

*Durbin Crossing Community
Development District*

AUGUST 26, 2024

AGENDA

Durbin Crossing Community Development District

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

August 19, 2024

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 26, 2024 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. Minutes of the July 22, 2024 Meeting
 - B. Financial Statements
 - C. Assessment Receipts Schedule
 - D. Check Register
- V. Discussion of Pickleball Courts
- VI. Public Hearing for the Purpose of Adopting the Fiscal Year 2025 Budget
 - A. Consideration of Resolution 2024-05, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2025
 - B. Consideration of Resolution 2024-06, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2025
- VII. Staff Reports

- A. Landscape & Irrigation Maintenance Team
 - 1. Report
 - 2. Proposals for Roundabout Enhancements
 - B. District Counsel – Memorandum Regarding Ethics Training
 - C. District Engineer
 - D. District Manager
 - 1. Consideration of Designating a Regular Meeting Schedule for Fiscal Year 2025
 - 2. Consideration of Adopting Goals and Objectives for Fiscal Year 2025
 - E. General Manager - Report
 - F. Operations Manager - Report
 - G. Amenity Manager - Report
- VIII. Supervisors’ Request and Audience Comments
- IX. Next Scheduled Meeting – September 23, 2024 at 6:00 p.m. at the Durbin South Amenity Center
- X. Adjournment

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

Sincerely,

Daniel Laughlin

Daniel Laughlin
District Manager

FOURTH ORDER OF BUSINESS

A.

Minutes of Meeting
Durbin Crossing
Community Development District

The regular meeting of the Board of Supervisors of the Durbin Crossing Community Development District was held Monday, July 22, 2024 at 6:00 p.m. at the Durbin South Amenity Center, 145 South Durbin Parkway, Jacksonville, Florida.

Present and constituting a quorum were:

Peter E. Pollicino	Chairman
Jason Harrah	Supervisor
Shalene B. Estes	Supervisor

Also present were:

Daniel Laughlin	District Manager
Mike Eckert	District Counsel
Mike Yuro	District Engineer
Dan Fagen	Vesta/Amenity Services Group
Sue O’Lear	Vesta/Amenity Services Group
Kristen “Kiki” Jimenez	Vesta/Amenity Services Group
Richard Craig	Yellowstone
Garrett Cannady	Yellowstone

The following is a summary of the discussions and actions taken at the July 22, 2024 meeting.

FIRST ORDER OF BUSINESS

Pledge of Allegiance

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

SECOND ORDER OF BUSINESS

Roll Call

Mr. Laughlin called the roll.

THIRD ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Minutes of the June 24, 2024 Meeting**
- B. Financial Statements**
- C. Assessment Receipt Schedule**
- D. Check Register**

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

FIFTH ORDER OF BUSINESS

Discussion of Pickleball Courts

This item tabled.

SIXTH ORDER OF BUSINESS

Discussion of Sidewalk Improvements

Mr. Laughlin stated we did get the proposals, there is a not to exceed amount. We have had the agreement drafted and signed by all parties.

Mr. Yuro stated we sent it out to three contractors, we received three bids, 2 Men Concrete came in at \$27,876.42, Premiere American Construction came in at \$41,875 and AWA Contractors came in at \$73,780. Mr. Pollicino was authorized to move forward with 2 Men Concrete, the contract has been executed and we are on schedule for next Monday, the 29th. I don't expect it will take them more than a week to have it done. I haven't personally worked with this company, but they have worked in my neighborhood. The peripheral landscaping is not in their wheelhouse. Zach has been in touch with your landscaper to make sure that part is taken care of.

Mr. Harrah stated this does not include any new vegetation.

Mr. Yuro stated they have to remove three little pine trees, pour the concrete, do a curb return and at the cul-de-sac area they are going to have to adjust some valve boxes to make sure they are lined up and grade it back down.

Mr. Harrah stated when Zach gets back let's look for a landscape plan for around that new sidewalk area, nothing elaborate.

Mr. Craig stated we have already given a proposal and the landscape part came out to about \$7,500 and irrigation is included in that proposal. We have to move a main line and the irrigation came out to about \$5,600.

Ms. Estes asked what kind of material is in your proposal.

Mr. Craig stated there were three crape myrtles, five pallets of sod, and 21 Fakahatchee grasses.

Mr. Eckert stated I think you are still under the not to exceed \$75,000.

Mr. Harrah stated we may need a slab poured for a bench. Will you work with Zach on that?

Mr. Yuro stated yes.

Mr. Yuro left the meeting at this time.

SEVENTH ORDER OF BUSINESS

Ratification of License Agreement with Nine Lives Media

On MOTION by Mr. Harrah seconded by Mr. Pollicino with all in favor the license agreement with Nine Lives Media was ratified.

EIGHTH ORDER OF BUSINESS

Acceptance of the Fiscal Year 2023 Audit Report

Mt. Laughlin stated in the report to management it notes that Durbin Crossing Community Development District complied in all material respects with the aforementioned requirements during the year ended September 30, 2023. It is a clean audit.

On MOTION by Mr. Harrah seconded by Mr. Pollicino with all in favor the fiscal year 2023 audit report was accepted.

NINTH ORDER OF BUSINESS

Staff Reports

A. Landscape Maintenance Team - Report

A copy of the landscape maintenance report was included in the agenda package.

B. District Counsel

Mr. Eckert stated we had three agreements we had to craft, two of which you already talked about. We also did a Durbin Dolphins swim team agreement and sent that out. Just a reminder if you haven't taken your ethics training yet, you have about five months left.

C. District Engineer

There being none, the next item followed.

D. District Manager

Mr. Laughlin stated at the next meeting we will have the budget and annual meeting schedule, which will be the same Monday of the month and we will have goals and objectives action list.

Mr. Eckert stated the legislature said that all special districts have to establish goals and objectives and then establish performance measures to determine whether they met their goals and objectives. Those have to be on your website by October 1. Your first report on whether you have met those goals and objectives would be December 2025. There is no guidance from the state legislature.

Mr. Laughlin stated we have been working on this and it will be in your next agenda package.

E. General Manager - Report

Ms. O’Lear reviewed the general manager’s report, copy of which was included in the agenda package that covered staffing, programing, facilities, budget and resident communications.

F. Operations Manager - Report

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

G. Amenity Manager – Report

Ms. Jimenez gave an overview of the amenity manager’s report, copy of which was included in the agenda package.

TENTH ORDER OF BUSINESS

Supervisor’s Requests and Audience Comments

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

Next Scheduled Meeting –August 26, 2024 @ 6:00 p.m. at the Durbin South Amenity Center

Mr. Laughlin stated the next meeting is scheduled for August 26, 2024 at 6:00 p.m. in the same location.

On MOTION by Mr. Harrah seconded by Mr. Pollicino with all in favor the meeting adjourned at 6:52 p.m.

Secretary/Assistant Secretary

Chairman/Vice Chairman

B.

Durbin Crossing
Community Development District

Unaudited Financial Reporting
July 31, 2024



Durbin Crossing
Community Development District
Combined Balance Sheet
July 31, 2024

	<i>General Fund</i>	<i>Debt Service Fund</i>	<i>Capital Reserve Fund</i>	<i>Totals Governmental Funds</i>
Assets:				
Cash:				
Operating Account	\$ 301,075	\$ -	\$ 61,031	\$ 362,106
Due from Other	1,116	-	-	1,116
Due from Capital Reserve	628	-	-	628
Investments:				
State Board of Administration (SBA)	2,554	-	1,254,032	1,256,585
Custody	570,762	-	1,704	572,466
Series 2017A1				
Reserve	-	1,343,722	-	1,343,722
Revenue	-	999,383	-	999,383
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
Prepaid Expenses	5,000	-	-	5,000
Deposits	200	-	-	200
Total Assets	\$ 881,335	\$ 2,535,879	\$ 1,316,767	\$ 4,733,980
Liabilities:				
Accounts Payable	\$ 89,664	\$ -	\$ 8,800	\$ 98,464
Due to General Fund	-	-	628	628
Total Liabilities	\$ 89,664	\$ -	\$ 9,428	\$ 99,092
Fund Balance:				
Nonspendable:				
Prepaid Items	\$ 5,000	\$ -	\$ -	\$ 5,000
Deposits	200	-	-	200
Restricted for:				
Debt Service - Series	-	2,535,879	-	2,535,879
Assigned for:				
Capital Reserve Fund	-	-	1,307,339	1,307,339
Unassigned	786,471	-	-	786,471
Total Fund Balances	\$ 791,671	\$ 2,535,879	\$ 1,307,339	\$ 4,634,889
Total Liabilities & Fund Balance	\$ 881,335	\$ 2,535,879	\$ 1,316,767	\$ 4,733,980

Durbin Crossing
Community Development District
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending July 31, 2024

	Adopted Budget	Prorated Budget Thru 07/31/24	Actual Thru 07/31/24	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 2,588,202	\$ 2,588,202	\$ 2,604,795	\$ 16,594
Interest Income	5,000	5,000	39,092	34,092
Misc Income	30,000	25,000	22,692	(2,308)
Total Revenues	\$ 2,623,202	\$ 2,618,202	\$ 2,666,579	\$ 48,378

Expenditures:

General & Administrative:

Supervisor Fees	\$ 11,000	\$ 9,167	\$ 8,200	\$ 967
FICA Expense	842	702	627	74
Assessment Roll Administration	5,300	5,300	5,300	-
Engineering Fees	13,000	13,000	13,843	(843)
Dissemination Fees	7,632	6,360	6,360	-
Attorney Fees	50,000	67,771	67,771	-
Annual Audit	4,200	3,500	-	3,500
Trustee Fees	10,800	10,775	10,775	-
Arbitrage	1,200	1,200	1,200	-
Impact Fee Administration	15,900	13,250	13,250	-
Management Fees	54,403	45,336	45,336	0
Information Technology	1,590	1,325	1,325	-
Website Maintenance	1,060	883	883	0
Telephone	800	667	292	374
Postage	3,000	2,500	2,630	(130)
Printing & Binding	2,150	2,150	2,257	(107)
Insurance	8,592	8,592	8,083	509
Legal Advertising	2,000	1,667	1,055	612
Other Current Charges	1,000	833	-	833
Office Supplies	150	125	6	119
Dues, Licenses & Subscriptions	175	175	175	-
Total General & Administrative	\$ 194,794	\$ 195,278	\$ 189,369	\$ 5,909

Operations & Maintenance

Amenity Center

Insurance	\$ 41,544	\$ 41,544	\$ 41,828	\$ (284)
Repairs & Replacements	80,000	66,667	71,504	(4,837)
Recreational Passes	3,000	2,500	-	2,500
Office Supplies	5,000	4,167	3,738	428
Permit Fees	4,500	3,750	2,986	764
Utilities				
Water & Sewer	42,000	35,000	26,166	8,835
Electric	40,000	33,333	20,105	13,228
Cable/Phone/Internet	21,000	17,500	18,218	(718)
Security System	1,670	1,392	560	832

Durbin Crossing
Community Development District
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending July 31, 2024

	Adopted Budget	Prorated Budget Thru 07/31/24	Actual Thru 07/31/24	Variance
<u>Amenity Center Management Contracts</u>				
Managerial	253,658	211,382	211,382	0
Staffing	253,382	211,152	209,762	1,389
Lifeguards	89,442	75,648	75,648	-
Mobile App	3,500	2,917	2,917	(0)
Refuse Service	7,400	7,400	8,008	(608)
Pool Chemicals	34,000	28,333	28,859	(526)
Special Events	30,000	30,000	37,267	(7,267)
Holiday Décor	16,540	16,540	17,047	(507)
Pest Control	8,000	6,667	5,246	1,421
Pressure Washing	8,500	7,083	1,525	5,558
Fitness Equipment Maintenance	8,500	7,083	7,763	(680)
Subtotal Amenity Center	\$ 951,636	\$ 810,057	\$ 790,528	\$ 19,529
Grounds Maintenance				
Electric	\$ 5,708	\$ 5,708	\$ 6,336	\$ (628)
Water / Reuse	355,000	295,833	219,527	76,307
Streetlighting	80,572	67,143	59,481	7,662
Lake Maintenance	54,000	45,000	44,290	710
Landscape Maintenance	545,891	454,909	454,910	(1)
Landscape Contingency	72,500	72,500	129,096	(56,596)
Mulch	65,000	59,400	59,400	-
Sod Replacement	180,000	180,000	178,577	1,423
Fuel	1,100	917	625	291
Irrigation Repairs	15,000	15,000	24,844	(9,844)
Capital Reserve Funding	100,000	100,000	100,000	-
Water Quality Monitoring	2,000	2,000	2,300	(300)
Subtotal Ground Maintenance	\$ 1,476,771	\$ 1,298,411	\$ 1,279,386	\$ 19,025
Total Operations & Maintenance	\$ 2,428,407	\$ 2,108,468	\$ 2,069,914	\$ 38,554
Total Expenditures	\$ 2,623,202	\$ 2,303,745	\$ 2,259,283	\$ 44,463
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ 314,456	\$ 407,297	\$ 92,840
Net Change in Fund Balance	\$ -	\$ 314,456	\$ 407,297	\$ 92,840
Fund Balance - Beginning	\$ -		\$ 384,375	
Fund Balance - Ending	\$ -		\$ 791,671	

Durbin Crossing
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Special Assessments - Tax Roll	\$ -	\$ 175,373	\$ 440,562	\$ 1,670,182	\$ 215,900	\$ 44,322	\$ 3,634	\$ -	\$ 54,271	\$ 550	\$ -	\$ -	\$ 2,604,795
Interest Income	996	508	400	433	6,614	6,796	6,957	6,890	5,161	4,337	-	-	39,092
Misc Income	2,821	1,045	781	-	5,375	470	2,456	300	-	9,444	-	-	22,692
Total Revenues	\$ 3,818	\$ 176,927	\$ 441,743	\$ 1,670,616	\$ 227,889	\$ 51,588	\$ 13,046	\$ 7,190	\$ 59,432	\$ 14,331	\$ -	\$ -	\$ 2,666,579

Expenditures:													
General & Administrative:													
Supervisor Fees	\$ 800	\$ 600	\$ 1,000	\$ 1,000	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ -	\$ -	\$ 8,200
FICA Expense	61	46	77	77	61	61	61	61	61	61	-	-	627
Assessment Roll Administration	5,300	-	-	-	-	-	-	-	-	-	-	-	5,300
Engineering Fees	1,324	-	1,075	653	653	669	870	3,975	943	3,683	-	-	13,843
Dissemination Fees	636	636	636	636	636	636	636	636	636	636	-	-	6,360
Attorney Fees	5,844	17,547	8,236	3,981	6,937	4,000	4,471	10,889	3,339	2,528	-	-	67,771
Annual Audit	-	-	-	-	-	-	-	-	-	-	-	-	-
Trustee Fees	5,000	-	-	-	-	-	5,775	-	-	-	-	-	10,775
Arbitrage	-	-	-	-	-	-	1,200	-	-	-	-	-	1,200
Impact Fee Administration	1,325	1,325	1,325	1,325	1,325	1,325	1,325	1,325	1,325	1,325	-	-	13,250
Management Fees	4,534	4,534	4,534	4,534	4,534	4,534	4,534	4,534	4,534	4,534	-	-	45,336
Information Technology	133	133	133	133	133	133	133	133	133	133	-	-	1,325
Website Maintenance	88	88	88	88	88	88	88	88	88	88	-	-	883
Telephone	27	44	27	18	55	40	18	22	29	11	-	-	292
Postage	22	533	8	17	32	103	12	21	121	1,762	-	-	2,630
Printing & Binding	53	23	39	30	63	47	34	8	48	1,911	-	-	2,257
Insurance	8,083	-	-	-	-	-	-	-	-	-	-	-	8,083
Legal Advertising	276	84	83	83	84	-	84	122	151	86	-	-	1,055
Other Current Charges	-	-	-	-	-	-	-	-	-	-	-	-	-
Office Supplies	1	1	0	1	1	1	1	0	1	0	-	-	6
Dues, Licenses & Subscriptions	175	-	-	-	-	-	-	-	-	-	-	-	175
Total General & Administrative	\$ 33,681	\$ 25,594	\$ 17,261	\$ 12,575	\$ 15,400	\$ 12,437	\$ 20,042	\$ 22,614	\$ 12,207	\$ 17,558	\$ -	\$ -	\$ 189,369

Operations & Maintenance													
Amenity Center													
Insurance	\$ 41,828	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41,828
Repairs & Replacements	5,915	7,396	1,494	5,732	7,365	5,730	10,146	7,996	5,387	14,344	-	-	71,504
Recreational Passes	-	-	-	-	-	-	-	-	-	-	-	-	-
Office Supplies	1,460	315	282	251	157	535	212	11	374	142	-	-	3,738
Permit Fees	445	-	-	1,966	-	-	-	-	575	-	-	-	2,986
Utilities													
Water & Sewer	2,867	2,752	2,406	2,064	1,638	2,456	2,279	2,236	2,963	4,505	-	-	26,166
Electric	2,918	2,181	2,451	1,465	1,620	1,379	1,775	1,668	1,927	2,722	-	-	20,105
Cable/Phone/Internet	1,775	1,775	1,775	1,810	1,835	1,851	1,901	1,901	1,778	1,816	-	-	18,218
Security System	-	-	-	-	-	-	280	-	-	280	-	-	560

Durbin Crossing
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Amenity Center Management Contracts													
Managerial	21,138	21,138	21,138	21,138	21,138	21,138	21,138	21,138	21,138	21,138	-	-	211,382
Staffing	20,976	20,976	20,976	20,976	20,976	20,976	20,976	20,976	20,976	20,976	-	-	209,762
Lifeguards	-	-	-	-	-	-	11,533	12,480	-	51,635	-	-	75,648
Mobile App	292	292	292	292	292	292	292	292	292	292	-	-	2,917
Refuse Service	732	742	743	843	834	822	819	826	822	824	-	-	8,008
Pool Chemicals	2,770	2,770	2,770	2,936	2,936	1,924	2,936	3,947	2,936	2,936	-	-	28,859
Special Events	4,641	3,372	4,705	8,070	351	4,268	3,710	1,320	3,247	3,582	-	-	37,267
Holiday Décor	-	12,542	1,849	2,283	147	227	-	-	-	-	-	-	17,047
Pest Control	408	524	443	337	119	637	1,411	119	337	912	-	-	5,246
Pressure Washing	1,525	-	-	-	-	-	-	-	-	-	-	-	1,525
Fitness Equipment Maintenance	-	300	-	-	-	515	4,550	-	160	2,239	-	-	7,763
Subtotal Amenity Center	\$ 109,690	\$ 77,073	\$ 61,324	\$ 70,163	\$ 59,408	\$ 62,749	\$ 83,956	\$ 74,911	\$ 62,912	\$ 128,343	\$ -	\$ -	\$ 790,528
Grounds Maintenance													
Electric	\$ 632	\$ 615	\$ 640	\$ 678	\$ 721	\$ 628	\$ 614	\$ 603	\$ 593	\$ 610	\$ -	\$ -	6,336
Water / Reuse	22,787	21,069	18,288	19,748	23,742	19,731	19,191	19,195	24,584	31,192	-	-	219,527
Streetlighting	6,178	5,933	6,017	5,915	6,239	5,971	5,809	5,763	5,763	5,894	-	-	59,481
Lake Maintenance	4,429	4,429	4,429	4,429	4,429	4,429	4,429	4,429	4,429	4,429	-	-	44,290
Landscape Maintenance	45,491	45,491	45,491	45,491	45,491	45,491	45,491	45,491	45,491	45,491	-	-	454,910
Landscape Contingency	11,815	13,172	-	2,400	7,286	25,307	14,501	-	22,475	32,139	-	-	129,096
Mulch	-	59,400	-	-	-	-	-	-	-	-	-	-	59,400
Sod Replacement	1,689	-	-	-	-	-	176,889	-	-	-	-	-	178,577
Fuel	75	75	93	76	29	75	78	78	16	30	-	-	625
Irrigation Repairs	-	3,380	-	1,817	-	-	2,773	-	3,024	13,850	-	-	24,844
Capital Reserve Funding	-	-	-	-	-	-	-	-	100,000	-	-	-	100,000
Water Quality Monitoring	2,300	-	-	-	-	-	-	-	-	-	-	-	2,300
Subtotal Ground Maintenance	\$ 95,395	\$ 153,565	\$ 74,958	\$ 80,553	\$ 87,936	\$ 101,632	\$ 269,775	\$ 75,560	\$ 206,376	\$ 133,635	\$ -	\$ -	\$ 1,279,386
Total Operations & Maintenance	\$ 205,085	\$ 230,639	\$ 136,282	\$ 150,716	\$ 147,344	\$ 164,381	\$ 353,731	\$ 150,470	\$ 269,288	\$ 261,978	\$ -	\$ -	\$ 2,069,914
Total Expenditures	\$ 238,766	\$ 256,233	\$ 153,542	\$ 163,291	\$ 162,744	\$ 176,818	\$ 373,773	\$ 173,084	\$ 281,495	\$ 279,537	\$ -	\$ -	\$ 2,259,283
Excess (Deficiency) of Revenues over Expenditures	\$ (234,949)	\$ (79,306)	\$ 288,201	\$ 1,507,325	\$ 65,145	\$ (125,230)	\$ (360,727)	\$ (165,894)	\$ (222,063)	\$ (265,206)	\$ -	\$ -	\$ 407,297
Net Change in Fund Balance	\$ (234,949)	\$ (79,306)	\$ 288,201	\$ 1,507,325	\$ 65,145	\$ (125,230)	\$ (360,727)	\$ (165,894)	\$ (222,063)	\$ (265,206)	\$ -	\$ -	\$ 407,297

Durbin Crossing
Community Development District
Debt Service Fund Series 2017 A1 & A2
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending July 31, 2024

	Adopted	Prorated Budget	Actual	
	Budget	Thru 07/31/24	Thru 07/31/24	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 3,054,876	\$ 3,054,876	\$ 3,074,548	\$ 19,672
Interest Income	5,000	5,000	137,713	132,713
Total Revenues	\$ 3,059,876	\$ 3,059,876	\$ 3,212,260	\$ 152,384
Expenditures:				
<u>Series 2017 A-1</u>				
Interest -11/1	\$ 535,347	\$ 535,347	\$ 535,347	\$ -
Interest - 5/1	535,347	535,347	535,347	-
Principal - 5/1	1,595,000	1,595,000	1,595,000	-
<u>Series 2017 A-2</u>				
Interest -11/1	\$ 88,850	\$ 88,850	\$ 88,850	\$ -
Interest - 5/1	88,850	88,850	88,850	-
Principal - 5/1	155,000	155,000	155,000	-
Total Expenditures	\$ 2,998,394	\$ 2,998,394	\$ 2,998,394	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 61,482	\$ 61,482	\$ 213,867	\$ 152,384
Other Financing Sources/(Uses):				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 61,482	\$ 61,482	\$ 213,867	\$ 152,384
Fund Balance - Beginning	\$ 783,772		\$ 2,322,012	
Fund Balance - Ending	\$ 845,254		\$ 2,535,879	

Durbin Crossing
Community Development District
Capital Reserve Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending July 31, 2024

	Adopted Budget	Prorated Budget Thru 07/31/24	Actual Thru 07/31/24	Variance
Revenues				
Capital Reserve Funding	\$ 100,000	\$ 100,000	\$ 100,000	\$ -
Miscellaneous Revenue/Interest Income	10,000	10,000	32,605	22,605
Impact Fees	-	-	537,733	537,733
Total Revenues	\$ 110,000	\$ 110,000	\$ 670,338	\$ 560,338
Expenditures:				
Capital Outlay	\$ 300,000	\$ 300,000	\$ 576,324	\$ (276,324)
Repair and Replacement	100,000	83,333	67,761	15,573
Other Current Charges	-	-	9,794	(9,794)
Total Expenditures	\$ 400,000	\$ 383,333	\$ 653,879	\$ (270,546)
Excess (Deficiency) of Revenues over Expenditures	\$ (290,000)		\$ 16,459	
Other Financing Sources/(Uses)				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ (290,000)		\$ 16,459	
Fund Balance - Beginning	\$ 1,258,811		\$ 1,290,879	
Fund Balance - Ending	\$ 968,811		\$ 1,307,339	

Durbin Crossing
Community Development District
Long Term Debt Report

Series 2017A-1, Special Assessment Refunding Bonds	
Interest Rate:	Various
Maturity Date:	5/1/2037
Reserve Fund Definition	50% MADS
Reserve Fund Requirement	\$ 1,343,722
Reserve Fund Balance	1,343,722
Bonds outstanding - 3/31/2017	\$ 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)
Less: May 1, 2024	(1,595,000)
Current Bonds Outstanding	\$ 26,860,000

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 Balance	172,938
Bonds outstanding - 3/31/2017	\$ 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)
Less: May 1, 2024	(155,000)
Current Bonds Outstanding	\$ 3,035,000

C.

DURBIN CROSSING COMMUNITY DEVELOPMENT DISTRICT

Fiscal Year 2024 Assessment Receipts

	ASSESSED			
	# UNITS ASSESSED	SERIES 2017A1-2 DEBT NET	O&M NET	TOTAL NET ASMTS
NET ASSESSMENTS TAX ROLL	146,477	3,054,876.06	2,588,129.23	5,643,005.29

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

ST JOHNS COUNTY DISTRIBUTION	RECEIVED			
	DATE	DEBT	O&M	TOTAL AMOUNT RECEIVED
1	11/3/2023	9,213.90	7,806.13	17,020.03
2	11/17/2023	91,046.12	77,135.42	168,181.54
3	11/22/2023	106,740.55	90,431.93	197,172.48
4	12/14/2023	348,657.43	295,386.93	644,044.36
5	12/21/2023	171,356.67	145,175.52	316,532.19
6	1/9/2024	1,963,559.11	1,663,551.85	3,627,110.96
INTEREST	1/11/2024	7,826.38	6,630.61	14,456.99
7	2/12/2024	254,835.65	215,899.95	470,735.60
8	3/19/2024	52,315.65	44,322.47	96,638.12
INTEREST	4/9/2024	4,288.94	3,633.64	7,922.58
TAX CERTIFICATES	6/11/2024	4,151.28	3,517.02	7,668.30
9	6/27/2024	59,906.82	50,753.81	110,660.63
10	7/29/2024	649.21	550.02	1,199.23
		-	-	
		-	-	
		-	-	
TOTAL TAX ROLL RECEIPTS		3,074,547.71	2,604,795.30	5,679,343.01
TAX ROLL % COLLECTED		100.6%	100.6%	100.6%

D.

Durbin Crossing
Community Development District

Check Run Summary
7/1/2024 thru 7/31/2024

Fund	Date	Check No.	Amount
General Fund			
Payroll	7/3/24	50845-50849	\$ 923.50
	7/25/24	50850-50852	554.10
			<u>Sub-Total</u> \$ 1,477.60
Accounts Payable			
	7/24/24	6896-6924	\$ 177,133.54
	7/30/24	6925	3,584.52
			<u>Sub-Total</u> \$ 180,718.06
Capital Reserve Fund	7/30/24	254	\$ 13,938.21
			<u>Sub-Total</u> \$ 13,938.21
Vesta Wells Fargo Credit Card*			
	7/29/24	June Purchases	\$ 6,221.32
			<u>Sub-Total</u> \$ 6,221.32
Total			\$ 202,355.19

*Wells Fargo Credit Card Invoices available upon request

PR300R

PAYROLL CHECK REGISTER

RUN 7/03/24 PAGE 1

CHECK #	EMP #	EMPLOYEE NAME	CHECK AMOUNT	CHECK DATE
50845	11	SARAH G HALL	184.70	7/03/2024
50846	13	JASON S HARRAH	184.70	7/03/2024
50847	8	PETER E POLLICINO	184.70	7/03/2024
50848	18	SHALENE B ESTES	184.70	7/03/2024
50849	17	WILLIAM H CLARKE	184.70	7/03/2024
TOTAL FOR REGISTER			923.50	

DURB DURBIN CROSS DLAUGHLIN

ATTENDANCE SHEET

District: Durbin Crossing CDD

Meeting Date: June 24, 2024

	Supervisor	In Attendance	Fees
1.	William Clarke <i>Assistant Secretary</i>	<input checked="" type="checkbox"/>	\$200
2.	Peter Pollicino <i>Chairman</i>	<input checked="" type="checkbox"/>	\$200
3.	Sarah Gabel Hall <i>Assistant Secretary</i>	<input checked="" type="checkbox"/>	\$200
4.	Shalene B. Estes <i>Assistant Secretary</i>	<input checked="" type="checkbox"/>	\$200
5.	Jason Harrah <i>Vice Chairman</i>	<input checked="" type="checkbox"/>	\$200

District Manager:

June 24, 2024 Mant ST

PLEASE RETURN COMPLETED FORM TO BERNADETTE PEREGRINO

PR300R

PAYROLL CHECK REGISTER

RUN 7/25/24 PAGE 1

CHECK #	EMP #	EMPLOYEE NAME	CHECK AMOUNT	CHECK DATE
50850	13	JASON S HARRAH	184.70	7/25/2024
50851	8	PETER E POLLICINO	184.70	7/25/2024
50852	18	SHALENE B ESTES	184.70	7/25/2024
TOTAL FOR REGISTER			554.10	

DURB DURBIN CROSS DLAUGHLIN

ATTENDANCE SHEET

District: Durbin Crossing CDD

Meeting Date: July 22, 2024

	Supervisor	In Attendance	Fees
1.	William Clarke <i>Assistant Secretary</i>	<input type="checkbox"/> NO	\$200
2.	Peter Pollicino <i>Chairman</i>	<input checked="" type="checkbox"/>	\$200
3.	Sarah Gabel Hall <i>Assistant Secretary</i>	<input type="checkbox"/> NO	\$200
4.	Shalene B. Estes <i>Assistant Secretary</i>	<input checked="" type="checkbox"/>	\$200
5.	Jason Harrah <i>Vice Chairman</i>	<input checked="" type="checkbox"/>	\$200

District Manager:



PLEASE RETURN COMPLETED FORM TO BERNADETTE PEREGRINO

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
7/24/24	00056	6/18/24	345123	202406 320-53800-45509	ATLANTIC SECURITY	*	279.96	279.96	006896
7/24/24	00417	7/02/24	INV-1003	202407 320-53800-45511	THE SCIENCESIS LLC DBA DINO TRACK	*	1,092.00	1,092.00	006897
7/24/24	00241	6/10/24	713099	202406 320-53800-44200	DOG WASTE DEPOT	*	1,405.80	1,405.80	006898
7/24/24	00021	7/01/24	523	202407 310-51300-34000	JUL MANAGEMENT FEES	*	4,533.58		
		7/01/24	523	202407 310-51300-55000	JUL WEBSITE ADMIN	*	88.33		
		7/01/24	523	202407 310-51300-35100	JUL INFO TECH	*	132.50		
		7/01/24	523	202407 310-51300-32500	JUL IMPACT FEE COL ADMIN	*	1,325.00		
		7/01/24	523	202407 310-51300-31300	JUL DISSEM AGENT SRVCS	*	636.00		
		7/01/24	523	202407 310-51300-51000	OFFICE SUPPLIES	*	.15		
		7/01/24	523	202407 310-51300-42000	POSTAGE	*	65.74		
		7/01/24	523	202407 310-51300-42500	COPIES	*	23.25		
		7/01/24	523	202407 310-51300-41000	TELEPHONE	*	11.26		
					GOVERNMENTAL MANAGEMENT SERVICES			6,815.81	006899
7/24/24	00405	6/12/24	1995	202406 320-53800-44200	HENDERSON POOL SERVICE INC	*	1,450.00	1,450.00	006900
7/24/24	00370	7/17/24	3423651	202406 310-51300-31500	KUTAK ROCK LLP	*	2,332.07	2,332.07	006901
7/24/24	00386	7/10/24	86211	202407 310-51300-31500	PASKERT DIVERS THOMPSON	*	196.00	196.00	006902
7/24/24	00109	7/01/24	13129562	202407 320-53800-45510	POOLSURE	*	1,011.51	1,011.51	006903

DURB DURBIN CROSS OKUZMUK

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
7/24/24	00109	7/01/24 13129562	202407 320-53800-45510	JUL POOL CHEMICALS SOUTH POOLSURE	*	1,924.24	1,924.24 006904
7/24/24	00416	6/10/24 2308A	202406 320-53800-44200	2ND DEPOSIT 2 SAILS SHADE AMERICA INC	*	1,340.00	1,340.00 006905
7/24/24	00283	7/01/24 PSI08511	202407 320-53800-46800	JUL LAKE MAINTENANCE SOLITUDE LAKE MANAGEMENT LLC	*	4,429.00	4,429.00 006906
7/24/24	00418	7/08/24 07082024	202407 320-53800-44200	50% DEP 3 SHUTTERS NORTH THOSE BLIND GUYS.COM INC	*	967.00	967.00 006907
7/24/24	00418	7/08/24 07082024	202407 320-53800-44200	50% DEP 6 SHUTTERS SOUTH THOSE BLIND GUYS.COM INC	*	1,933.00	1,933.00 006908
7/24/24	00066	6/25/24 61917750	202406 320-53800-45513	JUN PEST CONTROL SOUTH TURNER PEST CONTROL	*	99.93	99.93 006909
7/24/24	00066	6/25/24 61917826	202406 320-53800-45513	JUN MOSQUITO SRVCS SOUTH TURNER PEST CONTROL	*	118.67	118.67 006910
7/24/24	00066	6/25/24 61917826	202406 320-53800-45513	JUN MOSQUITO SRVCS NORTH TURNER PEST CONTROL	*	156.14	156.14 006911
7/24/24	00066	6/26/24 61917750	202406 320-53800-45513	JUN PEST CONTROL NORTH TURNER PEST CONTROL	*	81.19	81.19 006912
7/24/24	00066	7/18/24 61930533	202407 320-53800-45513	JUL PEST CONTROL NORTH TURNER PEST CONTROL	*	81.19	81.19 006913
7/24/24	00252	6/30/24 420657	202406 320-53800-45501	LIFEGUARDS VESTA PROPERTY SERVICES, INC.	*	26,249.25	26,249.25 006914
7/24/24	00252	6/30/24 420759	202406 320-53800-44200	6/26 WATER SAFETY PRODUCT	*	112.13	

DURB DURBIN CROSS OKUZMUK

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT ACCT#	SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
6/30/24		420759	202406	320-53800-45511				*	53.00		
		6/29	FLY HIGH INFLATABLES								
6/30/24		420759	202406	320-53800-45511				*	165.00		
		6/28	SQ WINDOW DRESSERS								
6/30/24		420759	202406	320-53800-44200				*	52.88		
		6/28	AMZN MKTPL RC2QP4740								
VESTA PROPERTY SERVICES, INC.										383.01	006915
7/30/24	00252	6/30/24	420759	202406	320-53800-44200			V	112.13-		
		6/26	WATER SAFETY PRODUCT								
6/30/24		420759	202406	320-53800-45511				V	53.00-		
		6/29	FLY HIGH INFLATABLES								
6/30/24		420759	202406	320-53800-45511				V	165.00-		
		6/28	SQ WINDOW DRESSERS								
6/30/24		420759	202406	320-53800-44200				V	52.88-		
		6/28	AMZN MKTPL RC2QP4740								
VESTA PROPERTY SERVICES, INC.										383.01-	006915
7/24/24	00252	7/01/24	420282	202407	320-53800-45502			*	9,261.58		
			JUL GENERAL MANAGER								
		7/01/24	420282	202407	320-53800-45517			*	5,556.95		
			JUL FACILITY MANAGER								
		7/01/24	420282	202407	320-53800-46000			*	6,319.67		
			JUL FIELD OPS MANAGER								
		7/01/24	420282	202407	320-53800-45507			*	2,035.86		
			JUL JANITORIAL SERVICES								
		7/01/24	420282	202407	320-53800-45505			*	2,783.14		
			JUL COMMERCIAL POOL MAINT								
		7/01/24	420282	202407	320-53800-45515			*	5,488.52		
			JUL FACILITY MONITOR								
		7/01/24	420282	202407	320-53800-45503			*	6,708.19		
			JUL FACILITY ATTENDANT								
		7/01/24	420282	202407	320-53800-45210			*	291.67		
			JUL MOBILE APP								
		7/01/24	420282	202407	320-53800-45518			*	3,960.51		
			JUL MAINTENANCE TECHS								
VESTA PROPERTY SERVICES, INC.										42,406.09	006916
7/24/24	00354	6/20/24	S107180	202406	320-53800-44200			*	111.56		
			FILTER & INSPECTION HVAC								
WEATHER ENGINEERS, INC.										111.56	006917
7/24/24	00382	6/13/24	JAX71785	202405	320-53800-46210			*	27,039.15		
			5/14 LONGLEAF SOD RPLC								
YELLOWSTONE LANDSCAPE										27,039.15	006918

DURB DURBIN CROSS OKUZMUK

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
7/24/24	00382	6/04/24	JAX71020	202406	320	53800	46210		N POOL FENCELINE PLANTING YELLOWSTONE LANDSCAPE	*	3,000.00	3,000.00	006919
7/24/24	00382	6/13/24	JAX71785	202406	320	53800	46400		MAINLINE METERS BALL PARK YELLOWSTONE LANDSCAPE	*	3,765.00	3,765.00	006920
7/24/24	00382	6/13/24	JAX71785	202406	320	53800	46400		UPGRADE BROKE NELSON HEAD YELLOWSTONE LANDSCAPE	*	243.00	243.00	006921
7/24/24	00382	6/13/24	JAX71785	202406	320	53800	46400		RAINBIRD COMMERCIAL VALVE YELLOWSTONE LANDSCAPE	*	775.00	775.00	006922
7/24/24	00382	6/06/24	JAX71437	202406	320	53800	46200		JUN LANDSCAPE MAINTENANCE YELLOWSTONE LANDSCAPE	*	45,490.98	45,490.98	006923
7/24/24	00402	7/16/24	3577	202406	310	51300	31100		JUN ENGINEERING SERVICES YURO & ASSOCIATES LLC	*	2,340.00	2,340.00	006924
7/30/24	00070	7/29/24	144580	202407	310	51300	42500		PRINTING MAILING NOTICES	*	1,888.00		
		7/29/24	144580	202407	310	51300	42000		POSTAGE ADVANCED DIRECT MARKETING SERVICES	*	1,696.52	3,584.52	006925
TOTAL FOR BANK A											180,718.06		
TOTAL FOR REGISTER											180,718.06		



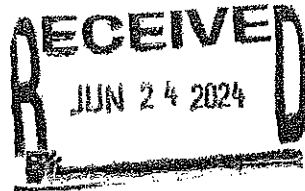
Tel. 904-743-8444
 www.smarthome.biz
 sales@smarthome.biz

PLEASE PAY BY	AMOUNT	INVOICE DATE
07/09/2024	\$279.96	06/18/2024

Durbin Crossing South
 475 West Town Place #114
 St. Augustine FL 32092

INVOICE NO. 345123

Site: 145 S Durbin Pkwy
Site Address: 145 S Durbin Pkwy
 Jacksonville FL 32259
Period: 07/01/2024 to 06/30/2025
Recurring No.: 14637
Job Name:
Order No.:



Description

Please find attached invoice for your Annual monitoring services.

MONITORING - MONTHLY

Item	Quantity	Unit Price	Total
Security Phone Line Monitoring	12.00	\$23.33	\$279.96
Sub-Total ex Tax			\$279.96
Tax			\$0.00
Total			\$279.96

"Thank you—we really appreciate your business! Please send payment within 21 days of receiving this invoice.

IMPORTANT: Please remember to test your system monthly.

Need automation for your home? Visit us online at www.smarthome.biz

There will be a 1.5% interest charge per month on late invoices.

Sub-Total ex Tax	\$279.96
Tax	\$0.00
Total inc Tax	\$279.96
Amount Applied	\$0.00
Balance Due	\$279.96



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

PLEASE PAY BY	AMOUNT	INVOICE DATE
07/09/2024	\$279.96	06/18/2024

INVOICE NO. 345123

How To Pay

INVOICE NO. 345123



Credit Card (MasterCard, Visa, Amex)

Please add billing zip if not same as address above.

Credit Card No.

Card Holder's Name: _____ CCV: _____

Expiry Date: / Signature: _____



Mail

Detach this section and mail check to:

**Atlantic Security
1714 Cesery Blvd
Jacksonville, FL 32211**

NAME: Durbin Crossing South

DUE DATE: 07/09/2024 **AMOUNT DUE:** \$279.96

Please Reference: 345123



Invoice

Dino Track Adventures

Jacksonville, FL
US

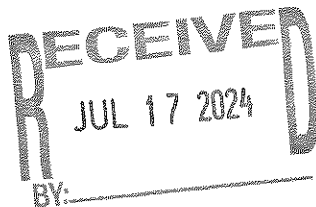
Bill to:
Durbin Crossing CDD:
475 West Town Place,
Suite 114 St. Augustine,
Florida 32092

Invoice number INV-1003
Invoice date July 2, 2024
Due date July 5, 2024
PO number 1481

Total \$1,092.00

[Pay for this invoice online](#)

PRODUCTS & SERVICES	QTY	UNIT PRICE	AMOUNT
Package #1 One Dino CONSISTS OF A "SURPRISE DINOSAUR POPUP" FOR PICTURES & VIDEOS ONLY! THE DINOSAUR WILL WALK AROUND & POSE FOR PHOTOS & VIDEOS WITH ALL KIDS & PARTY GUESTS!	3	\$364.00	\$1,092.00
Baby Dino Baby Dino (Vivo)	1	\$200.00	\$200.00



Subtotal	\$1,292.00
One time discount for back to school with baby dino (Vivo)	(\$200.00)
Total	\$1,092.00

Comments

Hi, thanks for booking our dinosaur. Please let us know if you have any questions.

Thanks!

All fees are listed in USD and are subject to sales tax (as applicable).

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

Invoice

Date	Invoice #
6/10/2024	713099

Bill To
Durbin Crossing CDD Accounts Payable 475 West Town Place Suite 114 St. Augustine, FL 32092

Ship To
Durbin Crossing 145 S Durbin Pkwy Office St Johns, FL 32259 Delivery 5am-10pm

PLEASE MAKE ALL CHECKS PAYABLE TO: "Dog Waste Depot"

ORDER#:	Rep	Ship Date	Via	Terms	PO#:	3RD Party Payment C...
B Phone/Zach	DWD	6/10/2024	FEDEX	Net 30		

Quantity	Item Code	Description	Price Each	Amount
6	DEPOT-001-30	Dog Waste Roll Bag 30 roll case (6000 bags)	209.31	1,255.86T
2	DEPOT-002	DOG STATION CAN LINERS CASE 200	74.97	149.94T
	Shipping	Shipping	0.00	0.00
		FedEx Package 1 Tracking #: 275728506670 FedEx Package 2 Tracking #: 275728508802 FedEx Package 3 Tracking #: 275728507644 FedEx Package 4 Tracking #: 275728513514 FedEx Package 5 Tracking #: 275728512301 FedEx Package 6 Tracking #: 275728514359 FedEx Package 7 Tracking #: 275728518582		
<p>REPAIR/REPLACE 1-320-53800-44200</p>				

RECEIVED
 JUL 19 2024
 BY: _____

REMIT PAYMENT TO:
Dog Waste Depot
 12316 World Trade Drive #102
 San Diego, CA 92128
 FED ID# 27-4523962

Subtotal	\$1,405.80
Sales Tax (0.0%)	\$0.00
Total	\$1,405.80
Payments	\$0.00
Balance Due	\$1,405.80

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

Invoice

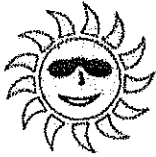
Invoice #: 523
Invoice Date: 7/1/24
Due Date: 7/1/24
Case:
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Management Fees -July 2024		4,533.58	4,533.58
Website Administration - July 2024		88.33	88.33
Information Technology - July 2024		132.50	132.50
Impact Fee Collection Administration -July 2024		1,325.00	1,325.00
Dissemination Agent Services - July 2024		636.00	636.00
Office Supplies		0.15	0.15
Postage		65.74	65.74
Copies		23.25	23.25
Telephone		11.26	11.26

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 JUL 02 2024
 BY: _____

Total	\$6,815.81
Payments/Credits	\$0.00
Balance Due	\$6,815.81



HENDERSON
POOL SERVICE, INC.

Invoice

Henderson Pool Service, Inc.
PO Box 330799
Atlantic Beach, Florida 32233
Office Phone: 904-241-7665
Mobile Phone: 904-571-7444
hendersonpoolsales2@gmail.com

Invoice Number: 1995
Invoice Date: 06/12/2024
Payment Terms: Net 30
Invoice Due Date: 07/12/2024
Invoice Amount: 1,450.00

Bill To
Durbin Crossing CDD
730 N. Durbin Pkwy
St Johns, Florida 32259

Item #	Item Name	Quantity	Unit Price	Taxable	Total
1654	Fix Air Leak On Main Circulation Pump	1.00	1,450.00		1,450.00

Subtotal: \$ 1,450.00
Invoice Amount \$ 1,450.00

REPAIR / REPLACE
1.320.53800.44200

RECEIVED
JUL 19 2024
BY: _____



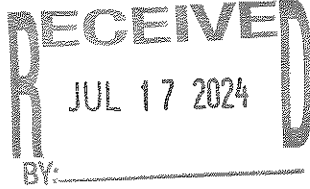
KUTAK ROCK LLP

TALLAHASSEE, FLORIDA

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

Federal ID 47-0597598

July 17, 2024



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

Reference: Invoice No. 3423651
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. 3423651
6123-1

Re: General

For Professional Legal Services Rendered

06/03/24	K. Haber	0.90	229.50	Prepare swim lesson agreement; correspond with Laughlin and O'Lear regarding same
06/04/24	K. Haber	0.20	51.00	Correspond with O'Lear regarding swim lesson agreement
06/05/24	M. Eckert	0.10	36.50	Confer with Laughlin regarding pond bank maintenance
06/07/24	K. Haber	0.20	51.00	Correspond with O'Lear regarding swim lesson agreement
06/08/24	M. Eckert	0.30	109.50	Research pond bank mowing responsibilities for 1108 Ashfield resident complaint; confer with Laughlin
06/12/24	M. Eckert	0.30	109.50	Prepare and attend agenda call
06/12/24	M. Eckert	0.20	73.00	Confer with Rostvold regarding encroachment agreement
06/17/24	M. Eckert	0.20	73.00	Confer with O'Lear; research surplus property resolution
06/18/24	M. Eckert	0.20	73.00	Review agenda package; prepare for board meeting

KUTAK ROCK LLP

Durbin Crossing CDD
July 17, 2024
Client Matter No. 6123-1
Invoice No. 3423651
Page 2

06/21/24	K. Haber	0.50	127.50	Prepare board meeting agenda memorandum
06/23/24	M. Eckert	0.10	36.50	Review Supervisor of Elections qualifying results
06/24/24	M. Eckert	3.40	1,241.00	Prepare for, travel to and attend board meeting; return travel; meeting follow up
06/26/24	M. Eckert	0.20	73.00	Review draft minutes and provide comments
06/27/24	M. Eckert	0.10	36.50	Review auditor request; confer with Hogge

TOTAL HOURS 6.90

TOTAL FOR SERVICES RENDERED \$2,320.50

DISBURSEMENTS

Travel Expenses 11.57

TOTAL DISBURSEMENTS 11.57

TOTAL CURRENT AMOUNT DUE \$2,332.07



Paskert
Divers
Thompson
ATTORNEYS AT LAW

100 North Tampa Street
Suite 3700
Tampa, Florida 33602

Telephone: 813-229-3500
Facsimile: 813-229-3502
www.pdtlegal.com

July 10, 2024

Via E-mail only

Durbin Crossing Community Development District
c/o Daniel Laughlin
475 West Town Place, Suite 114
St. Augustine, FL 32092
dlaughlin@gmsnf.com

Re: Invoice - Services rendered through June 30, 2024

Dear Mr. Laughlin,

Attached is an invoice for services rendered and costs incurred through June 30, 2024 for the following matter:

Matter Name	Durbin Crossing CDD
Matter No.	122411
PDT Invoice No. (<i>Reference this number on your payment.</i>)	86211
This Month's Charges	\$196.00

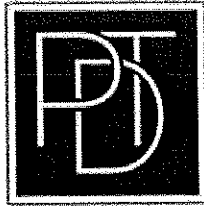
I trust that you will find the invoice in order and would appreciate your making arrangements to pay the invoice at your earliest convenience. If you have any questions, please do not hesitate to call me.

Best regards,

PASKERT DIVERS THOMPSON

Matthew G. Davis

MGD/jd
Attachment
cc: Todd Polvere



**Paskert
Divers
Thompson**
ATTORNEYS AT LAW

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 Daniel Laughlin

July 10, 2024
Client: 002389
Matter: 122411
Invoice #: 86211
Resp. Atty: MGD

RE: Durbin Crossing CDD – Pool Resurfacing

COVER SHEET

For Professional Services Rendered Through June 30, 2024

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

Total Services	\$196.00
TOTAL THIS INVOICE	\$196.00
Previous Balance	\$112.00
<i>Less Payments</i>	<i>(\$112.00)</i>
Total Due To Date	\$196.00

Remittance Advice

Payment is due within 30 days of the invoice date.

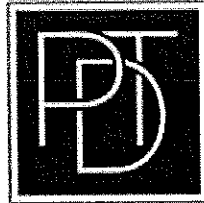
Check Payable To:

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.



**Paskert
Divers
Thompson**
ATTORNEYS AT LAW

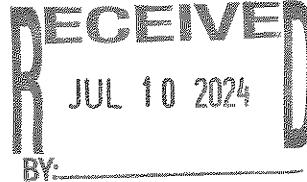
Phone: (813) 229-3500

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 Daniel Laughlin

July 10, 2024
Client: 002389
Matter: 122411
Invoice #: 86211
Resp. Atty: MGD
Page: 1



RE: Durbin Crossing CDD – Pool Resurfacing

For Professional Services Rendered Through June 30, 2024

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

SERVICES

Date	Person	Description of Services	Hours	Amount
06/07/2024	JSM	Correspondence with counsel for Epic Pools (J. Fickett) regarding service status on Pinnacle, updated case management scheduling order, and status of answer from the third party defendant.	0.20	\$56.00
06/07/2024	JSM	Reviewed correspondence from counsel for Epic Pools (J. Fickett) regarding service status on Pinnacle, updated case management scheduling order, and status of answer from the third party defendant.	0.10	\$28.00
06/18/2024	JSM	Reviewed correspondence from defense counsel (J. Fickett) regarding update from third party defendant (Pinnacle) and their insurer's claims department and responded to the same.	0.20	\$56.00
06/18/2024	JSM	Provided case update to client regarding update on third party defendant Pinnacle's service and defense status, including strategy going forward once they appear in the case.	0.10	\$28.00
06/24/2024	JSM	Correspondence with defense counsel (J. Fickett) and third party defendant counsel (E. Bearden) regarding pending answer to third party complaint and good faith conference call to discuss case management deadlines and amended order.	0.10	\$28.00
Total Professional Services			0.70	\$196.00

PERSON RECAP

Person	Level	Hours	Rate	Amount
JSM Jessica S Mazariego	Associates	0.70	\$280.00	\$196.00



Paskert
Divers
Thompson
ATTORNEYS AT LAW

July 10, 2024
Client: 002389
Matter: 122411
Invoice #: 86211
Resp. Atty: MGD
Page: 2

Total Services \$196.00

TOTAL THIS INVOICE \$196.00



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

Invoice

Date 7/1/2024

Invoice # 131295622444

Terms	Net 20
Due Date	7/21/2024
PO #	

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

Item ID	Description	Qty	Units	Amount
WM-CHEM-FLAT	Water Management Flat Billing Rate	1	ea	1,011.51

RECEIVED
JUN 19 2024
BY: _____

Subtotal 1,011.51
Shipping Cost (FEDEX GROUND) 0.00
Total 1,011.51
Amount Due \$1,011.51

OUR REMITTANCE ADDRESS HAS CHANGED!!

Remittance Slip

Customer
13DUR100
Invoice #
131295622444

Amount Due \$1,011.51

Amount Paid _____

Make Checks Payable To
Poolsure
1707 Townhurst Dr
Houston, TX 77043-2810



131295622444



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

Invoice

Date 7/1/2024

Invoice # 131295622445

Terms	Net 20
Due Date	7/21/2024
PO #	

Bill To GMS, LLC 475 West Town Place, Suite 114 St. Augustine FL 32092	Ship To 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	1,924.24

RECEIVED

JUN 18 2024

BY: _____

Subtotal 1,924.24
Shipping Cost (FEDEX GROUND) 0.00
Total 1,924.24
Amount Due \$1,924.24

OUR REMITTANCE ADDRESS HAS CHANGED!!

Remittance Slip

Customer
13DUR200
Invoice #
131295622445

Amount Due \$1,924.24

Amount Paid _____

Make Checks Payable To
Poolsure
1707 Townhurst Dr
Houston, TX 77043-2810



131295622445

Shade America, Inc.
 3604 Harbor Drive
 Saint Augustine, FL 32084
 US
 +1 9042170516
 sholton.shadeamerica@outlook.com
 http://www.shadeamerica.com



Invoice 2308A

BILL TO
 Zach Davidson
 Durbin Crossing CDD
 475 West Town place, suite
 114
 St. Augustine Fl, 32092
 Vesta Properties Jacksonville

DATE
 06/10/2024

PLEASE PAY
 \$2,680.00

DUE DATE
 06/10/2024

DESCRIPTION	QTY	RATE	AMOUNT
Deposit	2	1,340.00	2,680.00
50% Deposit Due On: Take Down Damaged Sail, have it repaired and reinstalled with new cable and hardware. Balance Due Upon Completion = \$2,680.00			

TOTAL DUE

\$2,680.00

THANK YOU.

RECEIVED
 JUL 09 2024
 BY: _____



INVOICE

Page: 1

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 Number: PSI085111
 Invoice Date: 7/1/2024

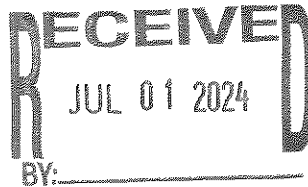
Bill
 To: Durbin Crossing CDD
 Governmental Mgmt Services
 475 West Town Place #114
 Saint Augustin, FL 32092

Ship
 To: Durbin Crossing CDD
 Governmental Mgmt Services
 475 West Town Place #114
 St Augustine, FL 32092
 United States

Ship Via
 Ship Date 7/1/2024
 Due Date 7/31/2024
 Terms Net 30

Customer ID 5459
 P.O. Number
 P.O. Date 7/1/2024
 Our Order No.

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Annual Maintenance July Billing 7/1/2024 - 7/31/2024 Durbin Crossing Cdd-Lake-ALL		1	1	4,429.00	4,429.00



Amount Subject to Sales Tax 0.00
 Amount Exempt from Sales Tax 4,429.00

Subtotal: 4,429.00
 Invoice Discount: 0.00
 Total Sales Tax 0.00
 Payment Amount: 0.00
Total: 4,429.00



Name: VESTA PROP SERV - LHM + Zack Davidson
 Address: 145 S DUREN PL NW
 City: ST JOHNS State: FL Zip: 32099
 Mobile Phone: 904-230-2011
 E-mail: Z.Davidson@vestapropertyservices.com

ThoseBlindGuys.com
 11210 E. Phillips Industrial Blvd.
 Suite #4 • Jacksonville, FL 32256
904.886.0163
<https://thoseblindguys.com>

Approximate delivery time is _____ to _____ days.

ITEM	L	B-N	Product	QTY	Material, Color, Details	Notes	Total
1			SHUTTERS	3	COMPOSITE WOOD, 2 Panels, COLOR: <u>WALNUT</u> <u>2.5" LINDERS, STATIONARY DIVIDE</u>		\$ 1933
2							
3							
4							
5							
6							
7							
8							
9							

RECEIVED
 JUL 08 2024
 BY: _____

Additional Notes: DEPOSIT: _____ DATE: _____ AMOUNT: _____ #: _____

FINAL:

FORM OF PAYMENT:

Credit Card Number: _____ Name as it appears on credit card: _____

CVV: _____

Card Expiration Date: _____

ZIP: _____

Cardholder's signature (required): _____

ACCEPTED:

CUSTOMER: _____ DATE: _____

I HAVE READ THE REVERS SIDE OF THIS CONTRACT AND AGREE TO THE TERMS AND CONDITIONS THERON.

\$75 Service Fee after 30 Days of Installation

Subtotal	1933.00
Sales Tax	EXEMPT
Total	\$1933.00
Deposit	967.00
Final	966.00



Name: VESTA PROPERTY SERV. ACN: Zach Dwinco
 Address: 125 S DUREN HWY
 City: _____ State: FL Zip: 32259
 Mobile Phone: 904-230-1011
 E-mail: ZDWINCO@VESTAPROPERTYSERVICES.COM

ThoseBlindGuys.com
 11210 E. Phillips Industrial Blvd.
 Suite #4 • Jacksonville, FL 32256
904.886.0163
<https://thoseblindguys.com>

Approximate delivery time is _____ to _____ days.

ITEM	B-N	Product	QTY	Material, Color, Details	Notes	Total
1		shutters	6	Composite 2 pieces, wood-grain PVC - 2.5" LOWERS, STATIONARY, CENTER DIVIDE		\$3867
2						
3						
4						
5						
6						
7						
8						
9						

RECEIVED
 JUL 08 2024
 BY: _____

Additional Notes: DEPOSIT: _____ DATE: _____ AMOUNT: _____ #: _____
FINAL: _____

FORM OF PAYMENT:

Credit Card Number: _____ Name as it appears on credit card: _____

CVV: _____
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16
 Card Expiration Date

ZIP: _____
M M Y Y Cardholder's signature (required) _____

ACCEPTED:

CUSTOMER _____ DATE _____

I HAVE READ THE REVERS SIDE OF THIS CONTRACT AND AGREE TO THE TERMS AND CONDITIONS THERON.

\$75 Service Fee after 30 Days of Installation

Subtotal 3867

Sales Tax EXEMPT

Total \$3867

Deposit 1934

Final 1934



PAYMENT ADDRESS:
 Turner Pest Control LLC • P.O. Box 952503 • Atlanta, Georgia 31192-2503
 904-355-5300 • Fax: 904-353-1499 • Toll Free: 800-225-6305 • turnerpest.com

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

Service Slip/Invoice

INVOICE:	619177504
DATE:	6/25/2024
ORDER:	619177504

Bill To: [176599]
 Durbin Crossing CDD
 475 W Town Pl Ste 114
 Saint Augustine, FL 32092-3649

Work Location: [176602] 904-230-2011
 Durbin Crossing CCD
 145 S Durbin Pkwy
 St Johns, FL 32259-7224

Work Date	Time	Target Pest	Technician	Time In
6/25/2024	07:46 AM			07:46 AM
Purchase Order	Terms	Last Service	Map Code	Time Out
	NET 30	6/25/2024		08:36 AM

Service	Description	Price
CPCM	Commercial Pest Control - Monthly Service	\$99.93
		SUBTOTAL \$99.93
		TAX \$0.00
		AMT. PAID \$0.00
		TOTAL \$99.93
		AMOUNT DUE \$99.93

RECEIVED
 JUN 25 2024
 BY: _____

 TECHNICIAN SIGNATURE

 CUSTOMER SIGNATURE

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

I hereby acknowledge the satisfactory completion of all services rendered and agree to pay the cost of services as specified above.

PLEASE PAY FROM THIS INVOICE

2024 Turner Pest Control LLC. All rights reserved.



PAYMENT ADDRESS:
 Turner Pest Control LLC • P.O. Box 952503 • Atlanta, Georgia 31192-2503
 904-355-5300 • Fax: 904-353-1499 • Toll Free: 800-225-5305 • turnerpest.com

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

Service Slip/Invoice

INVOICE: 619178267
DATE: 6/25/2024
ORDER: 619178267

Bill To: [137801]
 Durbin Crossing South Amenity Cntr
 C/O Vesta Properties
 200 Business Park Cir
 Saint Augustine, FL 32095-8822

Work Location: [137801] 904-230-2011
 Durbin Crossing South Amenity Center
 145 S Durbin Pkwy
 Saint Johns, FL 32259-7224

Work Date	Time	Target Pest	Technician	Time In
6/25/2024	08:36 AM	MOSQUITO		08:36 AM
Purchase Order	Terms	Last Service	Map Code	Time Out
	NET 30	6/25/2024		08:38 AM

Service	Description	Price
---------	-------------	-------

CPCMOSULV	Commercial Mosquito Service	\$118.67
SUBTOTAL		\$118.67
TAX		\$0.00
AMT. PAID		\$0.00
TOTAL		\$118.67

AMOUNT DUE \$118.67

RECEIVED
 JUN 25 2024
 BY: _____

[Handwritten Signature]

TECHNICIAN SIGNATURE

CUSTOMER SIGNATURE

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

I hereby acknowledge the satisfactory completion of all services rendered, and agree to pay the cost of services as specified above.

PLEASE PAY FROM THIS INVOICE



PAYMENT ADDRESS:
 Turner Pest Control LLC • P.O. Box 952503 • Atlanta, Georgia 31192-2503
 904-355-6300 • Fax: 904-353-1499 • Toll Free: 800-225-5305 • turnerpest.com

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

Service Slip/Invoice

INVOICE:	619178268
DATE:	6/25/2024
ORDER:	619178268

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

Work Location: [137299] 904-230-2011
 Durbin Crossing North
 Amenity Center
 730 N Durbin Pkwy
 Jacksonville, FL 32259-8217

Work Date	Time	Target Pest	Technician	Time In
6/25/2024	08:42 AM	MOSQUITO		08:42 AM
Purchase Order	Terms	Last Service	Map Code	Time Out
	NET 30	6/25/2024		09:04 AM

Service	Description	Price
---------	-------------	-------

CPCMOSULV	Commercial Mosquito Service	\$156.14
		SUBTOTAL \$156.14
		TAX \$0.00
		AMT. PAID \$0.00
		TOTAL \$156.14
		AMOUNT DUE \$156.14

RECEIVED
 JUN 25 2024
 BY: _____

[Handwritten Signature]

TECHNICIAN SIGNATURE

CUSTOMER SIGNATURE

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

I hereby acknowledge the satisfactory completion of all services rendered, and agree to pay the cost of services as specified above.

PLEASE PAY FROM THIS INVOICE



PAYMENT ADDRESS:
 Turner Pest Control LLC • P.O. Box 952503 • Atlanta, Georgia 31192-2503
 904-355-5300 • Fax: 904-353-4499 • Toll Free: 800-225-5305 • turnerpest.com

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

Service Slip/Invoice

INVOICE:	619177503
DATE:	6/26/2024
ORDER:	619177503

Bill To: [176599]
 Durbin Crossing CDD
 475 W Town Pl Ste 114
 Saint Augustine, FL 32092-3649

Work Location: [176599] 904-230-2011
 Durbin Crossing CDD
 730 N Durbin Pkwy
 St Johns, FL 32259-8217

Work Date	Time	Target Pest	Technician	Time In
6/26/2024	10:16 AM			10:16 AM
Purchase Order	Terms	Last Service	Map Code	Time Out
	NET 30	6/26/2024		10:48 AM

Service	Description	Price
---------	-------------	-------

CPCM	Commercial Pest Control - Monthly Service	\$81.19
SUBTOTAL		\$81.19
TAX		\$0.00
AMT. PAID		\$0.00
TOTAL		\$81.19

AMOUNT DUE \$81.19

RECEIVED
 JUN 27 2024
 BY: _____

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

I hereby acknowledge the satisfactory completion of all services rendered, and agree to pay the cost of services as specified above.

PLEASE PAY FROM THIS INVOICE

15708 10-2018/05/2019/06/2021/06/2023/06/2024/06/2025/06/2026/06/2027/06/2028/06/2029/06/2030/06/2031/06/2032/06/2033/06/2034/06/2035/06/2036/06/2037/06/2038/06/2039/06/2040/06/2041/06/2042/06/2043/06/2044/06/2045/06/2046/06/2047/06/2048/06/2049/06/2050/06/2051/06/2052/06/2053/06/2054/06/2055/06/2056/06/2057/06/2058/06/2059/06/2060/06/2061/06/2062/06/2063/06/2064/06/2065/06/2066/06/2067/06/2068/06/2069/06/2070/06/2071/06/2072/06/2073/06/2074/06/2075/06/2076/06/2077/06/2078/06/2079/06/2080/06/2081/06/2082/06/2083/06/2084/06/2085/06/2086/06/2087/06/2088/06/2089/06/2090/06/2091/06/2092/06/2093/06/2094/06/2095/06/2096/06/2097/06/2098/06/2099/06/2100



PAYMENT ADDRESS:
 Turner Pest Control LLC • P.O. Box 952503 • Atlanta, Georgia 31192-2503
 904-355-5300 • Fax: 904-353-1499 • Toll Free: 800-225-5305 • turnerpest.com

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

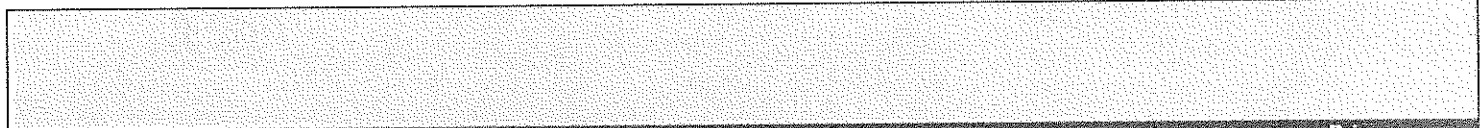
Service Slip/Invoice

INVOICE: 619305332
DATE: 07/18/2024
ORDER: 619305332

Bill To: [176599]
 Durbin Crossing CDD
 475 W Town Pl Ste 114
 Saint Augustine, FL 32092-3649

Work Location: [176599] 904-230-2011
 Durbin Crossing CDD
 730 N Durbin Pkwy
 St Johns, FL 32259-8217

Work Date	Time	Target Pest	Technician	Time In
07/18/2024	10:18 AM			10:18 AM
Purchase Order	Terms	Last Service	Map Code	Time Out
	NET 30	07/18/2024		10:54 AM



Service	Description	Price
CPCM	Commercial Pest Control - Monthly Service	\$81.19
SUBTOTAL		\$81.19
TAX		\$0.00
AMT. PAID		\$0.00
TOTAL		\$81.19

AMOUNT DUE \$81.19

RECEIVED
 JUL 19 2024
 BY: _____

TECHNICIAN SIGNATURE

Zach Davidson
 CUSTOMER SIGNATURE

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

I hereby acknowledge the satisfactory completion of all services rendered, and agree to pay the cost of services as specified above.

PLEASE PAY FROM THIS INVOICE



PAYMENT ADDRESS:
Turner Pest Control LLC - P.O. Box 952503 - Atlanta, Georgia 31192-2503
904-355-5300 • Fax: 904-353-1499 • Toll Free: 800-225-6305 • turnerpest.com

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

INSPECTION REPORT

INVOICE #: 619305332

WORK DATE: 07/18/2024

BILL-TO **176599**

LOCATION **176599**

Durbin Crossing CDD
475 W Town Pl Ste 114
Saint Augustine, FL 32092-3649

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

Phone: 904-940-5850 x404
Alt. Phone: 904-288-9130 x109

Phone: 904-230-2011

Time In: 07/18/2024 10:18:54 AM
Time Out: 07/18/2024 10:54:54 AM

Customer Signature

Zach Davidson

Technician Signature

MICHAEL CALDWELL
License #:

Purchase Order	Terms	Service Description	Quantity
None	NET 30	Commercial Pest Control - Monthly Service	1.00

GENERAL COMMENTS / INSTRUCTIONS

None Noted.

CONDITIONS / OBSERVATIONS **Reported** **Severity** **Responsibility** **Reviewed**

None Noted.

PRODUCTS APPLICATION SUMMARY

Material	Lot #	EPA #	A.I. %	A.I. Conc.	Active Ingredient	Finished Qty	Undiluted Qty
DEMAND CS Areas Applied: interior, exterior Target Pests: (None)		100-1066	9.7000%	0.0150	Lambda-cyhalothrin	1.0000 Gallon	0.1972 Fluid Ounce
Demand G Granules Areas Applied: exterior Target Pests: (None)		100-1240	0.0450%	n/a	Lambda Cyhalothrin	1.0000 Pound	0.0450 Pound
TEKKO PRO IGR Areas Applied: interior, exterior Target Pests: GENERAL HOUSEHOLD PESTS		53883-335	2.6000%	0.0800	Pyriproxifen, Novaluron	1.0000 Gallon	3.9372 Fluid Ounce

PEST ACTIVITY **# Areas** **# Devices** **Pest Totals**

None Noted.

DEVICE INSPECTION SUMMARY

Device Type	# Inspected	Inspected w/Activity	# Skipped	# Replaced
Protecta Evo	1 of 1 (100.00%)	0 of 1 (0.00%)	0	0



PAYMENT ADDRESS:
 Turner Pest Control LLC • P.O. Box 952503 • Atlanta, Georgia 31192-2503
 904-355-5300 • Fax: 904-363-1499 • Toll Free: 800-225-6305 • turnerpest.com

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

INSPECTION REPORT

INVOICE #: 619305332

WORK DATE: 07/18/2024

DEVICE INSPECTION SUMMARY

-Totals: 1 of 1 (100.00%) 0 of 1 (0.00%) 0 0

AREA COMMENTS

General Pest Control -> exterior: Applied treatment to exterior entry points. Inspected for wasp nests (none found). Laid granular bait around the amenity/playground premises. No sign of ant activity in playground area.
 General Pest Control -> interior: Applied treatment to interior entry points. No sign of any activity.

DEVICE INSPECTION EXCEPTIONS

None Noted.

INSPECTION DETAIL

Area	Time	Device	Type	Status	Pest Findings
General Pest Control -> exterior	10:28:56 AM	Rodent Station	Protecta Evo	No Activity	
Area	Time		Type	Status	Pest Findings
General Pest Control	10:53:57 AM		Area	No Activity	
General Pest Control -> exterior	10:43:07 AM		Area	No Activity	
General Pest Control -> interior	10:53:57 AM		Area	No Activity	

PRODUCTS APPLIED

Material	A.I. %	Finished Qty	Application Equipment	Time
EPA #	A.I. Concentration	Undiluted Qty	Application Method	Lot #
DEMAND CS	9.7000%	0.5000 Gallon	B&G Sprayer	10:29:08 AM
100-1066	0.01500000	0.0986 Fluid Ounce	Crack and Crevice	
Areas Applied: General Pest Control -> exterior				
Weather: 0°, 0 MPH				
Demand G Granules	0.0450%	1.0000 Pound		10:29:04 AM
100-1240	n/a	0.0450 Pound	Spread (lawn products)	
Areas Applied: General Pest Control -> exterior				
Weather: 0°, 0 MPH				
TEKKO PRO IGR	2.6000%	0.5000 Gallon	B&G Sprayer	10:29:16 AM
53883-335	0.08000000	1.9686 Fluid Ounce	Broadcast Application	
Target Pests: GENERAL HOUSEHOLD PESTS				
Areas Applied: General Pest Control -> exterior				
Weather: 0°, 0 MPH				
DEMAND CS	9.7000%	0.5000 Gallon	B&G Sprayer	10:51:40 AM
100-1066	0.01500000	0.0986 Fluid Ounce	Crack and Crevice	



PAYMENT ADDRESS:
 Turner Pest Control LLC • P.O. Box 952503 • Atlanta, Georgia 31192-2503
 904-355-5300 • Fax: 904-353-1499 • Toll Free: 800-225-5305 • turnerpest.com

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

INSPECTION REPORT

INVOICE #: 619305332

WORK DATE: 07/18/2024

PRODUCTS APPLIED

Material	A.I. %	Finished Qty	Application Equipment		Time
EPA #	A.I. Concentration	Undiluted Qty	Application Method	Sq/Cu/L Ft	Lot #

Areas Applied: General Pest Control -> Interior

Weather: 0°, 0 MPH

TEKKO PRO IGR	2.6000%	0.5000 Gallon	B&G Sprayer		10:51:53 AM
53883-335	0.08000000	1.9686 Fluid Ounce	Broadcast Application		

Target Pests: GENERAL HOUSEHOLD PESTS

Areas Applied: General Pest Control -> interior

Weather: 0°, 0 MPH



Invoice

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

Invoice # 420657
Date 06/30/2024
Terms Net 30
Due Date 07/30/2024
Memo Lifeguard Hours

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

RECEIVED
JUL 03 2024
BY: _____

Description	Quantity	Rate	Amount
Lifeguards	1,165.08	22.53	26,249.25
Total			26,249.25



Vested in your community.

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

Billable Services Invoice

Invoice #: 2024-6-1

Date: 7-1-2024

To:

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

For:

Non-contractual Billable Services
Lifeguard Hours

DESCRIPTION	HOURS	RATE	AMOUNT
June 1 – June 30 2024	1165.08	\$22.53	\$26,249.25
		TOTAL	\$26,249.25



Thank you for your business!

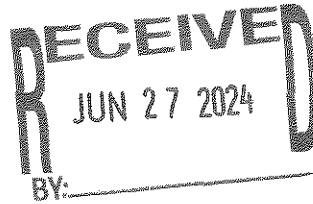


Invoice

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

Invoice # 420282
Date 07/01/2024
Terms Net 30
Due Date 07/31/2024
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	Quantity	Rate	Amount
General Manager 1-320-53800-45502	1	9,261.58	9,261.58
Facility Manager/ Special Event Coordinator 1-320-5380-45517	1	5,556.95	5,556.95
Field Operations Manager 1-320-53800-46000	1	6,319.67	6,319.67
Janitorial Services 1-320-53800-45507	1	2,035.86	2,035.86
Commercial Pool Maintenance 1-320-53800-455-05	1	2,783.14	2,783.14
Facility Monitor 1-320-53800-45515	1	5,488.52	5,488.52
Facility Attendant 1-320-53800-45503	1	6,708.19	6,708.19
Mobile App 1-320-53800-42510	1	291.67	291.67
Maintenance Techs 1-320-53800-45518	1	3,960.51	3,960.51

Thank you for your business.

Total 42,406.09

Weather Engineers, Inc.

Air Conditioning • Heating • Refrigeration • Clean Air Professionals



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

Invoice

Number	Date
S107180	06/20/24

BILL TO: #104602
 DURBIN CROSSING CDD
 145 S DURBIN PARKWAY
 ST. JOHNS FL 32259

SERVICE PERFORMED AT:
 DURBIN CROSSING CDD
 AMENITY CENTER
 145 S DURBIN PARKWAY
 ST. JOHNS FL 32259

Site #: 104602-001
 Amount Paid: _____

Return this portion with payment

Work Order Date	Call Slip Number	P.O. Number	Salesman	Terms	Contract #	Batch #
06/13/24	216382			30	SA0	

DESCRIPTION

Reported by: Zach 904-258-2044
 Trouble Code: NOC - NO COOL
 Billable unit NOC set 67 reading 78 avail
 until 5p can stay later if needed

BRAND [MODEL # / SERIAL #] SERVING AREA
 TRANE TWE09041BA400A / 18192647BA GYM

A/H-2: Call for no cooling. Discovered the thermostat was in the off position upon arrival. Activated cooling and checked air handler operations. Checked condenser unit refrigerant pressures and operations, all was normal. At this time the machine is cooling with a delta of 19*. Recommend a lock box and securing the thermostat better as its only held by velcro; if its knocked off and a wire gets loose it will cause a problem. At this time no cooling issues notes, unit is back online.

RECEIVED
 JUL 19 2024
 BY: _____

TECH	DATE	RECEIVED	ARRIVED	DEPARTED
103	06/13/24	09:15:00	09:45:00	10:30:00

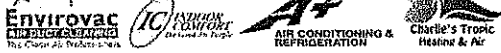
06/13/24	1 MECH	R/T	.75 HRS @ 89.25	66.94
06/13/24	1 MECH	T/T	.50 HRS @ 89.25	44.62

Continued on page 2

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

Weather Engineers, Inc.

Air Conditioning • Heating • Refrigeration • Clean Air Professionals



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

Invoice

Number	Date
S107180	06/20/24

BILL TO: #104602
 DURBIN CROSSING CDD
 145 S DURBIN PARKWAY
 ST. JOHNS FL 32259

SERVICE PERFORMED AT:
 DURBIN CROSSING CDD
 AMENITY CENTER
 145 S DURBIN PARKWAY
 ST. JOHNS FL 32259

Site #: 104602-001
 Amount Paid: _____

Return this portion with payment

Work Order Date	Call Slip Number	P.O. Number	Salesman	Terms	Contract #	Batch #
06/13/24	216382			30	SA0	

DESCRIPTION

Continued from page 1

LABOR 111.56

TOTAL \$ 111.56

REPAIR/REPLACE
 1.320.53800.44200

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



INVOICE

INVOICE #	INVOICE DATE
JAX 717857	6/13/2024
TERMS	PO NUMBER
Net 30	

Bill To:

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

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Property Name: Durbin Crossing CDD

Address: 145 South Durbin Parkway
St. Johns, FL 32259

Invoice Due Date: July 13, 2024

Invoice Amount: \$27,039.15

Description	Current Amount
-------------	----------------

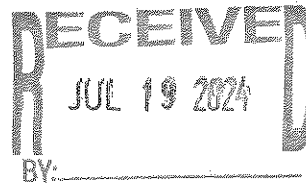
Longleaf Sod Replacement - 5.14.24

Sod Installation \$12,864.15

Longleaf Sod Replacement \$14,175.00

LANDSCAPE CONTINGENCY
1.320.53800.46210

Invoice Total \$27,039.15



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

Yellowstone Landscape | Post Office Box 840 | Durbin FL 32110 | Tel 386 437 6211 | Fax 386 437 4288



YELLOWSTONE
LANDSCAPE

INVOICE

INVOICE #	INVOICE DATE
JAX 710201	6/4/2024
TERMS	PO NUMBER
Net 30	

Bill To:

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

Property Name: Durbin Crossing CDD

Address: 145 South Durbin Parkway
St. Johns, FL 32259

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Invoice Due Date: July 4, 2024

Invoice Amount: \$3,000.00

Description	Current Amount
-------------	----------------

Durbin North Pool Fenceline Planting	
Landscape Enhancement	\$3,000.00

LANDSCAPE CONTINGENCY
1.320.53800.46210

Invoice Total \$3,000.00

RECEIVED
JUL 19 2024
BY: _____

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

Yellowstone Landscape | Post Office Box 840 | Russell, FL 32140 | Tel 386 437 6211 | Fax 386 437 4998



YELLOWSTONE
LANDSCAPE

INVOICE

INVOICE #	INVOICE DATE
JAX 717855	6/13/2024
TERMS	PO NUMBER
Net 30	

Bill To:

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

Property Name: Durbin Crossing CDD

Address: 145 South Durbin Parkway
St. Johns, FL 32259

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Invoice Due Date: July 13, 2024

Invoice Amount: \$3,765.00

Description	Current Amount
-------------	----------------

Run mainline to tie in meters at ball park

Irrigation Repairs

\$3,765.00

*IRRIGATION REPAIRS
350 + 380 = 730
730 x 5.16 = 3768.00*

Invoice Total

\$3,765.00

RECEIVED
JUL 19 2024
BY: _____

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

Yellowstone Landscape | Post Office Box 840 | Russell, FL 32440 | Tel 386 437 6211 | Fax 386 437 4988



INVOICE

INVOICE #	INVOICE DATE
JAX 717856	6/13/2024
TERMS	PO NUMBER
Net 30	

Bill To:

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

Property Name: Durbin Crossing CDD

Address: 145 South Durbin Parkway
St. Johns, FL 32259

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Invoice Due Date: July 13, 2024

Invoice Amount: \$243.00

Description	Current Amount
upgrade broken Nelson heads	
Irrigation Repairs	\$243.00

IRRIGATION REPAIR
1.320.53800.46400

Invoice Total \$243.00

RECEIVED
JUL 19 2024
BY: _____

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

Yellowstone Landscape | Post Office Box 840 | Russell, FL 32440 | Tel: 386 437 6211 | Fax: 386 437 4286



YELLOWSTONE

LANDSCAPE SERVICES

INVOICE

INVOICE #	INVOICE DATE
JAX 717858	6/13/2024
TERMS	PO NUMBER
Net 30	

Bill To:

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

Property Name: Durbin Crossing CDD

Address: 145 South Durbin Parkway
 St. Johns, FL 32259

Remit To:

Yellowstone Landscape
 PO Box 101017
 Atlanta, GA 30392-1017

Invoice Due Date: July 13, 2024

Invoice Amount: \$775.00

Description	Current Amount
Replace non-functioning Nelson valve with Rainbird Commercial valve	
Irrigation Repairs	\$775.00

*IRRIGATION REPAIR
 1.320.53800.46400*

Invoice Total \$775.00

RECEIVED
 JUL 19 2024
 BY: _____

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

Yellowstone Landscape | Plant Office: Box 840 | Russell FL 32140 | Tel: 386 437 6211 | Fax: 386 437 4286



INVOICE

INVOICE #	INVOICE DATE
JAX 714375	6/6/2024
TERMS	PO NUMBER
Net 30	

Bill To:

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

Property Name: Durbin Crossing CDD

Address: 145 South Durbin Parkway
St. Johns, FL 32259

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

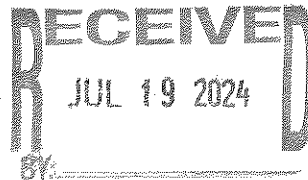
Invoice Due Date: July 6, 2024

Invoice Amount: \$45,490.98

Description	Current Amount
Monthly Landscape Maintenance June 2024	\$45,490.98

LANDSCAPE MAINTENANCE
1.320.53800.46200

Invoice Total \$45,490.98



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

Yellowstone Landscaping | Post Office Box 840 | Russell, FL 32440 | Tel: 386 437 6211 | Fax: 386 437 4888



Civil Engineering
 Land Surveying & Mapping
 Permitting
 ADA Consulting

Invoice

Date	Invoice #
7/16/24	3577

Bill To	
Durbin Crossing CDD C/O Governmental Management Services Attn: Daniel Laughlin	
P.O. No	

Yuro & Assoc. - Job No.
Y23-1310

Item	Date	Description	Hours	Rate	Amount
		DURBIN CROSSING CDD - JUNE ENGINEERING EFFORTS			
CDD Durbin...	6/10/24	Sidewalk plan set & application	3	165.00	495.00
CDD Durbin...	6/12/24	agenda call	0.5	165.00	82.50
CDD Durbin...	6/14/24	Sidewalk plan set & application	0.5	165.00	82.50
CDD Durbin...	6/18/24	sidewalk plans	6	135.00	810.00
CDD Durbin...	6/19/24	sidewalk plans	4	135.00	540.00
CDD Durbin...	6/24/24	CDD Meeting	1.5	165.00	247.50
CDD Durbin...	6/25/24	Permit Application coord.	0.5	165.00	82.50
RECEIVED JUL 17 2024 BY: _____					
Total					\$2,340.00

Advanced Direct Marketing Services

3733 Adirof Rd.
 Jacksonville, FL 32207-4719
 (V) 904.396.3028 (F) 396.6328

Invoice

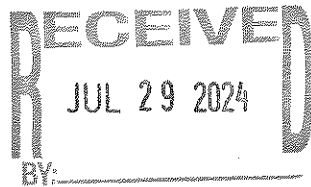
DATE	INVOICE #
7/29/2024	144580

BILL TO

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

P.O. NO.	TERMS	PROJECT
	With Order	

SERVICE DESCRIPTION	QTY	RATE	AMOUNT
Durbin Crossing CDD			
Load, read, convert files; CASS Certify addresses to enable automation based postage rates; Create automation based sack/tray tags & postal documents; format for inkjet addressing	2,324	0.03227	75.00
Form layout and preparation	1	37.50	37.50
Laser one sheet front & back in color	2,324	0.35	813.40
Fold customer materials	2,324	0.06443	149.74
Insert one piece into #10 envelope, seal, sort and mail, Standard Rate	2,324	0.09021	209.65
#10 Window Envelopes printed one color black ink	2,344	0.25713	602.71
Postage	2,324	0.73	1,696.52
Subtotal			\$3,584.52
Sales Tax (7.5%)			\$0.00
Total			\$3,584.52

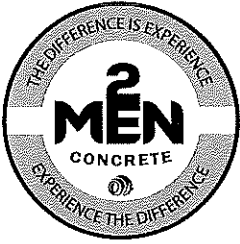


CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #	
7/30/24	00082	7/23/24 106	202407 600-53800-60000	50% DEPOSIT SCL CROSSWALK	*	13,938.21		
							2 MEN CONCRETE, INC.	13,938.21 000254

						TOTAL FOR BANK B	13,938.21	
						TOTAL FOR REGISTER	13,938.21	

DURB DURBIN CROSS OKUZMUK

INVOICE



Bill To

Durbin Crossing CDD
145 Hilden Road, Unit 108
Ponte Vedra, Florida 32081
(904) 343-0929

2 Men Concrete

11001 old Saint Augustine Rd, Apartment 2110
Jacksonville, Florida 32257
Phone: (904) 404-6889
Email: 2menconcretejax@gmail.com

Payment terms Due upon receipt
Invoice # 106
Date 07/23/2024

Description

Concrete

Remove Dirt, level and prep area, pour new concrete(2" Concrete base, 4" concrete Slab, +3500PSI)
, broom finish and clean.

Measurements:5'x114' + 15'x10 + 3'x10' + 5'x34' + 15x13 + 5'x5' + 25'x25'x25 + 20'x20'x20'

Toltal Area: approximately 1550Sf

Notes: Addiotional cost be add for FDOT Ramp of \$500 fee.

Warranty Concrete

1-year guarantee for concrete services, this guarantee can be used for any trace of stain, crack or anything that shows that the quality and durability of the work has been affected. The date begins after the last receipt of the final payment that must be collected at the end of the service.

Total Prices

The total price includes tax, materials, labor and transportation of disposals.

The deposit is collected when the job is already started, 50% and the rest when is finish.

Insurances and licenses from the company is attached with this document you will find scrolling down the estimate.

Tree Removal

3x tree approximately 40ft-50ft

Notes:stump grinder fee included.

Vinyl Fence

Installment of 169 linear ft

notes: fence will match the existing type.

Subtotal	\$27,876.42
Total	\$27,876.42
50% Deposit	<u>\$13,938.21</u>

SIXTH ORDER OF BUSINESS

Durbin Crossing

Community Development District

Approved Budget
FY 2025

Presented by:



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1-2	<u>General Fund</u>
3-8	<u>Narratives</u>
9	<u>Debt Service Fund Series 2017</u>
10	<u>Series 2017-1 Amortization Schedule</u>
11	<u>Series 2017-2 Amortization Schedule</u>
12	<u>Capital Reserve Fund</u>
13	<u>Assessment Schedule</u>

Durbin Crossing
Community Development District
Approved Budget
General Fund

Description	Adopted Budget FY2024	Actuals Thru 7/31/24	Projected Next 2 Months	Projected Thru 9/30/24	Approved Budget FY 2025
-------------	--------------------------	-------------------------	----------------------------	---------------------------	----------------------------

REVENUES:

Special Assessments - On Roll	\$ 2,588,202	\$ 2,604,795	\$ -	\$ 2,604,795	\$ 2,681,509
Interest income	5,000	39,092	4,000	43,092	45,000
Other Revenues	30,000	22,692	7,308	30,000	30,000
Carry Forward Surplus	-	-	-	-	6,094

TOTAL REVENUES	\$ 2,623,202	\$ 2,666,579	\$ 11,308	\$ 2,677,887	\$ 2,762,603
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EXPENDITURES:

Administrative

Supervisor Fees	\$ 11,000	\$ 8,200	\$ 2,000	\$ 10,200	\$ 12,000
FICA Taxes	842	627	153	780	918
Assessment Roll Administration	5,300	5,300	-	5,300	5,459
Engineering Fees	13,000	13,843	3,000	16,843	13,000
Dissemination Fees	7,632	6,360	1,272	7,632	7,860
Attorney Fees	50,000	67,771	15,000	82,771	50,000
Annual Audit	4,200	-	4,200	4,200	4,500
Trustee Fees	10,800	10,775	-	10,775	10,800
Arbitrage	1,200	1,200	-	1,200	1,200
Impact Fee Administration	15,900	13,250	2,650	15,900	16,377
Management Fees	54,403	45,336	9,068	54,403	56,035
Information Technology	1,590	1,325	265	1,590	1,638
Website Maintenance	1,060	883	177	1,060	1,092
Telephone	800	292	508	800	800
Postage	3,000	2,630	370	3,000	3,000
Printing & Binding	2,150	2,257	43	2,300	2,300
Insurance General Liability	8,592	8,083	-	8,083	9,461
Legal Advertising	2,000	1,055	945	2,000	2,000
Other Current Charges	1,000	-	500	500	500
Office Supplies	150	6	144	150	150
Dues, Licenses & Subscriptions	175	175	-	175	175

TOTAL ADMINISTRATIVE	\$ 194,794	\$ 189,369	\$ 40,294	\$ 229,663	\$ 199,265
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Durbin Crossing
Community Development District
Approved Budget
General Fund

Description	Adopted Budget FY2024	Actuals Thru 7/31/24	Projected Next 2 Months	Projected Thru 9/30/24	Approved Budget FY 2025
Operations & Maintenance					
Amenity Center					
Insurance	\$ 41,544	\$ 41,828	\$ -	\$ 41,828	\$ 46,680
Repairs & Replacements	80,000	71,504	8,496	80,000	85,000
Recreational Passes	3,000	-	1,500	1,500	3,000
Office Supplies	5,000	3,738	1,262	5,000	5,000
Permit Fees	4,500	2,986	1,514	4,500	4,500
Utilities					
Water & Sewer	42,000	26,166	11,735	37,900	38,900
Electric	40,000	20,105	9,895	30,000	32,000
Cable/Phone/Internet	21,000	18,218	3,500	21,718	21,000
Security System	1,670	560	280	840	1,670
Amenity Center Management Contract					
Managerial (Vesta)	253,658	211,382	42,276	253,658	255,503
Staffing (Vesta)	253,382	209,762	43,620	253,382	273,601
Lifeguards (Vesta)	89,442	75,648	13,794	89,442	98,189
Mobile App/Website (Vesta)	3,500	2,917	583	3,500	3,500
Refuse Service	7,400	8,008	2,100	10,108	9,000
Pool Chemicals	34,000	28,859	5,141	34,000	35,700
Special Events	30,000	37,267	2,733	40,000	30,000
Holiday Décor	16,540	17,047	-	17,047	20,000
Pest Control	8,000	5,246	2,754	8,000	8,000
Pressure Washing	8,500	1,525	6,975	8,500	9,000
Fitness Equip Maintenance	8,500	7,763	737	8,500	8,500
TOTAL AMENITY CENTER	\$ 951,636	\$ 790,528	\$ 158,894	\$ 949,423	\$ 988,743
Grounds Maintenance					
Electric	\$ 5,708	\$ 6,336	\$ 3,664	\$ 10,000	\$ 10,000
Water & ReUse	355,000	219,527	80,473	300,000	300,000
Streetlighting	80,572	59,481	15,519	75,000	75,000
Lake Maintenance	54,000	44,290	9,710	54,000	55,620
Landscape Maintenance	545,891	454,910	90,981	545,891	562,267
Landscape Contingency	72,500	129,096	10,000	139,096	82,000
Mulch	65,000	59,400	-	59,400	72,500
Sod Replacement	180,000	178,577	-	178,577	180,000
Fuel	1,100	625	475	1,100	900
Irrigation Repairs	15,000	24,844	2,500	27,344	15,000
Capital Reserve Funding	100,000	100,000	-	100,000	221,309
Water Quality Monitoring	2,000	2,300	-	2,300	-
TOTAL GROUNDS MAINTENANCE	\$ 1,476,771	\$ 1,279,386	\$ 213,322	\$ 1,492,708	\$ 1,574,595
TOTAL EXPENDITURES	\$ 2,623,202	\$ 2,259,283	\$ 412,511	\$ 2,671,793	\$ 2,762,603
EXCESS REVENUES (EXPENDITURES)	\$ -	\$ 407,297	\$ (401,203)	\$ 6,094	\$ -

Durbin Crossing
Community Development District
Budget Narrative
Fiscal Year 2025

REVENUES

Special Assessments-Tax Roll

The District will levy a Non-Ad Valorem assessment on all sold and platted parcels within the District in order to pay for the operating expenditures during the Fiscal Year. The assessments will be collected by the St. Johns County Tax Collectors Office.

Interest Income

The District earns interest on the monthly average collected balance for each of their investment accounts.

Other Revenues

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

Expenditures - Administrative

Supervisors Fees

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting in which they attend. The budgeted amount for the fiscal year is based on all supervisors attending 12 meetings.

FICA Taxes

Payroll taxes on Board of Supervisor's compensation. The budgeted amount for the fiscal year is calculated at 7.65% of the total Board of Supervisor's payroll expenditures.

Assessment Roll Administration

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

Engineering Fees

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

Dissemination Fees

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

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.

Arbitrage

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

Impact Fee Administration

Charges to the District for the services of Governmental Management Services, LLC to collect St. Johns County Impact Fees on behalf of the District, manage the Series 2017A-1/A-2 Impact Fee Bonds, and maintain the Lien Books.

Management Fees

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services, LLC. The budgeted amount for the fiscal year is based on the contracted fees outlined in Exhibit "A" of the Management Agreement.

Durbin Crossing
Community Development District
Budget Narrative
Fiscal Year 2025

Expenditures - Administrative (continued)

Information Technology

The District processes all of its financial activities, i.e. accounts payable, financial statements, etc. on a main frame computer leased by Governmental Management Services, LLC.

Website Maintenance

Per Chapter 2014-22, Laws of Florida, all Districts must have a website to provide detailed information on the CDD as well as links to useful websites regarding Compliance issues. This website will be maintained by GMS-SF, LLC and updated monthly.

Telephone

New internet and Wi-Fi service for Office.

Postage and Delivery

Actual postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence.

Insurance General Liability

The District's General Liability & Public Officials Liability Insurance policy is with a qualified entity that specializes in providing insurance coverage to governmental agencies. The amount is based upon similar Community Development Districts.

Printing and Binding

Copies used in the preparation of agenda packages, required mailings, and other special projects.

Legal Advertising

The District is required to advertise various notices for monthly Board meetings and other public hearings in a newspaper of general circulation.

Other Current Charges

This includes monthly bank charges and any other miscellaneous expenses that incur during the year.

Office Supplies

Supplies used in the preparation and binding of agenda packages, required mailings, and other special projects.

Due, Licenses & Subscriptions

The District is required to pay an annual fee to the Florida Department of Commerce for \$175.

Expenditures - 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.

Repairs & Replacements

Represents monies budgeted for repairs and replacements for the District.

Recreational 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 #	Description		Monthly	Annual
68155430/86131620	145 S Durbin Pkwy Sewer	\$	300	\$ 3,600
79200641	145 S Durbin Pkwy Reclaim		609	7,308
86131620	145 S Durbin Pkwy Water		210	2,520
67579848	145 S Durbin Pkwy Water		373	4,476
83113743	730 Durbin PY N Sewer		291	3,492
68090736	730 Durbin PY N Reclaim		837	10,044
85083672	730 Durbin PY N Water		304	3,648
83113743	731 Durbin PY N Water		207	2,484
	Contingency		111	1,328
	Total	\$	3,242	\$ 38,900

Durbin Crossing
Community Development District
Budget Narrative
Fiscal Year 2025

Expenditures – Amenity Center (continued)
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Electric

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

<u>Account #</u>	<u>Description</u>	<u>Monthly</u>	<u>Annual</u>
20335949	145 S Durbin Pkwy	\$ 1,800	\$ 21,600
22357510	730 Durbin PY N	808	9,696
	Contingency	59	704
	Total	\$ 2,667	\$ 32,000

Cable/Phone/Internet

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

<u>Account #</u>	<u>Description</u>	<u>Monthly</u>	<u>Annual</u>
8495 74 140 1015619	Durbin Crossing South Amenity	\$ 450	\$ 5,400
8495 74 140 0420497	Durbin Crossing South Amenity	200	2,400
8495 74 140 1246669	Durbin Crossing North Amenity	600	7,200
8496 74 140 1022920	Durbin Crossing North Amenity	420	5,040
	Contingency	80	960
	Total	\$ 1,750	\$ 21,000

Security System

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

Managerial

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	\$ 21,292	\$ 255,503

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.

<u>Contractor</u>	<u>Monthly</u>	<u>Annual</u>
Vesta	\$ 22,800	\$ 273,601

Lifeguards

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

<u>Contractor</u>	<u>Monthly</u>	<u>Annual</u>
Vesta	\$ 8,182	\$ 98,189

Mobile App/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.

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	\$ 2,890	\$ 34,680
Contingency		1,020
Total	\$ 2,890	\$ 35,700

Special Events

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

Holiday Décor

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

Durbin Crossing
Community Development District
Budget Narrative
Fiscal Year 2025

Expenditures – Amenity Center (continued)

Pest Control

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

Contractor	Monthly	Annual
Monthly Service	\$ 550	\$ 6,600
Annual Termite Treatment	-	700
Contingency	58	700
Total	\$ 608	\$ 8,000

Pressure Washing

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

Fitness Equip Maintenance

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

Expenditures – Field

Electric

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

Account #	Description	Monthly	Annual
22840516	101 Castlegate Ln	\$ 33	\$ 396
79442225	104 Durbin PY N	56	670
93385371	1049 Longleaf Pine Parkway	118	1,416
99911097	107 Tollerton Ave	42	504
89863663	1513 Longleaf Pine Pkwy	40	480
26895017	16 Cloisterbane Dr Apt LL01	27	324
22580514	20 Orchid Way Apt IR01	33	396
99911094	2401 St Johns PY APT SG01	40	480
13727885	28 Heron Landing Rd Apt SG01	38	126
89866912	291 Durbin PY N	33	396
89863016	501 Saddlestone Dr	34	408
22969723	590 N Durbin Pkwy	34	408
89863705	694 N Durbin Pkwy	34	408
24067070	72 Englewood Tr Apt SG01	37	444
79442208	857 Durbin Py N Apt SG01	33	396
89315721	861 Durbin PPY N Apt SG01	33	396
14892379	910 Durbin PY N Apt SG01	33	396
79447186	94 Staplehurst Dr Apt IR01	33	396
79447185	95 Woodcross Dr Apt IR01	33	396
22840515	96 Cresthaven Pl	32	384
99912413	987 Durbin PY N	32	384
89865800	997 Lauriston Dr	33	396
	Total	\$ 861	\$ 10,000

Water & ReUse

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

Account #	Description	Monthly	Annual
86131602	102 Durbin PY N	\$ 4,500	\$ 54,000
70115360	102 Merkland Ct	106	1,272
72360080	1021 Lauriston Dr	284	3,408
69877485	104 Harbury Dr	103	1,236
66534516/85979418	105 S Durbin Pkwy	2,044	24,528
70115339	106 Charmed Pl	103	1,236
67386400/85979412	109 Islesbrook Pkwy	866	10,392
68090726/86131627	1090 Durbin PY N	307	3,684
74704275	116 Averley Wy Apt IR01	154	1,848
74704274	118 Pineta Wy Apt IR01	159	1,908
70115336	124 Weathered Oak Ct	141	1,692
71890295	1244 Leith Hall Dr	547	6,564
74704249	126 Cantley Wy Apt IR01	168	2,016
73697024	128 Willow Winds Parkway	361	4,332
71890305	1305 Fryston St	451	5,412
71890313	138 Tollerton Ave	105	1,260
71890303	1386 Fryston St	508	6,096
	Total	\$ 10,907	\$ 130,884

Durbin Crossing
Community Development District
Budget Narrative
Fiscal Year 2025

Expenditures – Field (continued)

Account #	Description	Monthly	Annual
	Balance Brought Forward	\$ 10,907	\$ 130,884
68682298	1503 Cullaig Ct.	108	1,296
74704273	155 Telford Dr Apt IR01	50	606
71890297	158 Castlegate LA	94	1,132
75457834	16 Cloisterbane Dr Apt LL01	86	1,028
71890296	1620 Fenton Av	78	934
83716990	185 Islesbrook Pkwy	163	1,956
85563431	2050 Longleaf Pine PY	2,373	28,473
68682232	240 Tollerton Ave	47	564
81948581	241 Islesbrook Pkwy Apt IR01	46	552
67862610	265 Willow Winds Pkwy	259	3,108
69214857	293 Willow Winds Pkwy	36	432
82196245	310 N Glen Laurel Dr	78	936
69877486	358 Willow Winds PKWY	50	600
72360078	585 Saddlestone Dr	180	2,160
80532666	594 Saddlestone Dr	151	1,812
64240486/85979458	606 Longleaf Pine PY	3,015	36,180
64240480	810 Durbin PY N	5,084	61,008
87614656	84 Willow Winds PY	88	1,055
74704276	867 Durbin PY N Apt IR01	168	2,016
74704251	868 Durbin PY N Apt IR01	50	600
67386405	89 Heron Landing Rd Apt IR01	744	8,928
68081639	90 Woodcross Dr	402	4,824
68081637	91 Staplehurst Dr	470	5,640
74704265	912 Durbin PY N Apt IR01	75	900
64240168	96 Cresthaven Place	48	576
	Contingency	150	1,800
	Total	\$ 25,000	\$ 300,000

Streetlighting

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

Account #	Description	Monthly	Annual
70 watts/254 Units	104 Durbin PY N	\$ 2,050	\$ 24,600
200 watts/4 Units	105 Durbin PY N	66	792
70 watts/66 Units	128 Willow Winds Pkwy	553	6,636
28763969	104 Durbin PY N Apt 2	33	396
200 watts/56 Units	145 S Durbin Pkwy	639	7,663
70 watts/170 Units	145 S Durbin Pkwy	1,322	15,865
70 watts/90 Units	145 S Durbin Pkwy	688	8,256
70 watts/25 Units	16 Cloisterbane Dr	208	2,500
70 watts/32 Units	16 Cloisterbane Dr	259	3,108
70 watts/44 Units	89 Heron Landing Rd Apt IR01	352	4,224
	Contingency	80	960
	Total	\$ 6,250	\$ 75,000

Lake Maintenance

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

Contractor	Monthly	Annual
Solitude Lake Management LLC	\$ 4,635	\$ 55,620

Landscape Maintenance

The District is under contract with Yellowstone for maintenance of the common areas in the District.

Contractor	Monthly	Annual
Yellowstone	\$ 46,856	\$ 562,267

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.

Durbin Crossing
Community Development District
Budget Narrative
Fiscal Year 2025

Expenditures – Field (continued)

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 Funding

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.

Durbin Crossing
Community Development District
Approved Budget

Debt Service Series 2017-1 and 2 Special Assessment Refunding Bonds

Description	Adopted Budget FY2024	Actuals Thru 7/31/24	Projected Next 2 Months	Projected Thru 9/30/24	Approved Budget FY 2025
REVENUES:					
Special Assessments - Tax Roll	\$ 3,054,876	\$ 3,074,548	\$ -	\$ 3,074,548	\$ 3,054,876
Interest Earnings	5,000	137,713	10,000	147,713	5,000
Carry Forward Surplus ⁽¹⁾	783,772	805,352	-	805,352	1,029,219
TOTAL REVENUES	\$ 3,843,648	\$ 4,017,613	\$ 10,000	\$ 4,027,613	\$ 4,089,095
EXPENDITURES:					
Series 2017A-1					
Interest 11/1	\$ 535,347	\$ 535,347	\$ -	\$ 535,347	\$ 513,416
Interest 5/1	535,347	535,347	-	535,347	513,416
Principal 5/1	1,595,000	1,595,000	-	1,595,000	1,645,000
Series 2017A-2					
Interest 11/1	88,850	88,850	-	88,850	84,788
Interest 5/1	88,850	88,850	-	88,850	84,788
Principal 5/1	155,000	155,000	-	155,000	165,000
TOTAL EXPENDITURES	\$ 2,998,394	\$ 2,998,394	\$ -	\$ 2,998,394	\$ 3,006,406
Other Sources/(Uses)					
Interfund transfer In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OTHER SOURCES/(USES)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 2,998,394	\$ 2,998,394	\$ -	\$ 2,998,394	\$ 3,006,406
EXCESS REVENUES (EXPENDITURES)	\$ 845,254	\$ 1,019,219	\$ 10,000	\$ 1,029,219	\$ 1,082,689

⁽¹⁾ Carry Forward is Net of Reserve Requirement

Interest Due 11/1/25	\$ 488,741
Interest Due 11/1/25	80,444
	<u>\$ 569,184</u>

Durbin Crossing
Community Development District
AMORTIZATION SCHEDULE

Debt Service Series 2017-1 Special Assessment Refunding Bonds

Period	Outstanding Balance	Coupons	Principal	Interest	Annual Debt Service
11/01/24	\$ 26,860,000		-	\$ 513,416	\$ 513,416
05/01/25	26,860,000	3.000%	1,645,000	513,416	
11/01/25	25,215,000		-	488,741	2,647,156.25
05/01/26	25,215,000	3.125%	1,695,000	488,741	
11/01/26	23,520,000		-	462,256	2,645,996.88
05/01/27	23,520,000	3.250%	1,750,000	462,256	
11/01/27	21,770,000		-	433,819	2,646,075.00
05/01/28	21,770,000	3.375%	1,810,000	433,819	
11/01/28	19,960,000		-	403,275	2,647,093.75
05/01/29	19,960,000	3.375%	1,870,000	403,275	
11/01/29	18,090,000		-	371,719	2,644,993.75
05/01/30	18,090,000	3.500%	1,935,000	371,719	
11/01/30	16,155,000		-	337,856	2,644,575.00
05/01/31	16,155,000	5.000%	1,995,000	337,856	
11/01/31	14,160,000		-	287,981	2,620,837.50
05/01/32	14,160,000	5.000%	2,095,000	287,981	
11/01/32	12,065,000		-	235,606	2,618,587.50
05/01/33	12,065,000	3.750%	2,235,000	235,606	
11/01/33	9,830,000		-	193,700	2,664,306.25
05/01/34	9,830,000	3.750%	2,320,000	193,700	
11/01/34	7,510,000		-	150,200	2,663,900.00
05/01/35	7,510,000	4.000%	2,405,000	150,200	
11/01/35	5,105,000		-	102,100	2,657,300.00
05/01/36	5,105,000	4.000%	2,500,000	102,100	
11/01/36	2,605,000		-	52,100	2,654,200.00
05/01/37	2,605,000	4.000%	2,605,000	52,100	2,657,100.00
Total			\$ 26,860,000	\$ 8,065,538	\$ 34,925,538

Durbin Crossing

Community Development District

AMORTIZATION SCHEDULE

Debt Service Series 2017-2 Special Assessment Refunding Bonds (combined)

Period	Coupons	Principal	Interest	Annual Debt Service
11/01/24	\$ 3,035,000	-	\$ 84,788	\$ 84,788
05/01/25	3,035,000	165,000	84,788	-
11/01/25	2,870,000	-	80,444	330,231
05/01/26	2,870,000	175,000	80,444	-
11/01/26	2,695,000	-	75,850	331,294
05/01/27	2,695,000	180,000	75,850	-
11/01/27	2,515,000	-	71,131	326,981
05/01/28	2,515,000	195,000	71,131	-
11/01/28	2,320,000	-	65,619	331,750
05/01/29	2,320,000	205,000	65,619	-
11/01/29	2,115,000	-	59,831	330,450
05/01/30	2,115,000	215,000	59,831	-
11/01/30	1,900,000	-	53,750	328,581
05/01/31	1,900,000	225,000	53,750	-
11/01/31	1,675,000	-	47,394	326,144
05/01/32	1,675,000	240,000	47,394	-
11/01/32	1,435,000	-	40,606	328,000
05/01/33	1,435,000	255,000	40,606	-
11/01/33	1,180,000	-	33,388	328,994
05/01/34	1,180,000	270,000	33,388	-
11/01/34	910,000	-	25,756	329,144
05/01/35	910,000	285,000	25,756	-
11/01/35	625,000	-	17,694	328,450
05/01/36	625,000	305,000	17,694	-
11/01/36	320,000	-	9,063	331,756
05/01/37	320,000	320,000	9,063	329,063
Total		\$ 3,035,000	\$ 1,330,625	\$ 4,365,625

Durbin Crossing
Community Development District
Approved Budget
Capital Reserve Fund

Description	Adopted Budget FY2024	Actuals Thru 7/31/24	Projected Next 2 Months	Projected Thru 9/30/24	Approved Budget FY 2025
REVENUES:					
Miscellaneous Revenue/Interest Income	\$ 10,000	\$ 32,605	\$ 5,000	\$ 37,605	\$ 24,333
Capital Reserve Funding	100,000	100,000	-	100,000	221,309
Impact Fees	-	537,733	-	537,733	-
Carry Forward Balance	1,258,811	-	1,258,811	1,258,811	1,243,030
TOTAL REVENUES	\$ 1,368,811	\$ 670,338	\$ 1,263,811	\$ 1,934,149	\$ 1,488,672
EXPENDITURES:					
Capital Outlay	\$ 300,000	\$ 576,324	\$ 30,000	\$ 606,324	\$ 150,000
Repair and Replacement	100,000	67,761	7,239	75,000	23,881
Other Current Charges	-	9,794	-	9,794	-
TOTAL EXPENDITURES	\$ 400,000	\$ 653,879	\$ 37,239	\$ 691,118	\$ 173,881
Other Sources/(Uses)					
Transfer in/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OTHER SOURCES/(USES)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 400,000	\$ 653,879	\$ 37,239	\$ 691,118	\$ 173,881
EXCESS REVENUES (EXPENDITURES)	\$ 968,811	\$ 16,459	\$ 1,226,571	\$ 1,243,030	\$ 1,314,791

Reserve Study* Update 2023 through 2051

Description	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Beginning Balance	\$ 1,531,757	\$ 1,303,810	\$ 1,013,810	\$ 1,139,441	\$ 1,349,315
Contributions	54,638	100,000	275,179	283,434	291,937
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	\$ 1,139,441	\$ 1,349,315	\$ 1,380,809
Projected Per Budget	\$ 1,258,811	\$ 968,811	\$ 1,314,791	N/A	N/A
Variance	\$ (45,000)	\$ (45,000)	N/A	N/A	N/A

* Refer to Durbin Crossing CDD Reserve Study Re #7776 Page 4-1 of PDF

Durbin Crossing
Community Development District
Non-Ad Valorem Assessments Comparison
2024-2025

Neighborhood	O&M Units	Annual Maintenance Assessments			
		FY 2025	FY 2024	Increase/ (decrease)	
80'-83'	339	\$1,707.90	\$1,648.47	\$59.43	3.61%
70'-73'	319	\$1,505.87	\$1,453.47	\$52.40	3.61%
63'	482	\$1,324.44	\$1,278.36	\$46.09	3.61%
53'	468	\$1,114.21	\$1,075.44	\$38.77	3.61%
43'	206	\$947.08	\$914.13	\$32.96	3.61%
Town Homes	235	\$701.95	\$677.53	\$24.43	3.61%
Town Homes DR	275	\$701.95	\$677.53	\$24.43	3.61%
Commercial/Retail/Office	144,153	\$0.56	\$0.54	\$0.02	3.61%
Total	146,477				

A.

RESOLUTION 2024-05

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, 2024 AND ENDING SEPTEMBER 30, 2025; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has, prior to the fifteenth (15th) day in June, 2024, 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, 2024 and ending September 30, 2025 (“**Fiscal Year 2024/2025**”) 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 1st 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, 2025.”
- 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 out of the revenues of the District, for Fiscal Year 2024/2025, the sum of \$_____ to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$_____
DEBT SERVICE FUND SERIES 2017	\$_____
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 2024/2025, or within 60 days following the end of the Fiscal Year 2024/2025, 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 26TH DAY OF AUGUST, 2024.

ATTEST:

**DURBIN CROSSING COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

By: _____
Its: _____

Exhibit A: Fiscal Year 2024/2025 Budget

Exhibit A

Fiscal Year 2024/2025 Budget

B.

RESOLUTION 2024-06

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 2024/2025; 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, 2024 and ending September 30, 2025 ("**Fiscal Year 2024/2025**"), 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 2024/2025; 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 26th day of August 2024.

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

SEVENTH ORDER OF BUSINESS

A.

1.



Durbin Crossing CDD

Landscape Update for August 2024:

- **General Maintenance**
 - The team is continuing with our spring/summer maintenance schedule per contractual scope.
 - Shrubs throughout the community have been pruned to provide a neat and formed appearance.

- **Irrigation**
 - Monthly inspections & repairs are being completed per scope. The team has been performing general repairs, and mainline breaks as they have been discovered.
 - Patriot Oaks crossing at Forest Edge
 - Reroute main line and move valves - complete
 - Islebrook Meter
 - Zach is working with JEA on approval process
 - Longleaf Pkwy
 - Wiring was damaged by the county during installation of school zone signage; a temporary fix has been made, but new wire needs to be run and buried

- **Chemical & Fertilizer Application**
 - Another turf application consisting of insecticides, pre & post emergent, and fertilizer is set for September.
 - The team has been and will be keeping an eye out for Mole Crickets in the Bermuda and Bahia as well as chinch bugs in the St. Augustine.
 - Army worms have not been an issue thus far (knocking on wood)

- **Projects**
 - Patriot Oaks crossing at Forest Edge cul de sac

- Plans received
- Irrigation will need to be adjusted and modified due to hardscape expansion
 - Completed
- Landscape refurbishment to be completed after hardscape with complete project completion due by 8/9/2024
 - Completed
- Warranty shrub replacement at North pool area and Cloisterbane median scheduled for 7/16/2024 – completed
- Annuals
 - Coleus have been struggling recently as they reach maturity
 - Replacements were installed on 8/12/2024 to fill in empty gaps
 - Fall rotation is slated for an early September installation
- North Durbin Round A Bout at Saddlestone
 - Proposals submitted with 3 options of plant material

2.



Proposal #: 456277

Date: 8/16/2024

From: Richard Craig

Proposal for
Durbin Crossing CDD

Sue O'Lear
Vesta Property Services
145 South Durbin Parkway
St. Johns, FL 32259
solear@vestapropertyservices.com

LOCATION OF PROPERTY

145 South Durbin Parkway
St. Johns, FL 32259

Round A About Enhancement at North Durbin and Saddlestone Dr. Option 1

DESCRIPTION	QTY	AMOUNT
Mobilization, Demo, Prep and Install	64	\$5,494.77
Blue Daze	1	\$1,539.98
Trinette arboricola (JX)	44	\$911.41
St. Augustine Sod (JX)	4	\$2,514.25
Mulch - Brown	40	\$331.42
Irrigation check and modifications to ensure proper coverage of newly installed plant material	1	\$949.99

Landscape enhancement on round a bout island at North Durbin and Saddlestone Drive

Terms and Conditions: Signature below authorizes Yellowstone Landscape to perform work as described in this proposal and verifies that the prices and specifications are hereby accepted. This quote is firm for 30 days and change in plans or scope may result in a change of price. All overdue balances will be charged a 1.5% a month, 18% annual percentage rate.

Limited Warranty: Plant material is under a limited warranty for one year. Transplanted material and/or plant material that dies due to conditions out of Yellowstone Landscape's control (i.e., Act of God, vandalism, inadequate irrigation due to water restrictions, etc.) shall not be included in the warranty.

AUTHORIZATION TO PERFORM WORK:

By _____

Print Name/Title _____

Date _____

Durbin Crossing CDD

Subtotal	\$11,741.82
Sales Tax	\$0.00
Proposal Total	\$11,741.82

THIS IS NOT AN INVOICE



Proposal #: 456339

Date: 8/16/2024

From: Richard Craig

Proposal for
Durbin Crossing CDD

Sue O'Lear
Vesta Property Services
145 South Durbin Parkway
St. Johns, FL 32259
solear@vestapropertyservices.com

LOCATION OF PROPERTY

145 South Durbin Parkway
St. Johns, FL 32259

Round A About Enhancement at North Durbin and Saddlestone Dr. Option 2

DESCRIPTION	QTY	AMOUNT
Mobilization, Demo, Prep and Install	64	\$5,494.77
Blue Daze	1	\$1,539.98
Drift Rose 'Coral'	44	\$1,822.83
St. Augustine Sod (JX)	4	\$2,514.25
Mulch - Brown	40	\$331.42
Irrigation check and modifications to ensure proper coverage of newly installed plant material	1	\$949.99

Landscape enhancement on round a bout island at North Durbin and Saddlestone Drive

Terms and Conditions: Signature below authorizes Yellowstone Landscape to perform work as described in this proposal and verifies that the prices and specifications are hereby accepted. This quote is firm for 30 days and change in plans or scope may result in a change of price. All overdue balances will be charged a 1.5% a month, 18% annual percentage rate.

Limited Warranty: Plant material is under a limited warranty for one year. Transplanted material and/or plant material that dies due to conditions out of Yellowstone Landscape's control (i.e., Act of God, vandalism, inadequate irrigation due to water restrictions, etc.) shall not be included in the warranty.

AUTHORIZATION TO PERFORM WORK:

By _____

Print Name/Title _____

Date _____

Durbin Crossing CDD

Subtotal	\$12,653.24
Sales Tax	\$0.00
Proposal Total	\$12,653.24

THIS IS NOT AN INVOICE



Proposal #: 456342

Date: 8/16/2024

From: Richard Craig

Proposal for Durbin Crossing CDD

Sue O'Lear
Vesta Property Services
145 South Durbin Parkway
St. Johns, FL 32259
solear@vestapropertyservices.com

LOCATION OF PROPERTY
145 South Durbin Parkway
St. Johns, FL 32259

Round A About Enhancement at North Durbin and Saddlestone Dr. Option 3

Table with 3 columns: DESCRIPTION, QTY, AMOUNT. Rows include Mobilization, Demo, Prep and Install; Blue Daze; Dwarf Oleander (JX); St. Augustine Sod (JX); Mulch - Brown; Irrigation check and modifications...

Landscape enhancement on round a bout island at North Durbin and Saddlestone Drive

Terms and Conditions: Signature below authorizes Yellowstone Landscape to perform work as described in this proposal and verifies that the prices and specifications are hereby accepted.

Limited Warranty: Plant material is under a limited warranty for one year. Transplanted material and/or plant material that dies due to conditions out of Yellowstone Landscape's control...

AUTHORIZATION TO PERFORM WORK:

By _____

Print Name/Title _____

Date _____

Durbin Crossing CDD

Summary table with 2 columns: Item, Amount. Rows: Subtotal \$11,961.82; Sales Tax \$0.00; Proposal Total \$11,961.82

THIS IS NOT AN INVOICE

Durbin Crossing Roundabout

August, 2024

Jacksonville, FL

Conceptual Rendering-Plants are depicted at mature stage



Existing

Landscape Design Suggestions

- Schefflera Arboricola (SA)*
- Blue My Mind (BM)*
- Mulch*

(SA)

(BM)



Potential

Durbin Crossing Roundabout

August, 2024

Jacksonville, FL

Conceptual Rendering-Plants are depicted at mature stage



Existing

Landscape Design Suggestions

- Coral Drift Rose (CD)
- Blue My Mind (BM)
- Mulch

(CD)

(BM)



Potential

B.

MEMORANDUM

To: Board of Supervisors, South Village Community Development District

From: Katie Buchanan

Date: January 2, 2024

Subject: Ethics Training Requirements

Beginning January 1, 2024, all Board Supervisors of Florida Community Development Districts will be required to complete four (4) hours of Ethics training each year. The four (4) hours must be allocated to the following categories: two (2) hours of Ethics Law, one (1) hour of Sunshine Law, and one (1) hour of Public Records law.

This training may be completed online, and the four (4) hours do not have to be completed all at once. The Florida Commission on Ethics (“COE”) has compiled a list of resources for this training. An overview of the resources are described below, and links to the resources are included in this memo.

Each year when Supervisors complete the required financial disclosure form (Form 1 Statement of Financial Interests), Supervisors must mark a box confirming that he or she has completed the Ethics training requirements. At this time, there is no requirement to submit a certificate; however, the COE advises that Supervisors keep a record of all trainings completed (including date and time of completion), in the event Supervisors are ever asked to provide proof of completion. The training is a calendar year requirement and corresponds to the form year. So, Supervisors will not report their 2024 training until they fill out their Form 1 for the 2025 year.

Free Training Options

The Florida Commission on Ethics’ (“COE”) website has several free online resources and links to resources that Supervisors can access to complete the training requirements. Navigate to that page here: [Florida Commission on Ethics Training](https://ethics.state.fl.us/Training/Training.aspx).¹ Please note that the COE only provides free training for the two (2) hour Ethics portion of the annual training. However, the COE does provide links to free outside resources to complete the Sunshine and Public Records portion of the training. These links are included in this memorandum below for your ease of reference.

¹ <https://ethics.state.fl.us/Training/Training.aspx>

Free Ethics Law Training

The COE provides several videos for Ethics training, none of which are exactly two (2) hours in length. Please ensure you complete 120 minutes of Ethics training when choosing a combination of the below.

State Ethics Laws for Constitutional Officers & Elected Municipal Officers (100 minutes)

Click here: [Kinetic Ethics](#)

Business and Employment Conflicts and Post-Public-Service (56 minutes) Restriction

Click here: [Business and Employment Conflicts](#)

Gifts (50 minutes)

Click here: [Ethics Laws Governing Acceptance of Gifts](#)

Voting Conflicts - Local Officers (58 minutes)¹

Click here: [Voting Vertigo](#)

Free Sunshine/Public Records Law Training

The Office of the Attorney General provides a two (2) hour online training course (audio only) that meets the requirements of the Sunshine Law and Public Records Law portion of Supervisors' annual training.

Click here to access: [Public Meeting and Public Records Law](#)

Other Training Options

4- Hour Course

Some courses will provide a certificate upon completion (not required), like the one found from the Florida State University, Florida Institute of Government, linked here: [4-Hour Ethics Course](#). This course meets all the ethics training requirements for the year, including Sunshine Law and Public Records training. This course is currently \$79.00

CLE Course

The COE's website includes a link to the Florida Bar's Continuing Legal Education online tutorial which also meets all the Ethics training requirements. However, this is a CLE course designed more specifically for attorneys. The 5 hours 18 minutes' long course exceeds the 4-hour requirement and its cost is significantly higher than the 4-Hour Ethics course provided by the Florida State University. The course is currently \$325.00. To access this course, click here: [Sunshine Law, Public Records and Ethics for Public Officers and Public Employees](#).

If you have any questions, please do not hesitate to contact me.

D.

1.

**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 2025** 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 28, 2024
November 18, 2024 (*second Monday)
December 16, 2024 (*third Monday)
January 27, 2025
February 24, 2025
March 24, 2025
April 28, 2025
May 19, 2025 (*third Monday)
June 23, 2025
July 28, 2025
August 25, 2025
September 22, 2025

2.



Memorandum

To: Board of Supervisors

From: District Representative

Date: August 26th, 2024

RE: HB7013 – Special Districts Performance Measures and Standards

To enhance accountability and transparency, new regulations were established for all special districts, by the Florida Legislature, during their 2024 legislative session. Starting on October 1, 2024, or by the end of the first full fiscal year after its creation (whichever comes later), each special district must establish goals and objectives for each program and activity, as well as develop performance measures and standards to assess the achievement of these goals and objectives. Additionally, by December 1 each year (initial report due on December 1, 2025), each special district is required to publish an annual report on its website, detailing the goals and objectives achieved, the performance measures and standards used, and any goals or objectives that were not achieved.

District Management has identified the following key categories to focus on for Fiscal Year 2025 and develop statutorily compliant goals for each:

- Community Communication and Engagement
- Infrastructure and Facilities Maintenance
- Financial Transparency and Accountability

Additionally, special districts must provide an annual reporting form to share with the public that reflects whether the goals & objectives were met for the year. District Management has streamlined these requirements into a single document that meets both the statutory requirements for goal/objective setting and annual reporting.

The proposed goals/objectives and the annual reporting form are attached as exhibit A to this memo. District Management recommends that the Board of Supervisors adopt these goals and objectives to maintain compliance with HB7013 and further enhance their commitment to the accountability and transparency of the District.

Exhibit A:
Goals, Objectives and Annual Reporting Form

Durbin Crossing Community Development District Performance Measures/Standards & Annual Reporting Form

October 1, 2024 – September 30, 2025

1. Community Communication and Engagement

Goal 1.1: Public Meetings Compliance

Objective: Hold at least three regular Board of Supervisor meetings per year to conduct CDD related business and discuss community needs.

Measurement: Number of public board meetings held annually as evidenced by meeting minutes and legal advertisements.

Standard: A minimum of three board meetings were held during the Fiscal Year.

Achieved: Yes No

Goal 1.2: Notice of Meetings Compliance

Objective: Provide public notice of meetings in accordance with Florida Statutes, using at least two communication methods.

Measurement: Timeliness and method of meeting notices as evidenced by posting to CDD website, publishing in local newspaper and via electronic communication.

Standard: 100% of meetings were advertised per Florida statute on at least two mediums (i.e., newspaper, CDD website, electronic communications).

Achieved: Yes No

Goal 1.3: Access to Records Compliance

Objective: Ensure that meeting minutes and other public records are readily available and easily accessible to the public by completing monthly CDD website checks.

Measurement: Monthly website reviews will be completed to ensure meeting minutes and other public records are up to date as evidenced by District Management's records.

Standard: 100% of monthly website checks were completed by District Management.

Achieved: Yes No

2. Infrastructure and Facilities Maintenance

Goal 2.1: Field Management and/or District Management Site Inspections

Objective: Field manager and/or district manager will conduct inspections per District Management services agreement to ensure safety and proper functioning of the District's infrastructure.

Measurement: Field manager and/or district manager visits were successfully completed per management agreement as evidenced by field manager and/or district manager's reports, notes or other record keeping method.

Standard: 100% of site visits were successfully completed as described within district management services agreement

Achieved: Yes No

Goal 2.2: District Infrastructure and Facilities Inspections

Objective: District Engineer will conduct an annual inspection of the District's infrastructure and related systems.

Measurement: A minimum of one inspection completed per year as evidenced by district engineer's report related to district's infrastructure and related systems.

Standard: Minimum of one inspection was completed in the Fiscal Year by the district's engineer.

Achieved: Yes No

3. Financial Transparency and Accountability

Goal 3.1: Annual Budget Preparation

Objective: Prepare and approve the annual proposed budget by June 15 and final budget was adopted by September 30 each year.

Measurement: Proposed budget was approved by the Board before June 15 and final budget was adopted by September 30 as evidenced by meeting minutes and budget documents listed on CDD website and/or within district records.

Standard: 100% of budget approval & adoption were completed by the statutory deadlines and posted to the CDD website.

Achieved: Yes No

Goal 3.2: Financial Reports

Objective: Publish to the CDD website the most recent versions of the following documents: Annual audit, current fiscal year budget with any amendments, and most recent financials within the latest agenda package.

Measurement: Annual audit, previous years' budgets, and financials are accessible to the public as evidenced by corresponding documents on the CDD's website.

Standard: CDD website contains 100% of the following information: Most recent annual audit, most recent adopted/amended fiscal year budget, and most recent agenda package with updated financials.

Achieved: Yes No

Goal 3.3: Annual Financial Audit

Objective: Conduct an annual independent financial audit per statutory requirements and publish the results to the CDD website for public inspection, and transmit to the State of Florida.

Measurement: Timeliness of audit completion and publication as evidenced by meeting minutes showing board approval and annual audit is available on the CDD’s website and transmitted to the State of Florida.

Standard: Audit was completed by an independent auditing firm per statutory requirements and results were posted to the CDD website and transmitted to the State of Florida.

Achieved: Yes No

Chair/Vice Chair: _____

Date: _____

Print Name: _____

Durbin Crossing Community Development District

District Manager: _____

Date: _____

Print Name: _____

Durbin Crossing Community Development District

E.



General Manager's Report

Date of report 8-19-2024

Submitted by: Sue O'Leary

UPDATES – No Board Action Requested

Staff

- **Lifeguards:** We have reached the “weekends only” portion of slide season and are beginning to experience challenges with staffing levels due to school starting. Vesta has introduced a financial incentive for guards who finish the season, so I am hopeful that will help. After Labor Day weekend, we go down in hours even further, opening the slide for one shift on Saturdays from 12PM – 3PM.
- **Facility Attendants:** We are now fully staffed for all shifts! We will have a Facility Attendant staff training on September 4th.
- **Office Hours:** The South Amenity “business” office hours are Tuesday through Sunday from 10AM – 6PM. These are the hours that our staff is fully focused on the resident experience at the window, on the telephone, or even by email to tend to a variety of administrative tasks, like new resident registrations, Fitness 15 passes and orientations, private rental reservations, and access card purchases. Facility Openers and Closers (Gym Monitors) have a bit of a different focus; while they are still resident focused, they do not perform all the same duties as those 10AM – 6PM employees in terms of administrative support. Their focus is more on access, gym conditions and experience, setup/cleanup of any club/rental activity, pool deck activity, etc. I have noticed several situations where a resident will come to the office after 6PM assuming it is open – because it looks open – but being told that they need to come back during business hours to address their administrative need. So in an effort to help distinguish between the business office being “OPEN” or “CLOSED”. I have allowed FAs working after 6PM to dim the lights and lower the blinds, still leaving them open so residents can see in, but denoting a different status than that between the hours of 10 and 6. They may also utilize signage saying “please ring bell for service” or the like when they leave the office to tend to other matters. This applies to every evening except for Fridays, as Food Truck Friday needs to be handled like an event with the office easily accessible to residents. Further, On Mondays, with the office closed, I schedule myself to be here alone for a portion of the day, so that those hours can be repurposed for high-volume times later in the week when we need more office help. Except for one Food Truck Friday, where one of our newer FAs closed the blinds completely, the system seems to be working well. Kiki is generally here until 7 most days she works, and I have one night a week here I am scheduled until 8 or 9PM, we haven't personally received any negative comments from residents on this change. We will continue to assess to see if it lessens the burden on staff having to explain why the office looks open when it is really closed.

Programming

- **Creekside High School:** Creekside High School had tryouts the week of August 12th and will settle in with practices and their first meet the week of August 19th. Our trial run using SignUpGenius as an option for resident lap swimmers has gone well; while we haven't had reservations for each and every slot, we have had some residents happily participate with gratitude that the lap lane is already open upon their arrival.
- **Champion Swim:** With the kids going back to school, swim lessons are becoming less robust, but participants are still happy with the program. Because of inclement weather in July, Champion was not

able to execute their full schedule, thus issuing some refunds. The total amount paid to the District for the month of July was \$260.50.

- **Yoga:** Kiki has connected with a Yoga instructor who is interested in offering a class to Durbin Crossing residents. She is working on details and will present them to the Board in September.
- **Mary Time Music:** This program returned to the South Amenity Center the week of August 12.

Facilities

- **eMerge:** Some complications with eMerge have, well, emerged, and I am working with ITS on a solution. One thing the complications have revealed (in getting to know all aspects of our database/access card system/camera system) is that some of our applications and equipment are dated, in some cases to the point that replacements can only be made with used parts. I recommend we open up a bigger conversation about some system updates potentially for 2025.
- **Janitorial:** An audit of the janitorial scope of services was conducted with our provider, and terms are being updated. While I think that overall our entire team does a great job working together to keep our Amenity Centers clean and organized and looking good, I do think residents will begin noticing improvements over the coming weeks as well.
- **Rentals:** Both Amenity Centers have stayed very busy with private rentals, even as the kids have gone back to school. Evan has added some extra pressure washing to the entrance and patio areas, and our Facility Attendants some extra care to the Social Hall just to ensure these areas are in sparkling condition for the uptick in private parties.
- **Holiday Lighting:** While Kiki is hard at work on her plans for December holiday events and activities, Zach and I have met with our Holiday lighting vendor to solidify plans for this year and get scheduling in place so we can light the lights of the season just after Thanksgiving.

F.



Field Operations Manager's Report

Date of report 8-26-2024

Submitted by: Zach Davidson

BASEBALL FIELD METER - No Board action required: Meter has been switched to the CDD's JEA account; we have submitted the request service letter to have the 4" meter reduced to a 2" meter. Submitted maps of the area of where we needed the new meter that were provided by our CDD engineer. JEA denied our request. We are now requesting a meeting with JEA to get these final steps address.

PLAYGROUND EQUIPMENT/SUNSHADE - No Board action required: The "merry go around" structure at North playground. Still waiting for arrival. Sunshades have been repaired and are scheduled to be installed week of 8-19.

OUTDOOR WINDOW SHUTTER REPLACEMENT - No Board action required: We are still waiting for arrival of the replacement shutters for North and South buildings. Once they arrive, we will install them to save the district cost on installation.

LAKE MAINTENANCE - No Board action required: Solitude was out this month and treated all ponds. All concerns were reported, and they were treated within 24-48 hours. Still working with Solitude and FWC to get more Carp on our permit. I have received the map of the locations of all outfalls and barriers in Durbin from the State, which is required to add the carp. We have submitted the map to FWC, received the required forms that have been filled out and submitted. We are now checking all carp barriers to make sure they are all 100% before the state comes out for inspection.

PRESSURE WASHING - No Board action required: Our pressure washing vendor is scheduled to come out and clean all 3 roundabouts as request by the board, along with main entrance signs at North & South Durbin Parkway way, Veterans and North Durbin and sign on longleaf and St Johns Parkway to prepare for Christmas light install in November.

TENNIS/BASKETBALL COURT RESURFACING - Board action required: Below are the 3 quotes we received for resurfacing for the basketball and tennis courts:

COURT SURFACES

RESURFACING (6) TENNIS COURTS	\$60,359.00	\$60,359.00	\$60,359.00
RESURFACING (2) BASKETBALL COURTS	\$28,086.00	\$28,086.00	\$28,086.00
PERMANENTLY CONVERTING (1) TENNIS COURT TO (2) PICKLEBALL COURTS		\$7,000.00	
ADDING 4FT BLACK FENCE AS A DIVIDER		\$9500	
ADDING PICKLEBALL LINES TO (6) TENNIS COURTS			\$8400.00
TOTAL	\$88,445.00	\$95,445.00 w/o fence \$104,945 w/fence	\$96.845.00

COAST TO COAST RECREATION

RESURFACING (6) TENNIS COURTS	\$75,140.00	\$75,140.00	\$75,140.00
RESURFACING (2) BASKETBALL COURTS	\$23,630.00	\$23,630.00	\$23,630.00
PERMANENTLY CONVERTING (1) TENNIS COURT TO (2) PICKLEBALL COURTS		\$10,313.32	
ADDING 4FT BLACK FENCE AS A DIVIDER		\$3500	
ADDING PICKLEBALL LINES TO (6) TENNIS COURTS			\$4200.00
TOTAL	\$98,770.00	\$109,083.32 W/O Fence \$112,583.52 W/Fence	\$102,970.00

WELCH TENNIS

RESURFACING (6) TENNIS COURTS	Total for BOTH – \$66,400.00	Total for BOTH – \$66,400.00	Total for BOTH – \$66,400.00
RESURFACING (2) BASKETBALL COURTS			
PERMANENTLY CONVERTING (1) TENNIS COURT TO (2) PICKLEBALL COURTS		\$8,000.00	
ADDING PICKLEBALL LINES TO (6) TENNIS COURTS			\$1,900.00
TOTAL	\$66,400.00	\$74,400.00	\$68,300.00

FIELD OPERATIONS UPDATES - No Board action required:

- Replaced missing bolts on 2 brackets on tennis court.
- Replaced failed GFI in North pump room for ground and water feature sump pumps.
- Fixed broken tennis court door at North amenity.
- Removed and leveled out bricks in front of women’s restroom door at North.
- Reported fallen streetlight on Islesbrook to JEA.
- Performed a phosphate treatment on the South pool.
- Deep cleaned all exterior fans at North and South.
- Repaired loose baseboards in the bathrooms at North amenity.
- Replaced emergency light in bathroom at North amenity.
- Replaced failing dog station on Willow Winds Parkway.

G.

Date of report 8-16-2024

Submitted by: Kiki Even

PAST EVENTS – NO BOARD ACTION NEEDED

Jurassic Park Back to School Bash, August 3, 2024



Number of Participants: 540

Budget: \$3,000 **Total Cost:** \$3,199.70 **Total Revenue:** \$400.00

Net Cost: \$2799.70 **Cost Per Participant:** \$5.18

Event Revenue: For this event we had three event “partners” (sponsors), two who contributed financially and one who contributed by donating services, which, in all offset \$400 of the total cost of the event.

Event Expenses: We invested in 2 vendor-based entertainment services, hiring both inflatables and “Dinosaur Walkers”, performers who had 2 amazing dino “puppets” that walked through the crowd. Then we created some of our own attractions, including an archaeological dig where participants could dig for fossils and gems (a big hit), and lots of dinosaur themed games with prizes. We also invested in a Jurassic Park themed entryway “set” (purchased gently used on FB Marketplace), and a great photo op complete with Jeep and baby Triceratops (also gently used through FB Marketplace).

Event Summary: Overall, we feel like this was a very successful event. There were two challenges explained to us from last year – ensuring the event was attended by residents only and managing wait times for the inflatables and attractions. So, this year we basically divided the event into two, and asked residents to register for a time slot (and wear a corresponding wristband) so that less of their time was spent standing in line, and more time was spent enjoying the fun. We were also able to confirm that registrants were residents of the community, whether they signed up ahead of time or whether they came in the day of to get a wristband. Overall, these changes were met with positive reactions, and while we did receive some suggestions for next year (for example, maybe dividing the event by age group) we found that the registration and wristband process allowed for improvement in terms of lines and wait times. We also decided not to construct a temporary fence around the event as had been done in the past, and it did not seem to have a negative impact on crowd management at all. Finally, it is worth noting that our awesome food trucks (with no prodding from us) got in on the theme and posted Jurassic-Themed menus for the event, which was great fun!

UPCOMING EVENTS – No Board Action Needed



HEARTBREAK SUMMER SOCIAL- LADIES NIGHT SEP 14TH

Sorry Fellas. This one is for the ladies! Come scream sing to all your favorite pop hits with live music from Violette Lani and Iris Andie. Kiss summer goodbye like any diva would do, singing and dancing the night away! Get ready for a fun-tastic night filled with handcrafted mocktails from Pour'd Perfections Mobile Bar, a catered charcuterie spread that will have you saying, oh em gee, some photobooth fun, and a D.I.Y (Do It Yourself) party favor station to bring home and help the memories live on forever! Join us on the North Pool Deck from 4-7PM. Tickets are \$7 through September 14th online or \$10 at the door. Our budget for this event is \$1,000 and we are currently coming in below budget including a \$400 event partner providing the mocktail bar, a giveaway donation from St. John's Premier Boat Rentals for a value of \$199.00, and a raffle for 5 FREE yoga classes from our brand-new Yoga Program with Tricia Pelger valued at \$50.00.

ANCIENT CITY DESIGNS SEPT 29TH

Fall is finally in the air! Enjoy an evening with masters of crafts from Ancient City Designs as they gear up to host a cozy and creative event where you can jazz up your door with festive, handcrafted signs. Whether you're an experienced crafter or a beginner, our expert artisans will guide you through each step, ensuring that your creation is a masterpiece

you'll be proud to display. Reserve your spot today and bring a touch of handmade charm to your home this season. Residents can sign up and choose their designs for the evening. With only 28 seats available, these will go quick. It is going to be a crafty blast!

FUTURE EVENTS – No Board Action Needed

HALLOWEEN FUN: FAMILY TRUNK-R-TREAT OCT 25TH

October is creeping in and what better way to celebrate than a Spooktacular Trunk-r-Treat event. On Friday, October 25th, each participant, staff & residents included, will have the opportunity to deck out their trunks with a theme of their choice. We are aiming for a minimum of 10 trunks/stations for residents of all ages to enjoy from 6:30-8 PM. Once the residents check in, they'll be given a map to follow like a scavenger hunt through each trunk to gather goodies, play games and once completed, win a prize at the end of their hunt! Don't forget to snap a photo in our spooky cemetery! Once the clock strikes 8:00 PM, residents can join us on the field for a movie (PG-Family Friendly Movie) which will be chosen by our residents via polling a few weeks leading up to the event. With this, we are hoping to increase resident engagement and participation in events moving forward! Delicious popcorn and light refreshments (water & lemonade station) will be served!

ADULTS ONLY LET THE GHOUL'D TIMES ROLL OCT 26TH

On the eve of Saturday, October 26th, under the light of the full moon, we invite all our fearless adults to "Let the Ghoul'd Times Roll." Residents will enter the chambers of the North Deck to the "Crossings Creepy Casino." This spooky soiree will include an evening of classic casino games that are to die for, devilish "lite bites", and scary good libations. Costumes are encouraged, children are not. This ghoulish gathering isn't for the faint of heart. We're dying to see you!

HOLIDAY TO REMEMBER

2024 is the year to BELIEVE. On the first day of holiday my true love gave to me...the first 12 days of December and leading up to the most magical night of the year, Durbin residents will find each day centered around some of the seasons favorite activities! Some of these activities include cookie decorating, writing letters to jolly St. Nick, candle making, fireside story time with our very own Mrs. Claus while roasting s'mores, ornament making, a holiday movie night, stocking stuffing and more! All leading up to the most magical two nights of a Holiday to Remember. Step aboard the Polar Express and travel to the North Pole where you can find delicious cookies & hot cocoa, dazzling lights and decorations, a holiday vendor village, and last but certainly not least, the man in the big red suit!

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

