FL 32656

talimanlawn@gmail.com

Bill To: Durbin Crossing CDD 475 W. Town Place Suite 114 St. Augustine, Florida 32092

Invoice #: 2022-lan invoice Date: 10/3/2022

379A

10/4 Apprvd by DL 1.320.53800.46210

Item#	Description	Qty	Unit Price	Discount	Price	
	Debris Clean-up	57 hours	\$60.00 per hour		\$	\$3,420.00
AND CONTRACTOR OF THE CONTRACT	Chainsaw trees and ramoval	9 trees	and the second s	and the state of the	or Configuration and the Configuration of the Confi	\$2,180.00
	Hauling & Disposal Fee w/Skid Steer	era marina anticolor de la constitución de la const	The second secon	emmenten (1886), dela del mente en estado en el 1886 de	To 1914 spin-ry charges a smill	\$550.00
processing and the second second second	The second secon	lach i Bheannaigh eilein i ri <sup>an</sup> 1994 (1997) 1997 - Alban III ann an Aireann aine an Aireann ann an Aireann a	and a common of the common data of confession of the common data of th	Invoice Subtatel	\$	\$6,150.00
				Tax Rate	***************************************	ON-COSCO-ALVERT AND
Emai	l Margaret Alfano			Sales Tex	\$	
when check is ready for pick-up at wgv. Thanks.		Other		territorio (minimo) e di diduguale y y mandra ade y magazio		
DICK-	ap at wyv. Hanks.			Deposit, Received		
16 1	cks payable to Tallman Lawn Maintenanc			TOTAL	\$	\$6,150.00

### Invoice

Invoice # Date

402851 10/1/2022

Vesta Property Services, Inc. 245 Riverside Avenue Suite 300 Jacksonville FL 32202

**Terms** 

Net 30

**Due Date** 

10/31/2022

Memo

**Monthly Fees** 

Bill To

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

asaA

Separal Manager 1-320-53800-45502   1   8,820.56   Facility Manager / Special Event Coordinator 1-320-5380-45517   1   5,292.33   5,292.33   5,292.33   Field Operations Manager 1-320-53800-45518   1   6,018.73   6,018.73   1,937.07   1,937.	ी क्षेत्र (ने प्रोगेर्स) 🕜	(etro)itio	Z.Git.Pin
Wainterfaile fects	General Manager 1-320-53800-45502 Facility Manager/ Special Event Coordinator 1-320-5380-45517 Field Operations Manager 1-320-53800-45518 Janitorial Services 1-320-53800-45507 Commercial Pool Maintenance 1-320-53800-455-05 Facility Monitor 1-320-53800-45515 Facility Attendant 1-320-53800-45503	1 8,820.56 1 5,292.33 1 6,018.73 1 1,937.07 1 2,783.14 1 5,222.19 1 6,382.67	5,292.33 6,018.73 1,937.07 2,783.14 5,222.19 6,382.67

Thank you for your business.

Total

\$40,454.19



Cleaning Equipment and Chemicals for Buildings & Industry Since 1954 INVOICE

2204 Haines Street Jacksonville FL 32206

904-354-4687 \* Fed. I.D. #59-0863850 Website: http://www.all-britesales.com

Bill To:

DURBIN CROSSING CDD- VESTA

145 S DURBIN PKWY ST JOHNS FL 32259 Ship To:

Phone #:

7 904-230-2011

DURBIN CROSSING CDD- VESTA

145 S DURBIN PKWY ST JOHNS FL 32259

★ *1 3** *1 4****************************	rder# rder I	- 1	omer P.O.#	Terms 5 Ship Via	Salesperson
401794 10/06/22 1	4 0/05/2	29750 6069 22 NANCY		NET 30 DAYS OUR TRUCK	07
Quantity	U/M	Item # /Description	HM*	Unit Price	Amount
4 BIN: 10002	CS	120-630 LOC00 ROLL TOWELS WHITE ARTISAN 8in X 600ft 6/CS 8030630		70.45	281.80
4 BIN: 10001	cs	110-1616S LOC00: BATH TISSUE, 2-PLY, 96 R 500 SHEET, SEPTIC SAFE TM1616S	<del></del>	56.87	227.48
		Subtotal FUEL SURCHARGE Tax #: 85-8013005684C8 Total Due On 11/05/22	FYō	21-22 LOUL)	509.28 5.00 514.28
(1:D	***************************************			00.46300 2648	
		Mana Inf	li.		

DELIVERED BY

Hazardous/MSDS required

DATE RECEIVED / RECEIVED BY

By acceptance of these goods buyer agrees to pay a reasonable Altomeys fee if buyer's account is turned over to an artemey for collection.



1820 State Road 13 Suite 4 Saint Johns, FL 32259 CPC# 1457438

# Invoice

Date	Invoice #
10/3/2022	30433

904-417-5100 Phone

Вііі То				Job Address	1		
Durbin Crossing South CDD 145 South Durbin Pkwy Saint Johns, FL 32259			A Marie Carlo	Durbin Crossing 145 South Durb Saint Johns, FL	in Pkwy		
P.O. Nu	ımber	Terms	Rep			Project	
			DB				
Quantity		Descrip	tion			Price Each	Amount
All work is	and the second s	1) TOP OF 2) BIKE I	37	25	A		
All Work is	complete	i Thank you tor your ousmoss	, we approon	CV 11 V	diy indon.	Total	\$850.00
					Payments/Cro	edits \$0.00	
			automorphis de la constitución d			Balance D	ue \$850.00
	·······································	lebbie@epicpool.com				www.epiepool.com	

## Governmental Management Services, LLC

1001 Bradford Way Kingston, TN 37763

# Invoice

Invoice #: 501

Invoice Date: 10/1/22 Due Date: 10/1/22

Case:

P.O. Number:

BIII To:

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

21A

Description	Hours/Qty	Rate	Amount
Management Fees - October 2022 1 310.513.340  Website Administration - October 2022 550 Information Technology - October 2022 357 Impact Fee Collection Administration - October 2022 3 25 Dissemination Agent Services - October 2022 3 13 Office Supplies 500 Postage 4 25 Telephone 1.310.513.410		4,277.00 83.33 125.00 1,250.00 500.00 5.98 54.06 34.80 47.24	4,277.00 83,33 125.00 1,250.00 500.00 5.98 54.06 34.80 47.24
RECEIVED OCT 0 4 2022			
		<u> </u>	AA ATT 11

Total	\$6,377.41
Payments/Credits	\$0.00
Balance Due	\$6,377.41

**M&G Holiday Lighting** 

4845 Belle Terra Pkwy Palm Coast, Ft. 32164 US holiday@mgbustnessventures.com SDY. DEP. - & 4.092.75 BOY FINAL - & 4.092.75

\$ 8,185.50

HOLIDAY &

Holiday Decor F1 22-23

1.320.53800,46300

275A

**Durbin Crossing CDD** 145 S. Durbin Parkway St. Johns, FL 32259

1723 10/06/2022 Due on receipt 10/06/2022

e # ii \* \* i

Holiday Lighting - Reinstall	Re-install C7 WW LED lights on North Pole / Roofline and gutter	1	969.50	969.50
Holiday Lighting - Reinstall	Re-install 9 Palm Tree wraps around the entrance drive and main curve into p-lot at main building	1	562.50	562.50
Holiday Lighting - Reinstall	Re-install 15 Palm wraps at the main intersection	1	900.00	900.00
Holiday Lighting - Reinstall	Re-install C7 WW onto South Pole roof/gutter line	1	1,963.50	1,963.50
Holiday Lighting - Reinstall	Re-install warm white mini lights to 2 paims in front of North Pole building	1	125.00	125.00
Hollday Lighting - Reinstall	Re-install 4 towers with 3 wreaths, C7 lights, Pre-lit garland	1	680.00	680.00
Hollday Lighting - Reinstall	Re-install 5th tower with 1 wreath, C7 lights and Pre-lit garland	1	160.00	160.00
Holiday Lighting - Reinstall	Re-install C7 lights on nubbin	1	77.00	77.00
Hollday Lighting - Reinstall	Wrap 4 Palms ground to husk at monument	1	250.00	250.00
Hollday Lighting - Reinstall	Re-install custom archway to South Pole arch entrance to clubhouse	1	328.00	328.00
Holiday Lighting - Reinstall	Re-install Pre-lit 72" wreath to clubhouse above arch way	1	93.75	93.75
Holiday Lighting - Reinstall	Re-install WW minis to pool deck paims x 3 at the South Pole clubhouse	1	281.25	281,25
Holiday Lighting - Reinstall	Re-install monument 4 wreaths and garland	1	187.50	187.50
Equipment charges	Boom Rental for Install and Removal	1	600.00	600.00
Miscellaneous - Wire - Plugs, Supplies, etc	Miscellaneous - Wire - Plugs, Supplies, etc	1	320.00	320.00



Juo separate cheeles please!

50%. Deposit & 4,092.75 ranger!

50%. Upon \$ 4,092.75

Completion \$ 8,185.50

mace?

A FIRST CHECK/DEP. TO VENDOR DIRECTLY.

\* \* SECOND CHECK / STAFF PICK-UP-WILL ISSUE TO VENDOR UPON COMPLETION

Thank you!

/

The Brothers that just do Gutters -Jacksonville FL 1685 Fenton Ave Saint Johns, FL 32259 US (904) 476-0378 rich@brothersgutters.com



INMONGE

384A

2021-22

**BILL TO** 

Zach Davidson

145 S Durbin Pkwy Saint Johns, FL 32259

1.320.53800.44200

INVOICE # 2778 DATE 09/27/2022 **DUE DATE 09/27/2022** TERMS Due on receipt

Repair/Replace TE See pg. 2 for total

AWILL SEND W-9 ON 10/12

DATE

Items for Installation - See product details below

10/01/2022 4-CE-CPR

Elbows attach to a downspout enabling it to conform to the contour of a structure.

4-HRO-CPR 10/01/2022

Outlets are secured into the autter opening that leads into the downspout. The downspout is

secured directly to the outlet.

10/01/2022 4-PC-CPR

Pipe Cleats are low profile accessories used to secure a downspout to a structure. They are

soldered to the downspout to ensure maximum strength and longevity.

10/01/2022

Downspouts carry rainwater from the gutter to the ground.

10/01/2022

An end cap is secured to the side of an open gutter just past the end of the roof. It is crimped

and soldered to prevent leaking.

6HR-CPR 10/01/2022

Half Round Gutters are designed to carry rainwater from the roof to the ground, protecting a structure from water damage. The Half Round design offers a beauty unsurpassed by any other style of gutter. Copper Half Round is the easiest open gutter system to maintain has a

life expectancy of 75-100 years.

10/01/2022 6HR-STHH-CPR

> Decorative Stamped Hangers offer a modern look and are more durable than traditional Half Round hangers. The clever design allows the gutter to sit closer to the fascia which prevents dripping. The Brothers That Just Do Gutters recommends using these hangers whenever

possible.

10/01/2022 LABR-RTE

Labor rate for the Installation of Gutters, Downspouts, Elbows, Gutter Guards, and Associate

Acessories.

10/01/2022 DROP-HR-MATERIAL

Drop off charge for Half Round Seamless Gutters with lengths over 40ft long.

10/01/2022

To include: COPPER DIVERTER

PAYMENT BALANCE DUE <sup>255.80</sup> **\$2,302.20** 

1



TREE TECH TREE SERVICE, INC 260 Old Hard Road Fleming Island, FL 32003 O- 904-269-4069 F- 904-529-8914 EMAIL Office@treetech-treeservice.com

#### **Durbin Crossing**

145 South Durbin Parkway Jacksonville FL 32259

### Invoice

9/26/2022 9906

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Secretary and Company of the Company	The control of the second section of the section of the second section of the second section of the second section of the section of the second section of the sec
9/26/2022	0 Dáys

† Item	Service Description	Completed	Tax	Qty	Price
Oak	Tree, Stump & Debris Removal  Location, Patriot Oaks Academy 475 Longleaf Pine Parkway Saint Johns, FL 32259  Remove leaning Oak tree with stump grinding (best possible). Location: 115 Willow Winds Parkway Saint Johns, FL 32259  Remove (3) dead Pine trees behind house. Location: 141 Thornloe Drive Saint Johns, FL 32259  Remove (1) Pine tree back left of house, Remove (1) Pine tree back right of house. Remove (1) Pine tree back center of house. Location: 441 Willow Winds Parkway Saint Johns, FL 32259  Remove tree pushing against the white vinyl fence. Location: 103 Averly Way Saint Johns, FL 32259  Remove dead Pine tree, with decay spot at base, behind fence.	9/23/2022 Fyl Gai Covi 1.370	21- nds tin	0.00 22 300 800 43/A	53,000.00 53,000.00 20 - Cuf

Though com-	Subtotal:	\$3,000.00
Thank you AJ Adridge	Discount:	\$0.00
. 5	Tax:	\$0.00
	Total:	\$3,000.00
	Credit:	\$0.00
	Balance:	\$3,000.00

Gustomer Durbin Crossing 145 South Durbin Parkway Jacksonville FL 32259 **Invoice Remit Payment** 

$\{i,j\}_{i=1}^{n} \{i,j\}_{i=1}^{n} \{i,j\}_{i=1}^{n}$	*
9/26/2022	9906
	\$3,000.00
A STATE OF THE PROPERTY OF THE	

Trutech, LLC PO Box 6849 Marietta, GA 30065 800.842,7296



Account / Invoice Purchase Order

943400 2763876

**Durbin Crossing CDD** 475 W Town Pl suite 114 St. Augustine, FL 32092-3648

Trutech, LLC PO Box 6849 Marietta, GA 30065

00000009434006001000000201477100000000750002

Please Return this portion with your payment

#### Invoice 2763876

Date	Description	Quantity	Amount	Тах	Total
Service Address:	1901 Dumfries Ct Saint Johns, FL 32259-7280				
7/29/2022	Monthly Service		\$75.00	\$0.00	<b>\$75,00</b>

hello, Sorry I missed you today. I sprayed armadillo deterrent heavily throughout the perimeter of the property/mulch areas. Give us a call if you have anymore questions or concerns. Thanks, Colonel.

Fy 21-22 miscellaneous 1.320.53800.46300

Some customers may see a slight rate increase beginning April 2022.

Adjustment

\$0.00

Account#943400

Lic#:

Total:

\$75,00

Commercial Applicators are licensed by the Department of Agriculture. Thank you for your business!

Please visit https://www.trutechinc.com/online-bill-pay/ for online payment options, or call 800-842-7296 for assistance.

Online Bill Pay Registration Number:

9340519D



Turner Pest Control LLC P.O. Box 952503 Atlanta, GA 31192-2503 904-355-5300

### STORM RESILENTENCE

INVOICE: DATE: 19156376 9/20/2022

ORDER:

19156376

[176599]

Durbin Crossing CDD 475 W Town PI Ste 114 Saint Augustine, FL 32092-3649 [176602] 904-230-2011 Durbin Crossing CCD 145 S Durbin Pkwy Saint Johns, FL 32259-7224

	1 (200) (100	Lines in 01:56 PM Time (\$6) 02:45 PM
CPCM	Commercial Past Control - Monthly Service	\$88.20
	Fy 2021-22 Rest Central	SUBTOTAL         \$88.20           TAX         \$0.00           AMT. PAID         \$0.00           TOTAL         \$88.20
	1.320.53800.45513	AMOUNT DUE \$88.20
	Coloft	TECHNICIAN SIGNATURE
		CUSTOMER SIGNATURE

J



Turner Pest Control LLC P.O. Box 952503 Atlanta, GA 31192-2503 904-355-5300 Savies Malling in the

INVOICE: DATE: 19162082

ORDER:

19162062

[137801]

Durbin Crossing South Amenity Cntr C/O Vesta Properties 200 Business Park Cir Saint Augustine, FL 32095-8822 [137801] 904-230-2011 Durbin Crossing South Amenity Center 145 S Durbin Pkwy Saint Johns, FL 32259-7224

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CPCMOSULV

SC/ Commercial Mosquito Service

Fy 2021-22 Rest Control

1.320.53800.45513

\$104.74

SUBTOTAL \$104.74

TAX \$0.00

AMT. PAID \$0.00

TOTAL \$104.74

AMOUNT DUE

\$104.74

66A

TECHNICIAN SIGNATURE

CUSTOMER SIGNATURE

J



[176599]

11.7

PAYMENT ADDRESS:
Turner Peril Control LLC - P.O. Box 352503 - Allenia, Georgia 31192-1503
304-166-5000 - Fars 894-363-4499 - Told Fire: 804-225-5105 - turnerperil.com.

Durbin Crossing CDD 475 W Town PI Ste 114 Saint Augustine, FL 32092-3649 Turner Pest Control LLC P.O. Box 952503 Atlanta, GA 31192-2503 904-355-5300 Secular Singlinaries

INVOICE: DATE: 19360279 10/10/2022

ORDER:

19360279

[176599]

904-230-2011

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

10/10/2022 0	1023 (12 10 12 11 12 12 12 12 12 12 12 12 12 12 12		01:29 PM
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	od sicololia.		
CPCM	Commercial Pest Control - Monthly Service		\$71.66
4		SURTOTAL TAX	\$71.68 \$0.00
: :	Fy 2021-22	AMT, PAID	\$0.00
š :	o Lord	TOTAL	\$71.66
	Fy 2021-22 Pest Contrd 1.320.53800.45513		
Ammilian constitution of the constitution of t	1 200.53800.45513	AMOUNT DUE (	\$71.66
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¥ 1		TECHNICIAN SIGNAT	TURE
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		CUSTOMER SIGNAT	URE
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93**9** 3 ×

PAYMENT ADDRESS: Turner Peat Control LLC + P.O. Box 952503 - Admiria, Georgia 31192-2503 Espaines in Minister

INVOICE: DATE: 19365701 10/10/2022

ORDER:

19365701

[137299]

Durbin Crossing CDD C/O Vesta Properties 200 Business Park Cir Saint Augustine, FL 32095-8822 [137299]

904-230-2011

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

10/10/2022 01:30 F	M OL MOSQUTO SCV		01:30 PM
ng Seong George (1900)	NET 30 10/10/2022		02;04 PM
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	00pmpi	PROFESSION AND ASSESSION AND ASSESSION AND ASSESSION ASS	* *************************************
CPCMOSULV	Commercial Mosquito Service		\$137.81
		SUBTOTAL	\$137.81
	40	TAX AMT. PAID	\$0.00 \$0.00
FY	2021-22	TOTAL	\$137.81
De	2021-22 St Control		
1 0	320.53800 45513	AMOUNT DUE	\$137.81
1	300,58800 40010		

CelePA

Tumer Pest Control LLC

Atlanta, GA 31192-2503 904-355-5300

P.O. Box 952503

TECHNICIAN SIGNATURE

CUSTOMER SIGNATURE

V

Vesta,

Vesta Property Services, Inc. 245 Riverside Avenue Suite 300 Jacksonville FL 32202

### Invoice

Invoice # Date 403345 9/30/2022

Terms

Net 30

**Due Date** 

10/30/2022

Memo

Lifeguard Hours

BIII To

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

252A

<u> 1825</u> (241)( <b>19</b> 12		esses esses essential	a digitality	7:300-0140 S
Lifeguard hours	1.320.53800.45	50 / 118.	5 18.28	2,166.18
L		against <b>g</b> er and the grade and a second control of the second con	man de la companya del companya de la companya de la companya del companya de la	

Total

\$2,166.18



Vested in your community.

Jacksonville, FL. 32202
Phone: 904-355-1831

# Billable Services Invoice

Invoice #: <u>2022-10-1</u>

Date: 10-1-2022

To

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

Vesta

Suite 300

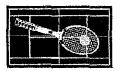
245 Riverside Avenue

Non-contractual Billable Services Lifeguard Hours

DESCRIPTION	HOURS	RATE	AMOUNT
September 1 — September 30, 2022	118.50	\$18.28	\$2,166.18
	:	!	
		TOTAL	\$2,166.18



Thank you for your business!



# Invoice

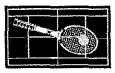
Date	Invoice #
10/3/2022	68622

Welch Tennis Courts, Inc. P.O. Box 7770 Sun City, FL 33586 Phone: 813-641-7787 Fax: 813-641-7795

Bill To				Ship To				
Durbin Cr 145 S Dur Saint John	rbin Pkv	vy	a de de la companya d	Attn: Zach Davidson Durbin Crossing CDD 145 S. Durbin Parkway Jacksonville FL 32259 United States				
Terms			PO#			Due Date	9	
Net 30			Zach			11/2/202	22	
Sales Re	р		Ship Via			Ship Dat	e	
Shannon	Wilde	r	FedEx Ground	[		10/3/202	22	· · · · · · · · · · · · · · · · · · ·
Notes								
For Nort	h & So	outh.						
Quantity	Units	Description		-	Options		Unit Price	Amount
15	ea	Tyraps (regular price is \$14.99)			Size: 8" Color: Bla Quantity: Strength:	100	12.99	194.85
Thank you for your business.			Subt Ship Total	ping Cost	(FedEx	Ground)	194.85 25.33 \$220.18	

ALL PAST DUE ACCOUNTS ARE SUBJECT TO AN ANNUAL INTEREST CHARGE OF 1-1/2% PER MONTH THIS REPRESENTS AN ANNUAL INTEREST RATE OF 18%. MATERIALS AND EQUIPMENT SHALL REMAIN THE PROPERTY OF WELCH TENNIS COURTS, INC. UNTIL PAID IN FULL. ALL RETURNS ARE SUBJECT TO A RESTOCKING FEE.

\*Hurricane Repairs | Replace 1-320-53800-44200



# Invoice

Date	Involce #
10/11/2022	68781

Welch Tennis Courts, Inc. P.O. Box 7770 Sun City, FL 33586 Phone: 813-641-7787 Fax: 813-641-7795

Bill To		Ship To						
Durbin C 145 S Du Saint Joh	rbin Pkv	vy		Attn: Zach Davidson Durbin Crossing CDD 145 S. Durbin Parkway Jacksonville FL 32259 United States				
Terms			PO#			Due Date	)	
Net 30			Zach			11/10/20	)22	
Sales Re	.p.		Ship Via			Ship Dat	8	
Shannor	ı Wilde	f	FedEx Ground			10/11/20	)22	
Notes								
Quantity	Units	Description			Options		Unit Price	Amount
5	ea.	Tyraps (regular price is \$14.99)			Size: 8" Color: Bla Quantity: Strength: 1	100	12.99	64.95
Thank you for your business.				ototal oping Cos al	t (FedE)	(Ground)	64.95 8.44 \$73.39	

ALL PAST DUE ACCOUNTS ARE SUBJECT TO AN ANNUAL INTEREST CHARGE OF 1-1/2% PER MONTH THIS REPRESENTS AN ANNUAL INTEREST RATE OF 18%. MATERIALS AND EQUIPMENT SHALL REMAIN THE PROPERTY OF WELCH TENNIS COURTS, INC. UNTIL PAID IN FULL. ALL RETURNS ARE SUBJECT TO A RESTOCKING FEE.

X Hurricane
Repairs/Replace
1.320.53800.44200
232A



Durbin Crossing CDD c/o Vesta Property Services 145 South Durbin Parkway St. Johns, FL 32259

**Property Name:** 

**Durbin Crossing CDD** 

#### INVOICE

INVOICE#	INVOICE DATE
JAX 432190	9/27/2022
TERMS	PONUMBER
Net 30	

#### Remit To:

Yellowstone Landscape PO Box 101017 Atlanta, GA 30392-1017

Invoice Due Date: October 27, 2022

invoice Amount: \$2,600.00

Description Current Amount

Initial Clean-Up

To provide a 4 person crew to provide detail services to the property.

Initial Clean Up

\$2,600.00

**Invoice Total** 

\$2,600.00

IN COMMERCIAL LANDSCAPING

FY 2021-22

Landscape maintenance

1.320.53800.46200

382 P

/

Should you have any questions or inquiries please call (386) 437-6211.



Durbin Crossing CDD c/o Vesta Property Services 145 South Durbin Parkway St. Johns, FL 32259

**Property Name:** 

**Durbin Crossing CDD** 

#### INVOICE

* ANNOIGE #	INVOIGE DATE
JAX 432191	9/27/2022
TERMS	PO NUMBER
Net 30	

#### Remit To:

Yellowstone Landscape PO Box 101017 Atlanta, GA 30392-1017

Invoice Due Date: October 27, 2022

Invoice Amount: \$2,600.00

Description Current Amount

Initial Clean-Up

To provide a 4 person crew to provide detail services to the property.

Initial Clean Up

\$2,600.00

Invoice Total

\$2,600.00

IN COMMERCIAL LANDSCAPING

FY 2021-22 Kandscape Maintenance 1.320.53800.46200 382A

V

Should you have any questions or inquiries please call (386) 437-6211.



**Durbin Crossing CDD** c/o Vesta Property Services 145 South Durbin Parkway St. Johns, FL 32259

**Property Name:** 

**Durbin Crossing CDD** 

#### INVOICE

INVOICE	
JAX 432192	9/27/2022
/ TERMS	PO NUMBER
Net 30	

#### Remit To:

Yellowstone Landscape PO Box 101017 Atlanta, GA 30392-1017

Invoice Due Date: October 27, 2022

Invoice Amount: \$2,600.00

**Current Amount** Description Initial Clean-Up

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\$2,600.00

Invoice Total

\$2,600.00

COMMERCIAL LAMDSCAPING

Fy 2021-22

Kandscape Maintenance

382A

Should you have any questions or inquiries please call (386) 437-6211.



Durbin Crossing CDD c/o Vesta Property Services 145 South Durbin Parkway St. Johns, FL 32259

**Property Name:** 

**Durbin Crossing CDD** 

#### INVOICE

INVOIGE#34,	Second NVOCAL SECOND
JAX 441407	10/15/2022
alogi ziermski zak	ักราย สมาชิง (การาย การาย
Net 30	

#### Remit To:

Yellowstone Landscape PO Box 101017 Atlanta, GA 30392-1017

Invoice Due Date: November 14, 2022

Invoice Amount: \$44,166.00

Description

Monthly Landscape Maintenance October 2022

eg alaken beymouldt

\$44,166.00

Invoice Total

\$44,166.00

Fy 2022-23 Landscape/Maintenance 1.320.53800.46200

382A

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Should you have any questions or inquiries please call (386) 437-6211.



	ACCOU	ACCOUNT# PAGE		
	Durbin Cro	Durbin Crossing / Gms		
	INVOICE#	PAYMENT DUE DATE September 20, 2022		
	0004846905			
	PREPAY UNAPPLIED (Included in amt due) \$0.00 \$0.00		TOTAL AMOL	INT DUE
			<b>\$3</b> ,269. <b>47</b>	
_	BILLING INQUIRIES/	FEDERAL ID		
	1-877-736-7612 or s	47-2390983		

#### **BILLING ACCOUNT NAME AND ADDRESS**

 Legal Entity: Gennett Media Corp.

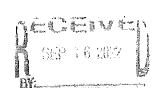
Terms and Conditions: Past due accounts are subject to interest at the rate of 16% per annum or the maximum legal rate (whichever is less). Advertiser claims for a credit related to rates incorrectly involced or paid must be submitted in writing to Publisher within 30 days of the Invoice date or the ctaim will be waived. Any credit towards future advertising must be used within 30 days of issuance or the credit will be forfeited.

All funds payable in US dollars.

#### 000076413300000000000048469050032694767175

To sign-up for E-mailed invoices and online payments please contact abgspecial@gannett.com. Previous account number: **Amount** Date Description \$1,724.05 8/1/22 **Balance Forward** Legal Advertising: PO Number Runs **Ad Size Net Amount** Date range Product Order Number Description 8/1/22 SAG St Augustine \$1,545,42 Notice of Public Hearing -6.0000 x 21.5 7560624 Adoption 2022-2023 Budget Record

> 378 A 1.310.513.480



	PLEASE	DETACH AND R	ETURN THIS PO	RTION WITH YOU	IR PAYMENT	
LOCALIQ		ACCOUNT NAME		PAYMENT DUE DATE		AMOUNT PAID
LUVE		Durbin Cro	ssing / Gms	September	r 20, 2022	13010.84
FLOR	FLORIDA		NUMBER	INVOICE NUMBER		# 84.32
		764	1133	00048	46905	13,17576
CURRENT DUE	30 DAYS PAST DUE	60 DAYS PAST DUE	90 DAYS PAST DUE	120+ DAYS PAST DUE	UNAPPLIED PAYMENTS	TOTAL AMOUNT DUE
\$1,545.42	\$1,629.74	\$0.00	\$94.31	\$0.00	\$0.00	\$3,269.47
REMITTANCE ADD	RESS (Include Account	S Invoice# on check)	TO PAY WITH CREDIT CARD PLEASE FILL OUT BEL			UT BELOW:
			☐ VISA	MASTERCARD	DISCOVER [	AMEX
CA	Florida Holdings,	LLC				
PO Box 631244		Card Number				
Cinc	innatl, OH 45263-	1244	Exp Date	<u> </u>	CVV Code	
			Signature		Date	

# **LOCALIQ**

**FLORIDA** 

PO Box 631244 Cincinnati, OH 45263-1244

#### PROOF OF PUBLICATION

Durbin Crossing / Gms Durbin Crossing / Gms 475 W Town Place, Ste 114

Saint Augustine FL 32092

#### STATE OF FLORIDA, COUNTY OF ST JOHNS

The St Augustine Record, a daily newspaper published in St Johns County, Florida; and of general circulation in St Johns County; and personal knowledge of the facts herein state and that the notice hereto annexed was Published in said newspapers in the issues dated or by publication on the newspaper's website, if authorized, on:

07/25/2022, 08/01/2022

and that the fees charged are legal. Sworn to and subscribed before on 08/01/2022

Legal Clerk

Notary, State of WI, County of Brown

My commision expires

Publication Cost:

Linningtions cost

Order No:

\$3090.84 7560624

# of Copies:

Customer No:

764133

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PO#:
THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

SARAH BERTELSEN Notary Public State of Wisconsin

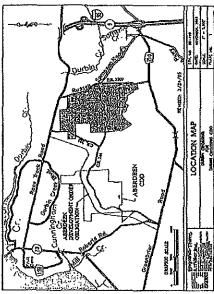
NOTICE OF PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE FECUL APPLIANCE AND THE LEVEL TO STREET

NOTICE OF PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE FECUL APPLIANCE AND THE LEVEL TO STREET TO STREET

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also be hid above the Board may consider any other District business. Description of Auresaments
The Busical imposes DBM Assessments on bornelities properly within the Dashet (or the purpose of January pine District's general administration, expensions, and envisionance and the properties to be imposed and benefitsed from the DBM Assessments, and the properties to be imposed and benefitsed from the DBM Assessments which assessments will be a second of the Dashet (or the Dashet of the Das

Land Use	क्रिक्स ह जो एंजरेड		Proposed Daix Assessment Encluding costalism costs / early payment inscounts)
Tomehomes	510	9,53	5349.60
40-49 Lot	200	0,85	5795,48
50-59° EH	468	1	\$935.87
60-69'141	487	1.15	\$1,112,45
70-79"Lut	3 19	1,33	\$1,264,84
80'+ Lot	339	1.53	\$1,434.53
Retail/Commodal/Office	169,548 sq. h.	1	\$0.47



RESOLUTION 2022-06

- A RESOLUTION OF THE BOASO OF SUPERVISORS OF THE CHARTH CROSSING COMMUNITY DEVELOPMENT DEFINED APPROVING PAGE ONLY THE PROPERTY APPROVING PAGE OF THE CHARTH CROSS OF THE CHART COMMUNITY DEFINED APPROVING PAGE OF THE CHART COMMUNITY DEFINED APPROVING PAG

AFTEST:
all Dubbi Lumbia
Socretary / Assistant Securitary
Respond Budget

Assistant Assistant Securitary

DUNGSHI CROSSING COMMUNITY DEVELOPMENT DISTRICT

(AF Prior Position)
Chalchica Chair, Board of Supervisors

# LOCALIQ

#### **FLORIDA**

PO Box 631244 Cincinnati, OH 45263-1244

#### **PROOF OF PUBLICATION**

Durbin Crossing / Gms Durbin Crossing / Gms 475 W Town Place, Ste 114

Saint Augustine FL 32092

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#### 07/14/2022

and that the fees charged are legal. Sworn to and subscribed before on 07/14/2022

Notary, State of WI, County of Bio

My commision expires

**Publication Cost:** 

Order No: 7503119

764133

**Customer No:** 

PO #:

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

VICKY FELTY Notary Public State of Wisconsin

\$84.32

# of Coples:

DURBIN CROSSING COMMUNITY DEVELOPMENT DISTRICT NOTICE OF BOARD OF SUPERVISORS MEETING

NOTICE OF BOARD OF SUPERVISORS MEETING

Notice is hereby given that the Board of Supervisors ("Boord") of the Durbin Crossing Community Development District ("District") will hold a regular meeting on Monday, July 25, 2022 at 6:00 p.m. at the Durbin Crossing South Amenity Center located at 145 South Durbin Parkway. St. Johns, Florida 32259, where the Board may consider any business that may property come before it ("Meeting").

The Meeting is open to the public and will be conducted in accordance with the pravisions of Fiorida law for community development-districts. The Meeting may be continued to a date, time, and place to be specified an the record at such Meeting. An electronic capy of the ogenda for these meetings may be obtained from the District Manager, at 475 West Town Place, Suite 114, St. Augusline, Florida 32092 or by calling (904) 945-5850) and is expected to also be available on the District's website at www.DurbinCrossingCDD.com.

There may be occasions when one or maye Supervisors will participate by telephone or videa conference.

Any person requiring special accommodations at the Meeting because of a disability or physical impatrment should contact the District Manager's Office at least forty-eight (48) hours prior to the Meeting. If you are hearing or speech impatred, pieces contact the Florida Relay Service by dialing 7-1-1, or 1-400-955-8771 (TTY) 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considerance.

Manager's Office.
Each person who decides to appeal any decision made by the Board with respect to any matter considered at the Meeting is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbolim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Daniel Laughtin District Manager

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

Customer Acct#	Durbin Crossing Community Development District 283
Date	09/27/2022
Customer Service	Kristina Rudez
Page	1 of 1

Invoice Summary	\$	35,639.00
Payment Amount	*	00,000.00
Payment for:	Invoice#	17297
100122545	MADICER	11231

Thank You

\*

Please Hulach and return with payment

Customer: Durbin Crossing Community Development District

Invoice	Effective	Transaction	Description	Amount
17297	10/01/2022	Renew policy	Policy #100122545 10/01/2022-10/01/2023 Florida Insurance Alliance Package - Renew policy Due Date: 9/27/2022	35,639.00
			RECEIVED OCT 19 2002 Admin 1,310.513.450 - Amenity 1.320,528,440 -	1810 24,829
	•			* 35,639.00 * 35,639.00
	ENTS SENT OVERN erice Lockbox Servic		vood Rd. College Park, GA 30349	

Remit Payment To: Egis Insurance Advisors	(321)233-9939	Date
P.O. Box 748555 Atlanta, GA 30374-8555	scllmer@egisadvisors.com	09/27/2022



Durbin Crossing, CDD c/o GMS, LLC **Board of Supervisors** 475 West Town Place Suite 114 St. Augustine, FL 32092 October 11, 2022

Project No:

02106.34000

Invoice No:

0205195

Project

02106,34000

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

Professional Services rendered through October 1, 2022

Task

01

**Professional Services** 

**Professional Personnel** 

Rate **Amount** Hours Senior Engineer 97.00 Katsaras, George 9/17/2022 .50 194.00 97.00 Totals .50

Total Labor

97.00

Total this Task

\$97.00

ΧP Expenses Task

**Total this Task** 

0.00

Invoice Total this Period

\$97.00

1.310,513,311

England-Thims&Miller,Inc. EXCHERS PLANSERS (SURVEYORS OR LAIDSCAPE ARCHITECTS

11775 CH. St. Papator Road (Astrono), Paris 2218 (1410) 442-4400 (An 81) 445-445 CA 000003431 LC-0000316

#### KUTAK ROCK LLP

TALLAHASSEE, FLORIDA

Telephone 404-222-4600 Facsimile 404-222-4654

Federal ID 47-0597598

October 14, 2022

Check Remit To:

Kutak Rock LLP PO Box 30057 Omaha, NE 68103-1157

Wire Transfer Remit To:

ABA #104000016

First National Bank of Omaha Kutak Rock LLP

A/C # 24690470

Reference: Invoice No. 3124292

Client Matter No. 6123-1

10/17 Approved by D.L.

Mr. Daniel Laughlin
Durbin Crossing CDD
Governmental Management Services, LLC
Suite 114
475 West Town Place
St. Augustine, FL 32092

1.310.573.315 370A

Invoice No. 3124292

6123-1

Re: Durbin Crossing CDD - General							
For Professional Legal Services Rendered							
09/06/22	K. Haber	1.30	292.50	Revise recreational programming application			
09/07/22	M. Eckert	0.20	67.00	Revise program request documents			
09/08/22	K. Haber	0.30	67.50	Revise recreational programming application; correspondence with Alfano regarding same			
09/09/22	M. Eckert	0.50	167.50	Prepare Vesta agreement; prepare for board meeting; review publication requirements			
09/13/22	K. Haber	0.30	67.50	Revise trespass enforcement memorandum; correspondence with Alfano regarding same			
09/16/22	M. Eckert	0.40	134.00	Prepare for and attend agenda call			
09/17/22	M. Eckert	0.60	201.00	Research and draft new disciplinary and enforcement rule for suspensions and terminations of amenity access			
09/19/22	K. Haber	0.30	67.50	Correspond with Alfano regarding revisions to recreational program application			

PRIVILEGED AND CONFIDENTIAL ATTORNEY-CLIENT COMMUNICATION AND/OR WORK PRODUCT

### KUTAK ROCK LLP

Durbin Crossing CDD October 14, 2022 Client Matter No. 6123-1 Invoice No. 3124292 Page 2

TOTAL HOURS

8				
09/22/22	M. Eckert	0.20	67.00	Confer with Laughlin regarding Verdego irrigation issues
09/26/22	M. Eckert	3.90	1,306.50	Prepare for, travel to and attend board meeting; return travel; follow up
09/26/22	K. Haber	0.30	67.50	Research public record retention requirements and prepare memorandum regarding same; prepare resolution and revisions to district record retention policies
09/27/22	M. Eckert	4.70	1,574.50	Prepare football agreement; follow up from board meeting; review Epic Pools contract and warranty issues; research pool construction experts; research resident request to purchase Tract 14; report to board
09/27/22	K. Haber	0.20	45.00	Correspondence with Alfano regarding floor coating and HVAC installation agreements
09/28/22	K. Haber	0.90	202.50	Prepare HVAC installation agreement; prepare floor coating agreement
09/29/22	M. Eckert	0.30	100.50	Review draft minutes and provide comments
09/30/22	M. Eckert	1.00	335.00	Research FEMA issues for reimbursement

15.40

### KUTAK ROCK LLP

TOTAL DUE

Durbin Crossing CDD October 14, 2022 Client Matter No. 6123-1 Invoice No. 3124292 Page 3

Invoice No. 3124292 Page 3						
TOTAL FOR SERVICES RENDERED						
DISBURSEMENTS						
Travel Expenses		22.25				
TOTAL DISBURSEMENTS		22.25				
TOTAL CURRENT AMOUN	IT DUE		\$4,785.25			
UNPAID INVOICES:						
August 11, 2022	Invoice No. 3093890		3,765.03			

\$8,550.28°

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PRE *** CHECK DATES 10/01/2022 - 10/31/2022 *** CAPITAL RESERVE FUND BANK B CAPITAL RESERV		RUN 11/17/22 PAGE 1
CHECK VEND#INVOICEEXPENSED TO VENDOR DATE DATE INVOICE YRMO DPT ACCT# SUB SUBCLASS	NAME STATUS	AMOUNTCHECK AMOUNT #
10/25/22 00065 10/06/22 L221002- 202210 600-53800-60000	* PRODUCTS	4,114.64 4,114.64 000213
	TOTAL FOR BANK B	4,114.64
	TOTAL FOR REGISTER	4,114.64

DURB DURBIN CROSS OKUZMUK

# CommercialFitnessProducts

# INVOICE

6221 Topaz Ct, Fort Myers, FL 33966

Office: 239

239-938-1461

Cell:

239-633-5719

Email:

lori@commfitnessproducts.com

Fax:

239-938-1462

BILL

TO: Durbin Crossing HOA

145 South Durbin PKWY St Johns, FL 32259

ATN

Margaret Alfano

Phone

(904) 592-4090

Email

malfano@vestapropertyservices.com

SHIP

TO: Durbin Crossing HOA

145 South Durbin PKWY

St Johns, FL 32259

ATN

Margaret Alfano

Phone

(904) 592-4090

Email

malfano@vestapropertyservices.com

INVOICE# L221002-20

Date: Oct 6, 2022

Prepared By	P.O. Number	Ship Vla	F.O.B. Point	Payment Terms	Install Date
Lori Main	Will Advise	Best Way	Origin	COD	ASAP

QTY	MODEL	DESCRIPTION	UNIT PRICE	LINE TOTAL
2	ZIVID-00-00-	XULT Rubber Round DB 005-050 Set Black Don becks	\$1,758.83	\$3,517.66
1	Delivery/Install	Inside Delivery, Assembly & Installation - 1st Floor, No Stairs, Elevator or Long Carry Distance (additional fees apply for stairs or elevator	\$225.00	\$225.00

Frame Color	Standard Silver		
<b>Upholstery Color</b>	Standard Black		
Notes	Customer is responsible for removal & disposal of existing equipment unless otherwise noted. CFP does not provide anchoring or wall mounting.		

Subtotal	\$3,742.66
State Tax	\$0.00
Freight	\$371.98
Grand Total	\$4,114.64

Capital 368A 1-320-53800-45500

Deposit	\$0.00
C.O.D. Due	\$4,114.64

		For De	livery Staff	
Date:	Amount	Collected:	Check No.:	
Received By: (Prin	it Name and Sign)			

A please det me know its tais is the correct coding. (1)

36-400-53800-40000

6513

1 of 2

Cresind on 1008-2219 49:05 by Lod Man-





Certified Public Accountants PL

600 Citrus Avenue Suite 200 Fort Pierce, Florida 34950

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

September 25, 2022

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

# The Objective and Scope of the Audit of the Financial Statements

You have requested that we audit the financial statements of Durbin Crossing Community Development District, (the "District"), which comprise governmental activities and each major fund as of and for the year ended September 30, 2022, which collectively comprise the basic financial statements. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter for the year ending September 30, 2022 and thereafter if mutually agreed upon by Durbin Crossing Community Development District and Berger, Toombs, Elam, Gaines & Frank.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but Is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users made on the basis of these financial statements. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

# The Responsibilities of the Auditor

We will conduct our audit in accordance with (GAAS). Those standards require that we comply with applicable ethical requirements. As part of an audit in accordance with GAAS, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

• Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.



- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for the reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS.

We will maintain our independence in accordance with the standards of the American Institute of Certified public Accountants.



# The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework

Management is responsible for:

- 1. Identifying and ensuring that the District complies with the laws and regulations applicable to its activities, and for informing us about all known violations of such laws or regulations, other than those that are clearly inconsequential;
- 2. The design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the District involving management, employees who have significant roles in internal control, and others where the fraud could have a material effect on the financial statements; and
- 3. Informing us of its knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, analysts, regulators, short sellers, vendors, customers or others.

The Board is responsible for informing us of its views about the risks of fraud within the entity, and its knowledge of any fraud or suspected fraud affecting the entity.

Our audit will be conducted on the basis that management acknowledges and understands that it has responsibility:

- To evaluate subsequent events through the date the financial statements are issued or available to be issued, and to disclose the date through which subsequent events were evaluated in the financial statements. Management also agrees that it will not conclude on subsequent events earlier than the date of the management representation letter referred to below;
- 2. For the design, implementation and maintenance of internal control relevant to the preparations of fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; and
- 3. To provide us with:
  - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements including information relevant to disclosures;
  - b. Draft financial statements, including information relevant to their preparation and fair presentation, when needed to allowed for the completion of the audit in accordance with the proposed timeline:



- c. Additional information that we may request from management for the purpose of the audit; and
- d. Unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence.

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit, including among other items:

- 1. That management has fulfilled its responsibilities as set out in the terms of this arrangement letter; and
- 2. That it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

# Reporting

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

# **Records and Assistance**

During the course of our engagement, we may accumulate records containing data that should be reflected in the of Durbin Crossing Community Development District books and records. The District will determine that all such data, if necessary, will be so reflected. Accordingly, the District will not expect us to maintain copies of such records in our possession.

The assistance to be supplied, including the preparation of schedules and analyses of accounts, has been discussed and coordinated with Daniel Laughlin. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report.

# **Other Relevant Information**

In accordance with Government Auditing Standards, a copy of our most recent peer review report has been provided to you, for your information.



Either party may unilaterally terminate this agreement, with or without cause, upon sixty (60) days written notice subject to the condition that the District will pay all invoices for services rendered prior to the date of termination.

# Fees, Costs and Access to Workpapers

Our fees for the services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement, plus direct expenses. Invoices for fees will be submitted in sufficient detail to demonstrate compliance with the terms of this engagement. Billings are due upon submission. Our fee for the services described in this letter for the year ending September 30, 2022 will not exceed \$3,775, unless the scope of the engagement is changed, the assistance which of Durbin Crossing Community Development District has agreed to furnish is not provided, or unexpected conditions are encountered, in which case we will discuss the situation with you before proceeding. All other provisions of this letter will survive any fee adjustment.

In the event we are requested or authorized by of Durbin Crossing Community Development District or are required by government regulation, subpoena, or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for of Durbin Crossing Community Development District, of Durbin Crossing Community Development District will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The audit documentation for this engagement is the property of Berger, Toombs, Elam, Gaines, & Frank and constitutes confidential information. However, you acknowledge and grant your assent that representatives of the cognizant or oversight agency or their designee, other government audit staffs, and the U.S. Government Accountability Office shall have access to the audit documentation upon their request and that we shall maintain the audit documentation for a period of at least three years after the date of the report, or for a longer period if we are requested to do so by the cognizant or oversight agency.

Access to requested documentation will be provided under the supervision of Berger, Toombs, Elam, Gaines, & Frank audit personnel and at a location designated by our Firm.



# Information Security – Miscellaneous Terms

Berger, Toombs, Elam, Gaines & Frank is committed to the safe and confidential treatment of Durbin Crossing Community Development District's proprietary information. Berger, Toombs, Elam, Gaines & Frank is required to maintain the confidential treatment of client information in accordance with relevant industry professional standards which govern the provision of services described herein. of Durbin Crossing Community Development District agrees that it will not provide Berger, Toombs, Elam, Gaines & Frank with any unencrypted electronic confidential or proprietary information, and the parties agree to utilize commercially reasonable measures to maintain the confidentiality of Durbin Crossing Community Development District's information, including the use of collaborate sites to ensure the safe transfer of data between the parties.

If any term or provision of this arrangement letter is determined to be invalid or unenforceable, such term or provision will be deemed stricken and all other terms and provisions will remain in full force and effect.

Because Berger, Toombs, Elam, Gaines & Frank will rely on of Durbin Crossing Community Development District and its management and Board of Supervisors to discharge the foregoing responsibilities, Durbin Crossing Community Development District holds harmless and releases Berger, Toombs, Elam, Gaines & Frank, its partners, and employees from all claims, liabilities, losses and costs arising in circumstances where there has been a known misrepresentation by a member of Durbin Crossing Community Development District's management, which has caused, in any respect, Berger, Toombs, Elam, Gaines & Frank's breach of contract or negligence. This provision shall survive the termination of this arrangement for services.

This letter constitutes the complete and exclusive statement of agreement between Berger, Toombs, Elam, Gaines, & Frank and of Durbin Crossing Community Development District, superseding all proposals, oral or written, and all other communications, with respect to the terms of the engagement between the parties.

# **Retention of Records**

We will return to you all original records you provide to us in connection with this engagement. Further, in addition to providing you with those deliverables set forth in this engagement letter, we will provide to you a copy of any records we prepare or accumulate in connection with such deliverables which are not otherwise reflected in your books and records without which your books and records would be incomplete. You have the sole responsibility for retaining and maintaining in your possession or custody all of your financial and nonfinancial records related to this engagement. We will not host, and will not accept responsibility to host, any of your records. We, however, may maintain a copy of any records of yours necessary for us to comply with applicable law and/or professional standards or to exercise our rights under this engagement letter. Any such records retained by us will be subject to the confidentiality obligations set forth herein and destroyed in accordance with our record retention policies.



Please sign and return the attached copy of this letter to indicate your acknowledgment of, and ur

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Sincerely	,	ondos ed + s	Clam	gur "								
BERGER J. W. Gai		IBS, ELAM 'A	1, GAINES	8 & F	RAN	١K						
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Judson B. Baggett
MBA, CPA, CVA, Partner
Marci Reutimann
CPA, Partner

6815 Dairy Road Zephyrhills, FL 33542

3 (813) 788-2155

CPA, Partner 县 (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, Reutiman & associates, CPAs PA BAGGETT, REUTIMANN & ASSOCIATES, CPAS, PA Send Permetals to Begget Rationan & Associates, CPA PA. N. (1814) coral additional additional associations

# ADDENDUM TO ENGAGEMENT LETTER BETWEEN BERGER, TOOMBS, ELAM, GAINES AND FRANK AND DURBIN CROSSING COMMUNITY DEVELOPMENT DISTRICT (DATED SEPTEMBER 25, 2022)

<u>**Public Records.**</u> Auditor shall, pursuant to and in accordance with Section 119.0701, Florida Statutes, comply with the public records laws of the State of Florida, and specifically shall:

- a. Keep and maintain public records required by the District to perform the services or work set forth in this Agreement; and
- b. Upon the request of the District's custodian of public records, provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law; and
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Agreement if the Auditor does not transfer the records to the District; and
- d. Upon completion of the Agreement, transfer, at no cost to the District, all public records in possession of the Auditor or keep and maintain public records required by the District to perform the service or work provided for in this Agreement. If the Auditor transfers all public records to the District upon completion of the Agreement, the Auditor shall destroy any duplicate public records that are exempt or confidential and exempt from public disclosure requirements. If the Auditor keeps and maintains public records upon completion of the Agreement, the Auditor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the District, upon request from the District's custodian of public records, in a format that is compatible with the information technology systems of the District.

Auditor acknowledges that any requests to inspect or copy public records relating to this Agreement must be made directly to the District pursuant to Section 119.0701(3), Florida Statutes. If notified by the District of a public records request for records not in the possession of the District but in possession of the Auditor, the Auditor shall provide such records to the District or allow the records to be inspected or copied within a reasonable time. Auditor acknowledges that should Auditor fail to provide the public records to the District within a reasonable time, Auditor may be subject to penalties pursuant to Section 119.10, Florida Statutes.

IF THE AUDITOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AUDITOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT/CONTRACT, THE AUDITOR MAY CONTACT THE CUSTODIAN OF PUBLIC RECORDS FOR THE DISTRICT AT:

GMS-NF, LLC 475 WEST TOWN PLACE, SUITE 114 ST. AUGUSTINE, FL 32092 TELEPHONE: 904-940-5850 EMAIL: DLAUGHLIN@GMSCFL.COM

Auditor: J.W. Gaines	<b>District: Durbin Crossing CDD</b>
By:	Ву:
Title: Director	Title:
Date: September 25, 2022	Date:





#### **Kutak Rock LLP**

107 West College Avenue, Tallahassee, Florida 32301 office 850.692.7300

> Michael C. Eckert mobile: 850.567.0558 michael.eckert@kutakrock.com

#### **MEMORANDUM**

TO: Durbin Crossing Community Development District

FROM: Michael C. Eckert

DATE: November 21, 2022

RE: Retention Requirements for Transitory Messages and Electronic Records Updates

On April 27, 2010, the District approved Resolution 2010-04, adopting a policy relating to the retention and disposition of its public records. The District's Record Retention Policy currently remains in full force and effect. In order to ensure the District's record retention practices remain economically feasible and technologically practical, we are offering some clarification regarding the retention period for records of short-term value. Additionally, we propose modifications to designate the electronic record as the official record of the district and allow for disposal of paper duplicate copies unless prohibited by any law, rule or ordinance.

According to the *General Records Schedule for State and Local Government Agencies* ("GS1-SL")<sup>1</sup> with which all community development districts must comply, records retention requirements "apply to records regardless of the format in which they reside."<sup>2</sup> This means that electronic communications, which include emails, instant messages, text messages, multimedia messages, chat messages, social networking, voicemail/ voice messaging, or other communications via electronic messaging technology or device, must be retained in accordance with the applicable section of the GS1-SL. Retention periods for electronic communications "are determined by the content, nature, and purpose of records, and are set based on their legal, fiscal, administrative, and historical values, regardless of the format in which they reside or the method by which they are transmitted."<sup>3</sup>

Electronic communications "created primarily to communicate information of short-term value" may fall under the Transitory Messages schedule set forth in GS1-SL.<sup>4</sup> Transitory Messages do not "formalize or perpetuate knowledge and do not set policy, establish guidelines or

<sup>&</sup>lt;sup>1</sup> Incorporated by reference in Rule 1B-24.003(1)(a), F.A.C.

<sup>&</sup>lt;sup>2</sup> General Records Schedule for State and Local Government Agencies, Section V, Electronic Records.

<sup>&</sup>lt;sup>3</sup> *Id.* at Records Retention Schedules, Electronic Communications.

<sup>&</sup>lt;sup>4</sup> *Id.* at Records Retention Schedules, Transitory Messages, Item #146.

# KUTAKROCK

# Page 2

procedures, certify a transaction, or become a receipt." Examples of Transitory Messages include, but are not limited to:

- reminder messages ("don't forget the upcoming meeting");
- email messages with short-lived or no administrative value ("thank you")
- telephone messages lacking content ("Ms. Smith called please return her call");
- recipient copies of announcements of District sponsored events ("daily events email"); and,
- news releases received by the District strictly for informational purposes and unrelated to District programs or activities.

The retention requirement for Transitory Messages is "[r]etain until obsolete, superseded or administrative value is lost."<sup>5</sup> For example, an email message notifying employees of an upcoming meeting would only have value until the meeting has been attended or the employee receiving the message has marked the date and time in the calendar, at which time the message could be disposed of. In other words, an electronic communication intended for short-term value does not need to be retained once it is no longer needed. Unlike most other public records, the District may dispose of a transitory message once it is obsolete, superseded, or has lost its administrative value without having to document the disposition of the record, unless the record has been microfilmed or scanned and will serve as the record copy.<sup>6</sup>

<sup>&</sup>lt;sup>5</sup> *Id* 

<sup>&</sup>lt;sup>6</sup> See Rule 1B-24.003(9)(d), F.A.C.

#### **RESOLUTION 2023-02**

A RESOLUTION OF THE BOARD OF SUPERVISORS OF DURBIN CROSSING COMMUNITY DEVELOPMENT DISTRICT ADOPTING CERTAIN AMENDMENTS TO THE DISTRICT'S RECORD RETENTION POLICY; ADDRESSING CONFLICTS AND SEVERABILITY; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, Chapter 190, Florida Statutes, authorizes the Durbin Crossing Community Development District ("District") to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of district business; and

**WHEREAS**, on April 27, 2010, the Board of Supervisors of Durbin Crossing Community Development District ("**Board**"), adopted Resolution 2010-04 providing for the adoption of the District's Record Retention Policy ("**Policy**"); and

WHEREAS, the Policy requires the District "retain all public records relating to District business until the Board of Supervisors amends the Records Retention Policy to address the disposition of the same"; and

**WHEREAS**, the Board finds that it is in the best interest of the District to amend the Record Retention Policy as described in more detail in paragraph 2 below; and

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

- 1. CONFLICTS. This Resolution is intended to amend, in part, Resolution 2010-04, which remains in full force and effect except as otherwise provided herein. All terms of Resolution 2010-04 that are not amended by this Resolution apply as if those terms were fully set forth herein. All District resolutions or parts thereof in actual conflict with this Resolution are, to the extent of such conflict, superseded and repealed.
- **2. AMENDMENT.** The Records Retention Policy is hereby amended by inserting the language indicated in single underlined text (indicated textually in the same manner as the following example: <u>underlined text</u>) and by deleting the language indicated by strikethrough text (indicated textually in the same manner as the following example: <u>stricken text</u>) as set forth herein:

The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), Florida Statutes, the rules adopted by the Division of Library and Information Services of the Department of State ("Division") pursuant to Section 257.36, Florida Statutes, and the General Records Schedules established by the Division. However, the District hereby extends the minimum

retention guidelines contained in the General Records Schedules so that the District will retain all public records relating to District business until the Board of Supervisors amends the Records Retention Policy to address the disposition of the Notwithstanding the foregoing, the District shall retain Transitory Messages until the Transitory Message is obsolete, superseded or administrative value is lost in accordance with the General Records Schedule for State and Local Government Agencies, Item #146, as incorporated by reference in Rule 1B-24.003(1)(a), Florida Administrative Code. The District hereby determines the electronic record shall be considered the official record of all public records relating to District business and any paper originals are designated as duplicates which may be disposed of unless prohibited by any law, rule or ordinance. To the extent the above statute, rules, or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic amendment does not permit the disposition of District records without further action of the Board. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

- **3. 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.
  - **4. EFFECTIVE DATE.** This Resolution shall take effect as of November 21, 2022.

Introduced, considered favorably, and adopted this 28th day of November 2022.

ATTEST:	DURBIN CROSSING COMMUNITY
	DEVELOPMENT DISTRICT
	Chairperson, Board of Supervisors



# SUSPENSION AND TERMINATION OF ACCESS RULE

	Law Implemented: ss. 120.69, 190.011, 190.012, Fla. Stat. (2022)  Effective Date:, 202
Crossi to gov goveri	In accordance with Chapters 190 and 120 of the Florida Statutes, and on at a duly noticed public meeting, the Board of Supervisors ("Board") of the Durbin ng Community Development District ("District") adopted the following rules / policies ern disciplinary and enforcement matters. All prior rules / policies of the Districting this subject matter are hereby rescinded for any violations occurring after the sated above.

- 1. Introduction. This rule addresses disciplinary and enforcement matters relating to the use of the amenities and other properties owned and managed by the District ("Amenities" or "Amenity").
- **2. General Rule.** All persons using the Amenities and entering District properties are responsible for compliance with the rules and policies established for the safe operations of the District's Amenities.
- 3. Access Cards / Key Fobs. Access cards and key fobs are the property of the District. The District may request surrender of, or may deactivate, a person's access card or key fob for violation of the District's rules and policies established for the safe operations of the District's Amenities.
- **4. Suspension and Termination of Rights.** The District shall have the right to restrict, suspend, or terminate the Amenity access of any person and members of their household to use all or a portion of the Amenities for any of the following acts (each, a "Violation"):
  - a. Submitting false information on any application for use of the Amenities, including but not limited to facility rental applications;
    - b. Failing to abide by the terms of rental applications:
  - c. Permitting the unauthorized use of a key fob or access card or otherwise facilitates or allows unauthorized use of the Amenities;
    - d. Exhibiting inappropriate behavior or repeatedly wearing inappropriate attire;
  - e. Failing to pay amounts owed to the District in a proper and timely manner (with the exception of special assessments);
    - f. Failing to abide by any District rules or policies (e.g., Amenity Rules);
  - g. Treating the District's staff, contractors, representatives, residents, landowners [Patrons] or guests, in a harassing or abusive manner;
  - h. Damaging, destroying, rendering inoperable or interfering with the operation of District property, or other property located on District property;
  - i. Failing to reimburse the District for property damaged by such person, or a minor for whom the person has charge, or a guest;

- j. Engaging in conduct that is likely to endanger the health, safety, or welfare of the District, its staff, contractors, representatives, residents, landowners [Patrons] or guests;
- k. Committing or is alleged, in good faith, to have committed a crime on or off District property that leads the District to reasonably believe the health, safety or welfare of the District, its staff, contractors, representatives, residents, landowners [Patrons] or guests is likely endangered;
- l. Engaging in another Violation after a verbal warning has been given by staff (which verbal warning is not required); or
- m. Such person's guest or a member of their household commits any of the above Violations.

Termination of Amenity access shall only be considered and implemented by the Board in situations that pose a long term or continuing threat to the health, safety and/or welfare of the District, its staff, contractors, representatives, residents, landowners [Patrons] or guests. The Board, in its sole discretion and upon motion of any Board member, may vote to rescind a termination of Amenity access.

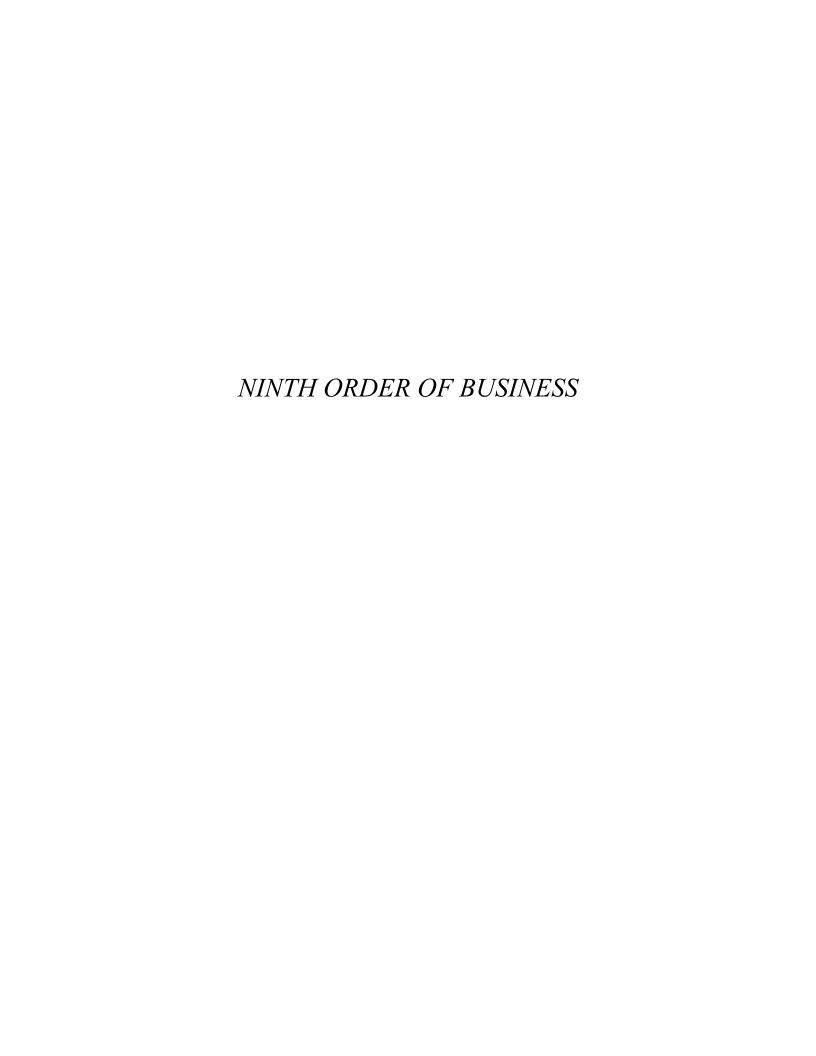
- **5.** Administrative Reimbursement. The Board may in its discretion require payment of an administrative reimbursement of up to Five Hundred Dollars (\$500) in order to offset the legal and/or administrative expenses incurred by the District as a result of a Violation ("Administrative Reimbursement"). Such Administrative Reimbursement shall be in addition to any suspension or termination of Amenity access, any applicable legal action warranted by the circumstances, and/or any Property Damage Reimbursement (defined below).
- 6. Property Damage Reimbursement. If damage to District property occurred in connection with a Violation, the person or persons who caused the damage, or the person whose guest caused the damage, or the person who has charge of a minor that caused the damage, shall reimburse the District for the costs of cleaning, repairing, and/or replacing the property ("Property Damage Reimbursement"). Such Property Damage Reimbursement shall be in addition to any suspension or termination of Amenity access, any applicable legal action warranted by the circumstances, and/or any Administrative Reimbursement.
- 7. Removal from Amenities. The District Manager, General Manager, Amenity Manager and onsite staff each have the independent ability to remove any person from the Amenities if a Violation occurs, or if in his or her discretion, it is in the District's best interest to do so.
- **8. Initial Suspension from Amenities.** The District Manager, General Manager, Amenity Manager or his or her designee may at any time restrict or suspend for cause or causes, including but not limited to a Violation, any person's access to the Amenities until a date not later than the next regularly scheduled meeting date of the Board that is scheduled to occur at least twenty-one (21) days after the date of initial suspension. In the event of such a suspension, the District Manager or his or her designee shall mail a letter to the person suspended referencing the conduct at issue, the sections of the District's rules and policies violated, the time, date, and location of the next regular Board meeting where the person's suspension will be presented to the Board, and a statement that the person has a right to appear before the Board and offer testimony and evidence why the suspension should be lifted. If the person is a minor, the letter shall be sent to the adults at the address within the community where the minor resides.

# 9. Hearing by the Board; Administrative Reimbursement; Property Damage Reimbursement.

- a. At the Board meeting referenced in the letter sent under Section 8 above, or as soon thereafter as a Board meeting is held if the meeting referenced in the letter is canceled, a hearing shall be held at which both District staff and the person subject to the suspension shall be given the opportunity to appear, present testimony and evidence, cross examine witnesses present, and make arguments. The Board may also ask questions of District staff, the person subject to the suspension, and witnesses present. All persons are entitled to be represented by a licensed Florida attorney at such hearing.
- b. After the presentations by District staff and the person subject to the suspension, the Board shall consider the facts and circumstances and determine whether to lift or extend the suspension or impose a termination. In determining the length of any suspension, or a termination, the Board shall consider the nature of the conduct, the circumstances of the conduct, the number of rules or policies violated, the person's escalation or de-escalation of the situation, and any prior Violations and/or suspensions
- c. The Board shall also determine whether an Administrative Reimbursement is warranted and, if so, set the amount of such Administrative Reimbursement.
- d. The Board shall also determine whether a Property Damage Reimbursement is warranted and, if so, set the amount of such Property Damage Reimbursement. If the cost to clean, repair and/or replace the property is not yet available, the Property Damage Reimbursement shall be fixed at the next regularly scheduled Board meeting after the cost to clean, repair, and/or replace the property is known.
- e. After the conclusion of the hearing, the District Manager shall mail a letter to the person suspended identifying the Board's determination at such hearing.
- 10. Suspension by the Board. The Board on its own initiative acting at a noticed public meeting may elect to consider a suspension of a person's access for committing any of the Violations outlined in Section 4. In such circumstance, a letter shall be sent to the person suspended which contains all the information required by Section 8, and the hearing shall be conducted in accordance with Section 9.
- 11. Automatic Extension of Suspension for Non-Payment. Unless there is an affirmative vote of the Board otherwise, no suspension or termination will be lifted or expire until all Administrative Reimbursements and Property Damage Reimbursements have been paid to the District. If an Administrative Reimbursement or Property Damage Reimbursement is not paid by its due date, the District reserves the right to request surrender of, or deactivate, all access cards or key fobs associated with an address within the District until such time as the outstanding amounts are paid.
- 12. Appeal of Board Suspension. After the hearing held by the Board required by Section 9, a person subject to a suspension or termination may appeal the suspension or termination, or the assessment or amount of an Administrative Reimbursement or Property Damage Reimbursement, to the Board by filing a written request for an appeal ("Appeal Request"). The filing of an Appeal Request shall not result in the stay of the suspension or termination. The

Appeal Request shall be filed within thirty (30) calendar days after mailing of the notice of the Board's determination as required by Section 9(e), above. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file an Appeal Request shall constitute a waiver of all rights to protest the District's suspension or termination, and shall constitute a failure to exhaust administrative remedies. The District shall consider the appeal at a Board meeting and shall provide reasonable notice to the person of the Board meeting where the appeal will be considered. At the appeal stage, no new evidence shall be offered or considered. Instead, the appeal is an opportunity for the person subject to the suspension or termination to argue, based on the evidence elicited at the hearing, why the suspension or termination should be reduced or vacated. The Board may take any action deemed by it in its sole discretion to be appropriate under the circumstances, including affirming, overturning, or otherwise modifying the suspension or termination. The Board's decision on appeal shall be final.

- 13. Legal Action; Criminal Prosecution; Trespass. If any person is found to have committed a Violation, such person may additionally be subject to arrest for trespassing or other applicable legal action, civil or criminal in nature. If a person subject to a suspension or termination is found at an Amenity Facility, such Person will be subject to arrest for trespassing. If a trespass warrant is issued to a person by a law enforcement agency, the District has no obligation to seek a withdrawal or termination of the trespass warrant even though the issuance of the trespass warrant may effectively prevent a person from using the District's Amenities after expiration of a suspension imposed by the District.
- 14. Severability. If any section, paragraph, clause or provision of this rule shall be held to be invalid or ineffective for any reason, the remainder of this rule shall continue in full force and effect, it being expressly hereby found and declared that the remainder of this rule would have been adopted despite the invalidity or ineffectiveness of such section.



A.



# **Durbin Crossing**

# **Landscape Update for November 2022**

#### General Maintenance

- The team has continued to conduct the maintenance per scope. This includes all mowing, and detailing.
- o In October the team cutback all plant material to provide bed separation throughout the property. We then sprayed all beds with selective herbicide. The mulch application will be starting the week of 11/21, and we are going to provide an additional pre and post herbicide application ahead of each mulched location. We have already treated all entries and amenity areas prior to the application and will continue working with Zach and the mulch vendor to stay ahead of the application.
- The maintenance team has continued to spray all crack weeds throughout the community.
- We have started removing moss in the trees throughout the community up to 10'.

# Irrigation

- Techs have been running through the system and making repairs as we go.
- o The team has been working with Zach to identify problem areas that need attention.

# • Irrigation Baseball Field Project

 We are scheduled to start the irrigation project the week of the 28<sup>th</sup>. This project will require boring, which has delayed this project.

# Sod Replacement Project

 The approved removal areas have been treated twice, and we are still scheduled to be completed by the first week of December.

# • Elm Tree Replacement Project

The replacement of the 5 elm trees are scheduled to be replace the week of 11/21. This
project was delayed due the recent storm.

# • Woodline Cutback Project

The team has been working throughout the community cutting back the wood lines. We have also brought in the arbor team to remove the large piles with the grapple truck. The arbor team is working along longleaf to cutback the areas where vines have encroached on the taller tree canopies.





# **MEMORANDUM**

TO: Durbin Crossing CDD Board of Supervisors

FROM: Michael C. Eckert

DATE: November 1, 2022

RE: Proper Use of Surplus Property Resolutions

# **Summary**

The purpose of this memorandum is to provide the District guidance on when to use the Surplus Property Resolutions (attached hereto as Exhibits A, B, and C). Property may be classified as surplus if the District determines the property is obsolete or the continued use of the property is uneconomical or inefficient, or the property does not serve a useful function. Florida law provides Districts with two avenues for the disposal of surplus property – a procedure for offering the property to governmental units and nonprofits according to s. 274.05; and another, alternative procedure that is laid out in s. 274.06. The procedure for disposal under s. 274.05 is the same regardless of the surplus property's value (unlike s. 274.06, where the procedure changes if the surplus property is valued at \$5,000.00 or more). If the District does not want to follow the procedure outlined in s. 274.05, it must utilize s. 274.06, which has a different procedure for property valued under \$5,000.00 than it does for property that is valued at \$5,000.00 or more. Thus, the District must use one of three (3) resolutions (attached hereto as Exhibits A, B, and C) when disposing of surplus property.

# Authorizing Disposition of Surplus Tangible Personal Property Pursuant To F.S. § 274.05

The District may want to use this Resolution if it wants to offer the surplus property for sale or donation to governmental units or nonprofit agencies. The District can use this Resolution to dispose of the surplus property if it has considered (i) the best interests of the District; (ii) the condition and value of the property; and (iii) the probability that the buyer or done will want the property. The procedure is as

follows: first, the surplus property must be offered to other governmental units within the county or District (such as schools) for sale or donation or to private 273.01 nonprofit agencies for sale or donation. *See* F.S. 273.01 for the definition of a 273.01 nonprofit:

"private nonprofit agency" means a nonprofit charitable organization, no part of the net earnings of which inures or may lawfully inure to the benefit of any private shareholder or individual, which has been held to be tax-exempt under the provisions of s. 501 of the Internal Revenue Code of 1954, and which has as its principal mission:

- (a) Public health and welfare:
- (b) Education;
- (c) Environmental restoration and conservation;
- (d) Civil and human rights; or
- (e) The relief of human suffering and poverty.

Next, if the surplus property is offered for sale to these two entities and no bid has been received in a reasonable time, the District may then offer the surplus property to other governmental units outside the county or District or to any other private nonprofit agency, as long as the offer discloses the value and condition of the property, the best bid is accepted, and the cost of shipping or transference of the property is paid by the buyer or donee. If the District chooses to use s. 274.05 to dispose of surplus property, the District should use the resolution attached hereto as **Exhibit A.** 

If the District fails to succeed in the sale or donation of the surplus property following s. 274.05, it can follow the procedure laid out in s. 274.06, as described below. However, the District is not required to use s. 274.05 prior to using the alternative procedure found in s. 274.06.

# Authorizing Disposition of Surplus Tangible Personal Property Pursuant To F.S. § 274.06

The District may elect to use this alternative procedure using its reasonable discretion, but still must consider the best interests of the District. The District has more potential buyers or donees utilizing s. 274.06: the surplus property may be offered for value (e.g., sold) to any person, the state (without bids), a governmental unit, or to any political subdivision as defined in s.1.01 (e.g., counties, cities, towns, villages, special tax school districts, special road and bridge districts, bridge districts, and all other districts in this state).

Surplus Property Valued at Less Than \$5,000.00

If the surplus property is valued at less than \$5,000.00, it may be disposed of in the most efficient and cost-effective means as determined by the District. If the surplus property is determined by the District to be without commercial value, it may be donated (to whomever the District desires), destroyed, or abandoned (one way the District may determine the surplus property to be without commercial value is if no sale or donation could be accomplished by following the procedure in s. 274.05). There is no hard and fast rule for how the District may determine the commercial property to be without value. If the District has surplus property valued at less than \$5,000.00 and wishes to use s. 274.06 for its disposal, the District should use the resolution attached hereto as **Exhibit B.** 

# Surplus Property Valued at \$5,000.00 or More

Surplus property valued at \$5,000.00 or more must only be sold to either (1) the highest responsible bidder; or (2) by public auction. The publication of notice required must be not less than one (1) week or more than (2) weeks prior to sale in a newspaper that has a general circulation in the county or District where the District has its official office. It must be published in additional newspapers if the District determines that such would be in the best interests of the District (i.e., the District's interests would be served by additional notices, provided that nothing would require the sheriff of a county to advertise the sale of miscellaneous items that are valued at less than \$5,000.00). If the District has surplus property valued at \$5,000.00 or more and wishes to use s. 274.06 for its disposal, the District should use the resolution attached hereto as **Exhibit C.** 

# Exhibit A

# RESOLUTION 20 -

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE DURBIN CROSSING COMMUNITY DEVELOPMENT DISTRICT CLASSIFYING SURPLUS TANGIBLE PERSONAL PROPERTY; AUTHORIZING DISPOSITION OF SURPLUS TANGIBLE PERSONAL PROPERTY PURSUANT TO F.S. § 274.05; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

**WHEREAS**, the Durbin Crossing Community Development District ("District") is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

**WHEREAS,** as such, the District is a governmental unit within the meaning of Chapter 274, *Florida Statutes* ("Governmental Unit"); and

WHEREAS, the District has purchased and owns certain furniture, equipment, and/or other personal property as listed in more detail in the attached Exhibit A ("Surplus Property"); and

WHEREAS, the District desires to classify the Surplus Property as surplus tangible personal property, and to determine that the Surplus Property is obsolete and that continued use of the Surplus Property is uneconomical, inefficient to maintain, and/or serves no useful function; and

**WHEREAS**, the District has considered the best interests of the District, the value and condition of the Surplus Property, and the probability of the Surplus Property's being desired by prospective donees or purchasers; and

WHEREAS, the District desires to dispose of the Surplus Property for sale or donation to another Governmental Unit within the county or District or to a private nonprofit agency as defined in Section 273.01(3), and if the Surplus Property is offered for sale and no acceptable bid is received within a reasonable time, to offer the Surplus Property to a Governmental Unit outside the county or District or to another private nonprofit agency for sale or donation; and

WHEREAS, the District has disclosed in its offer the value and condition of the Surplus Property, accepted the best bid if the Surplus Property was disposed of by sale, acknowledged the cost of transfer of the Surplus Property will be met by the Purchaser or Receiver; and

**WHEREAS,** the District believes that it is in its best interests to dispose of the Surplus Property in this fashion.

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

- **SECTION 1. INCORPORATION OF RECITALS.** All of the representations, findings and determinations contained within the recitals stated above are recognized as true and accurate and are expressly incorporated into this Resolution.
- **SECTION 2. CLASSIFICATION OF SURPLUS TANGIBLE PERSONAL PROPERTY.** The District hereby classifies the Surplus Property as surplus tangible personal property, and hereby determines that the continued use of the Surplus Property is uneconomical, inefficient to maintain, and/or serves no useful function.
- **SECTION 3. DISPOSITION OF SURPLUS TANGIBLE PERSONAL PROPERTY.** The District hereby directs and authorizes Staff to dispose of the Surplus Property by giving for value or donating it either to another Governmental Unit within the county or District or to a private nonprofit agency as defined in Section 273.01(3), *Florida Statutes*; or, if no acceptable bid is received within a reasonable time, Staff may dispose of the Surplus Property by giving for value or donating it to a Governmental Unit outside the county or District or other private nonprofit agency. Staff will accept the best bid for the Surplus Property if it is disposed of by sale, and the Purchaser or Receiver will be responsible for the cost of transfer of the Surplus Property. Staff may dispose of the respective pieces of Surplus Property to different persons, at different times. Although referenced jointly, it is the intent of the District to dispose of the Surplus Property separately to the extent it is in the best interest of the District.
- **SECTION 4. 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.
- **SECTION 5. EFFECTIVE DATE.** This Resolution shall take effect immediately upon the passage and adoption of this Resolution by the Board of Supervisors of the District.

PASSED AND ADOPTED this	day of _	, 20
ATTEST:		DURBIN CROSSING COMMUNITY DEVELOPMENT DISTRICT
Secretary/Assistant Secretary		Chairperson, Board of Supervisors

# Exhibit A

# **List of the Property**

# Exhibit B

# RESOLUTION 20 -

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE DURBIN CROSSING COMMUNITY DEVELOPMENT DISTRICT CLASSIFYING SURPLUS TANGIBLE PERSONAL PROPERTY; AUTHORIZING DISPOSITION OF SURPLUS TANGIBLE PERSONAL PROPERTY PURSUANT TO F.S. § 274.06; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

# [FOR PROPERTY VALUED AT LESS THAN \$5,000.00]

**WHEREAS**, the Durbin Crossing Community Development District ("District") is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

**WHEREAS,** as such, the District is a governmental unit within the meaning of Chapter 274, *Florida Statutes* ("Governmental Unit"); and

WHEREAS, the District has purchased and owns certain furniture, equipment, and/or other personal property as listed in more detail in the attached Exhibit A ("Surplus Property"); and

WHEREAS, the District desires to classify the Property as surplus tangible personal property, and to determine that the Property is obsolete and that continued use of the Property is uneconomical, inefficient to maintain, and/or serves no useful function; and

**WHEREAS,** the District has considered the best interests of the District, and the value and condition of the Property, and

WHEREAS, the District desires to dispose of the Property for value to any person, or for value without bids to the state, to any Governmental Unit, or to any political subdivision as defined in Section 1.01, *Florida Statutes*; or, if neither sale nor donation can reasonably be accomplished, the District hereby determines that the Property is without commercial value and desires to destroy or abandon it, all in accordance with the provisions of Chapter 274, *Florida Statutes*; and

**WHEREAS**, the District believes that disposing of the Property in this fashion is the most efficient and cost-effective means of disposing of the Property; and

**WHEREAS,** the District has estimated the value of the respective pieces of Property to be less than Five Thousand Dollars (\$5,000.00), or without commercial value; and

**WHEREAS,** the District believes that it is in its best interests to dispose of the Property in this fashion.

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

- **SECTION 1. INCORPORATION OF RECITALS.** All of the representations, findings and determinations contained within the recitals stated above are recognized as true and accurate and are expressly incorporated into this Resolution.
- **SECTION 2. CLASSIFICATION OF SURPLUS TANGIBLE PERSONAL PROPERTY.** The District hereby classifies the Property as surplus tangible personal property, and hereby determines that the continued use of the Property is uneconomical, inefficient to maintain, and/or serves no useful function.
- **SECTION 3. DISPOSITION OF SURPLUS TANGIBLE PERSONAL PROPERTY.** The District hereby directs and authorizes staff to dispose of the Property for value to any person, or for value without bids to the state, to any Governmental Unit, or to any political subdivision as defined in Section 1.01, *Florida Statutes*; or, if neither sale nor donation can reasonably be accomplished, by destroying or abandoning it, all in accordance with the provisions of Chapter 274, *Florida Statutes*. Staff may dispose of the respective pieces of Property to different persons, at different times. Although referenced jointly, it is the intent of the District to dispose of the Property separately to the extent it is in the best interest of the District.
- **SECTION 4. 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.
- **SECTION 5. EFFECTIVE DATE.** This Resolution shall take effect immediately upon the passage and adoption of this Resolution by the Board of Supervisors of the District.

PASSED AND ADOPTED this	day of, 20	
ATTEST:	DURBIN CROSSING COMMUNITY DEVELOPMENT DISTRICT	
Secretary/Assistant Secretary	Chairperson, Board of Supervisors	

# Exhibit A

**List of the Property** 

# **Exhibit C**

# RESOLUTION 20 -

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE DURBIN CROSSING COMMUNITY DEVELOPMENT DISTRICT CLASSIFYING SURPLUS TANGIBLE PERSONAL PROPERTY; AUTHORIZING DISPOSITION OF SURPLUS TANGIBLE PERSONAL PROPERTY PURSUANT TO § 274.06; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

# [FOR PROPERTY VALUED AT \$5,000.00 OR MORE]

**WHEREAS**, the Durbin Crossing Community Development District ("District") is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

**WHEREAS,** as such, the District is a governmental unit within the meaning of Chapter 274, *Florida Statutes* ("Governmental Unit"); and

WHEREAS, the District has purchased and owns certain furniture, equipment, and/or other personal property as listed in more detail in the attached Exhibit A ("Surplus Property"); and

WHEREAS, the District desires to classify the Surplus Property as surplus tangible personal property, and to determine that the Surplus Property is obsolete and that continued use of the Surplus Property is uneconomical, inefficient to maintain, and/or serves no useful function; and

**WHEREAS**, the District has considered the best interests of the District, and the value and condition of the Surplus Property; and

**WHEREAS**, the District desires to dispose of the Surplus Property for value to any person, or for value without bids to the state, to any Governmental Unit, or to any political subdivision as defined in Section 1.01, *Florida Statutes*; and

WHEREAS, the District has estimated the value of the respective pieces of Surplus Property to be Five Thousand Dollars (\$5,000.00) or more; and

**WHEREAS,** the District believes that it is in its best interests to dispose of the Surplus Property in this fashion.

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

- **SECTION 1. INCORPORATION OF RECITALS.** All of the representations, findings and determinations contained within the recitals stated above are recognized as true and accurate and are expressly incorporated into this Resolution.
- **SECTION 2. CLASSIFICATION OF SURPLUS TANGIBLE PERSONAL PROPERTY.** The District hereby classifies the Surplus Property as surplus tangible personal property, and hereby determines that the continued use of the Surplus Property is uneconomical, inefficient to maintain, and/or serves no useful function.
- **SECTION 3. DISPOSITION OF SURPLUS TANGIBLE PERSONAL PROPERTY.** The District hereby directs and authorizes staff to dispose of the Surplus Property for value to the highest responsible bidder, or by public auction, after publication of notice prior to the sale pursuant to Section 274.06, *Florida Statutes*. Staff may dispose of the respective pieces of Surplus Property to different persons, at different times. Although referenced jointly, it is the intent of the District to dispose of the Surplus Property separately to the extent it is in the best interest of the District.
- **SECTION 4. 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.
- **SECTION 5. EFFECTIVE DATE.** This Resolution shall take effect immediately upon the passage and adoption of this Resolution by the Board of Supervisors of the District.

PASSED AND ADOPTED this	day of
ATTEST:	DURBIN CROSSING COMMUNITY DEVELOPMENT DISTRICT
Secretary/Assistant Secretary	Chairperson, Board of Supervisors

# Exhibit A

**List of the Property** 





Date of report: 11-28-2022 Submitted by: Margaret Alfano

# FAUCET UPGRADES BOTH FACILITIES / PROJECT COMPLETE.

# **HVAC REPLACEMENT / SOUTH AMENITY CENTER / No Board action required:**

The agreement has been executed and we are awaiting the arrival of the product. As reported last month, we were on a 16-week wait list. We will keep this item in our reports until completed.

# PAVILION FLOORING IMPROVEMENT/UPGRADE / No Board action required:

All required documents have been taken care of. This project is scheduled for November 21<sup>st</sup> and 22<sup>nd</sup>. The Maintenance Team deep cleaned the pavilions to prepare for this project. We are also going to err on the side of caution and not return the heavy picnic tables to their original spaces a couple of days after the required 24-hour cure time. We are typing and submitting our reports on the 18th, and we are looking forward to seeing the results.

# **DURBIN CROSSING MERCH / No Board action required:**

Branding and marketing of our community is certainly something we try to include in just about everything we do. You will see Durbin Crossing in the backdrop of photo ops, throughout our social media advertising and more. However, there are only 25 chances to own a cozy, beautiful, Durbin Crossing blanket. Blankets are currently on sale for \$40 each. The first day they arrived we sold three, woot woot! We will have full details at our meeting, stay tuned.

# **SOLITUDE AGREEMENT INFORMATION / No Board action required:**

We are currently working with Solitude and District Counsel to finalize a new agreement for our lake maintenance services.

# **HONORING VETERANS / No Board action required:**

For the month of November, we would like to say thank you to our Durbin Crossing Veterans. This has really been well received by the residents. We are thankful for the steps they have taken for us, it is nice to save them a couple of steps here.

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







Date of report: 11-28-2022 Submitted by: Zach Davidson

<u>HURRICANE NICOLE CLEAN-UP / No Board action required:</u> Another storm and Durbin made it out just fine. We had no property damage to the building, pool equipment, basketball, or tennis courts. We did have a couple of trees that came down and Yellowstone was able to address those and get those cleaned up. They also worked diligently getting the pine needles and debris blown off of our busy community sidewalks and roadways.

LANDSCAPING REPORT UPDATE / No Board action required: Soil samples came back good. Yellowstone has all the proper chemicals to make sure the grass and roots will grow properly. Both spray kills have been applied to the areas just past Sanctuary roundabout to the entrance of North Amenity Center. Additional irrigation heads that were proposed had been installed to make sure we have the proper coverage. Next step is to remove all dead Bermuda, then they will bring in the new St. Augustine sod and start to lay it. We are looking forward to having it completed in the first week of December, weather permitting. Yellowstone will have an update for us at our meeting.

**SOUTH MAIN POOL VFD / No Board action required:** Our VFD on the south main pool went down, after inspection we realized that the internal fans had failed causing the unit to shut down. We immediately contacted VAK PAK. They were able to get a new one order and replaced. No pool closure was needed as we added additional fans to the VFD to keep it running.

**BASEBALL FIELD IRRIGATION UPDATE / No Board action required:** Still working with District Staff on this project. We are currently waiting on JEA to install the 2" meter. The 3 bores have been completed to be able to connect the whole system and get it back up and running. We will keep the Board posted on our progress.

**SOLITUDE LAKE MAINTENANCE / No Board action required:** They were very responsive to all issues that arose and treated them within 24-48 hours. At the time we are preparing this report, we are waiting on carp stocking arrivals and scheduling.

NORTH AND SOUTH ENTRANCE GATE REPAIRS / No Board action required: Working with a new vendor to address sagging gates and broken welds on main entrance gate to our North and South Amenity Centers. We are hopeful to not only make the necessary repairs but also help with the longevity of the gates and save cost on further repairs. We will keep the Board posted on our progress.

PRESSURE WASHING / No Board action required: Pressure Washing is still underway throughout the community.

**NORTH AMENITY CENTER BATHROOM PLUMBING / No Board action required:** On November 11<sup>th</sup> the floor drains backed up in the restrooms again. We contacted the plumbers to get the drains cleared. Once they snaked the drains and cleared the pipes as they were pulling the snake out a piece of root came out of the drain. I requested that a camera be run down to inspect the pipes. After inspection they discovered that there were roots in the drains. We are working to get proposal to get this work done, we will keep the Board posted on their progress.

ST. ANDREW ENTRANCE / ROAD WIDENING PROJECT / No Board action required: This area has been walked. We look to have irrigation repairs that will need to be done along with getting the plant material and possible sod replaced as well. Pictures have been sent over to the District Manager. Once all work is completed on the road widening, we will get this area addressed and make sure the invoices are sent to the correct personnel to get them paid. We will keep the Board posted.

<u>DURBIN CROSSING MULCHING / No Board action required:</u> We drove property with mulching vendor on 11-9 to make sure all common grounds would be addressed in this application. We have notified Yellowstone that the mulch will be installed the week of our meeting. They will start with the Amenity Centers working out to the main drags along North and South Durbin then addressing Longleaf and the pocket parks. We are trying to get this work done before Christmas as we are also addressing missing plant material at all monuments.

We are also getting proposals for the North and South playground mulching to get a top dress on those as well.

# FIELD OPERATIONS UPDATES / No Board action required:

- Two ground lights have been replaced at the island entrance at the South amenity. **Cost savings** \$500.00.
- All GFI have been inspected and changed for the preparation for Christmas lights.
- Playground inspections have been completed, all concerns were addressed at both locations and additional parts have been ordered for other repairs.
- Sump pump check was performed 11/9, one GFI was replaced, and everything was running 100% in preparation for the storm on 11/10.
- Tennis court lights at South were replaced, but we still are having the same issues. We are currently following up with our electrician.

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





Date of report: 11-28-2022 Submitted by: Danelle DeMarco

# HALLOWEEN MONSTER MASH BASH / IT WAS A GRAVEYARD SMASH:

We had a great turn out for the Monster Mash Bash on Friday, October 28<sup>th</sup>. The rain was a hiccup, but we were able to recover quickly and be ready to greet the residents, a little soggy, but ready! The Sanderson Sister witches were a huge hit. They chanted over their witch's brew and interacted with each and every resident. We had a display of witch's warts, spider legs, and skull dust for the residents to throw into the bubbling cauldron and cast some spells of their own. The Sisters even floated out onto the dance floor and mingled and danced with the kids. These were amazing photo-ops for our families, and it was fun to watch the Sanderson Sisters commit to their characters one hundred percent, in order to give our residents a unique experience. The spooky mirror photo booth, haunted graveyard, and all the fun decorations created a perfect back drop to our evening of dancing.

We had a full sign-up sheet for the family Fortune Telling. Ms. Alexandria, from A Unique Entertainment, gave positive and fun readings. Families got 5 minutes with Ms. Alexandria and her crystal ball. But finding her was its own special treat. We gave new meaning to the phrase "build a bridge". We literally built a lightweight bridge over the baby pool, aka New Orleans swamp, as a passage to the Fortune Tellers shack. We covered it in live moss, and eerie pillars with lanterns to show them the way. Thank you to William from Yellowstone for gathering those bags of moss for us. We love to recycle, so our bridge will reappear in our Candy Land Holiday Event in December. The Loot Shoot was another favorite of the evening. Picking candy from a bowl? That's not what we are about. Here at Durbin Crossing, our candy came zooming down a long 12-foot orange and black shoot right into the bags of kids waiting at the bottom. You couldn't look away or you missed a Twix flying past you and the next person got it. There was so much great energy, great costumes, and fun. It was another spook-tacular Halloween for the books!

# TAKE HOME SNOOPY DINNER:

A Nostalgic **Charlie Brown's Thanksgiving Dinner** will be available to our residents on November 22<sup>nd</sup> from 3:30pm-5pm. We are welcoming residents to stop by the South Amenity Center and get a take-home Peanuts dinner of jellybeans, popcorn, and pretzel sticks. A Woodstock craft, and a special color-your-own Peanuts cup will be offered as a take home project for kids to do over the holiday.

# **BLOOD DRIVE:**

Durbin Crossing is hosting our last quarterly blood drive on Thursday, December 1st. The OneBlood bus will be at the South Amenity Center from 9:00 AM to 2:00 PM. Donors will receive A \$20 gift card, a OneBlood blanket, and a wellness checkup, including: blood pressure, pulse, temperature, iron count, and cholesterol screening. If Santa asks, all we wish for the holidays is good health and happiness.

#### **HOLIDAY WREATH MAKING WORKSHOP:**

Saint Floral will be at the South Amenity Center on November 30<sup>th</sup> from 6pm-8pm to instruct a wreath making class for the holidays. The evening is a chance for friends and neighbors to share an evening of fun and creativity. The result is a gorgeous live evergreen wreath to hang on the doors of our already beautiful Durbin homes.

# **CANDY LAND HOLIDAY EVENT:**

We dug out our old Candy Land board game from the top shelf of the closet because we are bringing it to life on Saturday, December 10<sup>th</sup>, at the South Amenity Center. Gum Drop Pass, Lollipop Woods, Frozen Palace, Peppermint Forest, and a few others are coming together as we speak. We have started the building, painting, twisting, taping, AND planning. We are excited to give the residents another memorable holiday with friends, family, and neighbors. The rules of the game are the same. Pick your color game piece and travel around the pool deck, aka Candy Land Trail. Stop at each scene to take a photo, receive a special treat, meet some interesting characters, and then continue on the trail to

the next special spot. But every game has a start and a finish. At the end of this game, the opportunity to meet Santa is the prize. We will guide you through the Peppermint Forest and across "the bridge" to meet him. There will be time for families to stop on the bridge for a beautiful photo, and then of course, another one as they meet and tell Santa their wishes. Second to the excitement of seeing Santa Claus, is the chance to see snow. So, back by popular demand, the snow machine will be found center stage in the Frozen Palace, where kids can always be found twirling in the flying snowflakes. This time of year, everything is possible, and we love bringing the magic of the Holidays to our favorite community, Durbin Crossing. We cannot wait to tell you all the other wonderful things we have planned for this event.

We are also excited to announce that Haymaker Coffee Co. will be bringing their pop-up tent and serving hot chocolate, specialty coffees, and gourmet donuts. We are keeping our fingers crossed for a chilly evening and are happy to provide this special treat for families as they walk the trail. Thank you to one of their owners who is also a Durbin Crossing resident. Can you just see the mini marshmallows floating in the cup... yummy!

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

