## Durbin Crossing Community Development District

AUGUST 28, 2023



# **Durbin Crossing Community Development District**

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

August 21, 2023

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**, **August 28**, **2023 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. Approval of Consent Agenda
  - A. Approval of Minutes of the July 24, 2023 Meeting
  - B. Balance Sheet and Statement of Revenues & Expenses
  - C. Assessment Receipt Schedule
  - D. Check Register
- V. Public Hearings for the Purpose of Adopting the Fiscal Year 2024 Budget; Considering the Imposition of Special Assessments; Considering the Adoption of an Assessment Roll; and Providing for the Levy, Collection and Enforcement of Assessments
  - A. Consideration of Resolution 2023-07, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2024
  - B. Consideration of Resolution 2023-08, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2024

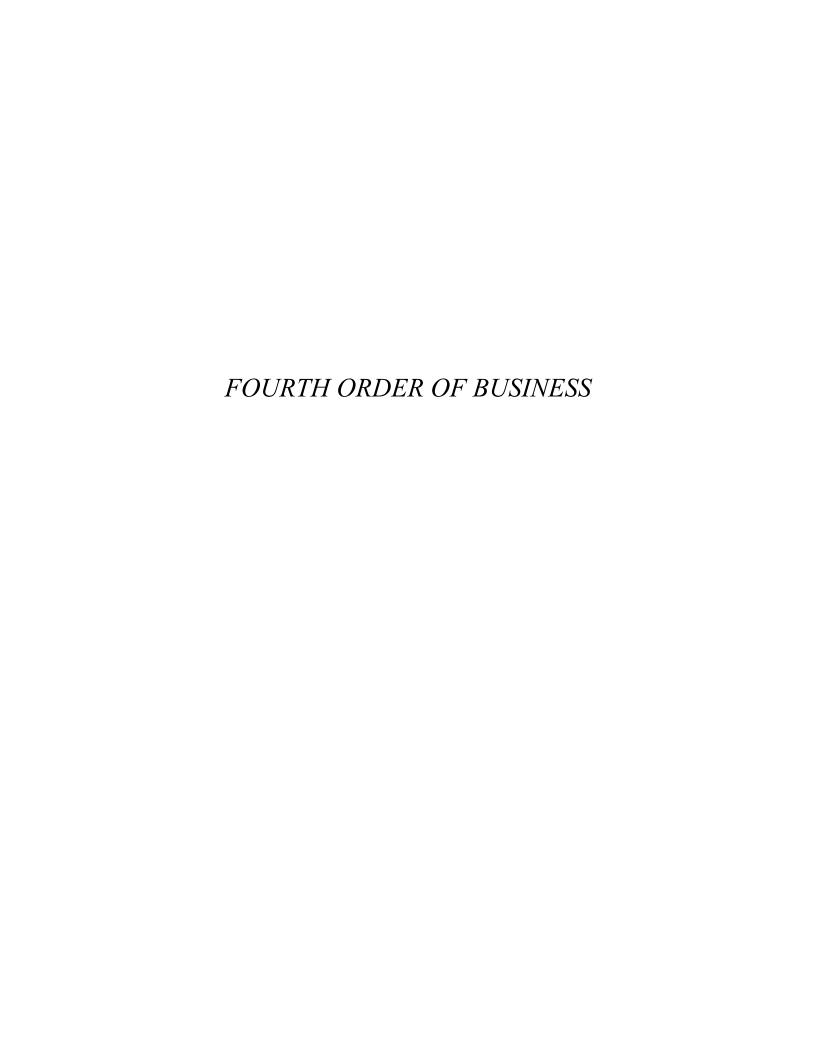
- VI. Consideration of Resolution 2023-09, Designating Safety Zones
- VII. Consideration of Request for Easement Release at 204 W. Berkswell Drive
- VIII. Consideration of Proposal for Water Quality Monitoring
  - IX. Update on Claims Against Epic Pools
  - X. Staff Reports
    - A. Landscape & Irrigation Maintenance Team Report
    - B. District Counsel
    - C. District Engineer
    - D. District Manager Consideration of Designating a Regular Meeting Schedule for Fiscal Year 2024
    - E. General Manager Report
    - F. Operations Manager Report
    - G. Amenity Manager Report
  - XI. Supervisors' Request and Audience Comments
- XII. Next Scheduled Meeting September 25, 2023 at 6:00 p.m. at the Durbin South Amenity Center
- XIII. Adjournment

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

Sincerely,

Daniel Laughlin

Daniel Laughlin District Manager



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, July 24, 2023 at 6:00 p.m. at the Bartram Trail High School, 7399 Longleaf Pine Parkway, St. Johns, Florida.

#### Present and constituting a quorum were:

Peter E. Pollicino Chairman
Sarah Gabel Hall Supervisor
Jason Harrah Supervisor
Shalene B. Estes Supervisor

Also present were:

Daniel LaughlinDistrict ManagerMike EckertDistrict Counsel

George Katsaras District Engineer by telephone
Dan Fagen Vesta/Amenity Services Group
Margaret Alfano Vesta/Amenity Services Group
Danelle DeMarco Vesta/Amenity Services Group

Approximately 85 Residents

The following is a summary of the discussions and actions taken at the July 24, 2023 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 Opening Remarks by Board Chair and Supervisors

Mr. Pollicino stated I want to thank everyone for coming out for the meeting. We are not going to move forward with the fence due to the feedback from residents. Our budget isn't

July 24, 2023 Durbin Crossing CDD

finalized until the August meeting. I would say 95% of the feedback we received was presented in a positive, constructive format that was well written and well received from those who supported the fence and those who were opposed to the fence. 5% of the feedback was not positive but accusatory and malicious, uncalled for and unprofessional. Staff will give a presentation and we will table any action on non-resident usage. If it turns out that we have 30% to 40% non-resident usage we will come back to you in the form of a survey with options to curtail the non-resident usage; perhaps additional staff, a security guard, but a long-term solution that is cheapest for everybody.

#### FOURTH ORDER OF BUSINESS

Staff Presentation to the Community Regarding Issues, Concerns, Alternatives Considered and Associated Costs to Reduce future Unauthorized Usage of and Damage to Amenity Facilities, Courts and Green Spaces

Mr. Harrah gave a PowerPoint presentation that detailed the policies in place for the north and south amenity centers, playground, basketball court, tennis courts, pool area, gym, field space, issues with people coming in from outside the community to use the amenities that is expected to get worse in the future with not enough county facilities to accommodate the growth and options to address non-resident usage being stick with the status quo, additional amenity staff, private security, off duty officer, or fencing.

#### FIFTH ORDER OF BUSINESS Audience Comments

Many of the following comments were expressed by more than one resident: Additional signage, comparison of costs, quantitative value data, hire older workers, better and more frequent communication, benefit based on assessment methodology, usage and peak times, number of proposed staff, opposition to fence, security staff in certain seasons and times, not sure a gate or fence would do the job, field access for teams difficult to secure, enough resident participation to cover the amount of non-resident players on the Saturday basketball players, guest policy can be changed, younger staff is always supervised, more signage, online reservation system for the courts, fences kill sense of community, conflict resolution training for young staff, number of guests policy, target solutions in staffing, the presentation that was very helpful, fence would be inconvenient should a ball go over the fence, control people coming in and out, younger children are not responsible enough to have a key card, fence would be a logistics problem, charts need

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additional information to include additional cost for sidewalks, non-emergency number for sheriff, safety concern in event of emergencies, aesthetics, several speakers opposed to fence and single point entry, invite teams to use fields and charge for access, would not be in favor of an increase in O&M for the fence, facilities are fantastic, clean and maintained, is the board the only one to make a decision, inconvenience the majority for the few incidents, amenities are open at Julington Creek, child could not play on basketball court because it was dark, safety concerns with fence, no breakdown on surveillance, take into consideration the number of additional cards, address existing issues, trespass people who shouldn't be here, trespass is for two years.

#### SIXTH ORDER OF BUSINESS

Board Member Vote on Removing the Amenity Center Fencing Proposal and Related Costs from the Proposed Fiscal Year 2024 Budget

On MOTION by Ms. Estes seconded by Ms. Hall with all in favor the amenity center fencing related costs will be removed from the proposed fiscal year 2024 budget.

#### SEVENTH ORDER OF BUSINESS

**Approval of Consent Agenda** 

- A. Approval of Minutes of the June 26, 2023 Meeting
- **B.** Balance Sheet and Statement of Revenues and Expenses
- C. Assessment Receipt Schedule
- D. Check Register

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

#### EIGHTH ORDER OF BUSINESS Discussion of Fiscal Year 2024 Budget

Mr. Laughlin stated we have discussed this over the past few months, and we have the adoption at the August meeting. The proposed increase was 19% and included the north amenity center staffing, when we adopt the budget we can lower that amount, we can't increase it. The main drivers and a big part of this is inflation, cost increase due to hourly wage increase, contracts, sod replacement for a multi-phase project, insurance, and increase to the capital reserve contribution.

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Public comments: give percentage of increases, explanation of revenues, consider other revenue streams.

#### NINTH ORDER OF BUSINESS Acceptance of the Fiscal Year 2022 Audit

Mr. Laughlin stated in the letter to management there were no prior year or current year findings or recommendations and it is a clean audit.

On MOTION by Mr. Harrah seconded by Ms. Estes with all in favor the fiscal year 2022 audit was accepted.

#### TENTH ORDER OF BUSINESS Update on Claims Against Epic Pools

Mr. Laughlin stated Matt sent me a memo today and it said "we were able to get Epic's motion to dismiss set for hearing September 7<sup>th</sup>. I'm trying to work with their counsel to work out the issues raised in the motion to dismiss so we can avoid the hearing and move on towards discovery, however, it does not appear they are willing to cooperate at this time."

Mr. Eckert stated that is typical litigation strategy they are dealing with at this point.

#### **ELEVENTH ORDER OF BUSINESS** Staff Reports

#### A. Landscape Maintenance Team - Report

Ms. Alfano gave an overview if the Yellowstone landscape update for July 2023, which was included in the agenda package.

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

Mr. Eckert stated we prepared the pool installation license agreement you approved at the last meeting. The statewide mutual aid agreement we were going to send that to the state, but the state informed us that they are doing a new computer system and respectfully requested that we wait a couple weeks to submit all of them. We do anticipate you will have a safety zone resolution, which is something that our office is suggesting that we present to St. Johns County to designate our amenity center as a safety zone under the county ordinance dealing with sex offenders and sexual predators and that will come to you at your August or September meeting.

#### C. District Engineer

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There being none, the next item followed.

#### D. District Manager

Ms. Estes stated there were a lot of residents who had unique ideas when we do the minutes can we summarize those ideas and talk about it at the next meeting.

- Mr. Laughlin stated we can do that.
- Mr. Pollicino asked are we having the next meeting at Durbin Crossing?
- Mr. Harrah stated we can accommodate 40 at Durbin Crossing.
- Mr. Pollicino asked how much does this room cost?
- Mr. Laughlin stated \$400 and \$500 if we stay past 9:00 p.m. As far as the August meeting that has already been sent to the paper and that sets the public hearing.

#### 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

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

#### G. Amenity Manager – Report

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

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

- Mr. Pollicino stated thank you for showing up and participating in tonight's meeting.
- Ms. Hall stated based on the audience comments today I would like the board to revisit the Patriot Oaks Academy field uses with the football team and other school teams.
- Mr. Laughlin stated we actually approved them and they had a practice but it was canceled because the field was wet.

Ms. Hall stated I heard otherwise. I want to make sure we have provisions for Patriot Oaks sponsored teams in the future. I would like to get three quotes for tennis court scheduling, field and pavilion reservations, <a href="www.yourcourts.com">www.yourcourts.com</a> is one that I have used in the past. I believe it can be integrated into the app and it also has the ability to use field and pavilions. I would like to research the possibility of a photo membership card be an app on your phone so if you are on the fields, you can show that you live here and revisit the north staffing for peak usage, which is fall and spring 4 p.m. to 7 p.m. Monday through Friday.

Mr. Laughlin stated if we can figure that out by August that is when we have the budget adoption in August.

Ms. Burden stated I didn't see anything in there for the attorney fees for Epic Pool. I wanted to find out where that is coming from.

Mr. Eckert stated that number is not under the attorney fees. Our contract with Epic has an attorney fee shifting provision in the event the district is successful then the contract provides that the district is reimbursed its attorney's fees. It is not my firm; it is a construction litigation expert firm and we are trying to find extra savings in line items as well as using capital reserves until we got through that litigation. That is why it is not in the operating budget because it wasn't anticipated to be a separate line item in the operating budget.

Ms. Burden asked do you have an estimate of what that is likely to be?

Mr. Eckert stated yes, I think the estimate we were given was \$125,000 if it had to go through trial but we just filed the complaint, they filed a motion to dismiss, which is typical.

A resident stated I suggest you notify the sheriff's office when you have people hanging out or having a party.

## THIRTEENTH ORDER OF BUSINESS Next Scheduled Meeting – August 28, 2023 @ 6:00 p.m. at the Durbin South Amenity Center

Mr. Laughlin stated the next meeting is scheduled for August 28, 2023 at 6:00 p.m. at the Durbin South Amenity Center.

On MOTION by Ms. Hall seconded by Mr. Pollicino with all in favor the meeting adjourned at 8:54 p.m.

Secretary/Assistant Secretary Chairman/Vice Chairman



## **Durbin Crossing**

## Community Development District

**Unaudited Financial Reporting** 

July 31, 2023

### **Durbin Crossing**

#### **Community Development District**

#### **Combined Balance Sheet**

July 31, 2023

	Go	Totals		
_	General	Debt	Capital	(Memorandum Only)
	Fund	Service	Reserve Fund	FY 23
Assets:				
Cash	\$532,770		\$1,040,700	\$1,573,469
Investments:				
Series 2017A1				
Reserve		\$1,343,722		\$1,343,722
Revenue		\$757,872		\$757,872
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		\$4,764		\$4,764
<u>Operations</u>				
Due from Other	\$1,116			\$1,116
Investment - US bank Custody	\$220,189		\$87,189	\$307,378
Investment - SBA	\$2,414		\$22,669	\$25,084
Investment - SBA Renewal and Replacement			\$162,052	\$162,052
Prepaid Expenses	\$5,000			\$5,000
Utility Deposits	\$200			\$200
Total Assets =	\$761,688	\$2,294,367	\$1,312,610	\$4,368,666
Liabilities:				
Accounts Payable	\$16,768		\$8,800	\$25,568
Fund Balances:				
Restricted for Debt Service		\$2,294,367		\$2,294,367
Assigned			\$1,303,810	\$1,303,810
Unassigned	\$739,920			\$739,920
Total Liabilities and Fund Equity	\$761,688	\$2,294,367	\$1,312,610	\$4,368,666

#### Durbin Crossing Community Development District

#### **General Fund**

Statement of Revenues & Expenditures For The Period Ending July 31, 2023

		PRORATED		
	ADOPTED	BUDGET	ACTUAL	
	BUDGET	7/31/23	7/31/23	VARIANCE
REVENUES:				
Assessments - Tax Roll	\$2,242,411	\$2,242,411	\$2,239,545	(\$2,865)
Assessments - Direct	\$19,588	\$19,588	\$19,588	\$0
Interest Income	\$100	\$100	\$7,520	\$7,420
Misc Income	\$47,000	\$39,167	\$19,796	(\$19,371)
TOTAL REVENUES	\$2,309,099	\$2,301,266	\$2,286,450	(\$14,816)
EXPENDITURES:				
Administrative				
Supervisor Fees	\$11,000	\$9,167	\$9,000	\$167
FICA Expense	\$842	\$702	\$689	\$13
Assessment Roll Administration	\$5,000	\$5,000	\$5,000	\$0
Engineering Fees	\$13,000	\$10,833	\$8,893	\$1,940
Dissemination Fees	\$7,200	\$6,000	\$5,250	\$750
Attorney Fees	\$50,000	\$41,667	\$48,612	(\$6,945)
Annual Audit	\$4,200	\$3,500	\$3,775	(\$275)
Trustee Fees	\$10,800	\$10,800	\$10,755	\$45
Arbitrage	\$1,200	\$1,200	\$1,200	\$0
Impact Fee Administration	\$15,000	\$12,500	\$12,500	\$0
Management Fees	\$51,324	\$42,770	\$42,770	\$0
Information Technology	\$1,500	\$1,250	\$1,250	\$0
Website Maintenance	\$1,000	\$833	\$833	\$0
Telephone	\$800	\$667	\$424	\$243
Postage	\$2,500	\$2,500	\$2,715	(\$215)
Printing & Binding	\$2,150	\$1,792	\$1,977	(\$185)
Insurance	\$9,432	\$9,432	\$7,810	\$1,622
Legal Advertising	\$2,000	\$1,667	\$0	\$1,667
Other Current Charges	\$1,000	\$833	\$830	\$3
Office Supplies	\$150	\$125	\$24	\$101
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
Total Administrative Expenditures	\$190,273	\$163,412	\$164,481	(\$1,069)
Amenity Center				
Insurance	\$35,082	\$35,082	\$27,829	\$7,253
Repairs & Replacements	\$80,000	\$80,000	\$95,948	(\$15,948)
Recreational Passes	\$2,000	\$2,000	\$2,920	(\$920)
Office Supplies	\$7,500	\$6,250	\$3,523	\$2,727
Permit Fees	\$3,700	\$3,700	\$4,231	(\$531)
Utilities				
Water & Sewer	\$42,000	\$35,000	\$26,837	\$8,163
Electric	\$36,000	\$30,000	\$28,191	\$1,809
Cable/Phone/Internet	\$22,000	\$18,333	\$16,726	\$1,608
Security System	\$1,670	\$1,392	\$601	\$790

#### Durbin Crossing Community Development District

#### **General Fund**

Statement of Revenues & Expenditures For The Period Ending July 31, 2023

		PRORATED		
	ADOPTED	BUDGET	ACTUAL	
	BUDGET	7/31/23	7/31/23	VARIANCE
Amenity Center Management Contracts	do 44 500	4004.040	4004.046	40
Managerial	\$241,582	\$201,318	\$201,316	\$2
Staffing	\$241,133	\$200,944	\$201,334	(\$390)
Lifeguards	\$82,771	\$68,976	\$48,181	\$20,795
Mobile App	\$2,750	\$2,292	\$2,292	(\$0)
Refuse Service	\$7,000	\$5,833	\$6,604	(\$770)
Pool Chemicals	\$29,000	\$24,167	\$26,989	(\$2,822)
Special Events	\$30,000	\$25,000	\$26,166	(\$1,166)
Holiday Décor	\$15,000	\$18,111	\$18,111	\$0
Pest Control	\$8,000	\$6,667	\$4,763	\$1,904
Pressure Washing	\$8,500	\$7,083	\$6,423	\$661
Fitness Equipment Maintenance	\$8,500	\$7,083	\$6,331	\$752
<b>Total Amenity Center Expenditures</b>	\$904,188	\$779,231	\$755,316	\$23,915
Grounds Maintenance				
Electric	\$5,708	\$4,757	\$5,104	(\$347)
Water / Reuse	\$355,000	\$295,833	\$179,089	\$116,744
Streetlighting	\$71,000	\$59,167	\$64,807	(\$5,641)
Lake Maintenance	\$60,500	\$50,417	\$52,076	(\$1,659)
Landscape Maintenance	\$529,992	\$441,660	\$397,494	\$44,166
Landscape Contingency	\$60,000	\$60,000	\$109,266	(\$49,266)
Mulch	\$60,000	\$60,000	\$66,070	(\$6,070)
Fuel	\$1,100	\$917	\$813	\$104
Irrigation Repairs	\$15,000	\$15,000	\$17,749	(\$2,749)
Capital Reserve	\$54,638	\$54,638	\$54,638	\$0
Water Quality Monitoring	\$1,700	\$1,700	\$2,000	(\$300)
Total Grounds Maintenance Expenditures	\$1,214,638	\$1,044,088	\$949,106	\$94,982
TOTAL EXPENDITURES	\$2,309,099	\$1,986,731	\$1,868,903	\$117,829
EXCESS REVENUES/(EXPENDITURES)	\$0	\$314,534	\$417,547	\$103,013
Fund Balance - Beginning	\$0		\$327,373	
Fund Balance - Ending	\$0	_	\$744,920	

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

#### **General Fund**

Statement of Revenues & Expenditures Fiscal Year 2023

					iscal Year 202								
DEVENUE	October	November	December	January	February	March	April	May	June	July	August	September	Total
REVENUES:													
Assessments - Tax Roll	\$0	\$171,607	\$457,663	\$1,451,428	\$108,760	\$9,738	\$1,721	\$35,606	\$3,022	\$0	\$0	\$0	\$2,239,545
Assessments - Direct	\$0	\$0	\$9,794	\$4,897	\$0	\$0	\$0	\$4,897	\$0	\$0	\$0	\$0	\$19,588
Interest Income	\$234	\$51	\$34	\$274	\$1,530	\$3,068	\$420	\$555	\$663	\$691	\$0	\$0	\$7,520
Miscelleaneous	\$8,982	\$1,164	\$0	\$765	\$2,270	\$1,480	\$2,080	\$1,668	\$0	\$1,388	\$0	\$0	\$19,796
TOTAL REVENUES	\$9,216	\$172,822	\$467,491	\$1,457,364	\$112,560	\$14,285	\$4,221	\$42,726	\$3,685	\$2,079	\$0	\$0	\$2,286,450
EXPENDITURES:													
ADMINISTRATIVE:													
Supervisor Fees	\$1,000	\$1,000	\$800	\$1,000	\$0	\$1,800	\$1,000	\$1,000	\$600	\$800	\$0	\$0	\$9,000
FICA Expense	\$77	\$77	\$61	\$77	\$0	\$138	\$77	\$77	\$46	\$61	\$0	\$0	\$689
Assessment Administration	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
Engineering Fees	\$1,285	\$0	\$3,000	\$388	\$108	\$430	\$2,022	\$430	\$1,232	\$0	\$0	\$0	\$8,893
Dissemination Fees	\$500	\$500	\$500	\$500	\$500	\$500	\$750	\$500	\$500	\$500	\$0	\$0	\$5,250
Attorney Fees	\$5,634	\$3,138	\$5,299	\$5,403	\$2,441	\$4,558	\$10,771	\$5,751	\$4,914	\$704	\$0	\$0	\$48,612
Annual Audit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,775	\$0	\$0	\$0	\$3,775
Trustee Fees	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,755	\$0	\$0	\$0	\$0	\$0	\$10,755
Arbitrage	\$0	\$0	\$0	\$0	\$0	\$0	\$1,200	\$0	\$0	\$0	\$0	\$0	\$1,200
Impact Fee Administration	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$0	\$0	\$12,500
Management Fees	\$4,277	\$4,277	\$4,277	\$4,277	\$4,277	\$4,277	\$4,277	\$4,277	\$4,277	\$4,277	\$0	\$0	\$42,770
Computer Time	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$0	\$0	\$1,250
Website Maintenance	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$0	\$0	\$833
Telephone	\$47	\$51	\$37	\$40	\$17	\$39	\$32	\$56	\$70	\$35	\$0	\$0	\$424
Postage	\$54	\$55	\$516	\$30	\$11	\$37	\$19	\$58	\$13	\$1,922	\$0	\$0	\$2,715
Printing & Binding	\$35	\$33	\$54	\$57	\$55	\$24	\$37	\$12	\$51	\$1,617	\$0	\$0	\$1,977
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	\$30	\$0	\$0	\$0	\$0	\$0	\$0	\$800	\$0	\$0	\$830
Office Supplies	\$6	\$6	\$1	\$1	\$7	\$0	\$1	\$1	\$1	\$1	\$0	\$0	\$24
Dues, Licenses & Subscriptions	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
<b>Total Administrative Expenditures</b>	\$32,358	\$10,594	\$16,032	\$13,231	\$8,873	\$13,262	\$27,399	\$13,619	\$16,937	\$12,176	\$0	\$0	\$164,481
Insurance	\$27,829	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$27,829
Repairs & Replacements	\$9,637	\$3,919	\$28,688	\$7,734	\$19,172	\$3,682	\$2,742	\$5,906	\$6,973	\$7,496	\$0	\$0	\$95,948
Recreational Passes	\$0	\$730	\$0	\$0	\$365	\$0	\$0	\$1,825	\$0	\$0	\$0	\$0	\$2,920
Office Supplies	\$282	\$1,333	\$70	\$140	\$690	\$0	\$43	\$0	\$615	\$350	\$0	\$0	\$3,523
Permit Fees	\$0	\$409	\$0	\$1,872	\$0	\$0	\$0	\$1,024	\$925	\$0	\$0	\$0	\$4,231
VI. III.													
<u>Utilities</u>													
Water & Sewer	\$1,708	\$2,542	\$3,407	\$1,950	\$3,005	\$3,142	\$2,970	\$2,408	\$2,558	\$3,147	\$0	\$0	\$26,837
Electric	\$4,580	\$3,470	\$2,478	\$2,472	\$2,989	\$2,618	\$2,853	\$2,070	\$2,065	\$2,597	\$0	\$0	\$28,191
Cable/Phone/Internet	\$1,564	\$1,564	\$1,564	\$1,754	\$1,658	\$1,689	\$1,729	\$1,729	\$1,725	\$1,748	\$0	\$0	\$16,726
Security System	\$0	\$0	\$0	\$0	\$0	\$0	\$280	\$13	\$308	\$0	\$0	\$0	\$601
Management Contracts													
Managerial	\$20,132	\$20,132	\$20,132	\$20,132	\$20,132	\$20,132	\$20,132	\$20,132	\$20,132	\$20,132	\$0	\$0	\$201,316
Staffing	\$20,093	\$20,093	\$20,093	\$20,093	\$20,093	\$20,093	\$20,093	\$20,493	\$20,093	\$20,093	\$0	\$0	\$201,334
Lifeguards	\$0	\$0	\$0	\$0	\$0	\$5,441	\$6,208	\$13,810	\$22,723	\$0	\$0	\$0	\$48,181
Mobile App	\$229	\$229	\$229	\$229	\$229	\$229	\$229	\$229	\$229	\$229	\$0	\$0	\$2,292

## Durbin Crossing COMMUNITY DEVELOPMENT DISTRICT

#### **General Fund**

Statement of Revenues & Expenditures

Fiscal Year 2023

	October	November	December	January	February	March	April	May	June	July	August	September	Total
Refuse Service	\$558	\$590	\$596	\$654	\$630	\$630	\$691	\$662	\$935	\$659	\$0	\$0	\$6,604
Pool Chemicals	\$2,198	\$3,206	\$2,198	\$2,770	\$2,770	\$2,770	\$2,770	\$2,770	\$2,770	\$2,770	\$0	\$0	\$26,989
Special Events	\$1,887	\$4,435	\$1,952	\$3,036	\$1,186	\$3,550	\$2,905	\$2,297	\$1,719	\$3,198	\$0	\$0	\$26,166
Holiday Décor	\$8,473	\$5,551	\$483	\$2,033	\$0	\$1,507	\$0	\$0	\$65	\$0	\$0	\$0	\$18,111
Pest Control	\$477	\$477	\$477	\$443	\$427	\$524	\$1,184	\$524	\$230	\$0	\$0	\$0	\$4,763
Pressure Washing	\$0	\$6,423	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,423
Fitness Equipment Maintenancne	\$672	\$350	\$353	\$710	\$783	\$600	\$1,826	\$150	\$195	\$691	\$0	\$0	\$6,331
Total Amenity Center Expendittures	\$100,321	\$75,453	\$82,721	\$66,021	\$74,128	\$66,606	\$66,656	\$76,039	\$84,261	\$63,109	\$0	\$0	\$755,316
Grounds Maintenance													
Electric	\$486	\$450	\$416	\$465	\$532	\$439	\$427	\$631	\$623	\$635	\$0	\$0	\$5,104
Water / Reuse	\$41,087	\$16,964	\$20,283	\$14,343	\$10,076	\$14,405	\$10,933	\$13,940	\$16,182	\$20,876	\$0	\$0	\$179,089
Streetlighting	\$7,298	\$6,914	\$6,116	\$6,253	\$6,699	\$6,676	\$6,719	\$6,012	\$6,018	\$6,102	\$0	\$0	\$64,807
Lake Maintenance	\$4,300	\$4,300	\$4,300	\$4,300	\$4,300	\$4,300	\$4,300	\$4,300	\$13,376	\$4,300	\$0	\$0	\$52,076
Landscape Maintenance	\$44,166	\$44,166	\$44,166	\$44,166	\$44,166	\$44,166	\$44,166	\$44,166	\$44,166	\$0	\$0	\$0	\$397,494
Landscape Contingency	\$19,996	\$2,346	\$22,500	\$29,746	\$15,217	\$0	\$6,955	\$7,090	\$4,131	\$1,285	\$0	\$0	\$109,266
Mulch	\$0	\$59,400	\$4,488	\$0	\$0	\$0	\$0	\$2,182	\$0	\$0	\$0	\$0	\$66,070
Fuel	\$159	\$158	\$0	\$73	\$111	\$0	\$136	\$142	\$15	\$19	\$0	\$0	\$813
Irrigation Repairs	\$818	\$5,358	\$1,280	\$0	\$2,652	\$0	\$749	\$6,325	\$567	\$0	\$0	\$0	\$17,749
Capital Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$54,638	\$0	\$0	\$0	\$54,638
Water Quality Monitoring	\$0	\$2,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000
Total Grounds Maintenance Expenditures	\$118,311	\$142,054	\$103,549	\$99,346	\$83,754	\$69,987	\$74,385	\$84,788	\$139,716	\$33,217	\$0	\$0	\$949,106
TOTAL EXPENDITURES	\$250,990	\$228,102	\$202,302	\$178,598	\$166,755	\$149,855	\$168,440	\$174,447	\$240,913	\$108,501	\$0	\$0	\$1,868,903
EXCESS REVENUES/(EXPENDITURES)	(\$241,773)	(\$55,279)	\$265,189	\$1,278,767	(\$54,195)	(\$135,569)	(\$164,219)	(\$131,721)	(\$237,229)	(\$106,423)	\$0	\$0	\$417,547

### **Durbin Crossing**

### **Community Development District**

#### Debt Service Fund 2017 A1 & A2

Statement of Revenues & Expenditures For The Period Ending July 31, 2023

		PRORATED		1
	ADOPTED	BUDGET	ACTUAL	
	BUDGET	7/31/23	7/31/23	VARIANCE
Revenues:				
Assessments - Tax Roll	\$3,042,590	\$3,042,590	\$3,036,633	(\$5,958)
Assessments - Direct	\$29,572	\$29,572	\$22,179	(\$7,393)
Interest Income	\$200	\$200	\$66,858	\$66,658
<b>Total Revenues</b>	\$3,072,362	\$3,072,362	\$3,125,669	\$53,307
<u>Expenditures</u>				
<u>Series 2017 A-1</u>				
Interest 11/1	\$555,756	\$555,756	\$555,756	\$0
Interest 5/1	\$555,756	\$555,756	\$555,756	\$0
Principal 5/1	\$1,555,000	\$1,555,000	\$1,555,000	\$0
<u>Series 2017 A-2</u>				
Interest 11/1	\$99,881	\$99,881	\$95,913	\$3,969
Interest 5/1	\$99,881	\$99,881	\$95,913	\$3,969
Principal 5/1	\$155,000	\$155,000	\$155,000	\$0
Principal 5/1 (Prepayment)	\$0	\$0	\$95,000	(\$95,000)
Total Expenditures	\$3,021,275	\$3,021,275	\$3,108,338	(\$87,063)
Excess Revenues (Expenditures)	\$51,087		\$17,332	
Fund Balance - Beginning	\$740,408		\$2,277,036	
Fund Balance - Ending	\$791,495		\$2,294,367	
			Reserve Revenue Prepayment	\$1,516,659 \$757,872 \$8,818
			Cost of Issuance	\$11,019
			Total	\$2,294,367

Durbin Crossing Community Develoment District Capital Reserve Funds Statement of Revenues & Expenditures For The Period Ending July 31, 2023

Revenues:	ADOPTED BUDGET	PRORATED BUDGET 7/31/2023	ACTUAL 7/31/2023	VARIANCE
Capital Reserve Funding - Transfer In Miscellaneous Revenue/Interest	\$54,638 \$10,000	\$54,638 \$10,000	\$54,638 \$29,675	\$0 \$19,675
Impact Fees	\$0	\$0	\$8,467	\$8,467
Total Revenues	\$64,638	\$64,638	\$92,780	\$28,142
Expenditures				
Capital Outlay Repair/Replacements	\$150,000 \$100,000	\$150,000 \$100,000	\$205,412 \$115,314	(\$55,412) (\$15,314)
Total Expenditures	\$250,000	\$250,000	\$320,726	(\$70,726)
Excess Revenues (Expenditures)	(\$185,362)	(\$185,362)	(\$227,947)	(\$42,585)
Fund Balance - Beginning	\$1,399,322		\$1,531,757	
Fund Balance - Ending	\$1,213,960		\$1,303,810	

### **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:	\$1,343,722
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)
Less: May 1, 2023	(\$1,555,000)
Current Bonds Outstanding	\$28,455,000

Series 2017A-2 Special Assessment Refunding Bonds					
Interest Rate:	5.00% -6.25%				
Maturity Date:	5/1/2037				
Reserve Fund Definition:	50% MADS				
Reserve Fund Requirement:	\$172,938				
Reserve Fund:	\$172,938				
Panda autotanding 2/21/17	¢4 F00 000				
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)				
Less: May 1, 2023	(\$155,000)				
Less: May 1, 2023 (Prepayment)	(\$95,000)				
	#0.400 ***				
Current Bonds Outstanding	\$3,190,000				

*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
SERIES 2017A1-		TOTAL ASMTS		PAID
2 DEBT PAID	O&M PAID	PAID	<b>BALANCE DUE</b>	THROUGH
22,179.14	19,588.37	41,767.51	7,393.05	
22,179.14	19,588.37	41,767.51	7,393.05	
3,036,632.56	2,239,545.29	5,276,177.85	(19,683.70)	
3,058,811.70	2,259,133.66	5,317,945.36	(12,290.65)	

DIRECT BILL % COLLECTED	75%	100%	85%
TAX ROLL % COLLECTED	100%	100%	100%
TOTAL % COLLECTED	100%	100%	100%

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

Units include 144,153 square feet of Commercial/Retail/Office

EWOT IAMONAN OTEMANDOTHE DIOTAIN

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	
2	11/17/2022	175,865.65	101,217.09	74,648.56	
3	11/28/2022	212,653.89	122,390.06	90,263.83	
4	12/12/2022	482,011.26	277,415.04	204,596.22	
5	12/15/2022	596,203.72	343,136.96	253,066.76	
6	1/20/2023	3,419,441.62	1,968,013.21	1,451,428.41	
INTEREST	2/1/2023	7,034.30	4,048.50	2,985.80	
7	2/21/2023	249,196.12	143,421.44	105,774.68	
8	3/30/2023	22,941.24	13,203.52	9,737.72	
INTEREST	4/6/2023	4,053.74	2,333.08	1,720.66	
9	5/8/2023	83,884.86	48,278.79	35,606.07	
TAX CERTIFICATES	6/15/2023	7,118.45	4,096.93	3,021.52	
			-	-	
			-	-	
			-	-	
				-	
TOTAL TAX ROLL RECEIPTS		5,276,177.85	3,036,632.56	2,239,545.29	



#### **Durbin Crossing**

Community Development District

## <u>Check Run Summary</u> 7/1/2023 thru 7/31/2023

Fund	Date	Check No.	Amount	
General Fund				
Payroll	7/28/23	50799-50802	\$738.80	
			Sub-Total	\$ 738.80
Accounts Payable				
, and the second	7/7/23	6556-6559	\$74,536.51	
	7/14/23	6560-6564	\$15,949.24	
	7/18/23	6565	\$400.00	
	7/24/23	6566	\$400.00	
	7/26/23	6567	\$3,290.00	
			Sub-Total	\$94,575.75
Capital Reserve Fund				
	7/7/23	230	\$1,176.50	
	7/14/23	231	\$1,176.50	
			Sub-Total	\$2,353.00
Vesta Wells Fargo Credit Car	'd*			
-	7/28/23	June Purchases	\$7,765.76	
			Sub-Total	\$ 7,765.76
Total				\$ 105,433.31

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

DLAUGHLIN	
CROSS	
DURBIN	
DURB	

RUN 7/28/23 PAGE 1	CHECK CHECK AMOUNT DATE	184.70 7/28/2023 184.70 7/28/2023 184.70 7/28/2023 184.70 7/28/2023 184.70 7/28/2023	738.80
PAYROLL CHECK REGISTER	EMPLOYEE NAME	SARAH G HALL  JASON S HARRAH  PETER E POLLICINO  SHALENE B ESTES	TOTAL FOR REGISTER
PA	EMP #	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	TOT
PR300R	CHECK #	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	

### **ATTENDANCE SHEET**

feeting Date:	July 24, 2023				
	Supervisor	In Attendance	Fees		
<b>1.</b>	William Clarke Assistant Secretary	No	\$200		
2.	Peter Pollicino Chairman		\$200		
3.	Sarah Gabel Hall Assistant Secretary		\$200		
4.	Shalene B. Estes Assistant Secretary		\$200		
5.	Jason Harrah Vice Chairman		\$200		

PLEASE RETURN COMPLETED FORM TO BERNADETTE PEREGRINO

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 8/17/23 PAGE 1
\*\*\* CHECK DATES 07/01/2023 - 07/31/2023 \*\*\* DURBIN CROSSING - GENERAL FUND

*** CHECK DATES	07/01/2023 - 07/31/2023 *** DURBIN CROSSING - GENERAL FUND BANK A GENERAL FUND			
CHECK VEND# DATE	INVOICEEXPENSED TO VENDOR NAME DATE INVOICE YRMO DPT ACCT# SUB SUBCLASS	STATUS	AMOUNT	CHECK
7/07/23 00109	7/01/23 13129561 202307 320-53800-45510 JUL POOL CHEMICALS NORTH	*	954.25	
	7/01/23 13129561 202307 320-53800-45510 JUL POOL CHEMICALS SOUTH	*	1,815.32	
	POOLSURE			2,769.57 006556
7/07/23 00098	6/28/23 12911067 202307 320-53800-45511 7/14/23 MOVIE NIGHT	*	349.00	
	6/28/23 12911068 202307 320-53800-45511 8/4/23 MOVIE NIGHT	*	349.00	
	PROGRESSIVE ENTERTAINMENT INC			698.00 006557
7/07/23 00283	6/29/23 PSI-8720 202306 320-53800-46800	*	1,796.00	
	MIDGE CONTROL 6/29/23 PSI-8723 202306 320-53800-46800	*	1,796.00	
	MIDGE CONTROL 7/01/23 PSI-9228 202307 320-53800-46800	*	4,300.00	
	JUL LAKE MAINTENANCE SOLITUDE LAKE MANAGEMENT LLC			7,892.00 006558
7/07/23 00252	6/30/23 411436 202306 320-53800-45501	*	22,722.75	
	LIFEGUARD HOURS 7/01/23 411112 202307 320-53800-45502	*	8,820.56	
	GENERAL MANAGER 7/01/23 411112 202307 320-53800-45517	*	5,292.33	
	FACILITY MANAGER 7/01/23 411112 202307 320-53800-46000	*	6,018.73	
	FIELD OPERATIONS MANAGER 7/01/23 411112 202307 320-53800-45507	*	1,937.07	
	JANITORIAL SERVICES 7/01/23 411112 202307 320-53800-45505	*	2,783.14	
	COMMERCIAL POOL MAINT 7/01/23 411112 202307 320-53800-45515	*	5,222.19	
	FACILITY MONITOR 7/01/23 411112 202307 320-53800-45503	*	6,382.67	
	FACILITY ATTENDANT 7/01/23 411112 202307 320-53800-45210	*	229.17	
	MOBILE APP 7/01/23 411112 202307 320-53800-45518	*	3,768.33	
	MAINTENANCE TECHS			63,176.94 006559
7/14/23 00226	VESTA PROPERTY SERVICES, INC. 6/30/23 363399 202306 310-51300-32200	*	3,775.00	
	AUDIT FYE 9/30/22  BERGER TOOMBS ELAM GAINES & FRANK			

DURB DURBIN CROSS OKUZMUK

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 8/17/23 PAGE 2
\*\*\* CHECK DATES 07/01/2023 - 07/31/2023 \*\*\* DURBIN CROSSING - GENERAL FUND

MOUNTCHEC	AMOUNT	STATUS	VENDOR NAME SUBCLASS	PENSED TO DPT ACCT# SUB	OICE EXP	DATE	VEND#	CHECK DATE
77.00	4,277.00	*		7 310-51300-34000	510 202307	7/01/23	3 00021	7/14/23
83.33	83.33	*		7 310-51300-55000	JUL MANAGEMENT 510 202307 JUL WEBSITE AD			
25.00	125.00	*	)	7 310-51300-35100	510 202307 JUL INFO TECH	7/01/23		
50.00	1,250.00	*	)	7 310-51300-32500 E COL ADMIN	510 202307	7/01/23		
00.00	500.00	*	)	7 310-51300-31300 ENT SRVCS	510 202307	7/01/23		
.78	.78	*		7 310-51300-51000 ES	510 202307	7/01/23		
15.60	15.60	*		7 310-51300-42000				
07.55	107.55	*	)	7 310-51300-42500		7/01/23		
34.92	34.92	*	)	7 310-51300-41000	510 202307 TELEPHONE	7/01/23		
6,394.18		ES	VERNMENTAL MANAGEMENT SERVI	GO7				
13.71	4,913.71	*	)	6 310-51300-31500 ERVICES	3250357 202306	7/10/23	3 00370	7/14/23
4,913.71			TAK ROCK LLP	KUT				
	704.35	*	)	7 310-51300-31500	79059 202307 POOL RESURF AT	7/11/23	23 00386	7/14/23
704.35			SKERT DIVERS THOMPSON	PAS				
	81.00	*	3	4 320-53800-45513 ROL	3213858 202304	4/12/23	3 00371	7/14/23
	81.00	*	3	5 320-53800-45513	3214238 202305	5/09/23		
162.00			JTECH LLC	TRI	THIT THE CONTIN			
	300.00	*	)	7 310-51300-60100	07172023 202307 ROOM RENTAL	7/17/23	3 00396	7/18/23
00.00	100.00	*	)	7 310-51300-60100	07172023 202307	7/17/23		
400.00		CT	. JOHNS COUNTY SCHOOL DISTR	ST	AUDIO/ VISUAL E			
00.00	300.00	*	)	7 310-51300-60100	07242023 202307 ROOM RENTAL	7/24/23	3 00396	7/24/23
	100.00			7 310-51300-60100	07242023 202307 AUDIO/VISUAL E			
400.00		CT	JOHNS COUNTY SCHOOL DISTR	EQUIPMENT ST.	AUDIO/VISUAL E			

DURB DURBIN CROSS OKUZMUK

	E ACCOUNTS PAYABLE PREPAID/COMPUTER DURBIN CROSSING - GENERAL FUND BANK A GENERAL FUND	CHECK REGISTER R	JN 8/17/23	PAGE 3
CHECK VEND#INVOICEEXPENSED TO DATE DATE INVOICE YRMO DPT ACCT		STATUS	AMOUNT	CHECK AMOUNT #
7/26/23 00397 7/10/23 130 202307 320-53800 CONCRETE REPAIRS	0-44200	*	3,290.00	
CONCRETE REPAIRS	JASON BETZ DBA JAX CONCRETE			3,290.00 006567
	TOTAL FOR BAN	K A	94,575.75	
	TOTAL FOR REG	ISTER	94,575.75	

DURB DURBIN CROSS OKUZMUK



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

#### Invoice

Date

7/1/2023

Invoice #

131295615583

Terms	Net 20
Due Date	7/21/2023
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	Descriptio	n	Qty	Units	Amount
WM-CHEM-FLAT	Water Management Flat Billing Rat	е	1	ea	954.25

| Subtotal | 954.25 | Shipping Cost (FEDEX GROUND) | 0.00 | Total | 954.25

**Amount Due** 

\$954.25

**Remittance Slip** 

Customer 13DUR100 Invoice # 131295615583 Amount Due

\$954.25

Amount Paid

Make Checks Payable To

Poolsure PO Box 55372 Houston, TX 77255-5372





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

#### Invoice

Date

7/1/2023

Invoice #

131295615584

Terms	Net 20
Due Date	7/21/2023
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	1,815.32
	JUN 16 2023  RY*			

| Subtotal | 1,815.32 | Shipping Cost (FEDEX GROUND) | 0.00 | Total | 1,815.32 | Amount Due | \$1,815.32 |

Remittance Slip

Customer 13DUR200 Invoice # 131295615584 Amount Due

\$1,815.32

**Amount Paid** 

Make Checks Payable To

Poolsure PO Box 55372 Houston, TX 77255-5372









#### Invoice

Mailing Correspondence Address: 1623 Troy Lynn Trail, Jacksonville, Fl. 32225 (904) 645-9068 Fax: (904)645-9082

E-mail: bookme@progressiveent.com www.progressiveent.com

Invoice date: 6/28/2023

Invoice #12911067

Between: 7:00-7:15 pm

Terms: Due at event

PO#

Customer name:

**Durbin Crossing CDD** 

Event type: Movie Night in the Park

Billing address:

145 South Durbin Parkway, Jacksonville, Fl. 32259

Danelle DeMarco

E-mail/ fax:

demarco@vestapropertyservices.com

Original contact person:

At event contacts with cell: Event date:

8:30 till end

Wk: 904-230-2011

Same

Friday, July 14, 2023

Hours of event:

Hours of service:

Approximate set up time: Location name and address:

Same

Power within 75':

Yes

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

Grass Field

Water within 75':

Covered area for entertainer:

NA

Notes:

SERVICES NEEDED:

Preffered Customer Discount

\* 16' inflatable Movie System with operator

Reg. Rate \$

449.00

Your Cost

349,00

Your Savings: \$100.00

1-320-53800 -45511

Sub Total:

349,00

Sales Tax:

Invoice Total:

349.00

50 % Deposit required

\$ Waived 349.00

Balance due at set up Payments received

**Current Balance** 

349.00

LATE FEE IF PAID AFTER EVENT DATE \$75

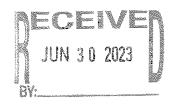
#### CANCELLATION, RE-SCHEDULING, INCLAMENT WEATHER POLICY

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

aulle Demarco

\_\_\_ <sub>Date:</sub> <u>6 - 30 -</u> 23





#### Invoice

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

(904) 645-9068 Fax: (904)645-9082 E-mail: bookme@progressiveent.com

www.progressiveent.com

Invoice date: 6/28/2023

Invoice #12911068

Terms: Due at event

PO#

Customer name:

Durbin Crossing CDD

Event type: Movie Night in the Park

Billing address:

145 South Durbin Parkway, Jacksonville, Fl. 32259

Danelle DeMarco

Wk: 904-230-2011

E-mail/ fax:

demarco@vestapropertyservices.com

Original contact person: At event contacts with cell:

Event date: Friday August 4, 2023

Hours of event:

8:30 till end

Hours of service:

Same

Approximate set up time:

Between: 7:00-7:15 pm

Location name and address:

Same Where to set up at location: Grass Field

Power within 75':

Yes NA

Set up-grass or pavement:

Water within 75':

Covered area for entertainer:

SERVICES NEEDED:

Preffered Customer Discount

\* 16' Inflatable Movie System with operator

Reg. Rate \$

449.00

Your Cost

349.00

Your Savings: \$100.00

1-320-53800-45511

Sub Total:

349.00

Sales Tax:

\$

Invoice Total:

\$ 349.00

50 % Deposit required

\$ Waived

Balance due at set up

Payments received

349.00

**Current Balance** 

349.00

LATE FEE IF PAID AFTER EVENT DATE \$75

#### CANCELLATION, RE-SCHEDULING, INCLAMENT WEATHER POLICY

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

Customer signiture required x 1.

Date: (0-30-23



#### Please Remit Payment to:

Solitude Lake Management, LLC 1320 Brookwood Drive Suite H Little Rock, AR 72202 Phone #: (888) 480-5253 Fax #: (888) 358-0088 **INVOICE** 

Page: 1

Invoice Number: Invoice Date: PSI-87203

6/29/2023

Bill

To:

Ship Via

Ship Date

Due Date

Durbin Crossing CDD Governmental Mgmt Services 475 West Town Place #114 Saint Augustin, FL 32092

6/29/2023

7/29/2023

Ship

To: Durbin Crossing CDD

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

**United States** 

Customer ID

5459

P.O. Number

P.O. Date

6/29/2023

Our Order No.

Terms Net 30

Item/Description Unit Order Qty Quantity Unit Price Total Price

Lake, Pond & Wetland Application
One-Time Service
MIDGE CONTROL 1 1 1,796.00 1,796.00
Durbin Crossing Cdd-Lake-ALL



# Please Remit Payment to:

Solitude Lake Management, LLC 1320 Brookwood Drive Suite H Little Rock, AR 72202 Phone #: (888) 480-5253 Fax #: (888) 358-0088



Bill

To: Durbin Crossing CDD

6/29/2023

7/29/2023 Net 30

Governmental Mgmt Services 475 West Town Place #114 Saint Augustin, FL 32092 INVOICE

Page: 1

Invoice Number:

PSI-87230

Invoice Date:

6/29/2023

Ship

To: Durbin Crossing CDD

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

**United States** 

Customer ID

5459

P.O. Number

P.O. Date

6/29/2023

Our Order No.

Item/Description Unit Order Qty Quantity Unit Price Total Price

Lake, Pond & Wetland Application

1

Lake, Pond & Wetland Application
One-Time Service

MIDGE CONTROL

Ship Via

Ship Date

Due Date

Terms

Durbin Crossing Cdd-Lake-ALL

1

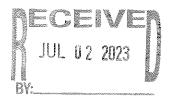
1,796.00

1,796.00



# Please Remit Payment to:

Solitude Lake Management, LLC 1320 Brookwood Drive Suite H Little Rock, AR 72202 Phone #: (888) 480-5253 Fax #: (888) 358-0088



INVOICE

Page: 1

Invoice Number: Invoice Date: PSI-92287 7/1/2023

Bill

To: Durbin Crossing CDD

Governmental Mgmt Services 475 West Town Place #114 Saint Augustin, FL 32092 Ship

To: Durbin Crossing CDD

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

**United States** 

Ship Via

Ship Date Due Date 7/1/2023 7/31/2023

Terms

Net 30

Customer ID

P.O. Number P.O. Date

P.O. Date

Our Order No.

5459

7/1/2023

Total Price

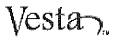
4,300.00

Item/DescriptionUnitOrder QtyQuantityUnit PriceAnnual Maintenance114,300.00

July Billing

7/1/2023 - 7/31/2023

Durbin Crossing Cdd-Lake-ALL



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

# Invoice

Invoice # Date 411112 07/01/2023

Terms

Net 30

**Due Date** 

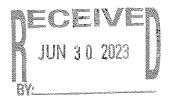
07/31/2023

Memo

Monthly Fees

# Bill To

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

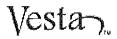


Description	(Outinitity	J.a.c	7.1(f(a)31a);
General Manager 1-320-53800-45502	1	8,820.56	8,820.56
Facility Manager/ Special Event Coordinator 1-320-5380-45517	1	5,292.33	5,292.33
Field Operations Manager 1-320-53800-46000	1	6,018.73	6,018.73
Janitorial Services 1-320-53800-45507	1	1,937.07	1,937.07
Commercial Pool Maintenance 1-320-53800-455-05	1	2,783.14	2,783.14
Facility Monitor 1-320-53800-45515	1	5,222.19	5,222,19
Facility Attendant 1-320-53800-45503	1	6,382.67	6,382.67
Mobilé App 1-320-53800-42510	1	229.17	229.17
Maintenance Techs 1-320-53800-45518	1	3,768.33	3,768.33

Thank you for your business.

Total

40,454.19



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

# Invoice

Invoice # Date 411436 06/30/2023

**Terms** 

Net 30

**Due Date** 

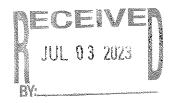
07/30/2023

Memo

Lifeguard Hours

# Bill To

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



Beschiption	(Piotaly)	Refe	/440(eX2[8])
Lifeguard hours	1,089.82	20.85	22,722.75
			and the second

Total

22,722.75



Vested in your community.

To:

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

# Billable Services Invoice

245 Riverside Avenue Suite 300 Jacksonville, FL. 32202 Phone: 904-355-1831

Vesta

Invoice #: 2023-7-1

Date: 6-30-2023

For:

Non-contractual Billable Services Lifeguard Hours

DESCRIPTION	HOURS	RATE	AMOUNT
June 1, 2023 — June 30, 2023	1089.82	\$20.85	\$22,722.75
			, core
		:	
		TOTAL	\$22,722.75
		TOTAL	\$22,722.73





Certifled Public Accountants

600 Citrus Avenue Suite 200 Fort Pierce, Florida 34950

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

DURBIN CROSSING COMMUNITY DEVELOPMENT DISTRICT 475 WEST TOWN PLACE SUITE 114 ST. AUGUSTINE, FL 32092

Invoice No.

363399

Date

06/30/2023

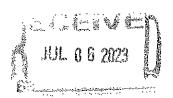
Client No.

21680

Services rendered in connection with the audit of the Basic Financial Statements as of and for the year ended September 30, 2022.

Total Invoice Amount

3,775.00



We now accept Visa and MasterCard.

Please enter client number on your check,
Finance charges are calculated on balances over 30 days old at an annual percentage rate of 18%

Fort Pierce / Stuart

# Governmental Management Services, LLC

1001 Bradford Way Kingston, TN 37763

# Invoice

Invoice #: 510
Invoice Date: 7/1/23

Due Date: 7/1/23

Case:

P.O. Number:

# Bill To:

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

	Description	Hours/Qty	Rate	Amount
Dissemination Agent	on - July 2023 gy - July 2023 n Administration - July 2023		500.00 0.78	4,277.00 83.33 125.00 1,250.00 500.00 0.78
Postage Copies Telephone	a titt aller ett		15.60 107.55 34.92	15.60 107.55 34.92

Total	\$6,394.18
Payments/Credits	\$0.00
Balance Due	\$6,394.18

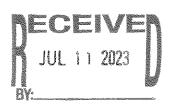
# KUTAK ROCK LLP

TALLAHASSEE, FLORIDA

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

Federal ID 47-0597598

July 10, 2023



Check Remit To: Kutak Rock LLP PO Box 30057 Omaha, NE 68103-1157

Reference: Invoice No. 3250357 Client Matter No. 6123-1 Notification Email: eftgroup@kutakrock.com

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

Invoice No. 3250357

6123-1

Re: Gene	eral			
For Professi	onal Legal Servi	ces Rendered		
06/03/23	M. Eckert	0.40	140.00	Prepare budget and assessment notices and resolutions
06/04/23	M. Eckert	0.90	315.00	Prepare budget and assessment notices and resolutions; confer with
06/05/23	K. Haber	0.10	25.50	Laughlin Correspondence with Laughlin and Alfano regarding budget notices and
06/08/23	K. Haber	0.10	25.50	resolutions Correspondence with Laughlin regarding budget documents
06/14/23	M. Eckert	0.50	175.00	Attend agenda call; review property access issue
06/19/23	M. Eckert	0.40	140.00	Review agenda package; prepare for Board meeting
06/21/23	M. Eckert	0.40	140.00	Respond to auditor request; review and provide comments on fence article
06/23/23	M. Eckert	0.30	105.00	Review fence letter and provide comments
06/24/23	M. Eckert	0.10	35.00	Conference with Alfano regarding

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

# KUTAK ROCK LLP

Durbin Crossing CDD July 10, 2023 Client Matter No. 6123-1 Invoice No. 3250357 Page 2

06/26/23	M. Eckert	5.30	1,855.00	fencing Prepare for, travel to and attend board meeting; follow up; return travel; confer with Alfano; confer
06/27/23	M. Eckert	1.80	630.00	with Harrah; respond to auditor letter Prepare license for Agua Pools and confer with resident regarding same; confer with Alfano regarding sidewalks; respond to auditor; research meeting issue; confer with Harrah
06/27/23	J. Gillis	0.30	49.50	Coordinate response to auditor letter
06/28/23	M. Eckert	1.60	560.00	Draft agenda for special meeting;
00/20/23	IVI. LOROIT	1,00	300.00	confer with Laughlin; confer with Harrah; prepare license agreement for Agua Pools
06/28/23	K. Haber	0.90	229.50	Prepare license agreement for pool installation
06/29/23	M. Eckert	1.20	420.00	Review draft audit and provide comments; conference with Alfano, Clarke and Estes
06/30/23	M. Eckert	0.10	35.00	Conference with Laughlin
TOTAL HO	URS	14.40		
TOTAL FOR	R SERVICES R	ENDERED		\$4,880.00
DISBURSE	MENTS			
Freight and I	Postage			7.01
Travel Expen				26.70
TOTAL DIS	BURSEMENT	S		<u>33.71</u>
TOTAL CU	RRENT AMOU	JNT DUE		<u>\$4,913.71</u>



100 North Tampa Street Suite 3700 Tampa, Florida 33602 Telephone: 813-229-3500 Facsimile: 813-229-3502 www.pdtlegal.com

July 11, 2023

Via E-mail only

Durbin Crossing Community Development District c/o Margaret Alfano 475 West Town Place, Suite 114 St. Augustine, FL 32092 malfano@vestapropertyservices.com

Re: Invoice - Services rendered through June 30, 2023

Dear Margaret,

Attached is an invoice for services rendered and costs incurred through June 30, 2023 for the following matter:

Matter Name	Durbin Crossing CDD
Matter No.	122411
PDT Invoice No. (Reference this number on your payment.)	79059
This Month's Charges	\$704.35

I trust that you will find the invoice in order and would appreciate your making arrangements to pay the invoice at your earliest convenience. If you have any questions, please do not hesitate to call me.

Best regards,

PASKERT DIVERS THOMPSON

Matthew G. Davis

MGD/jd Attachment cc: Todd Polvere



Phone: (813) 229-3500

100 North Tampa Street, Suite 3700 Tampa, FL 33602 www.pdtlegal.com

Fax: (813) 229-3502

Durbin Crossing Community Development District 475 West Town Place Suite 114

St. Augustine, FL 32092

Attention: c/o Margaret Alfano

July 11, 2023

Client: 002389

Matter: Invoice #: 122411

Resp. Atty:

79059 MGD

RE: Durbin Crossing CDD - Pool Resurfacing

#### **COVER SHEET**

For Professional Services Rendered Through June 30, 2023	Federal Tax I.D. No.: 74-3029197
Total Services	\$280.00
Total Disbursements	\$424.35
TOTAL THIS INVOICE	\$704.35
Previous Balance	\$1,050.00
Less Payments	(\$1,050.00)
Total Due To Date	\$704.35

#### Remittance Advice

Payment is due within 30 days of the invoice date.

#### Check Payable To:

Paskert Divers Thompson Attn.: Accounts Receivable 100 North Tampa Street Suite 3700 Tampa, FL 33602

#### ACH & Wire Transfers:

We accept ACH & Wire Transfers. Please contact our Accounts Receivable Department for details.

Please return this remittance page with your payment. Thank you.



Phone: (813) 229-3500

100 North Tampa Street, Suite 3700 Tampa, FL 33602 www.pdtlegal.com

Fax: (813) 229-3502

Durbin Crossing Community Development District 475 West Town Place

Suite 114

St. Augustine, FL 32092

Attention: c/o Margaret Alfano

RE: Durbin Crossing CDD - Pool Resurfacing



July 11, 2023

Client:

002389

Matter:

122411 79059

Invoice #: Resp. Atty:

MGD

Page:

e: 1

For Professional Services Rendered Through June 30, 2023

Federal Tax I.D. No.: 74-3029197

# SERVICES

posterior de la companya de la comp				
Date	Person	Description of Services	Hours	Amount
06/12/2023	MGD	Receipt and review of motion to dismiss from Epic.	0.20	\$70.00
06/12/2023	MGD	Receipt, review and response to Epic's emails regarding documents supporting complaint.	0.20	\$70.00
06/12/2023	MGD	Receipt, review and response to Ms. Alfano's emails regarding additional repairs.	0.20	\$70.00
06/19/2023	MGD	Receipt and review of multiple emails from Ms Alfono regarding additional issues with pool marcite.	0.10	\$35.00
06/29/2023	MGD	Receipt, review and response to Epic's counsel regarding motion to dismiss.	0.10	\$35.00
		Total Professional Services	0.80	\$280.00
PERSON RE	ECAP			
Person MGD M	latthew G. I	Level Hours Partners 0.80	<b>Rate</b> \$350.00	<b>Amount</b> \$280.00

# DISBURSEMENTS

Date	Description of Disbursements	Amount
05/15/2023	Matthew G. Davis- Filing Fees- PDT File No.: 122411 - Filing Fee for Complaint and Summons	\$424.35
	Complaint and California	

**Total Disbursements** 

\$424.35



July 11, 2023

Client: 002389 Matter: 122411

Invoice #: 79059 Resp. Atty: MGD

Page: 2

Total Services \$280.00

Total Disbursements \$424.35

TOTAL THIS INVOICE \$704.35

Trutech, LLC PO Box 6849 Marletta, GA 30065 800.842.7296



Account / Invoice Purchase Order 943400 3213858

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

Trutech, LLC PO Box 6849 Marietta, GA 30065

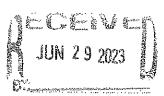
00000009434006001000000227777200000000810092

Please Return this portion with your payment

# Invoice 3213858

Date	Description	Quantity	Amount	Tax	Total
Service Address:	1901 Dumfries Ct Saint Johns, FL 32259-7280				
4/12/2023	Monthly Service		\$81,00	\$0.00	\$81.00

Helio. Today we sprayed a mole deterrent throughout the entire perimeter of the property going heavy in the shrub beds and mulch areas plus also heavy around the entire yard area. I did spray a liquid insecticide around areas that showed mole crickets along the driveway. Thank you and have a wonderful day, gray.



Some customers may see a slight rate increase beginning February 2023

Adjustment

\$0.00

Account#943400

Lic#:

Total:

\$81.00

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

Trutech, LLC PO Box 6849 Marietta, GA 30065 800.842.7296



Account / Invoice Purchase Order 943400 3214238

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

Trutech, LLC PO Box 6849 Marietta, GA 30065

00000009434006001000000230995900000000810093

Please Return this portion with your payment

# Invoice 3214238

Date	Description	Quantity	Amount	Tax	Total
Service Address:	1901 Dumfries Ct Saint Johns, FL 32259-7280	•			
5/9/2023	Monthly Service		\$81.00	\$0,00	\$81.00

Today we treat mulch areas along side walk didn't notice new activity which is great if you have any problems please give us a call and also you might receive a survey rating my performance for to from 0-10 hopefully I can receive all 10s thank you

JUN 29 2023

Some customers may see a slight rate increase beginning February 2023

Adjustment

\$0.00

Account#943400

Lic#:

Total:

\$81.00

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

From: Courtney Hogge chogge@gmsnf.com

Subject: Fwd: Space Rental for Durbin Crossing Board Meeting

Date: July 17, 2023 at 4:08 PM

To: Todd Polvere tpolvere@gmsnf.com

Cc: Oksana Kuzmuk okuzmuk@gmsnf.com, Daniel Laughlin dlaughlin@gmsnf.com

OC 11

Would you be able to cut a check payable to Bartram Trails High School in the amount of \$400 for Durbin Crossing's July room rental by Thursday? If you can't get to it that fast, Daniel said he can help. Of the \$400, \$300 is for the rental of the room and \$100 is for use of audio/visual equipment.

Apologies for such short notice. We had to make sure the A/V equipment would work with Daniel's laptop.

Daniel will be taking this check to the school, so it'll just need to go to him once it's cut.

Thank you!
Courtney Hogge
Governmental Management Services
475 West Town Place, Suite 114
St. Augustine, FL 32092
P: (865) 238-2622
chogge@gmsnf.com

#### Begin forwarded message:

From: Christopher Ponce < Christopher.Ponce@stjohns.k12.fl.us > Subject: RE: Space Rental for Durbin Crossing Board Meeting

Date: July 6, 2023 at 4:00:17 PM EDT

To: Courtney Hogge < <a href="mailto:com/change-gmsnf.com/">chogge@gmsnf.com/</a>>

Good Afternoon

The 24<sup>th</sup> of July is open. The rental fee is 300 dollars for three hours. Over three hours its 100 dollars an hour.

From: Courtney Hogge < chogge@gmsnf.com >

Sent: Thursday, July 6, 2023 9:54 AM

To: Christopher Ponce < Christopher.Ponce@stjohns.k12.fl.us > Subject: Re: Space Rental for Durbin Crossing Board Meeting



From: Courtney Hogge chogge@gmsnf.com

Subject: Re: Space Rental for Durbin Crossing Board Meeting

Date: July 24, 2023 at 10:08 AM

To: Todd Polvere tpolvere@gmsnf.com

Cc: Oksana Kuzmuk okuzmuk@gmsnf.com, Daniel Laughlin dlaughlin@gmsnf.com

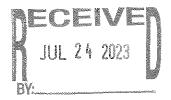


#### Todd.

I'm so sorry, but the subject check will have to be recut and the one that was made payable to Bartram Trail High School needs to be voided. Daniel tried to take it to the school today and he was told it needs to be made payable to the St. Johns County School District, not the specific high school.

The address that can be included on the check for the school district is 40 Orange Street, St. Augustine, FL 32084, however Daniel will hand carry it to the high school when he goes back for the meeting this evening. Please let Daniel and I know if you aren't able to do this today. He said he can help if needed.

Courtney Hogge Governmental Management Services 475 West Town Place, Suite 114 St. Augustine, FL 32092 P: (865) 238-2622 chogge@gmsnf.com



On Jul 17, 2023, at 4:08 PM, Courtney Hogge < chogge@gmsnf.com > wrote:

#### Todd,

Would you be able to cut a check payable to Bartram Trails High School in the amount of \$400 for Durbin Crossing's July room rental by Thursday? If you can't get to it that fast, Daniel said he can help. Of the \$400, \$300 is for the rental of the room and \$100 is for use of audio/visual equipment.

Apologies for such short notice. We had to make sure the A/V equipment would work with Daniel's laptop.

Daniel will be taking this check to the school, so it'll just need to go to him once it's cut.

Thank you!
Courtney Hogge
Governmental Management Services
475 West Town Place, Suite 114
St. Augustine, FL 32092
P: (865) 238-2622
chogge@gmsnf.com

# Invoice #130

July 10, 2023





Jax Concrete and Pavers 1158 Shetland Drive Saint Johns, FL 32259 904-607-1739 / jax.concreteandpavers@gmail.com

Invoice To: Durbin Crossing CDD / Zach Davidson 904-258-2044 zdavidson@vestapropertyservices.com

Description:

Concrete repairs to area across from Patriot Oaks Academy. Project completed.

Full project payment

Total

\$3,290.00

Repair/Replace
1.320.53800.44200

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK *** CHECK DATES 07/01/2023 - 07/31/2023 *** CAPITAL RESERVE FUND BANK B CAPITAL RESERVE FUND	REGISTER RUN	8/17/23	PAGE 1
CHECK VEND#INVOICEEXPENSED TO VENDOR NAME ST DATE DATE INVOICE YRMO DPT ACCT# SUB SUBCLASS	TATUS	AMOUNT	CHECK AMOUNT #
7/07/23 00039 7/05/23 153687 202307 600-53800-61000 RPR TENNIS COURT FENCE	*	1,176.50	
HARDWICK FENCE, LLC			1,176.50 000230
7/17/23 00039 7/05/23 153687B 202307 600-53800-61000 REMAINDER OF DEPOSIT	*	1,176.50	
HARDWICK FENCE, LLC			1,176.50 000231
TOTAL FOR BANK B		2,353.00	
20002 2000 2000 2		_,	
TOTAL FOR REGISTER		2,353.00	

DURB DURBIN CROSS OKUZMUK



Hardwick Fence P.O. Box 3043 St Augustine, FL 32085 904-599-8644 Heather@hardwickfence.com

**BILL TO** 

Durbin Crossing CDD c/o Vesta Property Services 475 West Town Place suite 114 St. Augustine, FL 32092 SHIP TO

Durbin Crossing CDD 730 N Durbin Pkwy St. Johns, FL 32259 **INVOICE 153687** 

DATE 07/05/2023 TERMS 10-70-20

**DUE DATE 07/05/2023** 

**DESCRIPTION** 

Initial invoice

Re: Tennis Courts

Replace Approx. 100' of 10' Black Wire - 9 Gauge Straighten and re-cement necessary posts Replace necessary 1 5/8" top rail and fittings

\*Quote is based on our current insurance coverage.

\*No permitting included, if required.

Payment Terms: PO# required or 50% down and balance due on completion

Ī

\$1,176.50

**AMOUNT** 

TOTAL DUE

\$2,353.00



Hardwick Fence P.O. Box 3043 St Augustine, FL 32085 904-599-8644 Heather@hardwickfence.com

**BILL TO** 

Durbin Crossing CDD c/o Vesta **Property Services** 

475 West Town Place suite 114 St. Augustine, FL 32092

SHIP TO

Durbin Crossing CDD 730 N Durbin Pkwy

St. Johns, FL 32259

153687B INVOICE 15:3687 DATE 07/05/2023 TERMS 10-70-20

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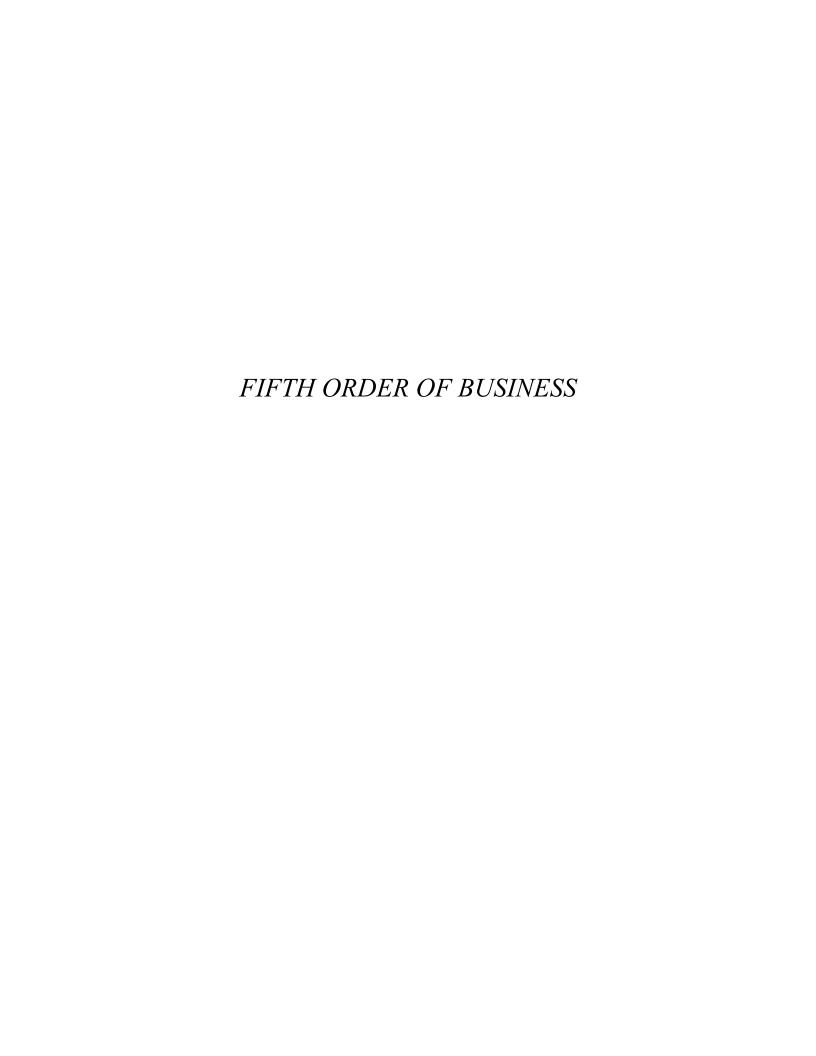
**AMOUNT** 

\$1,176.50

TOTAL DUE

\$2,353.00

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# Durbin Crossing Community Development District



Approved Budget Fiscal Year 2024



# **Durbin Crossing**Community Development District

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# **Durbin Crossing Community Development District**

**General Fund Budget FY 2024** 

		Adopted	Α	ctual YTD		Projected	Projected		Approved				0.4 ***
		FY 2023 Budget		Thru 7/31/23	No	ext 2 Months	Thru 9/30/23			FY 2024 Budget		\$ Var	% Var
Revenues													
Assessments	\$	2,261,999	\$	2,259,134	\$	2,865	\$	2,261,999	\$	2,588,202	\$	326,203	14.42%
Interest Income Misc Income	\$ \$	100 47,000	\$ \$	7,520 19,796	\$ \$	1,000 3,000	\$ \$	8,520 22,796	\$ \$	5,000 30,000	\$ \$	4,900 (17,000)	4900% -36.17%
MISC III COINE	Ф	47,000	Ф	19,790	Ф	3,000	Ф	22,790	Ф	30,000	Ф	(17,000)	-30.1770
Total Revenues	\$	2,309,099	\$	2,286,450	\$	6,865	\$	2,293,315	\$	2,623,202	\$:	314,103	13.60%
Expenditures													
Administrative													
Supervisor Fees	\$	11,000	\$	9,000	\$	2,000	\$	11,000	\$	11,000	\$	-	0.0%
FICA Expense	\$ \$	842 5,000	\$ \$	689	\$ \$	153	\$ \$	842 5,000	\$ \$	842 5 200	\$ \$	300	0.0%
Assessment Roll Administration (GMS) Engineering Fees (ETM)	\$ \$	13,000	\$	5,000 8,893	\$ \$	4,107	\$	13,000	\$	5,300 13,000	\$	300	6.0% 0.0%
Dissemination Fees (GMS and Disclosure Services)	\$	7,200	\$	5,250	\$	1,200	\$	6,450	\$	7,632	\$	432	6.0%
Attorney Fees (Kutak Rock)	\$	50,000	\$	48,612	\$	1,388	\$	50,000	\$	50,000	\$	-	0.0%
Annual Audit (Berger, Toombs, Elam)	\$	4,200	\$	3,775	\$	4,200	\$	7,975	\$	4,200	\$	-	0.0%
Trustee Fees (US Bank)	\$	10,800	\$	10,755	\$	-	\$	10,755	\$	10,800	\$	-	0.0%
Arbitrage (Grau)	\$	1,200	\$	1,200	\$	-	\$	1,200	\$	1,200	\$	-	0.0%
Impact Fee Administration (GMS)	\$	15,000	\$	12,500	\$	2,500	\$	15,000	\$	15,900	\$	900	6.0%
Management Fees (GMS)	\$	51,324	\$	42,770	\$	8,554	\$	51,324	\$	54,403	\$	3,079	6.0%
Information Technology	\$	1,500	\$	1,250	\$	250	\$	1,500	\$	1,590	\$	90	6.0%
Website Maintenance	\$	1,000	\$	833	\$	167	\$	1,000	\$	1,060	\$	60	6.0%
Telephone	\$	800	\$	424	\$	250	\$	674	\$	800	\$	-	0.0%
Postage	\$	2,500	\$	2,715	\$	50	\$	2,765	\$	3,000	\$	500	20.0%
Printing & Binding	\$	2,150	\$	1,977	\$	173	\$	2,150	\$	2,150	\$	(0.40)	0.0%
Insurance (FIA)	\$ \$	9,432 2,000	\$ \$	7,810	\$ \$	2,000	\$ \$	7,810 2,000	\$ \$	8,592 2,000	\$ \$	(840)	-8.9% 0.0%
Legal Advertising Other Current Charges	\$ \$	1,000	\$	830	\$	170	\$ \$	1,000	\$	1,000	\$	-	0.0%
Office Supplies	\$	150	\$	24	\$	126	\$	150	\$	150	\$		0.0%
Dues, Licenses & Subscriptions (DCA)	\$	175	\$	175	\$	-	\$	175	\$	175	\$	-	0.0%
Administrative Expenses	\$	190,273	\$	164,481	\$	27,288	\$	191,769	\$	194,794	\$	4,521	2.4%
Amenity Center													
Insurance (FIA)	\$	35,082	\$	27,829	\$	-	\$	27,829	\$	41,544	\$	6,462	49.3%
Repairs & Replacements	\$	80,000	\$	95,948	\$	-	\$	95,948	\$	80,000	\$	-	0.0%
Recreational Passes	\$	2,000	\$	2,920	\$	-	\$	2,920	\$	3,000	\$	1,000	50.0%
Office Supplies	\$	7,500	\$	3,523	\$	1,000	\$	4,523	\$	5,000	\$	(2,500)	-33.3%
Permit Fees (Dept of Health/ASCAP/BMI/SEASAC)	\$	3,700	\$	4,231	\$	-	\$	4,231	\$	4,500	\$	800	21.6%
Utilities	ф	42.000	ф	26.027	ф	11 160	ф	20,000	d.	42,000	\$	-	0.007
Water & Sewer (JEA)	\$ \$	42,000	\$	26,837 28,191	\$	11,163	\$	38,000 36,000	\$	42,000 40,000	\$	4,000	0.0%
Electric (JEA) Cable/Phone/Internet	\$	36,000 22,000	\$ \$	16,726	\$ \$	7,809 3,274	\$ \$	20,000	\$ \$	21,000	\$ \$	(1,000)	11.1% -4.5%
Security System (Atlantic)	\$	1,670	\$	601	\$	1,069	\$	1,670	\$	1,670	\$	-	0.0%
Amenity Center Management Contracts		,				,		,		,	\$	-	
Managerial (VESTA)	\$	241,582	\$	201,316	\$	40,266	\$	241,582	\$	253,658	\$	12,077	5.0%
South Staffing (VESTA)	\$	241,133	\$	201,334	\$	39,799	\$	241,133	\$	253,382	\$	12,249	5.1%
Lifeguards (VESTA)	\$	82,771	\$	48,181	\$	34,590	\$	82,771	\$	89,442	\$	6,671	8.1%
Mobile App/Website (VESTA)	\$	2,750	\$	2,292	\$	458	\$	2,750	\$	3,500	\$ \$	750 -	27.3%
Continued Amenity Center Management Contracts											\$	-	
Refuse Service (Waste Management)	\$	7,000	\$	6,604	\$	396	\$	7,000	\$	7,400	\$	400	5.7%
Pool Chemicals (Poolsure)	\$	29,000	\$	26,989	\$	5,256	\$	32,245	\$	34,000	\$	5,000	17.2%
Special Events	\$	30,000	\$	26,166	\$	3,834		30,000	\$	30,000	\$	-	0.0%
Holiday Décor	\$	15,000	\$	18,111	\$	-	\$	18,111	\$	16,540	\$	1,540	10.3%
Pest Control (Turner Pest Control)	\$	8,000	\$	4,763	\$	2,237	\$	7,000	\$	8,000	\$	-	0.0%
Pressure Washing Fitness Equip Maintenance	\$ \$	8,500 8,500	\$ \$	6,423 6,331	\$ \$	2,077 2,169	\$ \$	8,500 8,500	\$ \$	8,500 8,500	\$ \$	-	0.0% 0.0%
										0#4.606	_	.=	5.2%
Amenity Center Expenses	\$	904,188	\$	755,316	\$	155,397	\$	910,713	\$	951,636	_\$	47,448	
•	\$	904,188	\$	755,316	\$	155,397	•	910,713	\$	951,636	\$	47,448	3.2 /(
Amenity Center Expenses  Grounds Maintenance Electric (JEA)	<b>\$</b>	<b>904,188</b> 5,708	<b>\$</b> \$	<b>755,316</b> 5,104	<b>\$</b> \$	<b>155,397</b> 604	\$	<b>910,713</b> 5,708	\$	<b>951,636</b> 5,708	<b>\$</b>	47,448	0.00%

# **Durbin Crossing Community Development District**

**General Fund Budget FY 2024** 

		FY 2023		Actual YTD Thru		Projected		Projected		Approved			
										FY 2024		\$ Var	% Var
		Budget		7/31/23	Ne	ext 2 Months	Tr	ru 9/30/23		Budget			
Streetlighting (JEA)	\$	71,000	\$	64,807	\$	10,193	\$	75,000	\$	80,572	\$	9,572	13.48%
Lake Maintenance (Solitude Lake Management)	\$	60,500	\$	52,076	\$	8,600	\$	60,676	\$	54,000	\$	(6,500)	-10.74%
Landscape Maintenance (Yellowstone)	\$	529,992	\$	397,494	\$	132,498	\$	529,992	\$	545,891	\$	15,899	3.00%
Landscape Contingency	\$	60,000	\$	109,266	\$	-	\$	109,266	\$	72,500	\$	12,500	20.83%
Mulch	\$	60,000	\$	66,070	\$	-	\$	66,070	\$	65,000	\$	5,000	8.33%
Sod Replacement	\$	-	\$	-	\$	-	\$	-	\$	180,000	\$	180,000	0.00%
Fuel	\$	1,100	\$	813	\$	287	\$	1,100	\$	1,100	\$	-	0.00%
Irrigation Repairs	\$	15,000	\$	17,749	\$	-	\$	17,749	\$	15,000	\$	-	0.00%
Capital Reserve - Transfer Out	\$	54,638	\$	54,638	\$	-	\$	54,638	\$	100,000	\$	45,362	83.02%
Water Quality Monitoring (ESI)	\$	1,700	\$	2,000	\$	-	\$	2,000	\$	2,000	\$	300	17.65%
Grounds Maintenance Expenses	\$	1,214,638	\$	949,106	\$	233,000	\$	1,182,106	\$	1,476,771	\$	262,133	21.58%
TOTAL EXPENDITURES	\$	2,309,099	\$	1,868,903	\$	415,685	\$	2,284,588	\$	2,623,202	9	314,103	13.60%
EXCESS REVENUES / (EXPENDITURES)	\$		\$	417.547	\$	(408.820)	\$	8.727	\$	-	-		

# **Durbin Crossing Community Development District**

Assessment Allocation Chart

						FY 2023 Gross Annual	FY 2024 Gross Annual	FY 2024 Gross Annual		
Land Use	#Units	ERU Factor	Total ERUs	Net O&M	Net O&M Per Unit	Asmnt Per Unit	Asmnt Per Unit	Per Unit Increase	Increase Precentage	FY 2024 Gross Assessments
80'	339	1.53	519.63	\$525,317	\$1,549.61	\$1,433.60	\$1,648.47	\$214.87	14.99%	\$558,832
70'	319	1.35	431.13	\$435,850	\$1,366.30	\$1,264.02	\$1,453.47	\$189.46	14.99%	\$463,657
63'	482	1.19	572.94	\$579,214	\$1,201.69	\$1,111.73	\$1,278.36	\$166.63	14.99%	\$616,168
53'	468	1.00	468.00	\$473,122	\$1,010.94	\$935.26	\$1,075.44	\$140.18	14.99%	\$503,307
43'	206	0.85	175.10	\$177,016	\$859.30	\$794.97	\$914.13	\$119.15	14.99%	\$188,310
Town Homes	510	0.63	321.30	\$324,817	\$636.90	\$589.22	\$677.53	\$88.31	14.99%	\$345,540
Total Residential Units	2,324									
Commercial/Retail/Office	144,153	1.00	72.08	\$72,865	\$0.51	\$0.47	\$0.54	\$0.07	14.99%	\$77,514
TOTALS _	146,477	<u>-</u>	2,560.18	\$2,588,202						
Total - Gross Assessment Less: Discounts and Collections (6%) Total Net Assessment										\$2,753,329 (\$165,127) <b>\$2,588,202</b>

# **Community Development District**

GENERAL FUND BUDGET FY 2024

# **REVENUES:**

#### Assessments

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

# Interest Income

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

# Miscellaneous Income

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

# **EXPENDITURES:**

# **Administrative:**

# Supervisor Fees

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

# FICA Expense

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

#### Assessment Roll Administration

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

# **Engineering Fees**

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

# **Community Development District**

GENERAL FUND BUDGET FY 2024

#### Dissemination Fees

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

<u>Vendor</u>	M	<u>onthly</u>	A	<u>nnual</u>
Governmental Management Services	\$	530	\$	6,360
Disclosure Services			\$	1,272
	\$	530	\$	7,632

# **Attorney Fees**

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

#### Annual Audit

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

#### Trustee Fees

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

# <u>Arbitrage</u>

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

# Impact Fee Administration

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

# Management Fees

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

# **Community Development District**

GENERAL FUND BUDGET FY 2024

# <u>Information Technology</u>

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

#### Website Maintenance

Represents the costs associated with monitoring and maintaining the District's website created in accordance with Chapter 189, Florida Statutes. These services include site performance assessments, security and firewall maintenance, updates, document uploads, hosting and domain renewals, website backups, etc.

# **Telephone**

Telephone and fax machine charges incurred as an administrative cost.

# **Postage**

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

# **Printing & Binding**

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

#### Insurance

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

# **Legal Advertising**

The District is required to advertise various notices for monthly Board meetings, public hearings etc.

# Other Current Charges

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

# Office Supplies

Miscellaneous office supplies.

# Dues, Licenses & Subscriptions

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

# **Community Development District**

GENERAL FUND BUDGET FY 2024

# **Amenity Center:**

#### Insurance

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

# Repair & Replacements

Represents monies budgeted for repairs and replacements for the District.

# **Recreation Passes**

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

# Office Supplies

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

# Permit Fees

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

# Water & Sewer

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

Account Number	<u>Description</u>	<u>M</u>	<u>lonthly</u>	<u>Annual</u>
68155430/86131620	145 S Durbin Pkwy Sewer	\$	231	\$ 2,772
79200641	145 S Durbin Pkwy Reclaim	\$	1,320	\$ 15,840
86131620	145 S Durbin Pkwy Water	\$	132	\$ 1,584
67579848	145 S Durbin Pkwy Water	\$	242	\$ 2,904
83113743	730 Durbin PY N Sewer	\$	230	\$ 2,760
68090736	730 Durbin PY N Reclaim	\$	630	\$ 7,562
85083672	730 Durbin PY N Water	\$	230	\$ 2,760
83113743	730 Durbin PY N Water	\$	138	\$ 1,656
	Contingency	\$	347	\$ 4,162
	Total Amenity Sewer/Water/Reclaim	\$	3,500	\$ 42,000

# **Community Development District**

GENERAL FUND BUDGET FY 2024

# Electric

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

Account Number	<b>Description</b>	<b>Monthly</b>	<u>Annual</u>
20335949	145 S Durbin Pkwy	\$ 2,526	\$ 30,312
22357510	730 Durbin PY N	\$ 715	\$ 8,580
	Contingency	\$ 92	\$ 1,108
	Total Amenity Electric	\$ 3,333	\$ 40,000

# Website

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

# Cable/Internet/Phone

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

Account Number	<b>Description</b>	M	onthly	A	Annual
8495 74 140 1015619	Durbin Crossing South Amenity	\$	435	\$	5,220
8495 74 140 0420497	Durbin Crossing South Amenity	\$	200	\$	2,400
8495 74 140 1246669	Durbin Crossing North Amenity	\$	570	\$	6,840
8496 74 140 1022920	Durbin Crossing North Amenity		450	\$	5,400
	Contingency	\$	95	\$	1,140
	Total Amenity Cable/internet/Phone	\$	1,750	\$	21,000

# Security System

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

# General Manager

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

<u>Contractor</u>	<u>Monthly</u>	<u>Annual</u>			
Vesta	\$ 21,138	\$	253,658		

# North and South Staffing

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

# **Community Development District**

GENERAL FUND BUDGET FY 2024

# **Lifeguards**

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

<u>Contractor</u>	<b>Monthly</b>	<u>Annual</u>
Vesta	\$ 7,454	\$ 89,442

# Mobile Application and Amenities Website

Alternative mobile communication of information related to Amenity Facilities for residents and patrons included but not limited to hours of operations, resident programs, special events, and other services for the District. Contracted with Vesta to manage website and maintain services for \$292 per month.

# Refuse Service

Garbage disposal services for the Amenity Centers provided by GFL Environmental.

#### **Pool Chemicals**

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

<u>Contractor</u>	<u>Monthly</u>		<u>Annual</u>	
Poolsure	\$	2,771	\$	33,256
Contingency	\$	62	\$	744
	\$	2,833	\$	34,000

# Special Events

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

# **Holiday Decoration**

Represents estimated costs for the District to decorate the Amenity center for the holidays.

# Pest Control

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

<u>Contractor</u>	<b>Monthly</b>		<u>Annual</u>	
Monthly Service	\$	567	\$	6,800
Annual Termite Treatment			\$	1,200
	\$	567	\$	8,000

# **Durbin Crossing Community Development District**

GENERAL FUND BUDGET FY 2024

# Pressure Washing

The cost of pressure washing District facilities (Amenity Center, entryway features, etc.)

# Fitness Equipment Maintenance

The cost of maintenance routine and inceptions of District fitness equipment.

# **Grounds Maintenance:**

# Electric

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

Account Number 22840516	<u>Description</u>	Mo	<u>nthly</u>	A	nnual
	101 Castlegate Ln	\$	10	\$	120
79442225	104 Durbin PY N	\$	32	\$	384
93385371	1049 Longleaf Pine Parkway	\$	71	\$	852
99911097	107 Tollerton Ave	\$	23	\$	276
89863663	1513 Longleaf Pine Parkway	\$	21	\$	252
26895017	16 Cloisterbane Dr Apt LL01	\$	8	\$	96
22580514	20 Orchid Way Apt IR01	\$	10	\$	120
99911094	2401 St Johns PY APT SG01	\$	17	\$	204
13727885	28 Heron Landing Rd Apt SG01	\$	11	\$	120
89866912	291 Durbin PY N	\$	12	\$	144
99911053	399 Longleaf Pine PY	\$	13	\$	15
89863016	501 Saddlestone Dr	\$	18	\$	21
22969723	590 N Durbin Pkwy	\$	18	\$	21
89863705	694 N Durbin Pkwy	\$	18	\$	21
79442208	857 Durbin Py N Apt SG01	\$	15	\$	18
89315721	861 Durbin PPY N Apt SG01	\$	11	\$	133
14892379	910 Durbin PY N Apt SG01	\$	14	\$	16
79447186	94 Staplehurst Dr Apt IR01	\$	15	\$	18
79447185	95 Woodcross Dr Apt IR01	\$	12	\$	14
22840515	96 Cresthaven Pl	\$	15	\$	18
99912413	987 Durbin PY N	\$	12	\$	14
89865800	997 Lauriston Dr	\$	15	\$	180
	Contingency	\$	85	\$	1,02
	Total Common Area Electric	\$	476	\$	5,708

# Community Development District GENERAL FUND BUDGET FY 2024

# Water & Re-Use

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

Account Number	Description	<u> </u>	<u>Ionthly</u>	Annual
64240479	102 Durbin PY N	\$	2,622	\$ 31,458
70115360	102 Merkland Ct	\$	62	\$ 744
72360080	1021 Lauriston Dr	\$	290	\$ 3,480
69877485	104 Harbury Dr	\$	135	\$ 1,620
66534516	105 S Durbin Pkwy	\$	1,169	\$ 14,028
70115339	106 Charmed Pl	\$	68	\$ 816
67386400	109 Islesbrook Pkwy	\$	825	\$ 9,900
68090726	1090 Durbin PY N	\$	3,500	\$ 42,000
74704275	116 Averley Wy Apt IR01	\$	55	\$ 660
74704274	118 Pineta Wy Apt IR01	\$	35	\$ 420
70115336	124 Weathered Oak Ct	\$	30	\$ 360
71890295	1244 Leith Hall Dr	\$	230	\$ 2,760
74704249	126 Cantley Wy Apt IR01	\$	100	\$ 1,200
73697024	128 Willow Winds Parkway	\$	57	\$ 684
71890305	1305 Fryston St	\$	25	\$ 300
71890313	138 Tollerto Ave	\$	80	\$ 960
71890303	1386 Fryston St	\$	250	\$ 3,000
68682298	1503 Cullaig Ct.	\$	86	\$ 1,032
74704273	155 Telford Dr Apt IR01	\$	36	\$ 432
71890297	158 Castlegate LA	\$	35	\$ 420
75457834	16 Cloisterbane Dr Aprt LL01	\$	235	\$ 2,820
71890296	1620 Fenton Av	\$	125	\$ 1,500
83716990	185 Islesbrook Pkwy	\$	255	\$ 3,060
85563431	2050 Longleaf Pine Py	\$	1,900	\$ 22,800
68682232	240 Tollerton Ave	\$	500	\$ 6,000
81948581	241 Islesbrook Pkwy	\$	100	\$ 1,200
67862610	265 Willow Winds Pkwy	\$	140	\$ 1,680
69214857	293 Willow Winds Pkwy	\$	40	\$ 480
82196245	310 N Glen Laurel Dr	\$	40	\$ 480
	<b>Total Reuse Water Continued</b>	\$	13,025	\$ 156,294

# Community Development District GENERAL FUND BUDGET

FY 2024

Account Number	<u>Description</u>	M	<u>lonthly</u>	<u>Annual</u>
	<b>Balance Brought Forward</b>	\$	13,025	\$ 156,294
69877486	358 Willow Winds PKWY	\$	285	\$ 3,420
72360078	585 Saddlestone Dr	\$	125	\$ 1,500
80532666	594 Saddlestone Dr	\$	140	\$ 1,680
64240486	606 Longleaf PY	\$	4,000	\$ 48,000
64240480	810 Durbin PY N	\$	3,000	\$ 36,000
74704276	867 Durbin PY N Apt IR01	\$	120	\$ 1,440
74704251	868 Durbin PY N Apt IR01	\$	100	\$ 1,200
67386405	89 Heron Landing Rd Apt IR01	\$	700	\$ 8,400
68081639	90 Woodcross Dr	\$	500	\$ 6,000
68081637	91 Staplehurst Dr	\$	300	\$ 3,600
74704265	912 Durbin PY N Apt IR01	\$	85	\$ 1,020
64240168	96 Crestheaven Place	\$	130	\$ 1,560
	Contingency	\$	7,074	\$ 84,886
	Total Reuse Water	\$	29,584	\$ 355,000

# **Street Lighting**

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

Account Number	<u>Description</u>	M	<u>lonthly</u>	4	<u>Annual</u>
70 watt	104 Durbin PY N(70 Watts)	\$	2,159	\$	25,909
200 watt	104 Durbin PY N (200 Watts)	\$	55	\$	663
70 watts	128 Willow Winds Pkwy	\$	566	\$	6,788
28763969	104 Durbin Py N Apt 2	\$	12	\$	141
200 watt	145 S Durbin Pkwy	\$	773	\$	9,282
70 watt	145 S Durbin Pkwy	\$	1,457	\$	17,484
70 watts	145 S Durbin Pkwy	\$	771	\$	9,256
70 watts	16 Cloisterbane Dr	\$	214	\$	2,571
70 watts	16 Cloisterbane Dr	\$	274	\$	3,291
70 watts	89 Heron Landing Rd Apt IR01	\$	377	\$	4,525
	Contingency/Additions	\$	55	\$	660
	<b>Total Streetlighting</b>	\$	6,714	\$	80,572

# **Community Development District**

GENERAL FUND BUDGET FY 2024

# Lake Maintenance

The District is under contract with Solitude Lake Management LLC for the maintenance of the lakes at Durbin Crossing Community Development District.

<u>Contractor</u>	<u>Monthly</u>	<u>Annual</u>
Solitude Lake Management LLC	\$ 4,500	\$ 54,000

# Landscape Maintenance

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

<u>Contractor</u>	<u>Monthly</u>	Annual
Yellowstone	\$ 45,491	\$ 545,891

# Landscape Contingency

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

# Mulch

Represents estimated costs for mulch applications around common areas in the District.

# Sod Replacement

Represents estimated costs for sod replacement around common areas in the District.

## Fuel

Fuel purchases for maintenance equipment.

# **Irrigation Repairs**

The cost of miscellaneous irrigation repairs and maintenance incurred.

# Capital Reserve – Transfer Out

The District funds a capital reserve to fund the renewal and replacement of District's capital related facilities that gets transferred to the Capital Reserve Fund.

# Water Quality Monitoring

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

# **Community Development District**

**Debt Service Fund Series 2017 A-1/A-2 Bonds** 

\$598,203

	Adopted	Н	ctual YTD	P	rojected		Projected		Approved
FY 2023 Budget		Thru 7/31/23		Next 2 Months		Thru 9/30/23		FY 2024 Budget	
\$	740,408	\$	760,376	\$	-	\$	760,376	\$	783,772
\$	3,072,162	\$	3,058,812	\$	-	\$	3,054,876	\$	3,054,876
\$	200	\$	66,858	\$	10,000	\$	76,858	\$	5,000
\$	3,812,770	\$ 3	3,886,045	\$	10,000	\$	3,892,110	\$	3,843,648
\$	555,756	\$	555,756	\$	-	\$	555,756	\$	535,347
\$	555,756	\$	555,756		-	\$	555,756	\$	535,347
\$	1,555,000	\$	1,555,000	\$	-	\$	1,555,000	\$	1,595,000
\$	99,881	\$	95,913	\$	-	\$	95,913	\$	88,850
\$	99,881	\$	95,913	\$	-	\$	95,913	\$	88,850
\$	155,000	\$	155,000	\$	-	\$	155,000	\$	155,000
\$	-	\$	95,000	\$	-	\$	95,000	\$	-
\$	3,021,275	\$ 3	3,108,338	\$	-	\$	3,108,338	\$	2,998,394
\$	791,495	\$	777,708	\$	10,000	\$	783,772	\$	845,254
	\$ \$ \$ \$ \$ \$	\$ 740,408 \$ 3,072,162 \$ 200 <b>\$ 3,812,770</b> \$ 555,756 \$ 555,756 \$ 1,555,000 \$ 99,881 \$ 99,881 \$ 155,000 \$ - <b>\$ 3,021,275</b>	\$ 740,408 \$ 3,072,162 \$ 200 \$ \$ 200 \$ \$ \$ 3,812,770 \$ 3 \$ 3,812,770 \$ 3 \$ 3,812,770 \$ 3 \$ 3,021,275 \$ 3 \$ 3,021,275 \$ 3	\$ 740,408 \$ 760,376 \$ 3,072,162 \$ 3,058,812 \$ 200 \$ 66,858 \$ 3,812,770 \$ 3,886,045 \$ 555,756 \$ 555,756 \$ 555,756 \$ 555,756 \$ 1,555,000 \$ 1,555,000 \$ 99,881 \$ 95,913 \$ 99,881 \$ 95,913 \$ 155,000 \$ 155,000 \$ - \$ 95,000 \$ 3,021,275 \$ 3,108,338	\$ 740,408 \$ 760,376 \$ 3,072,162 \$ 3,058,812 \$ 200 \$ 66,858 \$ \$ \$ \$ 3,812,770 \$ 3,886,045 \$ \$ \$ 555,756 \$ 555,756 \$ 555,756 \$ 555,756 \$ 1,555,000 \$ 1,555,000 \$ \$ 99,881 \$ 95,913 \$ 99,881 \$ 95,913 \$ 155,000 \$ 155,000 \$ \$ 155,000 \$ \$ 1,555,000	\$ 740,408 \$ 760,376 \$ - \$ 3,072,162 \$ 3,058,812 \$ - \$ 200 \$ 66,858 \$ 10,000 \$ 3,812,770 \$ 3,886,045 \$ 10,000 \$ 555,756 \$ 555,756 \$ - \$ 1,555,000 \$ 1,555,000 \$ - \$ 99,881 \$ 95,913 \$ - \$ 95,000 \$ 1,555,000 \$ - \$ 1,555,000 \$ 1,555,000 \$ -	\$ 740,408 \$ 760,376 \$ - \$ \$ 3,072,162 \$ 3,058,812 \$ - \$ \$ 200 \$ 66,858 \$ 10,000 \$ \$ \$ 3,812,770 \$ 3,886,045 \$ 10,000 \$ \$ \$ 555,756 \$ 555,756 \$ - \$ \$ 555,756 \$ 555,756 \$ - \$ \$ 1,555,000 \$ 1,555,000 \$ - \$ \$ 99,881 \$ 95,913 \$ - \$ \$ 99,881 \$ 95,913 \$ - \$ \$ 99,881 \$ 95,913 \$ - \$ \$ 155,000 \$ 155,000 \$ - \$ \$ \$ 1,555,000 \$ - \$ \$ \$ 1,555,000 \$ - \$ \$ \$ 1,555,000 \$ - \$ \$ \$ 1,555,000 \$ - \$ \$ \$ 1,555,000 \$ - \$ \$ \$ 1,555,000 \$ - \$ \$ \$ 1,555,000 \$ - \$ \$ \$ 1,555,000 \$ - \$ \$ \$ 1,555,000 \$ - \$ \$ \$ 1,555,000 \$ - \$ \$ \$ 1,555,000 \$ - \$ \$ \$ 1,555,000 \$ - \$ \$ \$ 1,555,000 \$ - \$ \$ \$ 1,555,000 \$ - \$ \$ \$ 1,555,000 \$ - \$ \$ \$ \$ 1,555,000 \$ - \$ \$ \$ \$ 1,555,000 \$ - \$ \$ \$ \$ 1,555,000 \$ - \$ \$ \$ \$ 1,555,000 \$ - \$ \$ \$ \$ 1,555,000 \$ - \$ \$ \$ \$ 1,555,000 \$ - \$ \$ \$ \$ \$ 1,555,000 \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ 1,555,000 \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	\$ 740,408 \$ 760,376 \$ - \$ 760,376 \$ 3,072,162 \$ 3,058,812 \$ - \$ 3,054,876 \$ 200 \$ 66,858 \$ 10,000 \$ 76,858 \$ 3,812,770 \$ 3,886,045 \$ 10,000 \$ 3,892,110 \$ 555,756 \$ 555,756 \$ - \$ 555,756 \$ 555,756 \$ 555,756 \$ - \$ 555,756 \$ 1,555,000 \$ 1,555,000 \$ - \$ 1,555,000 \$ 99,881 \$ 95,913 \$ - \$ 95,913 \$ 99,881 \$ 95,913 \$ - \$ 95,913 \$ 155,000 \$ 155,000 \$ - \$ 155,000 \$ - \$ 95,000 \$ - \$ 95,000 \$ 3,021,275 \$ 3,108,338 \$ - \$ 3,108,338	\$ 740,408 \$ 760,376 \$ - \$ 760,376 \$ \$ 3,072,162 \$ 3,058,812 \$ - \$ 3,054,876 \$ \$ 200 \$ 66,858 \$ 10,000 \$ 76,858 \$ \$ \$ 3,812,770 \$ 3,886,045 \$ 10,000 \$ 3,892,110 \$ \$ \$ 555,756 \$ 555,756 \$ - \$ 555,756 \$ 1,555,000 \$ 1,555,000 \$ - \$ 1,555,000 \$ \$ 1,555,000 \$ - \$ 95,913 \$ 99,881 \$ 95,913 \$ - \$ 95,913 \$ 99,881 \$ 95,913 \$ - \$ 95,913 \$ 155,000 \$ 155,000 \$ - \$ 155,000 \$ \$ - \$ 95,000 \$ \$ - \$ 95,000 \$ \$ \$ - \$ 95,000 \$ \$ \$ - \$ 95,000 \$ \$ \$ \$ - \$ 95,000 \$ \$ \$ \$ \$ 95,000 \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$

Total

# Amortization Schedule Series 2017A-1, Special Assessment Refunding Bonds

# Durbin Crossing Community Development District

DATE	BALANCE	PRINCIPAL	INTEREST	TOTAL
11/01/23	\$ 28,455,000	\$ -	\$ 535,346.88	\$ 535,346.88
05/01/24	\$ 28,455,000	\$ 1,595,000.00	\$ 535,346.88	
11/01/24	\$ 26,860,000	\$ -	\$ 513,415.63	\$ 2,643,762.50
05/01/25	\$ 26,860,000	\$ 1,645,000.00	\$ 513,415.63	
11/01/25	\$ 25,215,000	\$ -	\$ 488,740.63	\$ 2,647,156.25
05/01/26	\$ 25,215,000	\$ 1,695,000.00	\$ 488,740.63	
11/01/26	\$ 23,520,000	\$ -	\$ 462,256.25	\$ 2,645,996.88
05/01/27	\$ 23,520,000	\$ 1,750,000.00	\$ 462,256.25	
11/01/27	\$ 21,770,000	\$ -	\$ 433,818.75	\$ 2,646,075.00
05/01/28	\$ 21,770,000	\$ 1,810,000.00	\$ 433,818.75	
11/01/28	\$ 19,960,000	\$ -	\$ 403,275.00	\$ 2,647,093.75
05/01/29	\$ 19,960,000	\$ 1,870,000.00	\$ 403,275.00	
11/01/29	\$ 18,090,000	\$ -	\$ 371,718.75	\$ 2,644,993.75
05/01/30	\$ 18,090,000	\$ 1,935,000.00	\$ 371,718.75	
11/01/30	\$ 16,155,000	\$ -	\$ 337,856.25	\$ 2,644,575.00
05/01/31	\$ 16,155,000	\$ 1,995,000.00	\$ 337,856.25	
11/01/31	\$ 14,160,000	\$ -	\$ 287,981.25	\$ 2,620,837.50
05/01/32	\$ 14,160,000	\$ 2,095,000.00	\$ 287,981.25	
11/01/32	\$ 12,065,000	\$ -	\$ 235,606.25	\$ 2,618,587.50
05/01/33	\$ 12,065,000	\$ 2,235,000.00	\$ 235,606.25	
11/01/33	\$ 9,830,000	\$ -	\$ 193,700.00	\$ 2,664,306.25
05/01/34	\$ 9,830,000	\$ 2,320,000.00	\$ 193,700.00	
11/01/34	\$ 7,510,000	\$ -	\$ 150,200.00	\$ 2,663,900.00
05/01/35	\$ 7,510,000	\$ 2,405,000.00	\$ 150,200.00	
11/01/35	\$ 5,105,000	\$ -	\$ 102,100.00	\$ 2,657,300.00
05/01/36	\$ 5,105,000	\$ 2,500,000.00	\$ 102,100.00	
11/01/36	\$ 2,605,000	\$ -	\$ 52,100.00	\$ 2,654,200.00
05/01/37	\$ 2,605,000	\$ 2,605,000.00	\$ 52,100.00	\$ 2,657,100.00
11/01/37			 	
Total		\$ 28,455,000.00	\$ 9,136,231.25	\$ 37,591,231.25

# Durbin Crossing Community Development District

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

DATE	BALANCE	PRINCIPAL		 INTEREST	 TOTAL
11/01/23	\$ 3,190,000	\$	-	\$ 88,850.00	\$ 434,762.50
05/01/24	\$ 3,190,000	\$	155,000.00	\$ 88,850.00	\$ -
11/01/24	\$ 3,035,000	\$	-	\$ 84,787.50	\$ 328,637.50
05/01/25	\$ 3,035,000	\$	165,000.00	\$ 84,787.50	\$ -
11/01/25	\$ 2,870,000	\$	-	\$ 80,443.75	\$ 330,231.25
05/01/26	\$ 2,870,000	\$	175,000.00	\$ 80,443.75	\$ -
11/01/26	\$ 2,695,000	\$	-	\$ 75,850.00	\$ 331,293.75
05/01/27	\$ 2,695,000	\$	180,000.00	\$ 75,850.00	\$ -
11/01/27	\$ 2,515,000	\$	-	\$ 71,131.25	\$ 326,981.25
05/01/28	\$ 2,515,000	\$	195,000.00	\$ 71,131.25	\$ -
11/01/28	\$ 2,320,000	\$	-	\$ 65,618.75	\$ 331,750.00
05/01/29	\$ 2,320,000	\$	205,000.00	\$ 65,618.75	\$ -
11/01/29	\$ 2,115,000	\$	-	\$ 59,831.25	\$ 330,450.00
05/01/30	\$ 2,115,000	\$	215,000.00	\$ 59,831.25	\$ -
11/01/30	\$ 1,900,000	\$	-	\$ 53,750.00	\$ 328,581.25
05/01/31	\$ 1,900,000	\$	225,000.00	\$ 53,750.00	\$ -
11/01/31	\$ 1,675,000	\$	-	\$ 47,393.75	\$ 326,143.75
05/01/32	\$ 1,675,000	\$	240,000.00	\$ 47,393.75	\$ -
11/01/32	\$ 1,435,000	\$	-	\$ 40,606.25	\$ 328,000.00
05/01/33	\$ 1,435,000	\$	255,000.00	\$ 40,606.25	\$ -
11/01/33	\$ 1,180,000	\$	-	\$ 33,387.50	\$ 328,993.75
05/01/34	\$ 1,180,000	\$	270,000.00	\$ 33,387.50	\$ -
11/01/34	\$ 910,000	\$	-	\$ 25,756.25	\$ 329,143.75
05/01/35	\$ 910,000	\$	285,000.00	\$ 25,756.25	\$ -
11/01/35	\$ 625,000	\$	-	\$ 17,693.75	\$ 328,450.00
05/01/36	\$ 625,000	\$	305,000.00	\$ 17,693.75	\$ -
11/01/36	\$ 320,000	\$	-	\$ 9,062.50	\$ 331,756.25
05/01/37	\$ 320,000	\$	320,000.00	\$ 9,062.50	\$ 329,062.50
Total		\$	3,190,000.00	\$ 1,508,325.00	\$ 5,044,237.50

# **Community Development District**

**Capital Reserve Fund** 

		Adopted	A	Actual YTD	I	Projected	]	Projected		Approved
Description	FY 2023 Budget		Thru 7/31/23		Next 2 Months		Thru 9/30/23		FY 2024 Budget	
Revenues										
Capital Reserve Transfer In	\$	54,638	\$	54,638	\$	-	\$	54,638	\$	100,000
Miscellaneous Revenue/Interest Income	\$	10,000	\$	29,675	\$	5,000	\$	34,675	\$	10,000
Impact Fees	\$	-	\$	8,467	\$	-	\$	8,467	\$	-
Carry Forward Surplus	\$	1,399,322	\$	1,531,757	\$	-	\$	1,531,757	\$	1,258,811
<b>Total Revenues</b>	\$	1,463,960	\$	1,624,537	\$	5,000	\$	1,629,537	\$	1,368,811
Expenditures										
Capital Outlay	\$	150,000	\$	205,412	\$	25,000	\$	230,412	\$	300,000
Repair and Replacement	\$	100,000	\$	115,314	\$	25,000	\$	140,314	\$	100,000
Total Expenditures	\$	250,000	\$	320,726	\$	50,000	\$	370,726	\$	400,000
EXCESS REVENUES / (EXPENDITURES)	\$	1,213,960	\$	1,303,811	\$	(45,000)	\$	1,258,811	\$	968,811

# Reserve Study\* Update 2023 through 2051

Description	FY 2023		FY 2024 FY 202		FY 2025	FY 2026			FY 2027	
Beginning Balance	\$	1,531,757	\$ 1,303,810	\$	1,013,810	\$	1,147,696	\$	1,366,073	
Contributions	\$	54,638	\$ 100,000	\$	283,434	\$	291,937	\$	300,695	
Interest Income	\$	29,675	\$ 10,000	\$	24,333	\$	32,075	\$	37,356	
Impact Fees	\$	8,467	\$ -	\$	-	\$	-	\$	-	
Expenditures	\$	(320,726)	\$ (400,000)	\$	(173,881)	\$	(105,635)	\$	(297,799)	
Ending Balance	\$	1,303,810	\$ 1,013,810	\$	1,147,696	\$	1,366,073	\$	1,406,325	
Projected Per Budget	\$	1,258,811	\$ 968,811		N/A		N/A		N/A	
Variance	\$	(45,000)	\$ (45,000)		N/A		N/A		N/A	

<sup>\*</sup> Refer to Durbin Crossing CDD Reserve Study Re #7776 Page 4-1 of PDF

A.

#### **RESOLUTION 2023-07**

THE ANNUAL APPROPRIATION RESOLUTION OF THE DURBIN CROSSING COMMUNITY DEVELOPMENT DISTRICT ("DISTRICT") RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023 AND ENDING SEPTEMBER 30, 2024; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has, prior to the fifteenth (15<sup>th</sup>) day in June, 2023, submitted to the Board of Supervisors ("Board") of the Durbin Crossing Community Development District ("District") proposed budget ("Proposed Budget") for the fiscal year beginning October 1, 2023 and ending September 30, 2024 ("Fiscal Year 2023/2024") along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), Florida Statutes; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), Florida Statutes; and

WHEREAS, the Board set a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), Florida Statutes; and

**WHEREAS**, the District Manager posted the Proposed Budget on the District's website at least two days before the public hearing; and

WHEREAS, Section 190.008(2)(a), Florida Statutes, requires that, prior to October 1<sup>st</sup> of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

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

## SECTION 1. BUDGET

a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District's Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.

- b. The Proposed Budget, attached hereto as **Exhibit A**, as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* ("**Adopted Budget**"), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District's Local Records Office and identified as "The Budget for the Durbin Crossing Community Development District for the Fiscal Year Ending September 30, 2024."
- d. The Adopted Budget shall be posted by the District Manager on the District's official website within thirty (30) days after adoption and shall remain on the website for at least 2 years.

## SECTION 2. APPROPRIATIONS

There is hereby appropriated ou	ut of the revenues of the District, for Fiscal Year
2023/2024, the sum of \$	to be raised by the levy of assessments and/or
otherwise, which sum is deemed by the B	oard to be necessary to defray all expenditures of the
District during said budget year, to be divid	ded and appropriated in the following fashion:

TOTAL GENERAL FUND	\$
DEBT SERVICE FUND	\$
CAPITAL RESERVE FUND	\$
TOTAL ALL FUNDS	\$

## **SECTION 3. BUDGET AMENDMENTS**

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2023/2024, or within 60 days following the end of the Fiscal Year 2023/2024, may amend its Adopted Budget for that fiscal year as follows:

- a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if

the total appropriations of the fund do not increase and if either (i) the aggregate change in the original appropriation item does not exceed the greater of \$15,000 or 15% of the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.

c. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must ensure that any amendments to the budget under paragraph c. above are posted on the District's website within 5 days after adoption and remain on the website for at least 2 years.

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

PASSED AND ADOPTED THIS 28<sup>TH</sup> DAY OF AUGUST, 2023.

ATTEST:	DURBIN CROSSING COMMUNITY DEVELOPMENT DISTRICT
	By:
Secretary / Assistant Secretary	lts:

Exhibit A: Fiscal Year 2023/2024 Budget

# Exhibit A

Fiscal Year 2023/2024 Budget



#### **RESOLUTION 2023-08**

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE DURBIN CROSSING COMMUNITY DEVELOPMENT DISTRICT MAKING A DETERMINATION OF BENEFIT AND IMPOSING SPECIAL ASSESSMENTS FOR FISCAL YEAR 2023/2024; PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; 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, the District is located in St. Johns County, Florida ("County"); and

**WHEREAS,** the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District's adopted capital improvement plan and Chapter 190, *Florida Statutes*; and

WHEREAS, the Board of Supervisors ("Board") of the District hereby determines to undertake various operations and maintenance and other activities described in the District's budget ("Adopted Budget") for the fiscal year beginning October 1, 2023 and ending September 30, 2024 ("Fiscal Year 2023/2024"), attached hereto as Exhibit "A" and incorporated by reference herein; and

**WHEREAS,** the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the Adopted Budget; and

**WHEREAS,** the provision of such services, facilities, and operations is a benefit to lands within the District; and

**WHEREAS,** Chapter 190, *Florida Statutes*, provides that the District may impose special assessments on benefitted lands within the District; and

**WHEREAS,** it is in the best interests of the District to proceed with the imposition of the special assessments for operations and maintenance in the amount set forth in the Adopted Budget; and

**WHEREAS,** the District has previously levied an assessment for debt service, which the District desires to collect for Fiscal Year 2023/2024; and

WHEREAS, Chapter 197, Florida Statutes, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector ("Uniform Method"), and the District has previously authorized the use of the Uniform Method by, among other things, entering into agreements with the Property Appraiser and Tax Collector of the County for that purpose; and

WHEREAS, it is in the best interests of the District to adopt the Assessment Roll of the Durbin Crossing Community Development District ("Assessment Roll") attached to this Resolution as Exhibit "B" and incorporated as a material part of this Resolution by this reference, and to certify the Assessment Roll to the County Tax Collector pursuant to the Uniform Method; and

WHEREAS, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll, certified to the County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for the County, for such time as authorized by Florida law.

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

**SECTION 1. BENEFIT & ALLOCATION FINDINGS.** The Board hereby finds and determines that the provision of the services, facilities, and operations as described in **Exhibit "A"** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the cost of the assessments. The allocation of the assessments to the specially benefitted lands, as shown in **Exhibits "A" and "B,"** is hereby found to be fair and reasonable.

**SECTION 2. ASSESSMENT IMPOSITION.** Pursuant to Chapters 190 and 197, *Florida Statutes*, and using the procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operation and maintenance is hereby imposed and levied on benefitted lands within the District, and in accordance with **Exhibits "A" and "B."** The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution. Moreover, pursuant to Section 197.3632(4), *Florida Statutes*, the lien amount shall serve as the "maximum rate" authorized by law for operation and maintenance assessments.

**SECTION 3. COLLECTION.** The collection of the operation and maintenance special assessments and previously levied debt service assessments shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method, as indicated on **Exhibits** "A" and "B." The decision to collect special assessments by any particular method — e.g., on the tax roll or by direct bill — does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

**SECTION 4.** ASSESSMENT ROLL. The Assessment Roll, attached to this Resolution as

**Exhibit "B,"** is hereby certified to the County Tax Collector and shall be collected by the County Tax Collector in the same manner and time as County taxes. The proceeds therefrom shall be paid to the District.

**SECTION 5.** ASSESSMENT ROLL AMENDMENT. The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates in the District records.

**SECTION 6. 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 7. EFFECTIVE DATE.** This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

PASSED AND ADOPTED this 28th day of August, 2023.

ATTEST:	DURBIN CROSSING COMMUNITY DEVELOPMENT DISTRICT		
Secretary / Assistant Secretary	Chair / Vice Chair, Board of Supervisors		
Exhibit A: Budget			

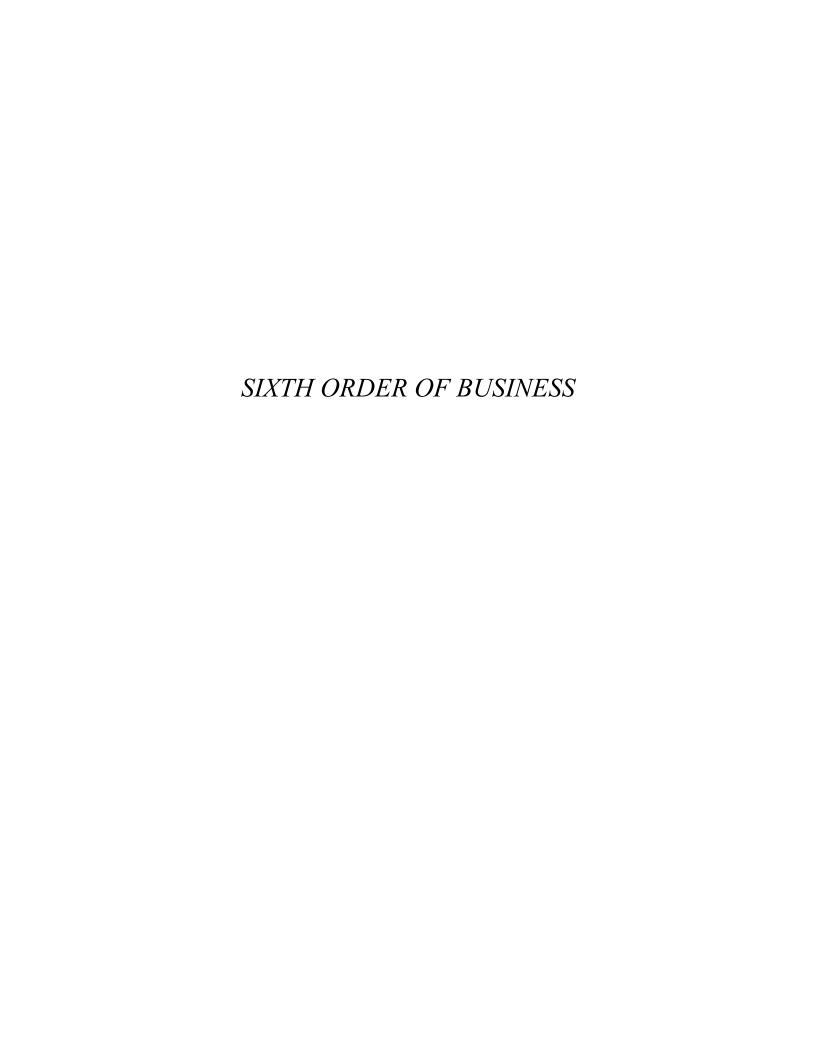
Exhibit B:

Assessment Roll

# **Exhibit A**Budget

# **Exhibit B**

Assessment Roll



#### RESOLUTION 2023-09

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE DURBIN CROSSING COMMUNITY DEVELOPMENT DISTRICT STATING THE DISTRICT'S INTENT TO PROMOTE THE GENERAL HEALTH, WELFARE, AND SAFETY OF CHILDREN LIVING AND VISITING PROPERTY WITHIN THE DISTRICT; SPECIFYING LOCATIONS WITHIN DISTRICT BOUNDARIES THAT ARE PRIMARILY DESIGNED FOR USE BY CHILDREN, ARE PRIMARILY USED BY CHILDREN, OR ARE CUSTOMARY GATHERING PLACES FOR CHILDREN; REQUESTING THAT ST. JOHNS COUNTY CONSIDER **FORMALLY** DESIGNATING **SAID SPECIFIED** LOCATIONS AS SAFETY ZONES UNDER THE ST. JOHNS COUNTY CHILD SAFETY ZONE ACT INCLUDED WITHIN ST. JOHNS COUNTY ORDINANCE NO. 2009-36, AS MAY BE AMENDED FROM TIME TO TIME; PROVIDING A SEVERABILITY **CLAUSE: AND PROVIDING** EFFECTIVE DATE.

WHEREAS, the Durbin Crossing Community Development District (the "District") is a local unit of special-purpose government located within the boundaries of St. Johns County, 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 including park and recreational improvements; and

WHEREAS, in response to the threat of harm to children by sexual predators and sexual offenders, the Board of County Commissioners of St. Johns County passed and enacted Ordinance No. 2009-36 effective on September 4, 2009, known as the St. Johns County Child Safety Zone Ordinance, as may be amended and restated from time to time ("Ordinance"), in the interest of promoting the general health, welfare, and safety of children by reducing opportunities for sexual offenders and sexual predators to make use of public spaces for criminal intent; and

WHEREAS, as stated in that Ordinance, St. Johns County ("County") found that sexual predators and sexual offenders present an extreme threat to the public health, safety, and welfare of its citizens, that sexual offenders and sexual predators are extremely likely to use physical violence and repeat their offenses, and most commit many offenses, have many more victims than are ever reported, and are prosecuted for only a fraction of their crimes; and

WHEREAS, the County also found that the cost of sexual predator and sexual offender victimization to society at large clearly exorbitant and a drain on the resources of society and the County; and

WHEREAS, the sole intent of the Ordinance is to reduce the potential risk of harm to children of the community by limiting the opportunity for sexual offenders and sexual predators

to be in contact with unsuspecting children in locations that are primarily designed for use by children, are primarily used by children, or are customary gathering places for children; and

WHEREAS, the District is wholly located within the unincorporated limits of the County and is subject to all rights and responsibilities created upon the enactment of all County ordinances; and

WHEREAS, the Ordinance prohibits the presence, loitering or prowling of sex offenders on or within 300 feet of specified locations that are primarily designed for use by children, are primarily used by children, or are customary gathering places for children, and designates that 300-foot prohibition as a "Safety Zone"; and

WHEREAS, the Ordinance establishes Safety Zones at specified locations within the County that are primarily designed for use by children, are primarily used by children, or are customary gathering places for children, including but not limited to parks, recreation centers, and public or private playgrounds; and

WHEREAS, the Ordinance encourages staff at locations within the County that are primarily used by children to collaborate with and facilitate law enforcement in its efforts of protecting children; and

WHEREAS, the District intends to collaborate with and facilitate law enforcement in its efforts of protecting children and adhere to the Ordinance in order to promote the general health, welfare, and safety of children living and visiting property within the District by reducing the risk of such children's contact with sexual offenders and sexual predators; and

WHEREAS, the District owns various recreational amenities that are locations within the District that are primarily designed for use by children, are primarily used by children, or are customary gathering places for children, including but not limited to youth sports facilities, public swimming pools, and recreational facilities; and

WHEREAS, the Ordinance defines a "park" as including "all public and private property specifically designated as being utilized for park and recreational purposes, regardless of ownership that includes but is not limited to, youth sports facilities, skate parks, public zoos, public swimming pools, and other similar places where children regularly congregate;" and

WHEREAS, the District's youth sports facilities, public swimming pools, and recreational facilities are included in the Ordinance's definition of a "park;" and

WHEREAS, the Ordinance provides that a sex offender may not be on or within a Safety Zone of a park within the County; and

WHEREAS, the Ordinance has no requirement that the designation of Safety Zones be limited to areas owned by the County; and

WHEREAS, in fact, the Ordinance provides that locations within the County designed for use by children, are primarily used by children, or are customary gathering places for children, including parks, shall be designated as a Safety Zone, *regardless of ownership*; and

WHEREAS, the County's designation of locations within the District that are primarily designed for use by children, are primarily used by children, or are customary gathering places for children as Safety Zones would be proper and lawful under the Ordinance, would reduce the potential risk of harm to children of the community by limiting the opportunity for sexual offenders and sexual predators to be in contact with unsuspecting children, and thus would:

- i) promote the general health, welfare, and safety of children living and visiting youth sports facilities, public swimming pools, and recreational facilities within the District by reducing children's risk of contact with sexual offenders and sexual predators; and
- ii) further the sole intent of the Ordinance; and

WHEREAS, the Board of Supervisors of the District respectfully requests that the County consider formally designating the specified locations described in this resolution as Safety Zones under the Ordinance.

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

**SECTION 1.** All of the representations and determinations contained within the recitals stated above are recognized as true and accurate and are expressly incorporated into this Resolution.

- **SECTION 2.** The Board of Supervisors of the District hereby states its intent to promote the general health, welfare, and safety of children living and visiting property within the District by reducing the risk of such children's contact with sexual offenders and sexual predators.
- **SECTION 3.** The Board of Supervisors of the District hereby finds and determines that in order to reduce the risk of contact with sexual offenders and sexual predators by children who live and visit youth sports facilities, public swimming pools, and recreational facilities within the District, the District must clearly identify locations that are primarily designed for use by children, primarily used by children, or are customary gathering places for children, and requests that the County consider formally designating such locations as "Safety Zones" under the Ordinance.
- **SECTION 4.** The Board of Supervisors of the District hereby presents the following District property, identified by parcel number, street information, and a brief description of the characteristics of the property in **Exhibit A** attached hereto, to the County for consideration of designation as individual "Safety Zones" under the Ordinance. The Board of Supervisors of the District finds that the properties identified in **Exhibit A** are designed for use by children, are primarily used by children, or are customary gathering places for children.

**SECTION 5.** The Board of Supervisors of the District hereby respectfully requests that the properties identified in **Exhibit A** be considered for formal designation by the County as individual "Safety Zones" under the Ordinance, including any future amendments thereto or restatements thereof.

**SECTION 6.** If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**SECTION 7.** This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 28th day of August, 2023.

ATTEST:	DURBIN CROSSING COMMUNITY DEVELOPMENT DISTRICT		
Secretary	Chair/Vice Chair		

**Exhibit A:** Description of District Property

Exhibit A
Description of District Property

Parcel ID Number	Street Information	Description of Property	
0096350001	145 South Durbin Parkway	Amenity Facility (including	
	(Corner of South Durbin	basketball court, 4 tennis	
	Parkway and Islesbrook	courts, pool, playground,	
	Parkway)	recreational field, and 2	
		pavilions)	
0096310047	730 North Durbin Parkway	Amenity Facility (including	
		basketball court, 2 tennis	
		courts, pool, playground, and	
		1 pavilion)	
0096210002	120 Longwood Street (Corner	Park/ Common area	
	of Woodcross Drive and		
000 (000 000	Longwood Street)	2.1/6	
0096230002	106 Wellwood Avenue	Park/ Common area	
	(SE corner of Wellwood		
	Avenue and North Durbin		
0006210005	Parkway)	P. 1/G	
0096210005	1090 North Durbin Parkway	Park/ Common area	
	(NE corner of North Durbin		
	Parkway and Longleaf Pine		
022(210007	Parkway)	P. 1/G	
0236310007	19 Orchid Way	Park/ Common area	
	(Between Sanctuary Drive		
022(210005	and Longleaf Pine Parkway)	P. 1/C	
0236310005	20 Orchid Way	Park/ Common area	
	(Between Sanctuary Drive		
000(210002	and Longleaf Pine Parkway)	De de/ Comment	
0096310003	105 North Durbin Parkway	Park/ Common area	
	(Castlegate)(SE corner of		
	North Durbin Parkway and		
	Veterans Parkway)		



From: BRYAN GUCKAVAN bguckavan@bellsouth.net & Subject: Drainage easement 204 W Berkswell Drive

**Date:** July 21, 2023 at 10:30 AM **To:** dlaughlin@gmsnf.com

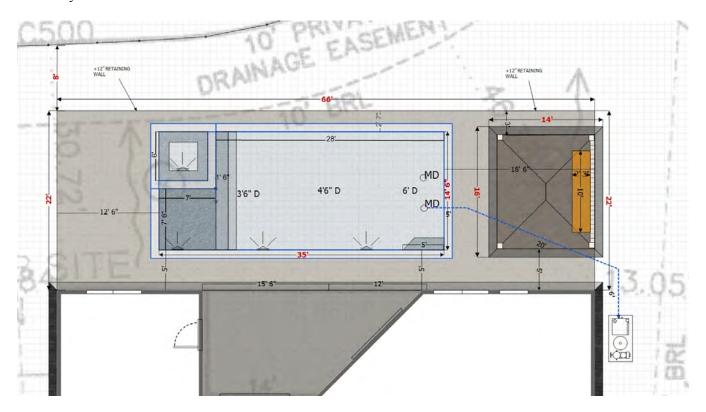
Cc: Bryan Guckavan bguckavan@gmail.com

Thank you for your call yesterday about our easement. As I mentioned yesterday we are building a pool and would like to add pavers on the backside of the pool but a very small portion will go slightly into the drainage easement for just a few feet. We were unaware of the 10 ft easement for the CDD as it was not on our official survey. I have had our pool company, Premier Outdoors, pull a copy of the original house plans and add the pool to it to show you exactly how many pavers will actually be on the easement. I also have attached our house survey that doesn't show the easement so you can see where the confusion came in.

We are asking that you please grant us a variance to add those pavers to the back side of the pool in the easement with the understanding that if the CDD ever needed to remove the pavers for access for any issue we will comply given they aren't really permanent and easily removed.

Thank in advance. Please let us know if you have any further questions.

# Bryan and Dawn Guckavan





house\_survey\_1.
pdf







**PROPERTY ADDRESS** 

JOB NUMBER FL2008.2992

204 WEST BERKSWELL DRIVE, SAINT JOHNS, FLORIDA 32259

. PAVER DRIVEWAY OVER 5' UTILITY EASEMENT 2. METAL ENCE OVER 8' DRAINAGE EASEMENT 3. METAL FENCE VER 5' DRAINAGE EASEMENT

## Surveyors Certification:

I hereby certify that this Survey of the lands described hereon was made under my direct supervision, and to the best of my knowledge and belief is a true and accurate representation of said lands and meets the Standards of Practice set forth in Chapter 5J-15.050 through 5J-15.053, Florida Administrative Code, pursuant to section 472.027, Florida Statutes. This survey is not valid without the signature and original aised seal of a Florida licensed surveyor and mapper, except when the electronic signature and seal of a Florida licensed surveyor and mapper is affixed hereto.



CLIENT FILE NO: 20-1947

**DATE**: 08/18/20

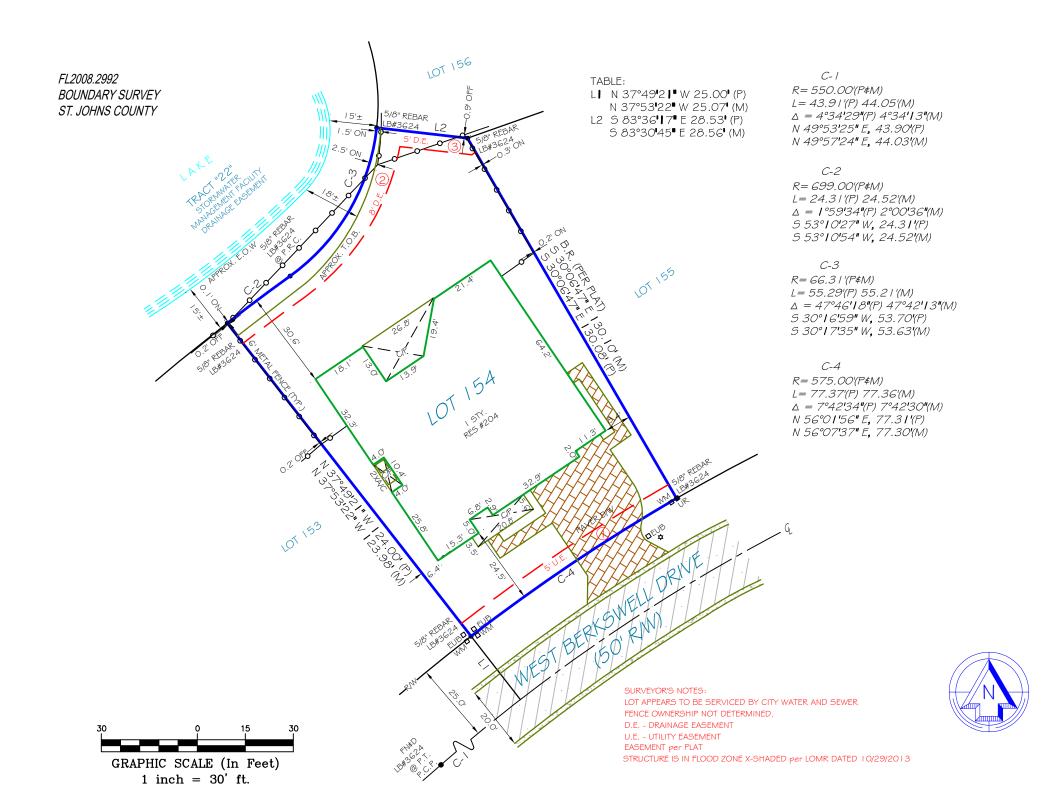






AFFILIATE **MEMBERS** 

This is page 1 of 2 and is not valid without all pages. See page 2 of 2 of this Survey for Legal Description



PAGE 1 OF 2

JOB NUMBER: FL2008.2992

BUYER: BRYAN GUCKAVAN AND DAWN GUCKAVAN

SELLER: BERKSWELL LLC, AN OHIO LIMITED LIABILITY COMPANY

BRYAN GUCKAVAN AND DAWN GUCKAVAN; LANDMARK TITLE INSURANCE; OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY; LOANDEPOT.COM, LLC; ITS SUCCESSORS AND/OR ASSIGNS; AS THEIR INTERESTS MAY APPEAR

This is page 2 of 2 and is not valid without all pages.

LOT 154, DURBIN CROSSING SOUTH PHASE 1, A SUBDIVISION ACCORDING TO THE PLAT THEREOF RECORDED AT MAP BOOK 59, PAGES 73 THROUGH 100, IN THE PUBLIC RECORDS OF ST JOHNS COUNTY, FLORIDA.

THE BEARING REFERENCE OF SOUTH 30 DEGREES 06 MINUTES 47 SECONDS EAST IS BASED ON THE NORTHEASTERLY PROPERTY LINE OF LOT 154, LOCATED WITHIN DURBIN CROSSING SOUTH PHASE 1, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 59, PAGE 73 THROUGH 100 OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA.

## **SURVEYOR'S NOTES**

- 1. The Legal Description used to perform this survey was supplied by others. This survey does not determine or imply ownership.
- This survey only shows improvements found above ground. Underground footings, utilities and encroachments are not located on this survey map.
- If there is a septic tank, or drain field shown on this survey, the location is approximate as the location was either shown to Exacta Land Surveyors, LLC. by a third party or it was estimated by metal detection, probing rods, and visual above ground inspection only. No excavation was performed in order to determine the exact and accurate location.
- This survey is exclusively for the use of the parties to whom it is certified.
- Additions or deletions to this survey map and report by other than the signing party or parties is prohibited without written consent of the signing party or
- Dimensions are in feet and decimals thereof.
- Due to varying construction standards, house dimensions are approximate.
- Any FEMA flood zone data contained on this survey is for informational purposes only. Research to obtain such data was performed at www.fema.gov.
- All corners marked as set are at a minimum a ½"diameter, 18" iron rebar with a cap stamped LB# 8291.
- 10. If you are reading this survey in an electronic format, the information contained on this document is only valid if this document is electronically signed as specified in Chapter 5J-17.062 (3) of the Florida Administrative Code and Florida Statute 472.025. The Electronic Signature File related to this document is prominently displayed on the invoice for this survey which is sent under separate cover. Manually signed and sealed logs of all survey signature files are kept in the office of the performing surveyor. If this document is in paper format, it is not valid without the signature and original raised seal of a Florida Licensed Surveyor.
- 11. Unless otherwise noted, an examination of the abstract of title was NOT performed by the signing surveyor to determine which instruments, if any, are affecting this property.
- 12. The symbols reflected in the legend and on this survey may have been enlarged or reduced for clarity. The symbols have been plotted at the center of the field location, and may not represent the actual shape or size of the feature.
- 13. Points of Interest (POI's) are selected above-ground improvements which may be in conflict with boundary, building setback or easement lines, as defined by the parameters of this survey. There may be additional POI's which are not shown, not called-out as POI's, or which are otherwise unknown to the surveyor. These POI's may not represent all items of interest to the viewer.
- 14. Utilities shown on the subject property may or may not indicate the existence of recorded or unrecorded utility easements.
- 15. The information contained on this survey has been performed exclusively, and is the sole responsibility, of Exacta Land Surveyors, LLC.. Additional logo or references to third party firms are for informational purposes only.
- 16. Pursuant to F.S. 558.0035, an individual employee or agent may not be held individually liable for negligence.
- 17. House measurements should not be used for new construction or planning. Measurements should be verified prior to such activity.
- 18. The purpose of this survey is to establish the boundary of the lands described in the legal description provided and depict the visible improvements thereon.

**LEGEND** 

(C)

(D)

(M)

(P)

ASB

B.F.P.

B.R.L.

BLDG.

BI K

BM

C.B.

C.L.F.

CVG

C/L

CATV

CONC

COR

CS/W

D.F.

D.H.

D/W

E.O.W

FLFV

FNT.

EUB

F.O.P.

E/DH

FCM

FN&D

FND.

FPKN&D

FRRSPK

GAR.

EDGE OF PAVEMENT

FOUND DRILL HOLF

FOUND IRON ROD

FOUND NAIL

IDENTIFICATION

FOUND

FND. CONCRETE MONUMENT

FOUND IRON PIPE & CAP

FOUND IRON ROD & CAP

FOUND PARKER-KALON NAIL

FOUND NAIL AND DISC

BSMT

LINETYPES: (UNLESS OTHERWISE NOTED)
BOUNDARY LINE IRON FENCE STRUCTURE CENTERLINE WALL OR PARTY WA CHAIN-LINK or WIRE FENCE EASEMENT EDGE OF WATER

SYMBOLS: (1) BENCH MARK CENTERLINE CENTRAL ANGLE or DELTA COMMON OWNERSHIP CONTROL POINT
CONCRETE MONUMENT

MANHOLE

OVERHEAD LINES

SURVEY TIE LINE

WOOD FENCE

VINYL FENCE

ILLEGIBLE CALCULATED INST INSTRUMENT DEED INTERSECTION INT. MEASURED LB# LICENSE # - BUSINESS PLAT LS# M.B. LICENSE # - SURVEYOR RECORD MAP BOOK M.E.S. MITERED END SECTION ACCESSORY SETBACK LINE AIR CONDITIONING M.F. METAL FENCE MITERED END SECTION BLOCK CORNER MES MANHOLE MH **BACKFLOW PREVENTOR** N.R. NON RADIAL REARING REFERENCE BUILDING RESTRICTION LINE SEW. SEWER SET IRON ROD & CAP SIRC BUILDING SN&D SET NAIL & DISC SQ.FT. SQUARE FEET BLOCK STY. BENCHMARK BASEMENT SV T.O.B. SEWER VALVE TOP OF BANK CLIRVE CONCRETE BLOCK TBM TEMPORARY BENCHMARE TEL. TELEPHONE FACILITIES CHAIN LINK FENC TWP TOWNSHIP **CLEAN OUT** TRANSFORMER CONCRETE VALLEY GUTTER TX TYP. CENTER LINE TYPICAL U.R. UTILITY RISER UG UNDERGROUND CONCRETE SLAB UR UTILITY RISER CABLE TV RISER CHORD BEARING VINYL FENCE W.F. WOODEN FENCE CHIMNEY WITNESS CORNEI CONCRETE W/C WATER FILTER CORNER WATER METER/VALVE BOX CONCRETE SIDEWALE WV WATER VALVE DRAIN FIELD DRILL HOLE ACCESS EASEMENT A.E. AN.E. DRIVEWAY ANCHOR EASEMENT EDGE OF WATER CANAL MAINTENANCE ESMT. FI EVATION C.U.E. COUNTY UTILITY ESMT ELECTRIC METER D.E. DRAINAGE FASEMENT D.U.E. ENTRANCE ESMT. ELECTRIC UTILITY BOX FINISHED FLOOR

DRAINAGE AND UTILITY ESMT EASEMENT I.E./E.E INGRESS/EGRESS ESMT. IRR.E. IRRIGATION EASEMENT L.A.E. LIMITED ACCESS ESMT. L.B.E LANDSCAPE BUFFER ESMT L.E. LANDSCAPE FSMT. LAKE OR LANDSCAPE L.M.E. M.E.

MAINTENANCE EASEMENT PLIF PUBLIC LITH ITY FASEMENT R.O.E. ROOF OVERHANG ESMT. SIDEWALK EASEMENT STORM WATER MANAGEMENT

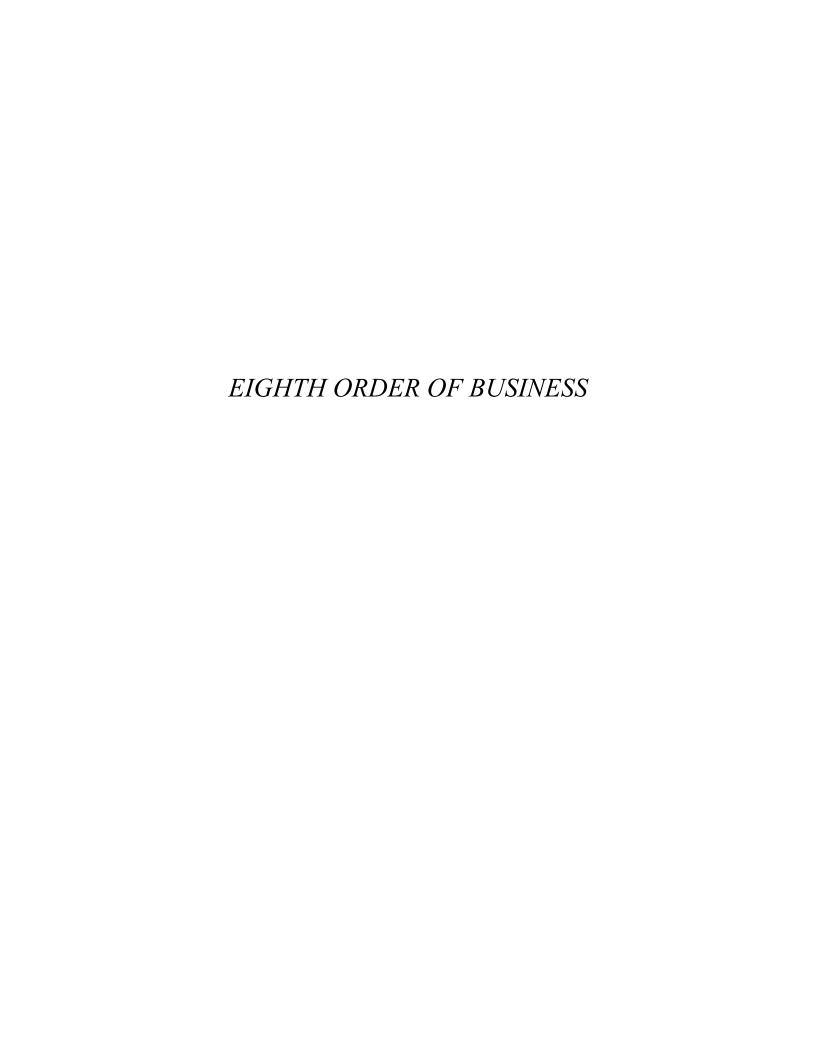
**FASEMENT** T.U.E. TECHNOLOGICAL UTILITY ESMT UTILITY EASEMENT

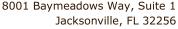
FOUND PK NAIL & DISC FOUND RAIL ROAD SPIKE GARAGE GAS METER

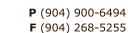


LB# 8291 | 11940 Fairway Lakes Drive | Suite 1 | Fort Myers, FL 33913 P: 866.735.1916 | F: 866.744.2882

BY PERFORMING A SEARCH WITH THE LOCAL GOVERNING MUNICIPALITY OR WWW.FEMA.GOV, THE PROPERTY APPEARS TO BE LOCATED IN ZONE X SHADED. THIS PROPERTY WAS FOUND IN ST. JOHNS COUNTY, COMMUNITY NUMBER 125147, PANEL NUMBER 0160 DATED 12/07/18.







Terracon.com

July 26, 2023

Mr. Daniel Laughlin Governmental Management Services, LLC 475 W. Town Place, Suite 114 St. Augustine, Florida 32092

erracon

Telephone: (904) 940-5850
E-mail: <u>dlaughlin@gmsnf.com</u>

Re: Proposal for Water Quality Monitoring Services 2023

**Durbin Crossing** 

St. Johns, St. Johns County, Florida Terracon Proposal No. PEQ237193

Dear Mr. Laughlin:

Terracon Consultants, Inc. (Terracon) appreciates the opportunity to submit this proposal to Governmental Management Services, LLC (Client) to provide water quality monitoring services for the above referenced project in St. Johns, Florida. This proposal outlines our understanding of the project, our planned work scope and associated fee, and our terms and conditions associated with the performance of this work.

If this proposal meets with your approval, work may be initiated by returning a signed copy of the attached Agreement for Services to our Jacksonville, Florida office upon which Terracon will sign and return a fully executed copy to you. The terms, conditions, and limitations stated in the Agreement for Services and sections of this proposal incorporated therein, shall constitute the exclusive terms and conditions and services to be performed for this project.

We appreciate the opportunity to provide this proposal. If you have questions or comments regarding this proposal or require additional services, please give us a call.

Sincerely,

**Terracon Consultants, Inc.** 

Janie Valade Staff Scientist (904) 470-2217

Jamie Valade

Janie.Valade@Terracon.com

Attachments: Detailed Scope of Services

Agreement for Services

Brett Anderson

Group Manager - Environmental Planning

(904) 470-2205

Brett.Anderson@terracon.com

# **Proposal for Water Quality Monitoring Services**

Durbin Crossing 2023 ■ St. Johns County, Florida July 26, 2023 ■ Terracon Proposal No. PEQ237193



## **DETAILED SCOPE OF SERVICES**

# 1.0 PROJECT INFORMATION

The site is located within Durbin Crossing in Saint Johns, St. Johns County, Florida. Surface water samples will be collected from one sampling station within the Durbin Crossing development. This sample is collected within the banks of Bowden Branch, a tributary that ultimately discharges into Durbin Creek. Reference markers were placed in the field to ensure consistency throughout the sampling events. The sampling station is designated as Station SW-BB-1. Downstream station of Bowden Branch, located in the eastern portion of Durbin Crossing, 150± feet west of Russell Sampson Road in Bowden Branch. This freshwater station receives discharge from the Durbin Crossing development and is representative of water quality conditions exiting the site.

# 2.0 WATER QUALITY SAMPLING

Terracon will conduct one water quality monitoring event per section 18 of the Development order within 10 business days of notice to proceed (NTP), weather dependent. Following new guidelines established by the Florida Department of Environmental Protection (FDEP) in the September 11, 2015 Letter of Correspondence, construction-phase monitoring of the physio-chemical water quality data will be performed on an annual basis, and the results compared to the baseline data gathered prior to the commencement of construction activities, thereby identifying any detectable changes. This process will include a collection of water samples and analysis for pre-determined parameters. A report will be provided to the client and FDEP after the sampling event is completed that will include a description of the collection methodology, the results obtained from the project, and a review of the data including tabular illustration as well as a written assessment.

# 3.0 ADDITIONAL SERVICES NOT INCLUDED

Should it be necessary to expand our services beyond those outlined in this proposal, we will notify you and send a supplemental proposal stating the additional services and fee. We will not proceed without your authorization.

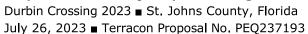
#### 4.0 SCOPE AND REPORT LIMITATIONS

Client shall secure all necessary site related approvals, permits, licenses, and consents necessary to commence and complete the Services and will execute any necessary site access agreement. Consultant will be responsible for supervision and site safety measures for its own employees but shall not be responsible for the supervision or health and safety precautions for any third parties, including Client's contractors, subcontractors, or other parties present at the site. In addition, Consultant retains the right to stop work without penalty at any time Consultant believes it is in the best interests of Consultant's employees or subcontractors to do so in order to reduce the risk of exposure to the coronavirus. Client agrees it will respond quickly to all requests for information made by Consultant related to Consultant's pre-task planning and risk assessment processes. Client acknowledges its responsibility for notifying Consultant of any circumstances that present a risk of exposure to the coronavirus or individuals who have tested positive for COVID-19 or are self-quarantining due to exhibiting symptoms associated with the coronavirus.

The findings and conclusions presented in the final report will be based on the site's current utilization, the anticipated future use of the site, if provided to Terracon, and the information collected as discussed

Explore with us 2

## **Proposal for Water Quality Monitoring Services**





in this proposal. Please note that we do not warrant database or third-party information (such as from interviewees) or regulatory agency information used in the compilation of plans or reports. No warranties, express or implied, are intended or made.

## 5.0 SCHEDULE

Terracon is prepared to begin upon receipt of written notice to proceed (NTP). It is anticipated that the sampling will be completed within 10 business days of NTP, weather dependent. Once lab results have been received, the water quality report will be provided within 10 business days.

#### 6.0 COMPENSATION

Task	Fees
Water Quality Sampling	\$2,300.00

The project will be invoiced monthly. Payments on invoices will be due in full within 30 days from the date of the invoice.

#### 7.0 OUR COMMITMENT TO SAFETY

Safety is one of Terracon's core values and our commitment to an Incident and Injury-Free® philosophy is one of the pillars of our current Strategic Plan. Incident and Injury-Free (IIF) is about care and concern for our people. It is our personal and organizational commitment at all levels of the company to everyone going home safe to their family every day. It is where safety is held as a core value as well as an operational priority. Working safely is an inseparable part of working correctly, just as much as other operational priorities, in particular quality, profitability and schedule. IIF is our commitment to our people, who we value for who they are and what they do. We strive to build health and safety into all aspects of our business and into the thinking of our employees.

Explore with us 3



Reference Number: PEQ237193

## **AGREEMENT FOR SERVICES**

This **AGREEMENT** is between Governmental Management Services LLC ("Client") and Terracon Consultants, Inc. ("Consultant") for Services to be provided by Consultant for Client on the Durbin Crossing Water Quality Monitoring 2023 project ("Project"), as described in Consultant's Proposal dated 07/26/2023 ("Proposal"), including but not limited to the Project Information section, unless the Project is otherwise described in Exhibit A to this Agreement (which section or Exhibit is incorporated into this Agreement).

- 1. Scope of Services. The scope of Consultant's services is described in the Proposal, including but not limited to the Scope of Services section ("Services"), unless Services are otherwise described in Exhibit B to this Agreement (which section or exhibit is incorporated into this Agreement). Portions of the Services may be subcontracted. Consultant's Services do not include the investigation or detection of, nor do recommendations in Consultant's reports address the presence or prevention of biological pollutants (e.g., mold, fungi, bacteria, viruses, or their byproducts) or occupant safety issues, such as vulnerability to natural disasters, terrorism, or violence. If Services include purchase of software, Client will execute a separate software license agreement. Consultant's findings, opinions, and recommendations are based solely upon data and information obtained by and furnished to Consultant at the time of the Services.
- 2. Acceptance/ Termination. Client agrees that execution of this Agreement is a material element of the consideration Consultant requires to execute the Services, and if Services are initiated by Consultant prior to execution of this Agreement as an accommodation for Client at Client's request, both parties shall consider that commencement of Services constitutes formal acceptance of all terms and conditions of this Agreement. Additional terms and conditions may be added or changed only by written amendment to this Agreement signed by both parties. In the event Client uses a purchase order or other form to administer this Agreement, the use of such form shall be for convenience purposes only and any additional or conflicting terms it contains are stricken. This Agreement shall not be assigned by either party without prior written consent of the other party. Either party may terminate this Agreement or the Services upon written notice to the other. In such case, Consultant shall be paid costs incurred and fees earned to the date of termination plus reasonable costs of closing the Project.
- 3. Change Orders. Client may request changes to the scope of Services by altering or adding to the Services to be performed. If Client so requests, Consultant will return to Client a statement (or supplemental proposal) of the change setting forth an adjustment to the Services and fees for the requested changes. Following Client's review, Client shall provide written acceptance. If Client does not follow these procedures, but instead directs, authorizes, or permits Consultant to perform changed or additional work, the Services are changed accordingly and Consultant will be paid for this work according to the fees stated or its current fee schedule. If project conditions change materially from those observed at the site or described to Consultant at the time of proposal, Consultant is entitled to a change order equitably adjusting its Services and fee.
- 4. Compensation and Terms of Payment. Client shall pay compensation for the Services performed at the fees stated in the Proposal, including but not limited to the Compensation section, unless fees are otherwise stated in Exhibit C to this Agreement (which section or Exhibit is incorporated into this Agreement). If not stated in either, fees will be according to Consultant's current fee schedule. Fee schedules are valid for the calendar year in which they are issued. Fees do not include sales tax. Client will pay applicable sales tax as required by law. Consultant may invoice Client at least monthly and payment is due upon receipt of invoice. Client shall notify Consultant in writing, at the address below, within 15 days of the date of the invoice if Client objects to any portion of the charges on the invoice, and shall promptly pay the undisputed portion. Client shall pay a finance fee of 1.5% per month, but not exceeding the maximum rate allowed by law, for all unpaid amounts 30 days or older. Client agrees to pay all collection-related costs that Consultant incurs, including attorney fees. Consultant may suspend Services for lack of timely payment. It is the responsibility of Client to determine whether federal, state, or local prevailing wage requirements apply and to notify Consultant if prevailing wages apply. If it is later determined that prevailing wages apply, and Consultant was not previously notified by Client, Client agrees to pay the prevailing wage from that point forward, as well as a retroactive payment adjustment to bring previously paid amounts in line with prevailing wages. Client also agrees to defend, indemnify, and hold harmless Consultant from any alleged violations made by any governmental agency regulating prevailing wage activity for failing to pay prevailing wages, including the payment of any fines or penalties.
- 5. **Third Party Reliance.** This Agreement and the Services provided are for Consultant and Client's sole benefit and exclusive use with no third party beneficiaries intended. Reliance upon the Services and any work product is limited to Client, and is not intended for third parties other than those who have executed Consultant's reliance agreement, subject to the prior approval of Consultant and Client.
- 6. LIMITATION OF LIABILITY. CLIENT AND CONSULTANT HAVE EVALUATED THE RISKS AND REWARDS ASSOCIATED WITH THIS PROJECT, INCLUDING CONSULTANT'S FEE RELATIVE TO THE RISKS ASSUMED, AND AGREE TO ALLOCATE CERTAIN OF THE ASSOCIATED RISKS. TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL AGGREGATE LIABILITY OF CONSULTANT (AND ITS RELATED CORPORATIONS AND EMPLOYEES) TO CLIENT AND THIRD PARTIES GRANTED RELIANCE IS LIMITED TO THE GREATER OF \$50,000 OR CONSULTANT'S FEE, FOR ANY AND ALL INJURIES, DAMAGES, CLAIMS, LOSSES, OR EXPENSES (INCLUDING ATTORNEY AND EXPERT FEES) ARISING OUT OF CONSULTANT'S SERVICES OR THIS AGREEMENT. PRIOR TO ACCEPTANCE OF THIS AGREEMENT AND UPON WRITTEN REQUEST FROM CLIENT, CONSULTANT MAY NEGOTIATE A HIGHER LIMITATION FOR ADDITIONAL CONSIDERATION IN THE FORM OF A SURCHARGE TO BE ADDED TO THE AMOUNT STATED IN THE COMPENSATION SECTION OF THE PROPOSAL. THIS LIMITATION SHALL APPLY REGARDLESS OF AVAILABLE PROFESSIONAL LIABILITY INSURANCE COVERAGE, CAUSE(S), OR THE THEORY OF LIABILITY, INCLUDING NEGLIGENCE, INDEMNITY, OR OTHER RECOVERY. THIS LIMITATION SHALL NOT APPLY TO THE EXTENT THE DAMAGE IS PAID UNDER CONSULTANT'S COMMERCIAL GENERAL LIABILITY POLICY.
- 7. Indemnity/Statute of Limitations. Consultant and Client shall indemnify and hold harmless the other and their respective employees from and against legal liability for claims, losses, damages, and expenses to the extent such claims, losses, damages, or expenses are legally determined to be caused by their negligent acts, errors, or omissions. In the event such claims, losses, damages, or expenses are legally determined to be caused by the joint or concurrent negligence of Consultant and Client, they shall be borne by each party in proportion to its own negligence under comparative fault principles. Neither party shall have a duty to defend the other party, and no duty to defend is hereby created by this indemnity provision and such duty is explicitly waived under this Agreement. Causes of action arising out of Consultant's Services or this Agreement regardless of cause(s) or the theory of liability, including negligence, indemnity or other recovery shall be deemed to have accrued and the applicable statute of limitations shall commence to run not later than the date of Consultant's substantial completion of Services on the project.
- 8. Warranty. Consultant will perform the Services in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions in the same locale. EXCEPT FOR THE STANDARD OF CARE PREVIOUSLY STATED, CONSULTANT MAKES NO WARRANTIES OR GUARANTEES, EXPRESS OR IMPLIED, RELATING TO CONSULTANT'S SERVICES AND CONSULTANT DISCLAIMS ANY IMPLIED WARRANTIES OR WARRANTIES IMPOSED BY LAW, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
- **9. Insurance.** Consultant represents that it now carries, and will continue to carry: (i) workers' compensation insurance in accordance with the laws of the states having jurisdiction over Consultant's employees who are engaged in the Services, and employer's liability insurance (\$1,000,000); (ii) commercial general liability insurance (\$2,000,000 occ / \$4,000,000 agg); (iii) automobile liability insurance (\$2,000,000 B.I. and P.D. combined single limit); (iv) umbrella liability (\$5,000,000 occ / agg); and (v) professional liability insurance (\$1,000,000 claim / agg). Certificates of insurance will be provided upon request. Client and Consultant shall waive subrogation against the other party on all general liability and property coverage.

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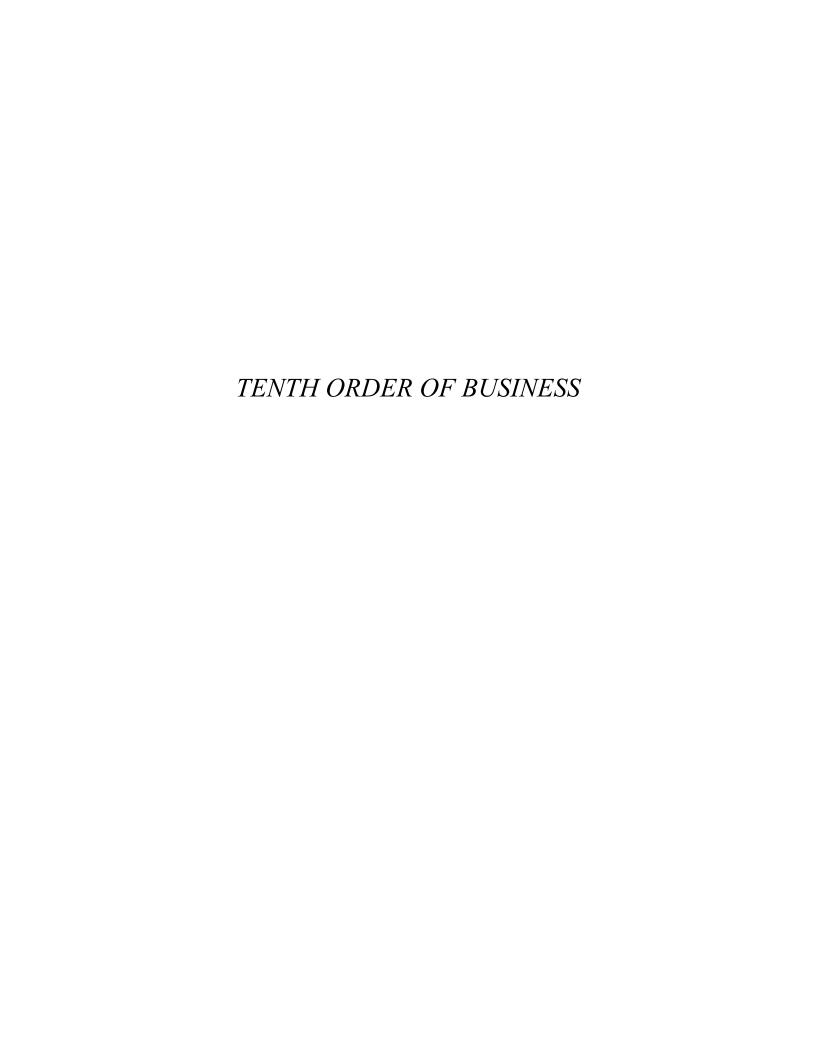
Reference Number: PEQ237193

- 10. CONSEQUENTIAL DAMAGES. NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR LOSS OF PROFITS OR REVENUE; LOSS OF USE OR OPPORTUNITY; LOSS OF GOOD WILL; COST OF SUBSTITUTE FACILITIES, GOODS, OR SERVICES; COST OF CAPITAL; OR FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT, PUNITIVE, OR EXEMPLARY DAMAGES.
- 11. Dispute Resolution. Client shall not be entitled to assert a Claim against Consultant based on any theory of professional negligence unless and until Client has obtained the written opinion from a registered, independent, and reputable engineer, architect, or geologist that Consultant has violated the standard of care applicable to Consultant's performance of the Services. Client shall provide this opinion to Consultant and the parties shall endeavor to resolve the dispute within 30 days, after which Client may pursue its remedies at law. This Agreement shall be governed by and construed according to Kansas law.
- 12. Subsurface Explorations. Subsurface conditions throughout the site may vary from those depicted on logs of discrete borings, test pits, or other exploratory services. Client understands Consultant's layout of boring and test locations is approximate and that Consultant may deviate a reasonable distance from those locations. Consultant will take reasonable precautions to reduce damage to the site when performing Services; however, Client accepts that invasive services such as drilling or sampling may damage or alter the site. Site restoration is not provided unless specifically included in the Services.
- 13. Testing and Observations. Client understands that testing and observation are discrete sampling procedures, and that such procedures indicate conditions only at the depths, locations, and times the procedures were performed. Consultant will provide test results and opinions based on tests and field observations only for the work tested. Client understands that testing and observation are not continuous or exhaustive, and are conducted to reduce - not eliminate - project risk. Client shall cause all tests and inspections of the site, materials, and Services performed by Consultant to be timely and properly scheduled in order for the Services to be performed in accordance with the plans, specifications, contract documents, and Consultant's recommendations. No claims for loss or damage or injury shall be brought against Consultant by Client or any third party unless all tests and inspections have been so performed and Consultant's recommendations have been followed. Unless otherwise stated in the Proposal. Client assumes sole responsibility for determining whether the quantity and the nature of Services ordered by Client is adequate and sufficient for Client's intended purpose. Client is responsible (even if delegated to contractor) for requesting services, and notifying and scheduling Consultant so Consultant can perform these Services. Consultant is not responsible for damages caused by Services not performed due to a failure to request or schedule Consultant's Services. Consultant shall not be responsible for the quality and completeness of Client's contractor's work or their adherence to the project documents, and Consultant's performance of testing and observation services shall not relieve Client's contractor in any way from its responsibility for defects discovered in its work, or create a warranty or guarantee. Consultant will not supervise or direct the work performed by Client's contractor or its subcontractors and is not responsible for their means and methods. The extension of unit prices with quantities to establish a total estimated cost does not guarantee a maximum cost to complete the Services. The quantities, when given, are estimates based on contract documents and schedules made available at the time of the Proposal. Since schedule, performance, production, and charges are directed and/or controlled by others, any quantity extensions must be considered as estimated and not a quarantee of maximum cost.
- 14. Sample Disposition, Affected Materials, and Indemnity. Samples are consumed in testing or disposed of upon completion of the testing procedures (unless stated otherwise in the Services). Client shall furnish or cause to be furnished to Consultant all documents and information known or available to Client that relate to the identity, location, quantity, nature, or characteristic of any hazardous waste, toxic, radioactive, or contaminated materials ("Affected Materials") at or near the site, and shall immediately transmit new, updated, or revised information as it becomes available. Client agrees that Consultant is not responsible for the disposition of Affected Materials unless specifically provided in the Services, and that Client is responsible for directing such disposition. In no event shall Consultant be required to sign a hazardous waste manifest or take title to any Affected Materials. Client shall have the obligation to make all spill or release notifications to appropriate governmental agencies. The Client agrees that Consultant neither created nor contributed to the creation or existence of any Affected Materials conditions at the site and Consultant shall not be responsible for any claims, losses, or damages allegedly arising out of Consultant's performance of Services hereunder, or for any claims against Consultant as a generator, disposer, or arranger of Affected Materials under federal, state, or local law or ordinance.
- **15. Ownership of Documents.** Work product, such as reports, logs, data, notes, or calculations, prepared by Consultant shall remain Consultant's property. Proprietary concepts, systems, and ideas developed during performance of the Services shall remain the sole property of Consultant. Files shall be maintained in general accordance with Consultant's document retention policies and practices.
- **16. Utilities.** Unless otherwise stated in the Proposal, Client shall provide the location and/or arrange for the marking of private utilities and subterranean structures. Consultant shall take reasonable precautions to avoid damage or injury to subterranean structures or utilities. Consultant shall not be responsible for damage to subterranean structures or utilities that are not called to Consultant's attention, are not correctly marked, including by a utility locate service, or are incorrectly shown on the plans furnished to Consultant.
- 17. Site Access and Safety. Client shall secure all necessary site related approvals, permits, licenses, and consents necessary to commence and complete the Services and will execute any necessary site access agreement. Consultant will be responsible for supervision and site safety measures for its own employees, but shall not be responsible for the supervision or health and safety precautions for any third parties, including Client's contractors, subcontractors, or other parties present at the site. In addition, Consultant retains the right to stop work without penalty at any time Consultant believes it is in the best interests of Consultant's employees or subcontractors to do so in order to reduce the risk of exposure to unsafe site conditions. Client agrees it will respond quickly to all requests for information made by Consultant related to Consultant's pre-task planning and risk assessment processes.

# PURSUANT TO SECTION 558.0035 OF FLORIDA STATUTES, AN INDIVIDUAL EMPLOYEE OR AGENT OF CONSULTANT MAY NOT BE HELD INDIVIDUALLY LIABLE.

Consultant:	Terracon Consultants, Inc.	Client:	Governmental Management Services LLC
By:	Date: <b>7/26/2023</b>	Ву:	Date:
Name/Title:	Brett A Anderson / Group Manager	Name/Title:	Daniel Laughlin /
Address:	8001 Baymeadows Way Ste 1	Address:	475 W Town PI Ste 114
	Jacksonville, FL 32256-7521		St Augustine, FL 32092
Phone:	(904) 900-6494 Fax: (904) 268-5255	Phone:	<b>(904) 940-5850</b> Fax:
Email:	Brett_Anderson@terracon.com	Email:	dlaughlin@gmsnf.com

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A.



# **Landscape Update for August 2023**

# • Team Update

• We wanted to update you on some management changes. We are excited to introduce you to Kyle Sanders. Kyle will be the Account Manager moving forward. Kyle brings over 25 years of experience in landscaping with 8 of those years in Charleston, South Carolina with Yellowstone. Kyle recently relocated to St. Johns County and brings his wife and two boys. Kyle and his family enjoy the outdoors that includes fishing, golfing, and camping. Kyle is excited to partner with the community, and to continue the beautification of the Durbin Crossing.

## • General Maintenance

- The team has continued to conduct the maintenance per scope. This includes all mowing and detailing. The team continues to navigate through the extreme heat wave.
- Shrubs throughout the community are being pruned to provide a neat and formed appearance.
- The seasonal flowers were all cut back to help extend the life of the plant. This rotation will last until October. We are working with Margaret on the Fall rotation.

## Irrigation

- Monthly inspections & repairs are being completed per scope. The team has been chipping away at general repairs, and mainline breaks.
- Longleaf Road irrigation has been problematic this month. We have had large portions of the roadway down due to wiring issues. These issues require significant tracking by a skilled irrigation technician. We have found that a nick in the 2-wire caused over 20 zones to fail. We continue to troubleshoot, and make repairs to these areas, and hope to have everything up and running.
- We are in the process of looking into improvements that will help reduce future issues and add potential cost savings to the roadway.

## • Chemical & Fertilizer Application

• We are in the process of completing another granular blanket application on all St. Augustine and Bermuda. The granular is 21-7-14 is being applied at 1lb. per 1,000 sqft.

# Projects

- The diseased Holly removal project is underway. We are in the process of marking the trees for removal and disposal. We are working with Zach and Margaret on any transplanting and/or replacements.
- We are gearing up for the phase 2 sod project this fall. That phase also includes addressing the areas underneath the live oaks on North Durbin Parkway.



# NOTICE OF MEETINGS DURBIN CROSSING COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the **Durbin Crossing Community Development District** will hold their regularly scheduled public meetings for **Fiscal Year 2024** at **6:00 p.m.** at the **Durbin Crossing South Amenity Center** located at **145 South Durbin Parkway**, **St. Johns**, **Florida 32259** on the fourth Monday of each month as follows, unless otherwise indicated:

October 23, 2023
November 20, 2023 (third Monday)
December 18, 2023 (third Monday)
January 22, 2024
February 26, 2024
March 25, 2024
April 22, 2024
May 20, 2024 (\*third Monday)
June 24, 2024
July 22, 2024
August 26, 2024
September 23, 2024





Date of report: 8-28-2023 Submitted by: Margaret Alfano

# **COMMUNICATION / SOUND SYSTEM / Project completed:**

There will still be added features to come as we learn and are trained on the complete system. However, we are thrilled with the results and resident feedback to date. The ability to use the different zones individually has worked very well this summer. The gym goers did not need to hear the kids tunes playing on the pool deck – happy residents all around. We are also finalizing the ability to utilize the sound system during community meetings and events as needed. Project completed.

## **LANDSCAPE STAFFING TRANSITION / No Board action required:**

As reported in their landscape report, Yellowstone has a new Account Manager for Durbin Crossing. We were impressed that within 24 hours of being notified of the change, we were in the South Social Hall meeting with six of their representatives and our new Manager, Kyle. Collectively we reviewed all outstanding items on Zach's and their lists to make sure nothing falls between the cracks. We will work diligently to keep our future looking bright, or green as the case might be.

## **UPCOMING PLANS / No Board action required:**

With another successful swim season behind us, it is time to regroup and plan. We are thrilled with our current and returning year-round staff. You will see individuals and the entire team featured in upcoming newsletters and e-blasts.

This is the time of year we want to and work hard to stay engaged with our residents. We have put on our thinking caps and have come up with some creative ways to do just that. Stay tuned for the end of October when we will host an employee pumpkin decorating contest. The residents will have four days to come and vote for their favorite pumpkin. Then we will announce which staff member created each pumpkin and then the winner as well. We can never take our positions or services we provide to our residents for granted. Staying sharp, looking outside the box, and striving to achieve even higher levels of customer/resident service will be our goal for the next few months and beyond.

#### **HOLIDAY LIGHTING / No Board action required:**

Speaking of taking us to new levels, we are currently planning for Santa's arrival and decking the halls as well. We are hoping to add a new sparkle or two, within our existing budget. Stay tuned.

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







Date of report: 8-28-2023 Submitted by: Zach Davidson

# NORTH TENNIS FENCING / STORM DAMAGE / Project completed:

All fencing repairs have been completed and the North court is now open and safe for play.

#### NORTH PLAYGROUND INSPECTION / Project completed:

The replacement double swing, covered under warranty, was received on August 4<sup>th</sup>. The swing was installed by the Maintenance staff, also at no additional cost to the District.

#### **SOLITUDE LAKE MAINTENANCE / No Board action required:**

Solitude was out this month and treated all ponds. They are continuing to keep a close eye on and treat any algae issues due to the extreme heat. We also added information regarding pond conditions and supplied contact information for the residents to report any concerns.

## SIDEWALK and COUNTY CONCERNS / No Board action required:

We continue to report on raised sidewalks and leaning road signs to the Roads and Bridges Department. We will keep the Board updated on any concerns and our progress.

# FIELD OPERATIONS UPDATES / No Board action required:

- Replaced failed photocell on North/Veterans entrance, now fully functioning.
- North pool PH pump feeder tube was replaced in house, now 100% working condition.
- Replaced two broken lights. One was located at Averly monument and one at the North message board. COST SAVINGS \$800.
- Replaced 2 light ballasts at the South Amenity Center. COST SAVINGS \$800.
- The South slide grip bar was replaced in-house by our maintenance team, photo below.
- Leith Hall retaining wall, repaired in-house, photos below.



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





*Date of report 8-28-2023* 

Submitted by: **Danelle DeMarco** 

#### **SUPER MARIO BACK TO SCHOOL BASH**

For many weeks, it was *It's A Mario!* Now we can say *It's a Wrap!* There is much to say about the Super Mario Bros Back to School Event, but the video that we will present at the CDD meeting speaks louder than words. We look forward to sharing that with you! I would first like to express my appreciation to the Board, the residents, and our Vesta team, for their understanding of what it took to pull off an outdoor event in this extreme heat that we have been experiencing.

We took extra measures to ensure everyone was safe and hydrated. We kept the south pool open with extra lifeguards on the stands and had the back gate open to always allow residents access to the pool. The field was temporarily fenced in to guarantee the safety of our children and give parents peace of mind that their little one could not leave the event area. We rented an extra inflatable water slide for more water fun and cooling off. Each activity had a cooler of ice and water placed beside it, and ready to hand it out to those who needed or wanted it.

We also relocated the new principal of Patriot Oaks Academy, Mr. Chiodo, to the Social Hall entry way. Back in the day we hosted Mrs. Olsen at the back pavilion but it was toooo hot! We also took the heat into consideration with the size of our event. Keeping ourselves and our staff safe while working long hours setting up and breaking down in these conditions. However, we did NOT limit our creativity nor our efforts in sending our families back to school with a great Back to School Bash.

We started off with back-to-back fun with a special screening of the **Super Mario Bros Movie at the South pool** on Friday, August 4<sup>th</sup>. This was a great way to get everyone in the Mario mood. We had great attendance and it was a beautiful evening to float in the water and watch a movie, especially after a great meal at the food trucks. That was our last pool movie of the season sadly, but we still have our movies in the park to look forward to!

As the residents approached the front gate for the big event, they were greeted with the Mario theme song to set the mood! We had for the first time **Spider Mountain** a large 5 activity structure that allowed 14 residents to use it at a time. We hoped this would give more opportunities for fun with less waiting time. The structure had rock climbing, multiple trampolines with harnesses, a web crawl, and a slide. A whole lot of fun for everyone!

We created a Durbin version of Mario Cart which we called **The Durbin Circuit**. We placed an inflatable racetrack on the basketball courts and made our own Daytona Speedway. The bigger kids could race their way through the course on a drifter trike that spun you in all directions, and the little ones could race side by side on big wheels, peddling their way to the finish line. Balloons were attached to the backs of their bikes, and we provided sanitized helmets with Wario mohawks, or Mario propellers. We advertised the choice to bring their own helmets, or we could provide them. Parents could walk around the outside of the track cheering their racers to the finish line. A photo Op and gold medals were stationed at the end for a photo finish picture.

Marios Tropical Island waterslide was in the back field to keep patrons cool no matter your size or age! Water slides are always a crowd pleaser and allow for a little more wiggle room in spinning and handholding with a buddy, than our big slide does.

Our premiere sponsor, Dr. Cochran and Dr. Soares set up a table to introduce families to their new location right around the corner on Saint Johhs Blvd. They had a raffle for two **Super Mario backpacks** that were filled with

school supplies, Mario fun, toothbrushes, toothpaste, and lunch bags for school. We are thankful for their years of support and their generosity. They give a monetary contribution for 4 events per year, and they donate merchandise and prizes that our families love. Along with them, we hosted our own raffle and the winner received one of the **Drifter Trikes**, just like the one used in the Durbin Circuit. The winners were posted in the Thursday Blast, and you can see them in September's newsletter.

We would also like to thank Welcome Home Realty for supplying the balloons for the Durbin Circuit and Gerri Kinsey for baking 400 chocolate chip cookies so we could place them in a special Mario bag and thank everyone for coming to the event as they left, tired and sweaty from all the fun!

We placed an inflatable **Skee ball** on the field for an extra layer of fun. Our very own inflatable **Cash Cube** made its second appearance where Mario money could be cashed in for a fun back to school prize. **Plinko,** straight from The Price Is Right, was right next door to try to win a piece of candy, a back-to-school pencil, or an extra raffle ticket.

We would like to thank Mr. Chiodo, the new **Patriot Oaks Academy principal**, and the PTO for reaching out to us and participating in our event. Although Durbin Creek Elementary was unable to accept our invitation, the families really enjoyed meeting our community's newest principal and we are sure meeting him calmed the nerves of a few new students and parents for their first day of school.

## **AQUA FITNESS**

Pool temperatures have no plans of dropping any time soon, so neither does our Aqua Fitness program. They have been enjoying a quieter time in the pool since school is back in session, and the mornings have been beautiful for them. They will continue to meet at the South pool on Tuesdays and Fridays, from 10:30- 11:30am. The cost per class is \$8.00.

#### **CHAMPION SWIM SCHOOL LESSONS**

Champion Swim are offering classes on Tuesdays and Thursdays, from 3:30 to 7pm throughout August and September. You may see them in the pool on other evenings giving make-up classes due to the stormy conditions we have been experiencing. They follow a thunder and lightning policy, as well, that keeps residents out of the pool every thirty minutes after hearing thunder or seeing lightning. We are excited to offer, for the first time, two extra months of swim lessons. The beauty of Florida is that the summer sun doesn't end in August and pumpkin spice is not an option quite yet!

#### **AMENITY ATHLETICS**

Soccer registration has ended, and you will soon see many of our Durbin families out on the fields practicing and learning new skills. It is great to see the parents coaching, families sitting in chairs, and soccer balls going in every which direction. They gear up to eventually play games against other communities and show to these others how Durbin Crossing rolls. Practices are held in the evenings on various days of the week, and games are played at Bartram Springs and Heritage Landing. Good Luck this season and let's go Team Durbin!

#### **EVENTS AND IDEAS IN THE WORKS**

We are working and planning for our two large remaining events for the year; Halloween and Christmas. We will keep the Board updated as these plans unfold. We are also securing dates for many smaller resident bonding activities, fun in the fields, movies in the park, craft nights, informational programs, and more. We look forward to sharing all of these with you at September's board meeting.

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







Welcome to
Durbin Crossing
Mr. Chiodo!



The Durbin is Right... PLINKO!



Flipping

