

Amelia Concourse
Community Development District

May 19, 2020

Amelia Concourse

Community Development District

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

Phone: 904-940-5850 - Fax: 904-940-5899

May 12, 2020

Board of Supervisors
Amelia Concourse
Community Development District

Dear Board Members:

The Amelia Concourse Community Development District Meeting is scheduled for **Tuesday, May 19, 2020 at 11:00 a.m.** at the **Amelia Concourse Amenity Center, 85200 Amaryllis Court, Fernandina Beach, Florida**. The following is the advance agenda for the meeting:

- I. Roll Call
- II. Audience Comments
- III. Staff Reports
 - A. District Engineer - Consideration of Requisition Nos. 24-28
 - B. Trim All Landscape Report
- IV. Approval of Minutes of the February 25, 2020 Meeting
- V. Public Hearing for the Purpose of Adopting Amenity Facility Rental Rates;
Consideration of Resolution 2020-05
- VI. Public Hearing for the Purpose of Adopting Amended and Restated Rules of Procedure;
Consideration of Resolution 2020-06
- VII. Consideration of Resolution 2020-07, Approving a Proposed Budget for Fiscal Year
2021 and Setting a Public Hearing Date for Adoption
- VIII. Discussion on Four-Way Stop at Amaryllis and Windflower Intersection
- IX. Discussion of Suspension of Resident's Amenity Privileges
- X. Other Business
- XI. Staff Reports (2)
 - A. District Counsel
 - B. District Manager – Report on the Number of Registered Voters (511)
 - C. Operations Manager - Report
- XII. Financial Reports
 - A. Balance Sheet and Statement of Revenues & Expenditures
 - B. Approval of Check Register
 - C. Assessment Receipts Schedule
- XIII. Audience Comments / Supervisor's Requests
- XIV. Next Scheduled Meeting – August 18, 2020 at 11:00 a.m. at the Amelia Concourse
Amenity Center
- XV. Adjournment

Enclosed under the District Engineer's report under the third order of business are copies of requisition numbers 24 through 28 for your review and approval.

Enclosed under the fourth order of business are the minutes of the February 25, 2020 meeting for your review and approval.

The fifth order of business is the public hearing for the purpose of adopting amenity facility rental rates and consideration of resolution 2020-05. A copy of the resolution with the rates attached as an exhibit is enclosed for your review and approval.

The sixth order of business is the public hearing for the purpose of adopting amended and restated rules of procedure and consideration of resolution 2020-06. A copy of the resolution with the rules of procedure attached as an exhibit is enclosed for your review and approval.

The seventh order of business is consideration of resolution 2020-07, approving the proposed budget for Fiscal Year 2021 and setting a public hearing date for adoption. Copies of the resolution and proposed budget are enclosed for your review and approval.

Copies of the balance sheet and statement of revenues and expenditures, assessment receipts schedule and the check register are enclosed for your review and approval.

The balance of the agenda is routine in nature and staff will present their reports at the meeting. If you have any questions, please contact me.

Sincerely,

Daniel Laughlin

Daniel Laughlin
District Manager

AGENDA

Amelia Concourse Community Development District Agenda

Tuesday
May 19, 2020
11:00 a.m.

Amelia Concourse Amenity Center
85200 Amaryllis Court
Fernandina Beach, Florida 32034
www.ameliaconcoursecdd.com

- I. Roll Call
- II. Audience Comments
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 - A. District Engineer - Consideration of Requisition Nos. 24-28
 - B. Trim All Landscape Report
- IV. Approval of Minutes of the February 25, 2020 Meeting
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- VI. Public Hearing for the Purpose of Adopting Amended and Restated Rules of Procedure; Consideration of Resolution 2020-06
- VII. Consideration of Resolution 2020-07, Approving a Proposed Budget for Fiscal Year 2021 and Setting a Public Hearing Date for Adoption
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 - B. Approval of Check Register
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- XV. Adjournment

THIRD ORDER OF BUSINESS

A.

Amelia Concourse Phase 3	A bonds pay for	Total	to date	remaining
		\$ 2,676,447	\$ 2,715,124.49	\$ (38,677.49)
		\$ 1,711,995	\$ 734,148.71	\$ 977,846.29
		\$ 1,228,888	\$ 1,106,786.70	\$ 122,101.30
	B-2 Bonds	\$ 5,617,330	\$ 4,556,059.90	\$ 1,061,270.10

															Held	
															Retainage	Remaining
															10%	
															</	

Total \$ 5,603,684

Req #	Payee	Amount	Notes	
1	AJ Johns	\$ 489,159.34	A bonds	Construction
2	AJ Johns	\$ 213,167.42	b-2 Bonds	Construction
3	HGS	\$ 598.00	A bonds	Legal
4	AJ Johns	\$ 309,163.19	A bonds	Construction
5	AJ Johns	\$ 14,218.18	b-2 Bonds	Construction
6	HGS	\$ 690.00	A bonds	Legal
7	AJ Johns	\$ 196,644.88	A bonds	Construction
8	AJ Johns	\$ 170,244.20	b-2 Bonds	Construction
9	HGS	\$ 161.00	A bonds	Legal
10	AJ Johns	\$ 620,577.31	A bonds	Construction
11	AJ Johns	\$ 5,350.42	b-2 Bonds	Construction
12	McCranie & Associates	\$ 24,300.00	A bonds	Engineering
13	AJ Johns	\$ 939,797.12	A bonds	Construction
14	AJ Johns	\$ 244,701.76	b-2 Bonds	Construction
15	HGS	\$ 138.00	B-1 Bonds	Legal
16	AJ Johns	\$ 277,288.36	A bonds	Construction
17	AJ Johns	\$ 155,342.33	b-2 Bonds	Construction
18	McCranie & Associates	\$ 5,400.00	B-1 Bonds	Engineering
19	AJ Johns	\$ 182,993.42	B-1 Bonds	Construction
20	AJ Johns	\$ 297,281.28	b-2 Bonds	Construction
21	HGS	\$ 667.00	B-1 Bonds	Legal
22	AJ Johns	\$ 84,822.19	B-1 Bonds	Construction
23	AJ Johns	\$ 6,481.13	b-2 Bonds	Construction
24	HGS	\$ 1,449.00	B-1 Bonds	Legal
25	AJ Johns	\$ 309,274.39	B-1 Bonds	Construction
26	McCranie & Associates	\$ 6,150.00	B-1 Bonds	Engineering
27	AJ Johns	\$ 33,871.34	B-1 Bonds	Construction
28	McCranie & Associates	\$ 1,650.00	B-1 Bonds	Engineering

\$ 143,254.71 from B-1
A bonds or completed

Table 2
Summary of Estimated Project Costs

Category	Phase III Planned Improvements	Public Improvements	Private Improvements	Ownership	O&M Responsibility
Clearing & Grading	\$1,950,143	\$721,255	\$1,228,888	District	N/A
Roadway	\$924,503	\$924,503		County	County
Stormwater	\$1,239,580	\$1,239,580		District	District
Water	\$422,813	\$422,813		JEA	JEA
Sewer	\$505,290	\$505,290		JEA	JEA
Total Contract Amount	\$5,042,330	\$3,813,441	\$1,228,888		
Electrical	\$140,000	\$140,000		FPL	FPL
Contingency	\$200,000	\$200,000			
Landscaping, Entry Monuments & Signs	\$145,000	\$145,000		District	District
Engineering/Permitting	\$90,000	\$90,000			
Total Project Costs	\$5,617,330	\$4,388,441	\$1,228,888		

REQUISITION

\$ 1,920,000.00

**AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT
(NASSAU COUTNY, FLORIDA)
CAPITAL IMPROVEMENT REVENUE BONDS, SERIES 2019B-1(TAX-EXEMPT)**

The undersigned, an Authorized Officer of Amelia Concourse Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture, dated as of July 1, 2007 (the "Master Indenture"), as supplemented by the Fourth Supplemental Trust Indenture, dated as of March 1, 2019 (the Master Indenture as supplemented is heinafter referred to as the "Indenture") each by and between the District and US Bank National Association, as trustee (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) Requisition Number: 24
- (B) Name of Payee: Hopping Green & Sams
- (C) Amount Payable: \$ 1,449
- (D) (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments and attach copies of relevant invoices as Exhibit A):

See attached invoices for detail.
- (E) Fund or Account from which disbursement to be made:

Series 2019B-1 Acquisition and Construction Account

The undersigned hereby certifies that obligations in the stated amount set forth above have been incurred by the District, that each disbursement set forth above is a proper charge against the Series 2019B-1 Acquisition and Construction Account, referenced above, and that each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Phase III Project and each disbursement represents a Cost of the Phase III Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

Attached hereto are originals of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

Dated: April 7, 2020

**AMELIA CONCOURSE COMMUNITY
DEVELOPMENT DISTRICT**

BY: _____
Authorized Officer

CONSULTING ENGINEER'S APPROVAL

The undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Phase III Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Phase III Project with respect to which such disbursement is being made; and (iii) the Amelia Concourse Subdivision Phase III Engineers Report, dated January 7, 2019, prepared by McCranie & Associates, Inc., as such report shall have been amended or modified on the date hereof.



Consulting Engineer
Daniel McCranie, PE
District Engineer

Hopping Green & Sams

Attorneys and Counselors

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

===== STATEMENT =====

January 31, 2020

Amelia Concourse Community Development District
c/o District Manager
475 West Town Place, Suite 114
St. Augustine, FL 32092

Bill Number 112518
Billed through 12/31/2019

Phase III Construction

ACCDD 00110 JMW

FOR PROFESSIONAL SERVICES RENDERED

12/20/19	JMW	Review draft requisitions and correspondence; confer with McCranie; review funding status.	0.70 hrs
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Total fees for this matter	\$161.00
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MATTER SUMMARY

Walters, Jason M.	0.70 hrs	230 /hr	\$161.00
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TOTAL FEES	\$161.00
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TOTAL CHARGES FOR THIS MATTER	<u>\$161.00</u>
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BILLING SUMMARY

Walters, Jason M.	0.70 hrs	230 /hr	\$161.00
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TOTAL FEES	\$161.00
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TOTAL CHARGES FOR THIS BILL	<u>\$161.00</u>
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Please include the bill number on your check.

Hopping Green & Sams

Attorneys and Counselors

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

===== STATEMENT =====

February 28, 2020

Amelia Concourse Community Development District
c/o District Manager
475 West Town Place, Suite 114
St. Augustine, FL 32092

Bill Number 113188
Billed through 01/31/2020

Phase III Construction

ACCDD 00110 JMW

FOR PROFESSIONAL SERVICES RENDERED

01/24/20	JMW	Review requisitions; confer with staff regarding same.	0.70 hrs
01/27/20	JMW	Review completion and acquisition agreements; review property conveyance status; research project completion and trust account issues; prepare closeout checklist; confer with staff.	2.80 hrs
01/31/20	JMW	Review plat; review acquisition agreement.	0.60 hrs
Total fees for this matter			\$943.00

MATTER SUMMARY

Walters, Jason M.	4.10 hrs	230 /hr	\$943.00
TOTAL FEES			\$943.00
TOTAL CHARGES FOR THIS MATTER			<u>\$943.00</u>

BILLING SUMMARY

Walters, Jason M.	4.10 hrs	230 /hr	\$943.00
TOTAL FEES			\$943.00
TOTAL CHARGES FOR THIS BILL			<u>\$943.00</u>

Please include the bill number on your check.

Hopping Green & Sams

Attorneys and Counselors

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

===== STATEMENT =====

March 28, 2020

Amelia Concourse Community Development District
c/o District Manager
475 West Town Place, Suite 114
St. Augustine, FL 32092

Bill Number 113786
Billed through 02/29/2020

Phase III Construction

ACCDD 00110 JMW

FOR PROFESSIONAL SERVICES RENDERED

02/10/20	JMW	Review requisition summary; confer with Laughlin; research project completion issues.	0.80 hrs
02/11/20	JMW	Confer with Laughlin and McCrannie regarding pay applications and meeting issues; review prompt payment issues.	0.70 hrs
Total fees for this matter			\$345.00

MATTER SUMMARY

Walters, Jason M.	1.50 hrs	230 /hr	\$345.00
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TOTAL FEES	\$345.00
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TOTAL CHARGES FOR THIS MATTER	<u>\$345.00</u>
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BILLING SUMMARY

Walters, Jason M.	1.50 hrs	230 /hr	\$345.00
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TOTAL FEES	\$345.00
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TOTAL CHARGES FOR THIS BILL	<u>\$345.00</u>
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REQUISITION

\$ 1,920,000.00

**AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT
(NASSAU COUTNY, FLORIDA)
CAPITAL IMPROVEMENT REVENUE BONDS, SERIES 2019B-1(TAX-EXEMPT)**

The undersigned, an Authorized Officer of Amelia Concourse Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture, dated as of July 1, 2007 (the "Master Indenture"), as supplemented by the Fourth Supplemental Trust Indenture, dated as of March 1, 2019 (the Master Indenture as supplemented is heinafter referred to as the "Indenture") each by and between the District and US Bank National Association, as trustee (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) Requisition Number: 25
- (B) Name of Payee: AJ Johns
- (C) Amount Payable: \$ 309,274.39
- (D) (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments and attach copies of relevant invoices as Exhibit A):

See attached invoices for detail.
- (E) Fund or Account from which disbursement to be made:

Series 2019B-1 Acquisition and Construction Account

The undersigned hereby certifies that obligations in the stated amount set forth above have been incurred by the District, that each disbursement set forth above is a proper charge against the Series 2019B-1 Acquisition and Construction Account, referenced above, and that each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Phase III Project and each disbursement represents a Cost of the Phase III Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

Attached hereto are originals of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

Dated: April 7, 2020

**AMELIA CONCOURSE COMMUNITY
DEVELOPMENT DISTRICT**

BY: _____
Authorized Officer

CONSULTING ENGINEER'S APPROVAL

The undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Phase III Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Phase III Project with respect to which such disbursement is being made; and (iii) the Amelia Concourse Subdivision Phase III Engineers Report, dated January 7, 2019, prepared by McCranie & Associates, Inc., as such report shall have been amended or modified on the date hereof.



Consulting Engineer
Daniel McCranie, PE
District Engineer

CONDITIONAL WAIVER AND RELEASE OF LIEN
UPON PROGRESS PAYMENT

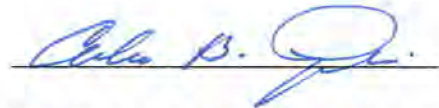
The undersigned lienor, in consideration of the sum of \$ 309,274.40 hereby waives and releases its lien and right to claim a lien for labor, services, or materials furnished through March 31, 2020 to Amelia Concourse Community Development District to the following property:

Amelia Concourse Ph 3
Nassau County, Florida

This waiver and release does not cover any earned but unpaid retainage nor any amounts due for labor, services, or materials furnished after the date specified.

Dated this 25th day of March, 2020.

A.J. Johns Inc.
3225 Anniston Road
Jacksonville, Florida 32246



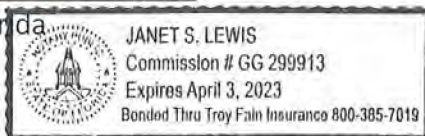
Charles B. Laughlin, Vice President

State of Florida
County of Duval

The foregoing instrument was acknowledged before me by means of (X) physical presence or _____ online notarization, this 25th day of March, 2020, by Charles Laughlin the Vice President for A.J. Johns Inc. He/she is personally known to me (X) or has produced _____ identification.



Notary Public State of Florida
State of Florida at Large
My commission expires:





A. J. JOHNS, INC.
CONTRACTOR

3225 ANNISTON ROAD • JACKSONVILLE, FL 32246 - 3696 • 904-641-2055

Invoice

March 25, 2020

Invoice No.

19004-12

Amelia Concourse CDD
c/o Dan McCranie
3 South 2nd St.
Fernandina Beach, FL 32034

Job:
Amelia Concourse Phase 3

Description:

All construction necessary to perform site improvements per our contract dated:
March 15, 2019

Current Contract Amount	\$	5,055,975.82
Value of work complete thru March 31, 2020 per the attached Schedule of Values	\$	5,018,341.00
Less Retainage - 10%	\$	501,834.10
Less Previous Invoices	\$	<u>4,207,232.50</u>
TOTAL AMOUNT DUE THIS INVOICE	\$	309,274.40

Payment Due Net Thirty

TO (OWNER):
Amelia Concourse CDD
c/o Dan McCranie
3 South 2nd St.
Fernandina Beach, FL 32034

PROJECT:
Amelia Concourse Phase 3

APPLICATION NO: 19004-12

Distribution to:

PERIOD TO: 3-31-2020

☒ OWNER
☐ ARCHITECT
☐ CONTRACTOR
☐ A/R

FROM (CONTRACTOR):
A. J. Johns, Inc.
3225 Anniston Road
Jacksonville, Florida 32246

(ARCHITECT):
McCranie & Associates, Inc.
3 South 2nd Street
Fernandina Beach, FL 32034

ARCHITECT'S

PROJECT NO: 4006

CONTRACT FOR: Site Improvements

CONTRACT DATE: 3-15-2019

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY			
Change Orders approved in previous months by Owner		ADDITIONS	DEDUCTIONS
TOTAL			
Approved this Month			
Number	Date Approved		
19004CO-01	12/18/2019	\$13,646.11	
TOTALS		\$13,646	\$0.00
Net change by Change Orders		\$13,646.11	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: A. J. Johns, Inc.

By: *[Signature]* Date: 3/25/2020

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet,

AIA Document G703, is attached

1. ORIGINAL CONTRACT SUM.....	\$5,042,329.71
2. Net change by Change Orders.....	\$13,646.11
3. CONTRACT SUM TO DATE (Line 1 + 2).....	\$5,055,975.82
4. TOTAL COMPLETED & STORED TO DATE.....	\$5,018,341.00

(Column G on G703) Less Owner Purchases

5. RETAINAGE:

a. 10% Completed Work.....	501,769.23
(Column D+E on G703)	
b. 10% of Stored Material.....	64.87
(Column F on G703)	

Total Retainage (Line 5a + 5b or:

Total in Column I of G703.....	501,834.10
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6. TOTAL EARNED LESS RETAINAGE.....	\$4,516,506.90
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(Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate).....	\$4,207,232.50
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8. CURRENT PAYMENT DUE.....	309,274.40
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9. BALANCE TO FINISH, PLUS RETAINAGE.....	\$539,468.92
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(Line 3 less Line 6)

State of: Florida County of: Duval

Subscribed and sworn to before me this 26th day of March, 2020

Notary Public: *[Signature]*

My commission expires:

MAF & LEWS
Commission # GG 299913
Expires April 3, 2023
Bonded Thru Troy Fain Insurance 800-385-7019

AMOUNT CERTIFIED..... *4,309,274.40*

(Attach explanation if amount certified differs from the amount applied for.)

ARCHITECT:

By: *[Signature]* Date: 4-7-20

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, Containing Contractor's signed Certification is attached.
 In tabulations below, amounts are stated to the nearest dollar.
 Use Column 1 on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER: 19004-12
 APPLICATION DATE: 3/25/2020
 PERIOD TO: 3/31/2020
 ARCHITECTS PROJECT NO: 4006

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED FROM PREVIOUS APPLICATION (D + E)	E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H % (G/C)	I BALANCE TO FINISH (C - G)	J RETRINAGE
1990	MOBILIZATION AND SITE PREPARATION SUBTOTAL	\$ 81,330.20	\$ 76,851.25	\$ 3,582.37	\$ -	\$80,433.62	98.9%	\$896.58	\$8,043.36
2990	CLEARING AND GRUBBING SUBTOTAL	\$ 613,026.12	\$ 613,026.12	\$ -	\$ -	\$613,026.12	100.0%	\$0.00	\$61,302.61
3990	SEEDING AND MULCHING AND SOD SUBTOTAL	\$ 142,274.84	\$ 57,959.05	\$ 84,315.79	\$ -	\$142,274.84	100.0%	(\$0.00)	\$14,227.48
4990	EROSION AND SEDIMENT CONTROL SUBTOTAL	\$ 28,424.87	\$ 28,196.08	\$ 228.79	\$ -	\$28,424.87	100.0%	\$0.00	\$2,842.49
5990	STORMWATER POLLUTION PREVENTION PLAN SUBTOTAL	\$ 700.32	\$ 686.31	\$ 14.01	\$ -	\$700.32	100.0%	\$0.00	\$70.03
6990	STORMWATER MANAGEMENT FACILITY CONSTRUCTION SUBTOTAL	\$ 298,189.36	\$ 298,189.36	\$ -	\$ -	\$298,189.36	100.0%	\$0.00	\$29,818.94
7990	ROADWAY CONSTRUCTION SUBTOTAL	\$ 870,835.86	\$ 661,549.41	\$ 184,453.92	\$ -	\$846,003.33	97.1%	\$24,832.53	\$84,600.33
8990	STORM DRAINAGE SYSTEM SUBTOTAL	\$ 798,415.27	\$ 767,069.24	\$ 31,346.03	\$ -	\$798,415.27	100.0%	\$0.00	\$79,841.53
9990	PAVING AND DRAINAGE AS-BUILTS SUBTOTAL	\$ 32,932.06	\$ 23,901.11	\$ 6,414.10	\$ -	\$30,315.21	92.1%	\$2,616.85	\$3,031.52
10990	JEA WATER DISTRIBUTION SYSTEM SUBTOTAL	\$ 402,272.79	\$ 393,362.24	\$ -	\$ 648.72	\$394,010.96	97.9%	\$8,261.83	\$39,401.10
11990	JEA SANITARY SEWER SYSTEM SUBTOTAL	\$ 505,290.39	\$ 490,103.84	\$ 15,186.55	\$ -	\$505,290.39	100.0%	\$0.00	\$50,529.04
13990	WATER AND SEWER AS-BUILTS SUBTOTAL	\$ 20,540.59	\$ 19,513.56	\$ -	\$ -	\$19,513.56	95.0%	\$1,027.03	\$1,951.36
14990	IRRIGATION SLEEVES & ELECTRICAL/TELEPHONE/CATV CON S	\$ 20,735.00	\$ 2,638.35	\$ 18,096.65	\$ -	\$20,735.00	100.0%	\$0.00	\$2,073.50
15990	HOUSE PAD SUBTOTAL	\$ 200,158.65	\$ 200,158.65	\$ -	\$ -	\$200,158.65	100.0%	\$0.00	\$20,015.87
16990	GRADING THE DEV. OF THE STORM FACITLIY SUBTOTAL	\$ 991,349.49	\$ 991,349.49	\$ -	\$ -	\$991,349.49	100.0%	\$0.00	\$99,134.95
17990	PAYMENT AND PERFORMQANCE BOND SUBTOTAL	\$ 35,853.90	\$ 35,853.90	\$ -	\$ -	\$35,853.90	100.0%	\$0.00	\$3,585.39
18990	Clear & Redress Lake Bank Phase IIIA Subtotal	\$ 13,646.11	\$ 13,646.11	\$ -	\$ -	\$13,646.11	100.0%	\$0.00	\$1,364.61
	TOTALS	\$5,055,975.82	\$4,674,054.07	\$343,638.21	\$648.72	\$5,018,341.00	99.3%	\$37,634.82	\$501,834.10

Amelia Concourse Phase 3

3/1/2020 THROUGH 3/31/2020																
ITEM NO.	DESCRIPTION	PLANNED QUANTITY	UNIT	UNIT PRICE	CONTRACT AMOUNT	PREVIOUS		CURRENT		JOB TO DATE			\$ to Bill as Stored			
						QUANTITY	TOTAL	QUANTITY	TOTAL	QUANTITY	% COMP	TOTAL				
1000	MOBILIZATION AND SITE PREPARATION															
1010	MOBILIZATION	1	LS	\$ 5,220.77	\$ 5,220.77	1.00	\$ 5,220.77	0.00	\$ -	1	100%	\$ 5,220.77	\$ -			
1020	SITE PREP	1	LS	\$ 8,066.77	\$ 8,066.77	1.00	\$ 8,066.77	0.00	\$ -	1	100%	\$ 8,066.77	\$ -			
1030	PROJECT MANAGEMENT	1	LS	\$ 44,829.14	\$ 44,829.14	0.98	\$ 43,932.56	0.00	\$ -	0.98	98%	\$ 43,932.56	\$ -			
1040	SURVEY CALC AND SET UP	1	LS	\$ 15,660.40	\$ 15,660.40	1.00	\$ 15,660.40	0.00	\$ -	1	100%	\$ 15,660.40	\$ -			
1050	MAINTENANCE OF TRAFFIC	1	LS	\$ 5,970.62	\$ 5,970.62	0.40	\$ 2,388.25	0.60	\$ 3,582.37	1	100%	\$ 5,970.62	\$ -			
1060	DEMO ASPHALT	150	SY	\$ 7.77	\$ 1,165.50	150.00	\$ 1,165.50	0.00	\$ -	150	100%	\$ 1,165.50	\$ -			
1070	SAW CUT ASPHALT	100	LF	\$ 4.17	\$ 417.00	100.00	\$ 417.00	0.00	\$ -	100	100%	\$ 417.00	\$ -			
1990	MOBILIZATION AND SITE PREPARATION SUBTOTAL				\$ 81,330.20		\$ 76,851.25		\$ 3,582.37		98%	\$ 80,433.62	\$ -			
2000	CLEARING AND GRUBBING															
2010	CLEARING & GRUBBING	56	AC	\$ 7,063.49	\$ 395,555.44	56.00	\$ 395,555.44	0.00	\$ -	56	100%	\$ 395,555.44	\$ -			
2020	STRIPPING	67242	CY	\$ 3.14	\$ 211,139.88	67242.00	\$ 211,139.88	0.00	\$ -	67242	100%	\$ 211,139.88	\$ -			
2030	LAYOUT BOUNDARY	1	LS	\$ 6,330.80	\$ 6,330.80	1.00	\$ 6,330.80	0.00	\$ -	1	100%	\$ 6,330.80	\$ -			
2990	CLEARING AND GRUBBING SUBTOTAL				\$ 613,026.12		\$ 613,026.12		\$ -		100%	\$ 613,026.12	\$ -			
3000	SEEDING AND MULCHING AND SOD															
3010	16" SOD STRIP BEHIND CURB AND GUTTER	2552	SY	\$ 2.98	\$ 7,604.96	510.00	\$ 1,519.80	2042.00	\$ 6,085.16	2552	100%	\$ 7,604.96	\$ -			
3020	SOD POND SLOPES	11495	SY	\$ 2.98	\$ 34,255.10	11495.00	\$ 34,255.10	0.00	\$ -	11495	100%	\$ 34,255.10	\$ -			
3030	SEED & MULCH R/W AND EASEMENTS	58079	SY	\$ 0.42	\$ 24,393.18	11615.00	\$ 4,878.30	46464.00	\$ 19,514.88	58079	100%	\$ 24,393.18	\$ -			
3040	SOD DISTURBED AREAS	250	SY	\$ 2.98	\$ 745.00	250.00	\$ 745.00	0.00	\$ -	250	100%	\$ 745.00	\$ -			
3050	STABILIZATION OF LOTS	179230	SY	\$ 0.42	\$ 75,276.60	39430.60	\$ 16,560.85	139799.40	\$ 58,715.75	179230	100%	\$ 75,276.60	\$ -			
3990	SEEDING AND MULCHING AND SOD SUBTOTAL				\$ 142,274.84		\$ 57,959.05		\$ 84,315.79		100%	\$ 142,274.84	\$ -			
4000	EROSION AND SEDIMENT CONTROL															
4010	SILT FENCE	10700	LF	\$ 0.89	\$ 9,523.00	10700.00	\$ 9,523.00	0.00	\$ -	10700	100%	\$ 9,523.00	\$ -			
4020	BMP'S	1	LS	\$ 11,439.45	\$ 11,439.45	0.98	\$ 11,210.66	0.02	\$ 228.79	1	100%	\$ 11,439.45	\$ -			
4030	TEMPORARY CONSTRUCTION ENTRANCE	1	EA	\$ 7,462.42	\$ 7,462.42	1.00	\$ 7,462.42	0.00	\$ -	1	100%	\$ 7,462.42	\$ -			
4990	EROSION AND SEDIMENT CONTROL SUBTOTAL				\$ 28,424.87		\$ 28,196.08		\$ 228.79		100%	\$ 28,424.87	\$ -			
5000	STORMWATER POLLUTION PREVENTION PLAN															
5010	SWPPP	1	LS	\$ 700.32	\$ 700.32	0.98	\$ 686.31	0.02	\$ 14.01	1	100%	\$ 700.32	\$ -			
5990	STORMWATER POLLUTION PREVENTION PLAN SUBTOTAL				\$ 700.32		\$ 686.31		\$ 14.01		100%	\$ 700.32	\$ -			
6000	STORMWATER MANAGEMENT FACILITY CONSTRUCTION															
6010	SURVEY LAYOUT PONDS	1	LS	\$ 3,332.00	\$ 3,332.00	1.00	\$ 3,332.00	0.00	\$ -	1	100%	\$ 3,332.00	\$ -			
6020	DEWATERING PONDS	1	LS	\$ 52,417.58	\$ 52,417.58	1.00	\$ 52,417.58	0.00	\$ -	1	100%	\$ 52,417.58	\$ -			
6030	EXCAVATION PONDS	85517	CY	\$ 2.76	\$ 236,026.92	85517.00	\$ 236,026.92	0.00	\$ -	85517	100%	\$ 236,026.92	\$ -			
6040	DRESS POND SLOPES	7155	SY	\$ 0.54	\$ 3,863.70	7155.00	\$ 3,863.70	0.00	\$ -	7155	100%	\$ 3,863.70	\$ -			
6050	BALANCE PONDS	1164	CY	\$ 2.19	\$ 2,549.16	1164.00	\$ 2,549.16	0.00	\$ -	1164	100%	\$ 2,549.16	\$ -			
6990	STORMWATER MANAGEMENT FACILITY CONSTRUCTION SUBTOTAL				\$ 298,189.36		\$ 298,189.36		\$ -		100%	\$ 298,189.36	\$ -			
7000	ROADWAY CONSTRUCTION															
7010	SURVEY LAYOUT	1	LS	\$ 29,488.20	\$ 29,488.20	1.00	\$ 29,488.20	0.00	\$ -	1	100%	\$ 29,488.20	\$ -			
7020	COMPACTION TEST	1	LS	\$ 4,926.60	\$ 4,926.60	1.00	\$ 4,926.60	0.00	\$ -	1	100%	\$ 4,926.60	\$ -			
7030	SPREAD AND COMPACT	35160	CY	\$ 0.83	\$ 29,182.80	35160.20	\$ 29,182.97	0.00	\$ -	35160.2	100%	\$ 29,182.97	\$ -			
7040	ROUGH GRADE ROADWAY	20468	SY	\$ 0.27	\$ 5,526.36	20468.00	\$ 5,526.36	0.00	\$ -	20468	100%	\$ 5,526.36	\$ -			
7050	STABILIZED SUBGRADE	23872	SY	\$ 7.71	\$ 184,053.12	23872.00	\$ 184,053.12	0.00	\$ -	23872	100%	\$ 184,053.12	\$ -			
7060	6" LR BASE	20468	SY	\$ 11.14	\$ 228,013.52	20468.00	\$ 228,013.52	0.00	\$ -	20468	100%	\$ 228,013.52	\$ -			
7070	1.5" TYPE SP-9.5 ASPHALT	20468	SY	\$ 10.44	\$ 213,685.92	2800.00	\$ 29,232.00	17668.00	\$ 184,453.92	20468	100%	\$ 213,685.92	\$ -			
7080	MIAMI CURB	15316	LF	\$ 9.82	\$ 150,403.12	15316.00	\$ 150,403.12	0.00	\$ -	15316	100%	\$ 150,403.12	\$ -			
7090	COMMON AREAS SIDEWALK	181	SY	\$ 42.56	\$ 7,703.36	17.00	\$ 723.52	0.00	\$ -	17	9%	\$ 723.52	\$ -			
7100	H/C RAMPA ADA MATS	96	SF	\$ 41.65	\$ 3,998.40	0.00	\$ -	0.00	\$ -	0	0%	\$ -	\$ -			
7110	H/C RAMPS	32	SY	\$ 63.97	\$ 2,047.04	0.00	\$ -	0.00	\$ -	0	0%	\$ -	\$ -			
7120	STRIPING TEMP	1	LS	\$ 1,190.00	\$ 1,190.00	0.00	\$ -	0.00	\$ -	0	0%	\$ -	\$ -			
7130	STRIPING THERMO	1	LS	\$ 2,005.15	\$ 2,005.15	0.00	\$ -	0.00	\$ -	0	0%	\$ -	\$ -			
7140	SIGNAGE	1	LS	\$ 3,986.50	\$ 3,986.50	0.00	\$ -	0.00	\$ -	0	0%	\$ -	\$ -			
7150	PUNCHLIST	1	LS	\$ 4,625.77	\$ 4,625.77	0.00	\$ -	0.00	\$ -	0	0%	\$ -	\$ -			
7990	ROADWAY CONSTRUCTION SUBTOTAL				\$ 870,835.86		\$ 661,549.41		\$ 184,453.92		97%	\$ 846,003.33	\$ -			

ITEM NO.	DESCRIPTION	PLANNED QUANTITY	UNIT	UNIT PRICE	CONTRACT AMOUNT	PREVIOUS QUANTITY	PREVIOUS TOTAL	CURRENT QUANTITY	CURRENT TOTAL	JOB TO DATE QUANTITY	JOB TO DATE % COMP	JOB TO DATE TOTAL	\$ to Bill as Stored
8000	STORM DRAINAGE SYSTEM												
8010	SURVEY LAYOUT	1	LS	\$ 8,330.00	\$ 8,330.00	1.00	\$ 8,330.00	0.00	\$ -	1	100%	\$ 8,330.00	\$ -
8020	SOCK DEWATERING	1	LS	\$ 48,340.43	\$ 48,340.43	1.00	\$ 48,340.43	0.00	\$ -	1	100%	\$ 48,340.43	\$ -
8030	TRENCH SAFETY	1	LS	\$ 4,074.56	\$ 4,074.56	1.00	\$ 4,074.56	0.00	\$ -	1	100%	\$ 4,074.56	\$ -
8040	COMPACTION TESTING	1	LS	\$ 7,393.47	\$ 7,393.47	1.00	\$ 7,393.47	0.00	\$ -	1	100%	\$ 7,393.47	\$ -
8050	CURB INLET (4'-6")	9	EA	\$ 5,058.41	\$ 45,525.69	9.00	\$ 45,525.69	0.00	\$ -	9	100%	\$ 45,525.69	\$ -
8060	CURB INLET (6'-8")	6	EA	\$ 6,221.90	\$ 37,331.40	6.00	\$ 37,331.40	0.00	\$ -	6	100%	\$ 37,331.40	\$ -
8070	CURB INLET (8'-10")	9	EA	\$ 7,817.99	\$ 70,361.91	9.00	\$ 70,361.91	0.00	\$ -	9	100%	\$ 70,361.91	\$ -
8080	CURB INLET DBL (4'-6")	1	EA	\$ 7,038.40	\$ 7,038.40	1.00	\$ 7,038.40	0.00	\$ -	1	100%	\$ 7,038.40	\$ -
8090	CURB INLET DBL (8'-10")	1	EA	\$ 8,608.22	\$ 8,608.22	1.00	\$ 8,608.22	0.00	\$ -	1	100%	\$ 8,608.22	\$ -
8100	GRATE INLET (0'-4")	4	EA	\$ 2,457.44	\$ 9,829.76	4.00	\$ 9,829.76	0.00	\$ -	4	100%	\$ 9,829.76	\$ -
8110	MH (4'-6")	1	EA	\$ 7,518.81	\$ 7,518.81	1.00	\$ 7,518.81	0.00	\$ -	1	100%	\$ 7,518.81	\$ -
8120	MH (6'-8")	1	EA	\$ 5,387.74	\$ 5,387.74	1.00	\$ 5,387.74	0.00	\$ -	1	100%	\$ 5,387.74	\$ -
8130	MH (8'-10")	1	EA	\$ 5,899.90	\$ 5,899.90	1.00	\$ 5,899.90	0.00	\$ -	1	100%	\$ 5,899.90	\$ -
8140	MH (10'-12")	2	EA	\$ 7,552.63	\$ 15,105.26	2.00	\$ 15,105.26	0.00	\$ -	2	100%	\$ 15,105.26	\$ -
8150	CTRL STR	1	EA	\$ 7,990.88	\$ 7,990.88	1.00	\$ 7,990.88	0.00	\$ -	1	100%	\$ 7,990.88	\$ -
8160	30" MES	2	EA	\$ 1,890.44	\$ 3,780.88	2.00	\$ 3,780.88	0.00	\$ -	2	100%	\$ 3,780.88	\$ -
8170	36" MES	2	EA	\$ 2,435.13	\$ 4,870.26	2.00	\$ 4,870.26	0.00	\$ -	2	100%	\$ 4,870.26	\$ -
8180	24" MES DBL (PIP)	2	EA	\$ 6,583.28	\$ 13,166.56	2.00	\$ 13,166.56	0.00	\$ -	2	100%	\$ 13,166.56	\$ -
8190	DBL 30" MES (PIP)	1	EA	\$ 6,940.29	\$ 6,940.29	1.00	\$ 6,940.29	0.00	\$ -	1	100%	\$ 6,940.29	\$ -
8200	42" MES (PIP)	5	EA	\$ 4,990.55	\$ 24,952.75	5.00	\$ 24,952.75	0.00	\$ -	5	100%	\$ 24,952.75	\$ -
8210	48" MES (PIP)	2	EA	\$ 5,657.68	\$ 11,315.36	2.00	\$ 11,315.36	0.00	\$ -	2	100%	\$ 11,315.36	\$ -
8220	18" RCP (4'-6")	496	LF	\$ 36.14	\$ 17,925.44	496.00	\$ 17,925.44	0.00	\$ -	496	100%	\$ 17,925.44	\$ -
8230	18" RCP (6'-8")	38	LF	\$ 42.45	\$ 1,613.10	38.00	\$ 1,613.10	0.00	\$ -	38	100%	\$ 1,613.10	\$ -
8240	24" RCP (4'-6")	1091	LF	\$ 48.80	\$ 53,240.80	1091.00	\$ 53,240.80	0.00	\$ -	1091	100%	\$ 53,240.80	\$ -
8250	24" RCP (6'-8")	34	LF	\$ 61.30	\$ 2,084.20	34.00	\$ 2,084.20	0.00	\$ -	34	100%	\$ 2,084.20	\$ -
8260	24" RCP (8'-10")	49	LF	\$ 60.99	\$ 2,988.51	49.00	\$ 2,988.51	0.00	\$ -	49	100%	\$ 2,988.51	\$ -
8270	30" RCP (4'-6")	211	LF	\$ 64.46	\$ 13,601.06	211.00	\$ 13,601.06	0.00	\$ -	211	100%	\$ 13,601.06	\$ -
8280	30" RCP (8'-10")	195	LF	\$ 64.58	\$ 12,593.10	195.00	\$ 12,593.10	0.00	\$ -	195	100%	\$ 12,593.10	\$ -
8290	36" RCP (4'-6")	163	LF	\$ 86.39	\$ 14,081.57	163.00	\$ 14,081.57	0.00	\$ -	163	100%	\$ 14,081.57	\$ -
8300	36" RCP (6'-8")	1001	LF	\$ 84.40	\$ 84,484.40	1001.00	\$ 84,484.40	0.00	\$ -	1001	100%	\$ 84,484.40	\$ -
8310	36" RCP (8'-10")	312	LF	\$ 83.82	\$ 26,151.84	312.00	\$ 26,151.84	0.00	\$ -	312	100%	\$ 26,151.84	\$ -
8320	42" RCP (6'-8")	196	LF	\$ 107.19	\$ 21,009.24	196.00	\$ 21,009.24	0.00	\$ -	196	100%	\$ 21,009.24	\$ -
8330	42" RCP (8'-10")	700	LF	\$ 109.03	\$ 76,321.00	700.00	\$ 76,321.00	0.00	\$ -	700	100%	\$ 76,321.00	\$ -
8340	42" RCP (10'-12")	121	LF	\$ 119.65	\$ 14,477.65	121.00	\$ 14,477.65	0.00	\$ -	121	100%	\$ 14,477.65	\$ -
8350	48" RCP (6'-8")	182	LF	\$ 132.27	\$ 24,073.14	182.00	\$ 24,073.14	0.00	\$ -	182	100%	\$ 24,073.14	\$ -
8360	48" RCP (8'-10")	190	LF	\$ 136.95	\$ 26,020.50	190.00	\$ 26,020.50	0.00	\$ -	190	100%	\$ 26,020.50	\$ -
8370	ADJUST TOPS	35	EA	\$ 422.99	\$ 14,804.65	35.00	\$ 14,804.65	0.00	\$ -	35	100%	\$ 14,804.65	\$ -
8380	T V OF STORM DRAINAGE	1	LS	\$ 39,182.54	\$ 39,182.54	0.20	\$ 7,836.51	0.80	\$ 31,346.03	1	100%	\$ 39,182.54	\$ -
8990	STORM DRAINAGE SYSTEM SUBTOTAL				\$ 798,415.27		\$ 767,069.24		\$ 31,346.03		100%	\$ 798,415.27	\$ -
9000	PAVING AND DRAINAGE AS-BUILTS												
9010	AS-BUILTS ROADWAY	1	LS	\$ 9,163.00	\$ 9,163.00	0.20	\$ 1,832.60	0.70	\$ 6,414.10	0.9	90%	\$ 8,246.70	\$ -
9020	AS-BUILTS DRAINAGE	1	LS	\$ 7,055.51	\$ 7,055.51	0.93	\$ 6,561.62	0.00	\$ -	0.93	93%	\$ 6,561.62	\$ -
9030	AS-BUILTS PONDS	1	LS	\$ 4,646.95	\$ 4,646.95	1.00	\$ 4,646.95	0.00	\$ -	1	100%	\$ 4,646.95	\$ -
9040	AS-BUILTS LOTS	1	LS	\$ 12,066.60	\$ 12,066.60	0.90	\$ 10,859.94	0.00	\$ -	0.9	90%	\$ 10,859.94	\$ -
9990	PAVING AND DRAINAGE AS-BUILTS SUBTOTAL				\$ 32,932.06		\$ 23,901.11		\$ 6,414.10		92%	\$ 30,315.21	\$ -
10000	JEA WATER DISTRIBUTION SYSTEM												
10010	SURVEY LAYOUT	1	LS	\$ 9,996.00	\$ 9,996.00	1.00	\$ 9,996.00	0.00	\$ -	1	100%	\$ 9,996.00	\$ -
10020	COMPACTION TESTING	1	LS	\$ 2,916.69	\$ 2,916.69	1.00	\$ 2,916.69	0.00	\$ -	1	100%	\$ 2,916.69	\$ -
10030	CONNECT TO EXISTING 10" SLEEVE	4	EA	\$ 1,517.35	\$ 6,069.40	3.00	\$ 4,552.05	0.00	\$ -	3	75%	\$ 4,552.05	\$ -
10040	12" DR 18 PVC WM	120	LF	\$ 61.61	\$ 7,393.20	0.00	\$ -	0.00	\$ -	0	0%	\$ -	\$ 648.72
10050	10" DR 18 PVC WM	2837	LF	\$ 24.79	\$ 70,329.23	2837.00	\$ 70,329.23	0.00	\$ -	2837	100%	\$ 70,329.23	\$ -
10060	8" DR 18 PVC WM	4391	LF	\$ 19.53	\$ 85,756.23	4391.00	\$ 85,756.23	0.00	\$ -	4391	100%	\$ 85,756.23	\$ -
10070	6" DR 18 PVC WM	200	LF	\$ 11.44	\$ 2,288.00	200.00	\$ 2,288.00	0.00	\$ -	200	100%	\$ 2,288.00	\$ -
10080	4" DR 18 PVC WM	416	LF	\$ 10.65	\$ 4,430.40	416.00	\$ 4,430.40	0.00	\$ -	416	100%	\$ 4,430.40	\$ -
10090	2" POLY WM	498	LF	\$ 7.48	\$ 3,725.04	498.00	\$ 3,725.04	0.00	\$ -	498	100%	\$ 3,725.04	\$ -
10100	GATE VALVE 12"	1	EA	\$ 2,915.32	\$ 2,915.32	1.00	\$ 2,915.32	0.00	\$ -	1	100%	\$ 2,915.32	\$ -
10110	GATE VALVE 10"	4	EA	\$ 2,397.96	\$ 9,591.84	4.00	\$ 9,591.84	0.00	\$ -	4	100%	\$ 9,591.84	\$ -
10120	GATE VALVE 8"	9	EA	\$ 1,574.25	\$ 14,168.25	9.00	\$ 14,168.25	0.00	\$ -	9	100%	\$ 14,168.25	\$ -
10130	FIRE HYDRANTS	15	EA	\$ 4,635.04	\$ 69,540.60	15.00	\$ 69,540.60	0.00	\$ -	15	100%	\$ 69,540.60	\$ -
10140	WATER SERVICES SINGLE SHORT	99	EA	\$ 409.45	\$ 40,535.55	99.00	\$ 40,535.55	0.00	\$ -	99	100%	\$ 40,535.55	\$ -
10150	WATER SERVICES SINGLE LONG	26	EA	\$ 463.28	\$ 12,045.28	26.00	\$ 12,045.28	0.00	\$ -	26	100%	\$ 12,045.28	\$ -
10160	WATER SERVICES DBL LONG	22	EA	\$ 1,053.61	\$ 23,179.42	22.00	\$ 23,179.42	0.00	\$ -	22	100%	\$ 23,179.42	\$ -

ITEM NO.	DESCRIPTION	PLANNED QUANTITY	UNIT	UNIT PRICE	CONTRACT AMOUNT	PREVIOUS QUANTITY	PREVIOUS TOTAL	CURRENT QUANTITY	CURRENT TOTAL	QUANTITY	% COMP	TOTAL	\$ to Bill as Stored
10170	SET METER BOXES	169	EA	\$ 169.53	\$ 28,650.57	169.00	\$ 28,650.57	0.00	\$ -	169	100%	\$ 28,650.57	\$ -
10180	2" FLUSHING HYDRANT	3	EA	\$ 9.31	\$ 27.93	3.00	\$ 27.93	0.00	\$ -	3	100%	\$ 27.93	\$ -
10190	PRESS TEST / TRACER WIRE	1	LS	\$ 8,713.84	\$ 8,713.84	1.00	\$ 8,713.84	0.00	\$ -	1	100%	\$ 8,713.84	\$ -
10990	JEA WATER DISTRIBUTION SYSTEM SUBTOTAL				\$ 402,272.79		\$ 393,362.24		\$ -		98%	\$ 393,362.24	\$ 648.72
11000	JEA SANITARY SEWER SYSTEM												
11010	SURVEY LAYOUT	1	LS	\$ 8,163.40	\$ 8,163.40	1.00	\$ 8,163.40	0.00	\$ -	1	100%	\$ 8,163.40	\$ -
11020	SOCK DEWATERING	1	LS	\$ 58,239.55	\$ 58,239.55	1.00	\$ 58,239.55	0.00	\$ -	1	100%	\$ 58,239.55	\$ -
11030	TRENCH SAFETY	1	LS	\$ 4,074.56	\$ 4,074.56	1.00	\$ 4,074.56	0.00	\$ -	1	100%	\$ 4,074.56	\$ -
11040	COMPACTION TESTING	1	LS	\$ 7,913.50	\$ 7,913.50	1.00	\$ 7,913.50	0.00	\$ -	1	100%	\$ 7,913.50	\$ -
11050	CONNECT TO EXISTING	1	LS	\$ 4,535.17	\$ 4,535.17	1.00	\$ 4,535.17	0.00	\$ -	1	100%	\$ 4,535.17	\$ -
11060	TYPE "A" MH (0-4')	4	EA	\$ 3,043.07	\$ 12,172.28	4.00	\$ 12,172.28	0.00	\$ -	4	100%	\$ 12,172.28	\$ -
11070	TYPE "A" MH (4-6')	6	EA	\$ 3,371.19	\$ 20,227.14	6.00	\$ 20,227.14	0.00	\$ -	6	100%	\$ 20,227.14	\$ -
11080	TYPE "A" MH (6-8')	10	EA	\$ 3,977.99	\$ 39,779.90	10.00	\$ 39,779.90	0.00	\$ -	10	100%	\$ 39,779.90	\$ -
11090	TYPE "A" MH (8-10')	5	EA	\$ 4,583.95	\$ 22,919.75	5.00	\$ 22,919.75	0.00	\$ -	5	100%	\$ 22,919.75	\$ -
11100	TYPE "A" MH (10-12')	3	EA	\$ 4,316.25	\$ 12,948.75	3.00	\$ 12,948.75	0.00	\$ -	3	100%	\$ 12,948.75	\$ -
11110	TYPE "A" MH (12-14')	1	EA	\$ 5,626.70	\$ 5,626.70	1.00	\$ 5,626.70	0.00	\$ -	1	100%	\$ 5,626.70	\$ -
11120	TYPE "B" MH (6-8')	1	EA	\$ 4,947.63	\$ 4,947.63	1.00	\$ 4,947.63	0.00	\$ -	1	100%	\$ 4,947.63	\$ -
11130	TYPE "B" MH (14-16')	1	EA	\$ 8,181.58	\$ 8,181.58	1.00	\$ 8,181.58	0.00	\$ -	1	100%	\$ 8,181.58	\$ -
11140	8" SDR 26 PVC (0-4')	83	LF	\$ 17.47	\$ 1,450.01	83.00	\$ 1,450.01	0.00	\$ -	83	100%	\$ 1,450.01	\$ -
11150	8" SDR 26 PVC (4-6')	1522	LF	\$ 18.38	\$ 27,974.36	1522.00	\$ 27,974.36	0.00	\$ -	1522	100%	\$ 27,974.36	\$ -
11160	8" SDR 26 PVC (6-8')	1820	LF	\$ 19.69	\$ 42,018.46	2134.00	\$ 42,018.46	0.00	\$ -	2134	100%	\$ 42,018.46	\$ -
11170	8" SDR 26 PVC (8-10')	1820	LF	\$ 21.18	\$ 38,547.60	1820.00	\$ 38,547.60	0.00	\$ -	1820	100%	\$ 38,547.60	\$ -
11180	8" SDR 26 PVC (10-12')	906	LF	\$ 25.77	\$ 23,347.62	906.00	\$ 23,347.62	0.00	\$ -	906	100%	\$ 23,347.62	\$ -
11190	8" SDR 26 PVC (12-14')	411	LF	\$ 29.65	\$ 12,186.15	411.00	\$ 12,186.15	0.00	\$ -	411	100%	\$ 12,186.15	\$ -
11200	8" SDR 26 PVC (14-16')	247	LF	\$ 47.76	\$ 11,796.72	247.00	\$ 11,796.72	0.00	\$ -	247	100%	\$ 11,796.72	\$ -
11210	SEWER SERVICES	175	EA	\$ 518.73	\$ 90,777.75	175.00	\$ 90,777.75	0.00	\$ -	175	100%	\$ 90,777.75	\$ -
11220	ADJUST MH TOPS	31	EA	\$ 562.18	\$ 17,427.58	12.00	\$ 6,746.16	19.00	\$ 10,681.42	31	100%	\$ 17,427.58	\$ -
11230	TV / DEFLECTION	1	LS	\$ 30,034.23	\$ 30,034.23	0.85	\$ 25,529.10	0.15	\$ 4,505.13	1	100%	\$ 30,034.23	\$ -
11990	JEA SANITARY SEWER SYSTEM SUBTOTAL				\$ 505,290.39		\$ 490,103.84		\$ 15,186.55		100%	\$ 505,290.39	\$ -
13000	WATER AND SEWER AS-BUILTS												
13010	AS-BUILTS WATER MAIN	1	LS	\$ 11,819.08	\$ 11,819.08	0.95	\$ 11,228.13	0.00	\$ -	0.95	95%	\$ 11,228.13	\$ -
13020	AS-BUILTS SAN SEWER	1	LS	\$ 8,721.51	\$ 8,721.51	0.95	\$ 8,285.43	0.00	\$ -	0.95	95%	\$ 8,285.43	\$ -
13990	WATER AND SEWER AS-BUILTS SUBTOTAL				\$ 20,540.59		\$ 19,513.56		\$ -		95%	\$ 19,513.56	\$ -
14000	IRRIGATION SLEEVES & ELECTRICAL/TELEPHONE/CATV CON												
14010	2.5" SLEEVES	250	LF	\$ 12.23	\$ 3,057.50	0.00	\$ -	250.00	\$ 3,057.50	250	100%	\$ 3,057.50	\$ -
14020	3" SLEEVES	250	LF	\$ 13.53	\$ 3,382.50	195.00	\$ 2,638.35	55.00	\$ 744.15	250	100%	\$ 3,382.50	\$ -
14030	4" SLEEVES	500	LF	\$ 13.18	\$ 6,590.00	0.00	\$ -	500.00	\$ 6,590.00	500	100%	\$ 6,590.00	\$ -
14040	6" SLEEVES	500	LF	\$ 15.41	\$ 7,705.00	0.00	\$ -	500.00	\$ 7,705.00	500	100%	\$ 7,705.00	\$ -
14990	IRRIGATION SLEEVES & ELECTRICAL/TELEPHONE/CATV CON SUBTOTAL				\$ 20,735.00		\$ 2,638.35		\$ 18,096.65		100%	\$ 20,735.00	\$ -
15000	HOUSE PADS												
15010	LAYOUT HOUSE PADS	1	LS	\$ 1,332.80	\$ 1,332.80	1.00	\$ 1,332.80	0.00	\$ -	1	100%	\$ 1,332.80	\$ -
15020	COMPACTION TEST	1	LS	\$ 4,225.69	\$ 4,225.69	1.00	\$ 4,225.69	0.00	\$ -	1	100%	\$ 4,225.69	\$ -
15030	IMPORT FILL FOR PADS FROM OFFSITE	12102	CY	\$ 16.08	\$ 194,600.16	12102.00	\$ 194,600.16	0.00	\$ -	12102	100%	\$ 194,600.16	\$ -
15990	HOUSE PAD SUBTOTAL				\$ 200,158.65		\$ 200,158.65		\$ -		100%	\$ 200,158.65	\$ -
16000	GRADING FOR THE DEVELOPMENT OF THE STORM FACILITY												
16010	LAYOUT FOR GRADING	1	LS	\$ 5,664.40	\$ 5,664.40	1.00	\$ 5,664.40	0.00	\$ -	1	100%	\$ 5,664.40	\$ -
16020	BALANCING OF THE SITE	647	CY	\$ 2.19	\$ 1,416.93	647.00	\$ 1,416.93	0.00	\$ -	647	100%	\$ 1,416.93	\$ -
16030	SPREAD & COMPACT FILL	95185	CY	\$ 0.83	\$ 79,003.55	95185.00	\$ 79,003.55	0.00	\$ -	95185	100%	\$ 79,003.55	\$ -
16040	IMPORT FILL FOR THE DEV. OF THE STORM FACILITIES	52374	CY	\$ 15.95	\$ 835,365.30	52374.00	\$ 835,365.30	0.00	\$ -	52374	100%	\$ 835,365.30	\$ -
16050	MACHINE DRESS	179229	SY	\$ 0.39	\$ 69,899.31	179229.00	\$ 69,899.31	0.00	\$ -	179229	100%	\$ 69,899.31	\$ -
16990	GRADING THE DEV. OF THE STORM FACILITY SUBTOTAL				\$ 991,349.49		\$ 991,349.49		\$ -		100%	\$ 991,349.49	\$ -
17000	PAYMENT AND PERFORMANCE BOND												
17010	PAYMENT AND PERFORMANCE BOND	1	LS	\$ 35,853.90	\$ 35,853.90	1.00	\$ 35,853.90	0.00	\$ -	1	100%	\$ 35,853.90	\$ -
17990	PAYMENT AND PERFORMANCE BOND SUBTOTAL				\$ 35,853.90		\$ 35,853.90		\$ -		100%	\$ 35,853.90	\$ -
18000	CLEAR & REDRESS LAKE BANK PHASE IIIA												
18010	Clear & Redress Lake Bank Phase IIIA	1	LS	\$ 13,646.11	\$ 13,646.11	1.00	\$ 13,646.11	0.00	\$ -	1	100%	\$ 13,646.11	\$ -
18990	Clear & Redress Lake Bank Phase IIIA Subtotal				\$ 13,646.11		\$ 13,646.11		\$ -		100%	\$ 13,646.11	\$ -

ITEM NO.	DESCRIPTION	PLANNED QUANTITY	UNIT	UNIT PRICE	CONTRACT AMOUNT	PREVIOUS		CURRENT		JOB TO DATE			\$ to Bill as Stored
						QUANTITY	TOTAL	QUANTITY	TOTAL	QUANTITY	% COMP	TOTAL	
	GRAND TOTAL				\$ 5,055,975.82		\$ 4,674,054.07		\$ 343,638.21		99%	\$ 5,017,692.28	\$ 648.72

REQUISITION

\$ 1,920,000.00

**AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT
(NASSAU COUTNY, FLORIDA)
CAPITAL IMPROVEMENT REVENUE BONDS, SERIES 2019B-1(TAX-EXEMPT)**

The undersigned, an Authorized Officer of Amelia Concourse Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture, dated as of July 1, 2007 (the "Master Indenture"), as supplemented by the Fourth Supplemental Trust Indenture, dated as of March 1, 2019 (the Master Indenture as supplemented is heinafter referred to as the "Indenture") each by and between the District and US Bank National Association, as trustee (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) Requisition Number: 26
- (B) Name of Payee: McCranie & Associates
- (C) Amount Payable: \$ 6,150
- (D) (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments and attach copies of relevant invoices as Exhibit A):

See attached invoices for detail.
- (E) Fund or Account from which disbursement to be made:

Series 2019B-1 Acquisition and Construction Account

The undersigned hereby certifies that obligations in the stated amount set forth above have been incurred by the District, that each disbursement set forth above is a proper charge against the Series 2019B-1 Acquisition and Construction Account, referenced above, and that each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Phase III Project and each disbursement represents a Cost of the Phase III Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

Attached hereto are originals of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

Dated: April 7, 2020

**AMELIA CONCOURSE COMMUNITY
DEVELOPMENT DISTRICT**

BY: _____
Authorized Officer

CONSULTING ENGINEER'S APPROVAL

The undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Phase III Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Phase III Project with respect to which such disbursement is being made; and (iii) the Amelia Concourse Subdivision Phase III Engineers Report, dated January 7, 2019, prepared by McCranie & Associates, Inc., as such report shall have been amended or modified on the date hereof.



Consulting Engineer
Daniel McCranie, PE
District Engineer

McCranie & Associates, Inc.

301 Centre Street, Suite 200
Fernandina Beach, Fl. 32034

E-mail dan@mccranie-engineers.com

Invoice

DATE	INVOICE #
9/24/2019	3585

BILL TO
Amelia Concourse CDD Phase 3 project

P.O. NO.	TERMS	DUE DATE	PROJECT	JOB NUMBER
		9/24/2019	Amelia Concourse Phase 3	

[illegible]



McCranie & Associates, Inc.

301 Centre Street, Suite 200
Fernandina Beach, FL 32034

Invoice

DATE	INVOICE #
11/29/2019	3609

E-mail dan@mccranie-engineers.com

BILL TO
Amelia Concourse CDD Phase 3 project

P.O. NO.	TERMS	DUE DATE	PROJECT	JOB NUMBER
	Net 30	12/29/2019	Amelia Concourse Phase 3	

DESCRIPTION	Quantity	Rate	Total
Hourly Services 11-3-19 / Plat coordination. E-mails. Call.	2	150.00	300.00
Total			\$300.00



McCranie & Associates, Inc.

301 Centre Street, Suite 200
Fernandina Beach, FL 32034

Invoice

DATE	INVOICE #
12/31/2019	3621

E-mail dan@mccranie-engineers.com

BILL TO
Amelia Concourse CDD Phase 3 project

P.O. NO.	TERMS	DUE DATE	PROJECT	JOB NUMBER
	Net 30	1/30/2020	Amelia Concourse Phase 3	

DESCRIPTION	Quantity	Rate	Total
Hourly Services 12/18/19 - deliver COC packages to JEA	4	150.00	600.00
Total			\$600.00



McCranie & Associates, Inc.

301 Centre Street, Suite 200
Fernandina Beach, Fl. 32034

Invoice

DATE	INVOICE #
12/31/2019	3631

E-mail dan@mccranie-engineers.com

BILL TO

Amelia Concourse CDD
c/o Daniel Laughlin, GMS
475 West Town Place, Suite 114
St. Augustine, Florida 32092

P.O. NO.	TERMS	DUE DATE	PROJECT	JOB NUMBER
	Net 30	1/30/2020	Amelia Concourse CDD	

DESCRIPTION	Quantity	Rate	Total
Hourly Services 12/19 - Compile DEP Clearance paperwork. Sign and seal CoC. Send to JEA.	3	150.00	450.00
Hourly Services 12/20 - email to Harvey with review of invoice and breakdown of each invoice.	0.5	150.00	75.00
Total			\$525.00



McCranie & Associates, Inc.

301 Centre Street, Suite 200
Fernandina Beach, Fl. 32034

Invoice

DATE	INVOICE #
1/31/2020	3637

E-mail dan@mccranie-engineers.com

BILL TO
Amelia Concourse CDD Phase 3 project

P.O. NO.	TERMS	DUE DATE	PROJECT	JOB NUMBER
	Net 30	3/1/2020	Amelia Concourse Phase 3	

DESCRIPTION	Quantity	Rate	Total
Hourly Services 1/6/2020 COC submittal to DEP - Review of documents returned from JEA - on-line application for water and PDF uploads - on-line application for sewer and PDF uploads - phone call to Stephen Spence at DEP	3	150.00	450.00
Hourly Services 1/13/20 Conversation with Chris Herrin. New BacTs and PTs set to DEP.	2	150.00	300.00
Hourly Services 1/27/20 Coordination with DEP and AJ Johns for signatures for COC	2	150.00	300.00
Hourly Services 1/28 Coordination with DEP and AJ Johns for signatures for COC	2	150.00	300.00
Total			\$1,350.00



McCranie & Associates, Inc.

301 Centre Street, Suite 200
Fernandina Beach, Fl. 32034

Invoice

DATE	INVOICE #
1/31/2020	3647

E-mail dan@mccranie-engineers.com

BILL TO

Amelia Concourse CDD
c/o Daniel Laughlin, GMS
475 West Town Place, Suite 114
St. Augustine, Florida 32092

P.O. NO.	TERMS	DUE DATE	PROJECT	JOB NUMBER
	Net 30	3/1/2020	Amelia Concourse CDD	

DESCRIPTION	Quantity	Rate	Total
Hourly Services 1/3 - Review requisitions and update spreadsheet. Email to Chad at Dreamfinders.	1	150.00	150.00
Hourly Services 1/6 Receive and read emails from AJ Johns. Research why payment has not been made yet. emails back to AJ Johns and to trustee.	2	150.00	300.00
Hourly Services 1/10, check on payment to AJ Johns. Emails to trustee and contractor. Update amounts drawn from each fund.	1	150.00	150.00
Hourly Services 1/13 - research JEA easement between Greenpoint and JEA. Compile all information and send email to D. Pieratti (Dreamfinders). Pieratti to coordinate with JEA and Greenpoint to modify JEA easement location.	2	150.00	300.00
Send email to L. Tallant (Dreamfinders) on draw spreadsheet. Hourly Services 1/17 - site visit to review construction progress. Process requisition for payment. Email to Daniel for approval.	4	150.00	600.00
Total			\$1,500.00



McCranie & Associates, Inc.

301 Centre Street, Suite 200
Fernandina Beach, Fl. 32034

Invoice

DATE	INVOICE #
3/30/2020	3664

E-mail dan@mccranie-engineers.com

BILL TO

Amelia Concourse CDD
c/o Daniel Laughlin, GMS
475 West Town Place, Suite 114
St. Augustine, Florida 32092

P.O. NO.	TERMS	DUE DATE	PROJECT	JOB NUMBER
	Net 30	4/29/2020	Amelia Concourse CDD	

DESCRIPTION	Quantity	Rate	Total
Hourly Services	1	150.00	150.00
2/7 - Site visit to check on drainage discharge after storm.			
Hourly Services	1	150.00	150.00
2/10 - send requisitions to GMS for addition into agenda			
Hourly Services	0.5	150.00	75.00
2/28 - read emails from AJ Johns re: water tie in.			
Hourly Services	3	150.00	450.00
3/4 - Engineers Estimate to complete construction - Phase 3A, 3B			
Hourly Services	1	150.00	150.00
3/13 - Review email from Jason, research and respond to platting question.			
		Total	\$975.00

REQUISITION

\$ 1,920,000.00

**AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT
(NASSAU COUTNY, FLORIDA)
CAPITAL IMPROVEMENT REVENUE BONDS, SERIES 2019B-1(TAX-EXEMPT)**

The undersigned, an Authorized Officer of Amelia Concourse Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture, dated as of July 1, 2007 (the "Master Indenture"), as supplemented by the Fourth Supplemental Trust Indenture, dated as of March 1, 2019 (the Master Indenture as supplemented is heinafter referred to as the "Indenture") each by and between the District and US Bank National Association, as trustee (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) Requisition Number: 27
- (B) Name of Payee: AJ Johns
- (C) Amount Payable: \$ 33,871.34
- (D) (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments and attach copies of relevant invoices as Exhibit A):

See attached invoices for detail.
- (E) Fund or Account from which disbursement to be made:

Series 2019B-1 Acquisition and Construction Account

The undersigned hereby certifies that obligations in the stated amount set forth above have been incurred by the District, that each disbursement set forth above is a proper charge against the Series 2019B-1 Acquisition and Construction Account, referenced above, and that each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Phase III Project and each disbursement represents a Cost of the Phase III Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

Attached hereto are originals of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

Dated: May 5, 2020

**AMELIA CONCOURSE COMMUNITY
DEVELOPMENT DISTRICT**

BY: _____
Authorized Officer

CONSULTING ENGINEER'S APPROVAL

The undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Phase III Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Phase III Project with respect to which such disbursement is being made; and (iii) the Amelia Concourse Subdivision Phase III Engineers Report, dated January 7, 2019, prepared by McCranie & Associates, Inc., as such report shall have been amended or modified on the date hereof.



Consulting Engineer
Daniel McCranie, PE
District Engineer

CONDITIONAL WAIVER AND RELEASE OF LIEN
UPON PROGRESS PAYMENT

The undersigned lienor, in consideration of the sum of \$ 343,145.73 hereby waives and releases its lien and right to claim a lien for labor, services, or materials furnished through April 30, 2020 to Amelia Concourse Community Development District to the following property:

Amelia Concourse Ph 3
Nassau County, Florida

This waiver and release does not cover any earned but unpaid retainage nor any amounts due for labor, services, or materials furnished after the date specified.

Dated this 23rd day of April, 2020.

A.J. Johns Inc.
3225 Anniston Road
Jacksonville, Florida 32246



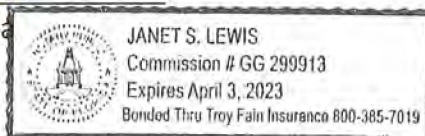
Charles B. Laughlin, Vice President

State of Florida
County of Duval

The foregoing instrument was acknowledged before me by means of (X) physical presence or _____ online notarization, this 23rd day of April, 2020, by Charles Laughlin the Vice President for A.J. Johns Inc. He/she is personally known to me (X) or has produced _____ identification.



Notary Public State of Florida
State of Florida at Large
My commission expires:





A. J. JOHNS, INC.
CONTRACTOR

3225 ANNISTON ROAD • JACKSONVILLE, FL 32246 - 3696 • 904-641-2055

Invoice

April 23, 2020

Invoice No.

19004-13

Amelia Concourse CDD
c/o Dan McCranie
3 South 2nd St.
Fernandina Beach, FL 32034

Job:
Amelia Concourse Phase 3

Description:

All construction necessary to perform site improvements per our contract dated:
March 15, 2019

Current Contract Amount	\$	5,055,975.82
Value of work complete thru April 30, 2020 per the attached Schedule of Values	\$	5,055,975.82
Less Retainage - 10%	\$	505,597.58
Less Previous Invoices	\$	<u>4,516,506.90</u>
TOTAL AMOUNT DUE THIS INVOICE	\$	33,871.34

Payment Due Net Thirty

TO (OWNER):
Amelia Concourse CDD
c/o Dan McCranie
3 South 2nd St.
Fernandina Beach, FL 32034

PROJECT:
Amelia Concourse Phase 3

APPLICATION NO: 19004-13

Distribution to:

PERIOD TO: 4-30-2020

☒ OWNER
☐ ARCHITECT
☐ CONTRACTOR
☐ A/R

FROM (CONTRACTOR):
A. J. Johns, Inc.
3225 Anniston Road
Jacksonville, Florida 32246

(ARCHITECT):
McCranie & Associates, Inc.
3 South 2nd Street
Fernandina Beach, FL 32034

ARCHITECT'S

PROJECT NO: 4006

CONTRACT FOR: Site Improvements

CONTRACT DATE: 3-15-2019

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY		
Change Orders approved in previous months by Owner	ADDITIONS	DEDUCTIONS
TOTAL	\$13,646.11	
Approved this Month		
Number	Date Approved	
TOTALS	\$0	\$0.00
Net change by Change Orders		\$13,646.11

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: A. J. Johns, Inc.

By: [Signature] Date: 4/23/2020

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet,

AIA Document G703, is attached

1. ORIGINAL CONTRACT SUM.....	\$5,042,329.71
2. Net change by Change Orders.....	\$13,646.11
3. CONTRACT SUM TO DATE (Line 1 ± 2).....	\$5,055,975.82
4. TOTAL COMPLETED & STORED TO DATE.....	\$5,055,975.82
(Column G on G703) Less Owner Purchases	
5. RETAINAGE:	
a. 10% Completed Work.....	505,597.58
(Column D+E on G703)	
b. 10% of Stored Material.....	-
(Column F on G703)	
Total Retainage (Line 5a + 5b or	
Total in Column I of G703.....	505,597.58
6. TOTAL EARNED LESS RETAINAGE.....	\$4,550,378.24
(Line 4 less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR	
PAYMENT (Line 6 from prior Certificate).....	\$4,516,506.90
8. CURRENT PAYMENT DUE.....	33,871.34
9. BALANCE TO FINISH, PLUS RETAINAGE.....	\$505,597.58

(Line 3 less Line 6)

State of: Florida County of: Duval

Subscribed and sworn to before me this 23rd day of April, 2020

Notary Public:

My commission expires:



AMOUNT CERTIFIED..... 33,871.34

(Attach explanation if amount certified differs from the amount applied for.)

ARCHITECT:

By: [Signature]

Date: 5-5-20

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, Containing Contractor's signed Certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column 1 on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER: 19004-13

APPLICATION DATE: 4/23/2020

PERIOD TO: 4/30/2020

ARCHITECTS PROJECT NO:

4006

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED FROM PREVIOUS APPLICATION (D + E)	E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H % (G/C)	I BALANCE TO FINISH (C - G)	J RETAINAGE
1990	MOBILIZATION AND SITE PREPARATION SUBTOTAL	\$ 81,330.20	\$ 80,433.62	\$ 896.58	\$ -	\$81,330.20	100.0%	\$0.00	\$8,133.02
2990	CLEARING AND GRUBBING SUBTOTAL	\$ 613,026.12	\$ 613,026.12	\$ -	\$ -	\$613,026.12	100.0%	\$0.00	\$61,302.61
3990	SEEDING AND MULCHING AND SOD SUBTOTAL	\$ 142,274.84	\$ 142,274.84	\$ -	\$ -	\$142,274.84	100.0%	\$0.00	\$14,227.48
4990	EROSION AND SEDIMENT CONTROL SUBTOTAL	\$ 28,424.87	\$ 28,424.87	\$ -	\$ -	\$28,424.87	100.0%	\$0.00	\$2,842.49
5990	STORMWATER POLLUTION PREVENTION PLAN SUBTOTAL	\$ 700.32	\$ 700.32	\$ -	\$ -	\$700.32	100.0%	\$0.00	\$70.03
6990	STORMWATER MANAGEMENT FACILITY CONSTRUCTION SUBTOTAL	\$ 298,189.36	\$ 298,189.36	\$ -	\$ -	\$298,189.36	100.0%	\$0.00	\$29,818.94
7990	ROADWAY CONSTRUCTION SUBTOTAL	\$ 870,835.86	\$ 846,003.33	\$ 24,832.53	\$ -	\$870,835.86	100.0%	\$0.00	\$87,083.59
8990	STORM DRAINAGE SYSTEM SUBTOTAL	\$ 798,415.27	\$ 798,415.27	\$ -	\$ -	\$798,415.27	100.0%	\$0.00	\$79,841.53
9990	PAVING AND DRAINAGE AS-BUILTS SUBTOTAL	\$ 32,932.06	\$ 30,315.21	\$ 2,616.85	\$ -	\$32,932.06	100.0%	\$0.00	\$3,293.21
10990	JEA WATER DISTRIBUTION SYSTEM SUBTOTAL	\$ 402,272.79	\$ 393,362.24	\$ 8,910.55	\$ -	\$402,272.79	100.0%	\$0.00	\$40,227.28
11990	JEA SANITARY SEWER SYSTEM SUBTOTAL	\$ 505,290.39	\$ 505,290.39	\$ -	\$ -	\$505,290.39	100.0%	\$0.00	\$50,529.04
13990	WATER AND SEWER AS-BUILTS SUBTOTAL	\$ 20,540.59	\$ 19,513.56	\$ 1,027.03	\$ -	\$20,540.59	100.0%	\$0.00	\$2,054.06
14990	IRRIGATION SLEEVES & ELECTRICAL/TELEPHONE/CATV CON S	\$ 20,735.00	\$ 20,735.00	\$ -	\$ -	\$20,735.00	100.0%	\$0.00	\$2,073.50
15990	HOUSE PAD SUBTOTAL	\$ 200,158.65	\$ 200,158.65	\$ -	\$ -	\$200,158.65	100.0%	\$0.00	\$20,015.87
16990	GRADING THE DEV. OF THE STORM FACITLIY SUBTOTAL	\$ 991,349.49	\$ 991,349.49	\$ -	\$ -	\$991,349.49	100.0%	\$0.00	\$99,134.95
17990	PAYMENT AND PERFORMQANCE BOND SUBTOTAL	\$ 35,853.90	\$ 35,853.90	\$ -	\$ -	\$35,853.90	100.0%	\$0.00	\$3,585.39
18990	Clear & Redress Lake Bank Phase IIIA Subtotal	\$ 13,646.11	\$ 13,646.11	\$ -	\$ -	\$13,646.11	100.0%	\$0.00	\$1,364.61
	TOTALS	\$5,055,975.82	\$5,017,692.28	\$38,283.54	\$0.00	\$5,055,975.82	100.0%	\$0.00	\$505,597.58

Amelia Concourse Phase 3

4/1/2020 THROUGH 4/30/2020

ITEM NO.	DESCRIPTION	PLANNED QUANTITY	UNIT	UNIT PRICE	CONTRACT AMOUNT	PREVIOUS QUANTITY	PREVIOUS TOTAL	CURRENT QUANTITY	CURRENT TOTAL	JOB TO DATE QUANTITY	% COMP	TOTAL	\$ to Bill as Stored
1000	MOBILIZATION AND SITE PREPARATION												
1010	MOBILIZATION	1	LS	\$ 5,220.77	\$ 5,220.77	1.00	\$ 5,220.77	0.00	\$ -	1	100%	\$ 5,220.77	\$ -
1020	SITE PREP	1	LS	\$ 8,066.77	\$ 8,066.77	1.00	\$ 8,066.77	0.00	\$ -	1	100%	\$ 8,066.77	\$ -
1030	PROJECT MANAGEMENT	1	LS	\$ 44,829.14	\$ 44,829.14	0.98	\$ 43,932.56	0.02	\$ 896.58	1	100%	\$ 44,829.14	\$ -
1040	SURVEY CALC AND SET UP	1	LS	\$ 15,660.40	\$ 15,660.40	1.00	\$ 15,660.40	0.00	\$ -	1	100%	\$ 15,660.40	\$ -
1050	MAINTENANCE OF TRAFFIC	1	LS	\$ 5,970.62	\$ 5,970.62	1.00	\$ 5,970.62	0.00	\$ -	1	100%	\$ 5,970.62	\$ -
1060	DEMO ASPHALT	150	SY	\$ 7.77	\$ 1,165.50	150.00	\$ 1,165.50	0.00	\$ -	150	100%	\$ 1,165.50	\$ -
1070	SAW CUT ASPHALT	100	LF	\$ 4.17	\$ 417.00	100.00	\$ 417.00	0.00	\$ -	100	100%	\$ 417.00	\$ -
1990	MOBILIZATION AND SITE PREPARATION SUBTOTAL				\$ 81,330.20		\$ 80,433.62		\$ 896.58		100%	\$ 81,330.20	\$ -
2000	CLEARING AND GRUBBING												
2010	CLEARING & GRUBBING	56	AC	\$ 7,063.49	\$ 395,555.44	56.00	\$ 395,555.44	0.00	\$ -	56	100%	\$ 395,555.44	\$ -
2020	STRIPPING	67242	CY	\$ 3.14	\$ 211,139.88	67242.00	\$ 211,139.88	0.00	\$ -	67242	100%	\$ 211,139.88	\$ -
2030	LAYOUT BOUNDARY	1	LS	\$ 6,330.80	\$ 6,330.80	1.00	\$ 6,330.80	0.00	\$ -	1	100%	\$ 6,330.80	\$ -
2990	CLEARING AND GRUBBING SUBTOTAL				\$ 613,026.12		\$ 613,026.12		\$ -		100%	\$ 613,026.12	\$ -
3000	SEEDING AND MULCHING AND SOD												
3010	16" SOD STRIP BEHIND CURB AND GUTTER	2552	SY	\$ 2.98	\$ 7,604.96	2552.00	\$ 7,604.96	0.00	\$ -	2552	100%	\$ 7,604.96	\$ -
3020	SOD POND SLOPES	11495	SY	\$ 2.98	\$ 34,255.10	11495.00	\$ 34,255.10	0.00	\$ -	11495	100%	\$ 34,255.10	\$ -
3030	SEED & MULCH R/W AND EASEMENTS	58079	SY	\$ 0.42	\$ 24,393.18	58079.00	\$ 24,393.18	0.00	\$ -	58079	100%	\$ 24,393.18	\$ -
3040	SOD DISTURBED AREAS	250	SY	\$ 2.98	\$ 745.00	250.00	\$ 745.00	0.00	\$ -	250	100%	\$ 745.00	\$ -
3050	STABILIZATION OF LOTS	179230	SY	\$ 0.42	\$ 75,276.60	179230.00	\$ 75,276.60	0.00	\$ -	179230	100%	\$ 75,276.60	\$ -
3990	SEEDING AND MULCHING AND SOD SUBTOTAL				\$ 142,274.84		\$ 142,274.84		\$ -		100%	\$ 142,274.84	\$ -
4000	EROSION AND SEDIMENT CONTROL												
4010	SILT FENCE	10700	LF	\$ 0.89	\$ 9,523.00	10700.00	\$ 9,523.00	0.00	\$ -	10700	100%	\$ 9,523.00	\$ -
4020	BMP'S	1	LS	\$ 11,439.45	\$ 11,439.45	1.00	\$ 11,439.45	0.00	\$ -	1	100%	\$ 11,439.45	\$ -
4030	TEMPORARY CONSTRUCTION ENTRANCE	1	EA	\$ 7,462.42	\$ 7,462.42	1.00	\$ 7,462.42	0.00	\$ -	1	100%	\$ 7,462.42	\$ -
4990	EROSION AND SEDIMENT CONTROL SUBTOTAL				\$ 28,424.87		\$ 28,424.87		\$ -		100%	\$ 28,424.87	\$ -
5000	STORMWATER POLLUTION PREVENTION PLAN												
5010	SWPPP	1	LS	\$ 700.32	\$ 700.32	1.00	\$ 700.32	0.00	\$ -	1	100%	\$ 700.32	\$ -
5990	STORMWATER POLLUTION PREVENTION PLAN SUBTOTAL				\$ 700.32		\$ 700.32		\$ -		100%	\$ 700.32	\$ -
6000	STORMWATER MANAGEMENT FACILITY CONSTRUCTION												
6010	SURVEY LAYOUT PONDS	1	LS	\$ 3,332.00	\$ 3,332.00	1.00	\$ 3,332.00	0.00	\$ -	1	100%	\$ 3,332.00	\$ -
6020	DEWATERING PONDS	1	LS	\$ 52,417.58	\$ 52,417.58	1.00	\$ 52,417.58	0.00	\$ -	1	100%	\$ 52,417.58	\$ -
6030	EXCAVATION PONDS	85517	CY	\$ 2.76	\$ 236,026.92	85517.00	\$ 236,026.92	0.00	\$ -	85517	100%	\$ 236,026.92	\$ -
6040	DRESS POND SLOPES	7155	SY	\$ 0.54	\$ 3,863.70	7155.00	\$ 3,863.70	0.00	\$ -	7155	100%	\$ 3,863.70	\$ -
6050	BALANCE PONDS	1164	CY	\$ 2.19	\$ 2,549.16	1164.00	\$ 2,549.16	0.00	\$ -	1164	100%	\$ 2,549.16	\$ -
6990	STORMWATER MANAGEMENT FACILITY CONSTRUCTION SUBTOTAL				\$ 298,189.36		\$ 298,189.36		\$ -		100%	\$ 298,189.36	\$ -
7000	ROADWAY CONSTRUCTION												
7010	SURVEY LAYOUT	1	LS	\$ 29,488.20	\$ 29,488.20	1.00	\$ 29,488.20	0.00	\$ -	1	100%	\$ 29,488.20	\$ -
7020	COMPACTION TEST	1	LS	\$ 4,926.60	\$ 4,926.60	1.00	\$ 4,926.60	0.00	\$ -	1	100%	\$ 4,926.60	\$ -
7030	SPREAD AND COMPACT	35160	CY	\$ 0.83	\$ 29,182.80	35160.20	\$ 29,182.97	0.00	\$ -	35160.2	100%	\$ 29,182.97	\$ -
7040	ROUGH GRADE ROADWAY	20468	SY	\$ 0.27	\$ 5,526.36	20468.00	\$ 5,526.36	0.00	\$ -	20468	100%	\$ 5,526.36	\$ -
7050	STABILIZED SUBGRADE	23872	SY	\$ 7.71	\$ 184,053.12	23872.00	\$ 184,053.12	0.00	\$ -	23872	100%	\$ 184,053.12	\$ -
7060	6" LR BASE	20468	SY	\$ 11.14	\$ 228,013.52	20468.00	\$ 228,013.52	0.00	\$ -	20468	100%	\$ 228,013.52	\$ -
7070	1.5" TYPE SP-9.5 ASPHALT	20468	SY	\$ 10.44	\$ 213,685.92	20468.00	\$ 213,685.92	0.00	\$ -	20468	100%	\$ 213,685.92	\$ -
7080	MIAMI CURB	15316	LF	\$ 9.82	\$ 150,403.12	15316.00	\$ 150,403.12	0.00	\$ -	15316	100%	\$ 150,403.12	\$ -
7090	COMMON AREAS SIDEWALK	181	SY	\$ 42.56	\$ 7,703.36	17.00	\$ 723.52	164.00	\$ 6,979.84	181	100%	\$ 7,703.36	\$ -
7100	H/C RAMPA ADA MATS	96	SF	\$ 41.65	\$ 3,998.40	0.00	\$ -	96.00	\$ 3,998.40	96	100%	\$ 3,998.40	\$ -
7110	H/C RAMPS	32	SY	\$ 63.97	\$ 2,047.04	0.00	\$ -	32.00	\$ 2,047.04	32	100%	\$ 2,047.04	\$ -
7120	STRIPING TEMP	1	LS	\$ 1,190.00	\$ 1,190.00	0.00	\$ -	1.00	\$ 1,190.00	1	100%	\$ 1,190.00	\$ -
7130	STRIPING THERMO	1	LS	\$ 2,005.15	\$ 2,005.15	0.00	\$ -	1.00	\$ 2,005.15	1	100%	\$ 2,005.15	\$ -
7140	SIGNAGE	1	LS	\$ 3,986.50	\$ 3,986.50	0.00	\$ -	1.00	\$ 3,986.50	1	100%	\$ 3,986.50	\$ -
7150	PUNCHLIST	1	LS	\$ 4,625.77	\$ 4,625.77	0.00	\$ -	1.00	\$ 4,625.60	0.999963	100%	\$ 4,625.60	\$ -
7990	ROADWAY CONSTRUCTION SUBTOTAL				\$ 870,835.86		\$ 846,003.33		\$ 24,832.53		100%	\$ 870,835.86	\$ -

ITEM NO.	DESCRIPTION	PLANNED QUANTITY	UNIT	UNIT PRICE	CONTRACT AMOUNT	PREVIOUS QUANTITY	PREVIOUS TOTAL	CURRENT QUANTITY	CURRENT TOTAL	JOB TO DATE QUANTITY	% COMP	TOTAL	\$ to Bill as Stored
8000	STORM DRAINAGE SYSTEM												
8010	SURVEY LAYOUT	1	LS	\$ 8,330.00	\$ 8,330.00	1.00	\$ 8,330.00	0.00	\$ -	1	100%	\$ 8,330.00	\$ -
8020	SOCK DEWATERING	1	LS	\$ 48,340.43	\$ 48,340.43	1.00	\$ 48,340.43	0.00	\$ -	1	100%	\$ 48,340.43	\$ -
8030	TRENCH SAFETY	1	LS	\$ 4,074.56	\$ 4,074.56	1.00	\$ 4,074.56	0.00	\$ -	1	100%	\$ 4,074.56	\$ -
8040	COMPACTION TESTING	1	LS	\$ 7,393.47	\$ 7,393.47	1.00	\$ 7,393.47	0.00	\$ -	1	100%	\$ 7,393.47	\$ -
8050	CURB INLET (4-6")	9	EA	\$ 5,058.41	\$ 45,525.69	9.00	\$ 45,525.69	0.00	\$ -	9	100%	\$ 45,525.69	\$ -
8060	CURB INLET (6-8")	6	EA	\$ 6,221.90	\$ 37,331.40	6.00	\$ 37,331.40	0.00	\$ -	6	100%	\$ 37,331.40	\$ -
8070	CURB INLET (8-10")	9	EA	\$ 7,817.99	\$ 70,361.91	9.00	\$ 70,361.91	0.00	\$ -	9	100%	\$ 70,361.91	\$ -
8080	CURB INLET DBL (4-6")	1	EA	\$ 7,038.40	\$ 7,038.40	1.00	\$ 7,038.40	0.00	\$ -	1	100%	\$ 7,038.40	\$ -
8090	CURB INLET DBL (8-10")	1	EA	\$ 8,608.22	\$ 8,608.22	1.00	\$ 8,608.22	0.00	\$ -	1	100%	\$ 8,608.22	\$ -
8100	GRATE INLET (0-4")	4	EA	\$ 2,457.44	\$ 9,829.76	4.00	\$ 9,829.76	0.00	\$ -	4	100%	\$ 9,829.76	\$ -
8110	MH (4-6")	1	EA	\$ 7,518.81	\$ 7,518.81	1.00	\$ 7,518.81	0.00	\$ -	1	100%	\$ 7,518.81	\$ -
8120	MH (6-8")	1	EA	\$ 5,387.74	\$ 5,387.74	1.00	\$ 5,387.74	0.00	\$ -	1	100%	\$ 5,387.74	\$ -
8130	MH (8-10")	1	EA	\$ 5,899.90	\$ 5,899.90	1.00	\$ 5,899.90	0.00	\$ -	1	100%	\$ 5,899.90	\$ -
8140	MH (10-12")	2	EA	\$ 7,552.63	\$ 15,105.26	2.00	\$ 15,105.26	0.00	\$ -	2	100%	\$ 15,105.26	\$ -
8150	CTRL STR	1	EA	\$ 7,990.88	\$ 7,990.88	1.00	\$ 7,990.88	0.00	\$ -	1	100%	\$ 7,990.88	\$ -
8160	30" MES	2	EA	\$ 1,890.44	\$ 3,780.88	2.00	\$ 3,780.88	0.00	\$ -	2	100%	\$ 3,780.88	\$ -
8170	36" MES	2	EA	\$ 2,435.13	\$ 4,870.26	2.00	\$ 4,870.26	0.00	\$ -	2	100%	\$ 4,870.26	\$ -
8180	24" MES DBL (PIP)	2	EA	\$ 6,583.28	\$ 13,166.56	2.00	\$ 13,166.56	0.00	\$ -	2	100%	\$ 13,166.56	\$ -
8190	DBL 30" MES (PIP)	1	EA	\$ 6,940.29	\$ 6,940.29	1.00	\$ 6,940.29	0.00	\$ -	1	100%	\$ 6,940.29	\$ -
8200	42" MES (PIP)	5	EA	\$ 4,990.55	\$ 24,952.75	5.00	\$ 24,952.75	0.00	\$ -	5	100%	\$ 24,952.75	\$ -
8210	48" MES (PIP)	2	EA	\$ 5,657.68	\$ 11,315.36	2.00	\$ 11,315.36	0.00	\$ -	2	100%	\$ 11,315.36	\$ -
8220	18" RCP (4-6")	496	LF	\$ 36.14	\$ 17,925.44	496.00	\$ 17,925.44	0.00	\$ -	496	100%	\$ 17,925.44	\$ -
8230	18" RCP (6-8")	38	LF	\$ 42.45	\$ 1,613.10	38.00	\$ 1,613.10	0.00	\$ -	38	100%	\$ 1,613.10	\$ -
8240	24" RCP (4-6")	1091	LF	\$ 48.80	\$ 53,240.80	1091.00	\$ 53,240.80	0.00	\$ -	1091	100%	\$ 53,240.80	\$ -
8250	24" RCP (6-8")	34	LF	\$ 61.30	\$ 2,084.20	34.00	\$ 2,084.20	0.00	\$ -	34	100%	\$ 2,084.20	\$ -
8260	24" RCP (8-10")	49	LF	\$ 60.99	\$ 2,988.51	49.00	\$ 2,988.51	0.00	\$ -	49	100%	\$ 2,988.51	\$ -
8270	30" RCP (4-6")	211	LF	\$ 64.46	\$ 13,601.06	211.00	\$ 13,601.06	0.00	\$ -	211	100%	\$ 13,601.06	\$ -
8280	30" RCP (8-10")	195	LF	\$ 64.58	\$ 12,593.10	195.00	\$ 12,593.10	0.00	\$ -	195	100%	\$ 12,593.10	\$ -
8290	36" RCP (4-6")	163	LF	\$ 86.39	\$ 14,081.57	163.00	\$ 14,081.57	0.00	\$ -	163	100%	\$ 14,081.57	\$ -
8300	36" RCP (6-8")	1001	LF	\$ 84.40	\$ 84,484.40	1001.00	\$ 84,484.40	0.00	\$ -	1001	100%	\$ 84,484.40	\$ -
8310	36" RCP (8-10")	312	LF	\$ 83.82	\$ 26,151.84	312.00	\$ 26,151.84	0.00	\$ -	312	100%	\$ 26,151.84	\$ -
8320	42" RCP (6-8")	196	LF	\$ 107.19	\$ 21,009.24	196.00	\$ 21,009.24	0.00	\$ -	196	100%	\$ 21,009.24	\$ -
8330	42" RCP (8-10")	700	LF	\$ 109.03	\$ 76,321.00	700.00	\$ 76,321.00	0.00	\$ -	700	100%	\$ 76,321.00	\$ -
8340	42" RCP (10-12")	121	LF	\$ 119.65	\$ 14,477.65	121.00	\$ 14,477.65	0.00	\$ -	121	100%	\$ 14,477.65	\$ -
8350	48" RCP (6-8")	182	LF	\$ 132.27	\$ 24,073.14	182.00	\$ 24,073.14	0.00	\$ -	182	100%	\$ 24,073.14	\$ -
8360	48" RCP (8-10")	190	LF	\$ 136.95	\$ 26,020.50	190.00	\$ 26,020.50	0.00	\$ -	190	100%	\$ 26,020.50	\$ -
8370	ADJUST TOPS	35	EA	\$ 422.99	\$ 14,804.65	35.00	\$ 14,804.65	0.00	\$ -	35	100%	\$ 14,804.65	\$ -
8380	T.V OF STORM DRAINAGE	1	LS	\$ 39,182.54	\$ 39,182.54	1.00	\$ 39,182.54	0.00	\$ -	1	100%	\$ 39,182.54	\$ -
8990	STORM DRAINAGE SYSTEM SUBTOTAL				\$ 798,415.27		\$ 798,415.27	\$ -		100%		\$ 798,415.27	\$ -
9000	PAVING AND DRAINAGE AS-BUILTS												
9010	AS-BUILTS ROADWAY	1	LS	\$ 9,163.00	\$ 9,163.00	0.90	\$ 8,246.70	0.10	\$ 916.30	1	100%	\$ 9,163.00	\$ -
9020	AS-BUILTS DRAINAGE	1	LS	\$ 7,055.51	\$ 7,055.51	0.93	\$ 6,561.62	0.07	\$ 493.89	1	100%	\$ 7,055.51	\$ -
9030	AS-BUILTS PONDS	1	LS	\$ 4,646.95	\$ 4,646.95	1.00	\$ 4,646.95	0.00	\$ -	1	100%	\$ 4,646.95	\$ -
9040	AS-BUILTS LOTS	1	LS	\$ 12,066.60	\$ 12,066.60	0.90	\$ 10,859.94	0.10	\$ 1,206.66	1	100%	\$ 12,066.60	\$ -
9990	PAVING AND DRAINAGE AS-BUILTS SUBTOTAL				\$ 32,932.06		\$ 30,315.21	\$ 2,616.85		100%		\$ 32,932.06	\$ -
10000	JE A WATER DISTRIBUTION SYSTEM												
10010	SURVEY LAYOUT	1	LS	\$ 9,996.00	\$ 9,996.00	1.00	\$ 9,996.00	0.00	\$ -	1	100%	\$ 9,996.00	\$ -
10020	COMPACTION TESTING	1	LS	\$ 2,916.69	\$ 2,916.69	1.00	\$ 2,916.69	0.00	\$ -	1	100%	\$ 2,916.69	\$ -
10030	CONNECT TO EXISTING 10" SLEEVE	4	EA	\$ 1,517.35	\$ 6,069.40	3.00	\$ 4,552.05	1.00	\$ 1,517.35	4	100%	\$ 6,069.40	\$ -
10040	12" DR 18 PVC WM	120	LF	\$ 61.61	\$ 7,393.20	0.00	\$ -	120.00	\$ 7,393.20	120	100%	\$ 7,393.20	\$ -
10050	10" DR 18 PVC WM	2837	LF	\$ 24.79	\$ 70,329.23	2837.00	\$ 70,329.23	0.00	\$ -	2837	100%	\$ 70,329.23	\$ -
10060	8" DR 18 PVC WM	4391	LF	\$ 19.53	\$ 85,756.23	4391.00	\$ 85,756.23	0.00	\$ -	4391	100%	\$ 85,756.23	\$ -
10070	6" DR 18 PVC WM	200	LF	\$ 11.44	\$ 2,288.00	200.00	\$ 2,288.00	0.00	\$ -	200	100%	\$ 2,288.00	\$ -
10080	4" DR 18 PVC WM	416	LF	\$ 10.65	\$ 4,430.40	416.00	\$ 4,430.40	0.00	\$ -	416	100%	\$ 4,430.40	\$ -
10090	2" POLY WM	498	LF	\$ 7.48	\$ 3,725.04	498.00	\$ 3,725.04	0.00	\$ -	498	100%	\$ 3,725.04	\$ -
10100	GATE VALVE 12"	1	EA	\$ 2,915.32	\$ 2,915.32	1.00	\$ 2,915.32	0.00	\$ -	1	100%	\$ 2,915.32	\$ -
10110	GATE VALVE 10"	4	EA	\$ 2,397.96	\$ 9,591.84	4.00	\$ 9,591.84	0.00	\$ -	4	100%	\$ 9,591.84	\$ -
10120	GATE VALVE 8"	9	EA	\$ 1,574.25	\$ 14,168.25	9.00	\$ 14,168.25	0.00	\$ -	9	100%	\$ 14,168.25	\$ -
10130	FIRE HYDRANTS	15	EA	\$ 4,636.04	\$ 69,540.60	15.00	\$ 69,540.60	0.00	\$ -	15	100%	\$ 69,540.60	\$ -
10140	WATER SERVICES SINGLE SHORT	99	EA	\$ 409.45	\$ 40,535.55	99.00	\$ 40,535.55	0.00	\$ -	99	100%	\$ 40,535.55	\$ -
10150	WATER SERVICES SINGLE LONG	26	EA	\$ 463.28	\$ 12,045.28	26.00	\$ 12,045.28	0.00	\$ -	26	100%	\$ 12,045.28	\$ -
10160	WATER SERVICES DBL LONG	22	EA	\$ 1,053.61	\$ 23,179.42	22.00	\$ 23,179.42	0.00	\$ -	22	100%	\$ 23,179.42	\$ -

ITEM NO.	DESCRIPTION	PLANNED QUANTITY	UNIT	UNIT PRICE	CONTRACT AMOUNT	PREVIOUS QUANTITY	TOTAL	CURRENT QUANTITY	TOTAL	JOB TO DATE QUANTITY	% COMP	TOTAL	\$ to Bill as Stored
10170	SET METER BOXES	169	EA	\$ 169.53	\$ 28,650.57	169.00	\$ 28,650.57	0.00	\$ -	169	100%	\$ 28,650.57	\$ -
10180	2" FLUSHING HYDRANT	3	EA	\$ 9.31	\$ 27.93	3.00	\$ 27.93	0.00	\$ -	3	100%	\$ 27.93	\$ -
10190	PRESS TEST / TRACER WIRE	1	LS	\$ 8,713.84	\$ 8,713.84	1.00	\$ 8,713.84	0.00	\$ -	1	100%	\$ 8,713.84	\$ -
10990	JEA WATER DISTRIBUTION SYSTEM SUBTOTAL				\$ 402,272.79		\$ 393,362.24		\$ 8,910.55	100%		\$ 402,272.79	\$ -
11000	JEA SANITARY SEWER SYSTEM												
11010	SURVEY LAYOUT	1	LS	\$ 8,163.40	\$ 8,163.40	1.00	\$ 8,163.40	0.00	\$ -	1	100%	\$ 8,163.40	\$ -
11020	SOCK DEWATERING	1	LS	\$ 58,239.55	\$ 58,239.55	1.00	\$ 58,239.55	0.00	\$ -	1	100%	\$ 58,239.55	\$ -
11030	TRENCH SAFETY	1	LS	\$ 4,074.56	\$ 4,074.56	1.00	\$ 4,074.56	0.00	\$ -	1	100%	\$ 4,074.56	\$ -
11040	COMPACTION TESTING	1	LS	\$ 7,913.50	\$ 7,913.50	1.00	\$ 7,913.50	0.00	\$ -	1	100%	\$ 7,913.50	\$ -
11050	CONNECT TO EXISTING	1	LS	\$ 4,535.17	\$ 4,535.17	1.00	\$ 4,535.17	0.00	\$ -	1	100%	\$ 4,535.17	\$ -
11060	TYPE "A" MH (0-4')	4	EA	\$ 3,043.07	\$ 12,172.28	4.00	\$ 12,172.28	0.00	\$ -	4	100%	\$ 12,172.28	\$ -
11070	TYPE "A" MH (4-6')	6	EA	\$ 3,371.19	\$ 20,227.14	6.00	\$ 20,227.14	0.00	\$ -	6	100%	\$ 20,227.14	\$ -
11080	TYPE "A" MH (6-8')	10	EA	\$ 3,977.99	\$ 39,779.90	10.00	\$ 39,779.90	0.00	\$ -	10	100%	\$ 39,779.90	\$ -
11090	TYPE "A" MH (8-10')	5	EA	\$ 4,583.95	\$ 22,919.75	5.00	\$ 22,919.75	0.00	\$ -	5	100%	\$ 22,919.75	\$ -
11100	TYPE "A" MH (10-12')	3	EA	\$ 4,316.25	\$ 12,948.75	3.00	\$ 12,948.75	0.00	\$ -	3	100%	\$ 12,948.75	\$ -
11110	TYPE "A" MH (12-14')	1	EA	\$ 5,626.70	\$ 5,626.70	1.00	\$ 5,626.70	0.00	\$ -	1	100%	\$ 5,626.70	\$ -
11120	TYPE "B" MH (6-8')	1	EA	\$ 4,947.63	\$ 4,947.63	1.00	\$ 4,947.63	0.00	\$ -	1	100%	\$ 4,947.63	\$ -
11130	TYPE "B" MH (14-16')	1	EA	\$ 8,181.58	\$ 8,181.58	1.00	\$ 8,181.58	0.00	\$ -	1	100%	\$ 8,181.58	\$ -
11140	8" SDR 26 PVC (0-4')	83	LF	\$ 17.47	\$ 1,450.01	83.00	\$ 1,450.01	0.00	\$ -	83	100%	\$ 1,450.01	\$ -
11150	8" SDR 26 PVC (4-6')	1522	LF	\$ 18.38	\$ 27,974.36	1522.00	\$ 27,974.36	0.00	\$ -	1522	100%	\$ 27,974.36	\$ -
11160	8" SDR 26 PVC (6-8')	2134	LF	\$ 19.69	\$ 42,018.46	2134.00	\$ 42,018.46	0.00	\$ -	2134	100%	\$ 42,018.46	\$ -
11170	8" SDR 26 PVC (8-10')	1820	LF	\$ 21.18	\$ 38,547.60	1820.00	\$ 38,547.60	0.00	\$ -	1820	100%	\$ 38,547.60	\$ -
11180	8" SDR 26 PVC (10-12')	906	LF	\$ 25.77	\$ 23,347.62	906.00	\$ 23,347.62	0.00	\$ -	906	100%	\$ 23,347.62	\$ -
11190	8" SDR 26 PVC (12-14')	411	LF	\$ 29.65	\$ 12,186.15	411.00	\$ 12,186.15	0.00	\$ -	411	100%	\$ 12,186.15	\$ -
11200	8" SDR 26 PVC (14-16')	247	LF	\$ 47.76	\$ 11,796.72	247.00	\$ 11,796.72	0.00	\$ -	247	100%	\$ 11,796.72	\$ -
11210	SEWER SERVICES	175	EA	\$ 518.73	\$ 90,777.75	175.00	\$ 90,777.75	0.00	\$ -	175	100%	\$ 90,777.75	\$ -
11220	ADJUST MH TOPS	31	EA	\$ 562.18	\$ 17,427.58	31.00	\$ 17,427.58	0.00	\$ -	31	100%	\$ 17,427.58	\$ -
11230	TV / DEFLECTION	1	LS	\$ 30,034.23	\$ 30,034.23	1.00	\$ 30,034.23	0.00	\$ -	1	100%	\$ 30,034.23	\$ -
11990	JEA SANITARY SEWER SYSTEM SUBTOTAL				\$ 505,290.39		\$ 505,290.39		\$ -	100%		\$ 505,290.39	\$ -
13000	WATER AND SEWER AS-BUILTS												
13010	AS-BUILTS WATER MAIN	1	LS	\$ 11,819.08	\$ 11,819.08	0.95	\$ 11,228.13	0.05	\$ 590.95	1	100%	\$ 11,819.08	\$ -
13020	AS-BUILTS SAN SEWER	1	LS	\$ 8,721.51	\$ 8,721.51	0.95	\$ 8,285.43	0.05	\$ 436.08	1	100%	\$ 8,721.51	\$ -
13990	WATER AND SEWER AS-BUILTS SUBTOTAL				\$ 20,540.59		\$ 19,513.56		\$ 1,027.03	100%		\$ 20,540.59	\$ -
14000	IRRIGATION SLEEVES & ELECTRICAL/TELEPHONE/CATV CON												
14010	2.5" SLEEVES	250	LF	\$ 12.23	\$ 3,057.50	250.00	\$ 3,057.50	0.00	\$ -	250	100%	\$ 3,057.50	\$ -
14020	3" SLEEVES	250	LF	\$ 13.53	\$ 3,382.50	250.00	\$ 3,382.50	0.00	\$ -	250	100%	\$ 3,382.50	\$ -
14030	4" SLEEVES	500	LF	\$ 13.18	\$ 6,590.00	500.00	\$ 6,590.00	0.00	\$ -	500	100%	\$ 6,590.00	\$ -
14040	6" SLEEVES	500	LF	\$ 15.41	\$ 7,705.00	500.00	\$ 7,705.00	0.00	\$ -	500	100%	\$ 7,705.00	\$ -
14990	IRRIGATION SLEEVES & ELECTRICAL/TELEPHONE/CATV CON SUBTOTAL				\$ 20,735.00		\$ 20,735.00		\$ -	100%		\$ 20,735.00	\$ -
15000	HOUSE PADS												
15010	LAYOUT HOUSE PADS	1	LS	\$ 1,332.80	\$ 1,332.80	1.00	\$ 1,332.80	0.00	\$ -	1	100%	\$ 1,332.80	\$ -
15020	COMPACTION TEST	1	LS	\$ 4,225.69	\$ 4,225.69	1.00	\$ 4,225.69	0.00	\$ -	1	100%	\$ 4,225.69	\$ -
15030	IMPORT FILL FOR PADS FROM OFFSITE	12102	CY	\$ 16.08	\$ 194,600.16	12102.00	\$ 194,600.16	0.00	\$ -	12102	100%	\$ 194,600.16	\$ -
15990	HOUSE PAD SUBTOTAL				\$ 200,158.65		\$ 200,158.65		\$ -	100%		\$ 200,158.65	\$ -
16000	GRADING FOR THE DEVELOPMENT OF THE STORM FACILITY												
16010	LAYOUT FOR GRADING	1	LS	\$ 5,664.40	\$ 5,664.40	1.00	\$ 5,664.40	0.00	\$ -	1	100%	\$ 5,664.40	\$ -
16020	BALANCING OF THE SITE	647	CY	\$ 2.19	\$ 1,416.93	647.00	\$ 1,416.93	0.00	\$ -	647	100%	\$ 1,416.93	\$ -
16030	SPREAD & COMPACT FILL	95185	CY	\$ 0.83	\$ 79,003.55	95185.00	\$ 79,003.55	0.00	\$ -	95185	100%	\$ 79,003.55	\$ -
16040	IMPORT FILL FOR THE DEV. OF THE STORM FACILITIES	52374	CY	\$ 15.95	\$ 835,365.30	52374.00	\$ 835,365.30	0.00	\$ -	52374	100%	\$ 835,365.30	\$ -
16050	MACHINE DRESS	179229	SY	\$ 0.39	\$ 69,899.31	179229.00	\$ 69,899.31	0.00	\$ -	179229	100%	\$ 69,899.31	\$ -
16990	GRADING THE DEV. OF THE STORM FACILITY SUBTOTAL				\$ 991,349.49		\$ 991,349.49		\$ -	100%		\$ 991,349.49	\$ -
17000	PAYMENT AND PERFORMANCE BOND												
17010	PAYMENT AND PERFORMANCE BOND	1	LS	\$ 35,853.90	\$ 35,853.90	1.00	\$ 35,853.90	0.00	\$ -	1	100%	\$ 35,853.90	\$ -
17990	PAYMENT AND PERFORMANCE BOND SUBTOTAL				\$ 35,853.90		\$ 35,853.90		\$ -	100%		\$ 35,853.90	\$ -
18000	CLEAR & REDRESS LAKE BANK PHASE IIIA												
18010	Clear & Redress Lake Bank Phase IIIA	1	LS	\$ 13,646.11	\$ 13,646.11	1.00	\$ 13,646.11	0.00	\$ -	1	100%	\$ 13,646.11	\$ -
18990	Clear & Redress Lake Bank Phase IIIA Subtotal				\$ 13,646.11		\$ 13,646.11		\$ -	100%		\$ 13,646.11	\$ -

ITEM NO.	DESCRIPTION	PLANNED QUANTITY	UNIT	UNIT PRICE	CONTRACT AMOUNT	PREVIOUS		CURRENT		JOB TO DATE			\$ to Bill as Stored
						QUANTITY	TOTAL	QUANTITY	TOTAL	QUANTITY	% COMP	TOTAL	
	GRAND TOTAL				\$ 5,055,975.82		\$ 5,017,692.28		\$ 38,283.54		100%	\$ 5,055,975.82	\$ -

REQUISITION

\$ 1,920,000.00

**AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT
(NASSAU COUTNY, FLORIDA)
CAPITAL IMPROVEMENT REVENUE BONDS, SERIES 2019B-1(TAX-EXEMPT)**

The undersigned, an Authorized Officer of Amelia Concourse Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture, dated as of July 1, 2007 (the "Master Indenture"), as supplemented by the Fourth Supplemental Trust Indenture, dated as of March 1, 2019 (the Master Indenture as supplemented is heinafter referred to as the "Indenture") each by and between the District and US Bank National Association, as trustee (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) Requisition Number: 28
- (B) Name of Payee: McCranie & Associates
- (C) Amount Payable: \$ 1,650
- (D) (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments and attach copies of relevant invoices as Exhibit A):

See attached invoices for detail.
- (E) Fund or Account from which disbursement to be made:

Series 2019B-1 Acquisition and Construction Account

The undersigned hereby certifies that obligations in the stated amount set forth above have been incurred by the District, that each disbursement set forth above is a proper charge against the Series 2019B-1 Acquisition and Construction Account, referenced above, and that each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Phase III Project and each disbursement represents a Cost of the Phase III Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

Attached hereto are originals of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

Dated: May 5, 2020

**AMELIA CONCOURSE COMMUNITY
DEVELOPMENT DISTRICT**

BY: _____
Authorized Officer

CONSULTING ENGINEER'S APPROVAL

The undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Phase III Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Phase III Project with respect to which such disbursement is being made; and (iii) the Amelia Concourse Subdivision Phase III Engineers Report, dated January 7, 2019, prepared by McCranie & Associates, Inc., as such report shall have been amended or modified on the date hereof.



Consulting Engineer
Daniel McCranie, PE
District Engineer



McCranie & Associates, Inc.

301 Centre Street, Suite 200
Fernandina Beach, FL 32034

Invoice

DATE	INVOICE #
4/30/2020	3670

E-mail dan@mccranie-engineers.com

BILL TO
Amelia Concourse CDD Phase 3 project

P.O. NO.	TERMS	DUE DATE	PROJECT	JOB NUMBER
	Net 30	5/30/2020	Amelia Concourse Phase 3	

DESCRIPTION	Quantity	Rate	Total
Hourly Services 4/4/20 - JEA COCs	2	150.00	300.00
Total			\$300.00



McCranie & Associates, Inc.

301 Centre Street, Suite 200
Fernandina Beach, Fl. 32034

Invoice

DATE	INVOICE #
4/30/2020	3678

E-mail dan@mccranie-engineers.com

BILL TO

Amelia Concourse CDD
c/o Daniel Laughlin, GMS
475 West Town Place, Suite 114
St. Augustine, Florida 32092

P.O. NO.	TERMS	DUE DATE	PROJECT	JOB NUMBER
	Net 30	5/30/2020	Amelia Concourse CDD	

DESCRIPTION	Quantity	Rate	Total
Hourly Services 3/30 Create Engineers Estimate for Phase 3b and 3C	3	150.00	450.00
Hourly Services 4/1 Emails with Daniel regarding adding a 4 way stop. Estimated costs and description of requirements.	1	150.00	150.00
Hourly Services 4/8 signa and seal the FDEP water and sewer CoC permits. Create requisitions #24-26 Send for signatures.	4	150.00	600.00
Hourly Services 4/22 - Update Engineer's Estimate with SP number. Re-pdf and email to D. Pieratti.	1	150.00	150.00
Total			\$1,350.00

MINUTES

MINUTES OF MEETING
AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT

A regular meeting of the Board of Supervisors of the Amelia Concourse Community Development District was held Tuesday, February 25, 2020 at 1:00 p.m. at the Amelia Concourse Amenity Center, 85200 Amaryllis Court, Fernandina Beach, Florida 32034.

Present and constituting a quorum were:

Harvey Greenberg	Chairman
Bill Toohey	Vice Chairman
Ellen Cator	Supervisor

Also present were:

Daniel Laughlin	District Manager
Jason Walters	District Counsel (by phone)
Dan McCranie	District Engineer
Tony Shiver	First Coast CMS
Dan Walker	First Coast CMS
Kristina Rudez	Egis Insurance & Risk Advisors
Brent Grimmel	Egis Insurance & Risk Advisors

The following is a summary of the discussions and actions taken at the February 25, 2020 meeting. A copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Laughlin called the meeting to order at 1:17 p.m.

SECOND ORDER OF BUSINESS

Audience Comments

There being no comments, the next item followed.

THIRD ORDER OF BUSINESS

Staff Reports (1) District Engineer

A. Ratification of Requisition Nos. 19-21

Mr. McCranie gave an overview of requisition numbers 19-21, copies of which were included in the agenda package.

On MOTION by Mr. Greenberg seconded by Ms. Cator with all in favor requisition numbers 19, 20 and 21 were ratified.

B. Consideration of Requisition Nos. 18, 22 and 23

Mr. McCranie gave an overview of requisition numbers 18, 22 and 23, copies of which were included in the agenda package. Mr. McCranie noted that per Mr. Greenberg's request, future invoices will include the billing period for which the invoices cover.

On MOTION by Mr. Greenberg seconded by Ms. Cator with all in favor requisition numbers 18, 22 and 23 were approved.

Mr. Greenberg inquired about the status of the paving in phase three. Mr. McCranie responded phase three has been broken into phases 3A, 3B and 3C and estimated paving should be completed for all three phases within the next month.

Mr. Greenberg requested Mr. McCranie ask for a tentative construction schedule due to ongoing issues with dust and dirt.

FOURTH ORDER OF BUSINESS

Discussion of the District's Insurance Coverage and Costs

Ms. Rudez of Egis Insurance & Risk Advisors gave an overview of the District's current insurance coverage. The District's coverage includes property, general liability and public officials' liability at a total annual premium of \$24,209. General liability includes a standard limit of \$1 million per occurrence with no aggregate. There is no deductible for general liability or public officials' liability. Ms. Rudez also informed the Board that the CDDs Egis provides insurance for fall into a trust, and while there is a standard market available, the rates are much higher due to the lack of knowledge on the sovereign immunity that CDDs receive.

Mr. Grimmel informed the Board that Egis provides complementary site visits, which ensures the District's assets are properly protected, allocated and valued, and to prevent any potential lawsuit within the District by having a representative from loss control with a claims background tour the property and provide recommendations to mitigate any potential losses.

Mr. Greenberg requested three months prior to renewal the District attempt to solicit another proposal and have Egis do an analysis. It was also requested that Mr. Laughlin provide the Board with a copy of Egis's recommendations and revised schedule of insurance.

Mr. Grimm noted it may be worthwhile for the District to look into reappraising the value of the amenity center building in an attempt to reduce the premium.

FIFTH ORDER OF BUSINESS

Approval of Minutes

A. August 20, 2019 Meeting

Mr. Greenberg provided corrections to the minutes, which will be included in the final version.

On MOTION by Mr. Greenberg seconded by Ms. Cator with all in favor the August 20, 2019 minutes were approved as amended.

B. December 18, 2019 Special Meeting

On MOTION by Mr. Greenberg seconded by Ms. Cator with all in favor the December 18, 2019 minutes were approved as presented.

SIXTH ORDER OF BUSINESS

Consideration of Re-Setting the Public Hearing for the Purpose of Adopting Amenity Facility Rental Rates to May 19, 2020

On MOTION by Mr. Greenberg seconded by Ms. Cator with all in favor re-setting the public hearing date for the purpose of adopting amenity facility rental rates to May 19, 2020 was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Re-Setting the Public Hearing for the Purpose of Adopting Amended and Restated Rules of Procedure to May 19, 2020

On MOTION by Mr. Greenberg seconded by Ms. Cator with all in favor re-setting the public hearing date for the purpose of adopting amended and restated rules of procedure to May 19, 2020 was approved.

EIGHTH ORDER OF BUSINESS**Consideration of Resolution 2020-04,
Adopting an Internal Controls Policy**

Mr. Walters explained the need for adoption of an internal controls policy is the result of recent statutory changes. Copies of the resolution, with the proposed policy included as an exhibit to the resolution, were enclosed in the agenda package.

On MOTION by Mr. Greenberg seconded by Mr. Toohey with all in favor Resolution 2020-04, Adopting an Internal Controls Policy was approved.

NINTH ORDER OF BUSINESS**Other Business**

There being no other business, the next item followed.

TENTH ORDER OF BUSINESS**Staff Reports****A. Attorney**

Mr. Walters provided a brief update to the Board that the District is looking to potentially refinance the debt on the phase one property and the obstacle has been the existence of an outstanding debt obligation due to the previous foreclosure of the phase two and three property, which is being dealt with through a tri-party agreement. There is a \$7.5 million initial bond issuance, which is only now secured by the phase one lots and tri-party agreement, which requires payment be made upon each lot sale. Separation of that debt requires bondholder consent and that consent has not yet been given. The underwriter has continued to maintain contact with the bondholders in an attempt to obtain that consent.

Mr. Greenberg asked for an update on the status of the issue of the phase one roadways due to the lapsing of the maintenance bond.

Mr. Walters responded feedback has not been received regarding the status of the County's efforts in contacting the original developer but noted he would continue to contact the County.

On MOTION by Mr. Greenberg seconded by Mr. Toohey with all in favor authorizing District Counsel to draft a letter to put the County on notice if a positive response is not received from a County representative within the next 30 days was approved.

Mr. Walters noted he would circulate the latest legislative up to the Board and a proposed bill regarding changes to the sovereign immunity limits would be watched closely.

B. Manager

There being nothing to report, the next item followed.

C. Trim All

Mr. Shiver informed the Board he has received feedback from residents that Trim All was not using a designated easement to access a pond in phase one for pond bank maintenance and noted a map was provided to the account supervisor, who then set up meetings with the landscape crew so they are aware of the easements in which they should be using to access the ponds.

Mr. Greenberg asked that Mr. Shiver ensure the lake maintenance company is cleaning up debris around the lakes.

D. Operations Manager

Mr. Shiver presented a proposal for amenity center furniture. The Board approved the selections presented, as well as purchase of two folding tables and 12 chairs for extra seating.

On MOTION by Ms. Cator seconded by Mr. Greenberg with all in favor purchase of amenity center furniture at an amount not to exceed \$9,000 was approved.
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Mr. Greenberg informed the Board an email was received from the District Engineer noting hourly engineering services rates have not been increased since 2009 and he would provide his hourly rates for 2020. Mr. Greenberg stated he felt it was inappropriate at this time to consider any potential increase and considering an increase should be tabled. Ms. Cator and Mr. Toohey concurred.

Mr. Greenberg asked that when the bond proceeds have been exhausted and the developer is responsible for phase three construction related invoices, Mr. Laughlin advise the District Engineer to submit requisitions directly to a Dream Finders representative involved in the construction process and upon receipt of approval for payment, the requisitions be brought back to the Board for ratification.

On MOTION by Mr. Toohey seconded by Mr. Greenberg with all in favor authorizing approval of requisitions through Dream Finders with subsequent ratification by the Board was approved.

Mr. Laughlin advised the audience members that a budget workshop is scheduled for March 31, 2020 at 11:00 and encouraged resident participation.

ELEVENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures

Copies of the financial statements were included in the agenda package.

B. Approval of Check Register

A copy of the check register totaling \$385,698.68 was included in the agenda package.

Mr. Laughlin noted \$346,528 of the total expenditures were the SPE funds flowing through the general fund to make the payments to the bondholders as required by the tri-party agreement referenced by District Counsel earlier in the meeting.

On MOTION by Mr. Greenberg seconded by Mr. Toohey with all in favor the Check Register was approved.

C. Assessment Receipt Schedule

A copy of the assessment receipt schedule was included in the agenda package showing the District is 92% collected.

TWELFTH ORDER OF BUSINESS

Audience Comments / Supervisor's Requests

Audience Comments

Mr. Terry Cator, 95193 Periwinkle Place, requested a reminder be given to silence cellphones during meetings.

Mr. Fred Eichman, 95134 Gladiolus Place, inquired about the pond maintenance easements and expressed concern over possible damage to a homeowner's property. Mr. Shiver clarified both lake maintenance and landscape maintenance contractors have a need to utilize easements, some located within homeowner's property lines, to maintain the pond banks and the District will get involved in a fence installation request if the fence line encroaches on an easement.

Supervisors' Requests

Mr. Toohey inquired about installing a no U-turn sign.

Mr. Laughlin suggested residents concerned about dangerous conditions on the roadways contact the County as the District has no enforcement capability.

THIRTEENTH ORDER OF BUSINESS

Next Scheduled Meetings – Budget Workshop on March 31, 2020 at 11:00 a.m. and Board of Supervisors Meeting on May 19, 2020 at 11:00 a.m. at the Amelia Concourse Amenity Center

FOURTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Toohey seconded by Mr. Greenberg with all in favor the meeting was adjourned.
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Secretary / Assistant Secretary

Chairman / Vice Chairman

FIFTH ORDER OF BUSINESS

RESOLUTION 2020-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT ADOPTING RATES REGARDING DISTRICT AMENITY FACILITIES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Amelia Concourse Community Development District (“District”) is a local unit of special purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated in Nassau County, Florida; and

WHEREAS, Chapters 120 and 190, *Florida Statutes*, authorizes the District to adopt rules, rates, charges and fees to govern the administration of the District and defray costs of operation and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, the Board finds that the imposition of fees for use and rental of the District’s amenity facilities and related services is necessary in order to provide for the expenses associated with the operation and maintenance of the amenity facilities and is in the best interests of the District; and

WHEREAS, the Board finds that the fee structure outlined in **Exhibit A** is just and equitable having been based upon (i) the amount of service furnished; and (ii) other factors affecting the use of the facilities furnished; and

WHEREAS, the Board of Supervisors has complied with applicable Florida law concerning rule development and adoption.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The fees in **Exhibit A** are just and equitable and have been based upon (i) the amount of service furnished; and (ii) other factors affecting the use of the facilities furnished.

SECTION 2. Fees for use and rental of the District’s amenity facilities are adopted in accordance with **Exhibit A** for the purpose of providing revenues to maintain the operation and maintenance of the facilities, and are hereby ratified, approved and confirmed.

SECTION 3. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 4. This resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 19th day of May 2020.

ATTEST:

**AMELIA CONCOURSE COMMUNITY
DEVELOPMENT DISTRICT**

Print Name: _____
Secretary/Assistant Secretary

Chairperson

Exhibit A: Amenity Rental Fees

EXHIBIT A

Rates and Fees

<u>Category</u>	<u>Proposed Rate/Fee</u>
Room Rental (Resident)	\$15.00 - \$75.00 per hour
Room Rental (Non-Resident)	\$20.00 - \$150.00 per hour

SIXTH ORDER OF BUSINESS

RESOLUTION 2020-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT ADOPTING AMENDED AND RESTATED RULES OF PROCEDURE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Amelia Concourse Community Development District (“**District**”) is a local unit of special purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Nassau County, Florida; and

WHEREAS, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, the District has previously adopted Rules of Procedure to govern the administration of the District; and

WHEREAS, to provide for efficient and effective District operations and to maintain compliance with recent changes to Florida law, the Board of Supervisors finds that it is in the best interests of the District to adopt by resolution the Amended and Restated Rules of Procedure attached hereto as **Exhibit A** for immediate use and application; and

WHEREAS, the Board of Supervisors has complied with applicable Florida law concerning rule development and adoption.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The attached Amended and Restated Rules of Procedure are hereby adopted pursuant to this resolution as necessary for the conduct of District business. These Amended and Restated Rules of Procedure replace all prior versions of the Rules of Procedure, and shall stay in full force and effect until such time as the Board of Supervisors may amend these rules in accordance with Chapter 190, *Florida Statutes*.

SECTION 2. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 3. This resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 19th day of May, 2020.

ATTEST:

**AMELIA CONCOURSE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

Chairperson, Board of Supervisors

Exhibit A: Amended and Restated Rules of Procedure

EXHIBIT A:
AMENDED AND RESTATED RULES OF PROCEDURE

**AMENDED AND RESTATED
RULES OF PROCEDURE
AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT**

EFFECTIVE AS OF MAY 19, 2020

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Rule 1.0 General.

- (1) The Amelia Concourse Community Development District (the “District”) was created pursuant to the provisions of Chapter 190 of the Florida Statutes, and was established to provide for the ownership, operation, maintenance, and provision of various capital facilities and services within its jurisdiction. The purpose of these rules (the “Rules”) is to describe the general operations of the District.
- (2) Definitions located within any section of these Rules shall be applicable within all other sections, unless specifically stated to the contrary.
- (3) Unless specifically permitted by a written agreement with the District, the District does not accept documents filed by electronic mail or facsimile transmission. Filings are only accepted during normal business hours.
- (4) A Rule of the District shall be effective upon adoption by affirmative vote of the District Board. After a Rule becomes effective, it may be repealed or amended only through the rulemaking procedures specified in these Rules. Notwithstanding, the District may immediately suspend the application of a Rule if the District determines that the Rule conflicts with Florida law. In the event that a Rule conflicts with Florida law and its application has not been suspended by the District, such Rule should be interpreted in the manner that best effectuates the intent of the Rule while also complying with Florida law. If the intent of the Rule absolutely cannot be effectuated while complying with Florida law, the Rule shall be automatically suspended.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.011(5), 190.011(15), Fla. Stat.

Rule 1.1 Board of Supervisors; Officers and Voting.

- (1) Board of Supervisors. The Board of Supervisors of the District (the “Board”) shall consist of five (5) members. Members of the Board (“Supervisors”) appointed by ordinance or rule or elected by landowners must be citizens of the United States of America and residents of the State of Florida. Supervisors elected or appointed by the Board to elector seats must be citizens of the United States of America, residents of the State of Florida and of the District and registered to vote with the Supervisor of Elections of the county in which the District is located and for those elected, shall also be qualified to run by the Supervisor of Elections. The Board shall exercise the powers granted to the District under Florida law.
 - (a) Supervisors shall hold office for the term specified by Section 190.006 of the Florida Statutes. If, during the term of office, any Board member(s) vacates their office, the remaining member(s) of the Board shall fill the vacancies by appointment for the remainder of the term(s). If three or more vacancies exist at the same time, a quorum, as defined herein, shall not be required to appoint replacement Board members.
 - (b) Three (3) members of the Board shall constitute a quorum for the purposes of conducting business, exercising powers and all other purposes. A Board member shall be counted toward the quorum if physically present at the meeting, regardless of whether such Board member is prohibited from, or abstains from, participating in discussion or voting on a particular item.
 - (c) Action taken by the Board shall be upon a majority vote of the members present, unless otherwise provided in the Rules or required by law. Subject to Rule 1.3(10), a Board member participating in the Board meeting by teleconference or videoconference shall be entitled to vote and take all other action as though physically present.
 - (d) Unless otherwise provided for by an act of the Board, any one Board member may attend a mediation session on behalf of the Board. Any agreement resulting from such mediation session must be approved pursuant to subsection (1)(c) of this Rule.
- (2) Officers. At the first Board meeting held after each election where the newly elected members take office, the Board shall select a Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, and Treasurer.
 - (a) The Chairperson must be a member of the Board. If the Chairperson resigns from that office or ceases to be a member of the Board, the Board shall select a Chairperson. The Chairperson serves at the pleasure of the Board. The Chairperson shall be authorized to execute resolutions and contracts on the District’s behalf. The Chairperson shall convene and conduct all meetings of the Board. In the event the Chairperson is unable

to attend a meeting, the Vice-Chairperson shall convene and conduct the meeting. The Chairperson or Vice-Chairperson may delegate the responsibility of conducting the meeting to the District's manager ("District Manager") or District Counsel, in whole or in part.

- (b) The Vice-Chairperson shall be a member of the Board and shall have such duties and responsibilities as specifically designated by the Board from time to time. The Vice-Chairperson has the authority to execute resolutions and contracts on the District's behalf in the absence of the Chairperson. If the Vice-Chairperson resigns from office or ceases to be a member of the Board, the Board shall select a Vice-Chairperson. The Vice-Chairperson serves at the pleasure of the Board.
- (c) The Secretary of the Board serves at the pleasure of the Board and need not be a member of the Board. The Secretary shall be responsible for maintaining the minutes of Board meetings and may have other duties assigned by the Board from time to time. An employee of the District Manager may serve as Secretary. The Secretary shall be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (d) The Treasurer need not be a member of the Board but must be a resident of the State of Florida. The Treasurer shall perform duties described in Section 190.007(2) and (3) of the Florida Statutes, as well as those assigned by the Board from time to time. The Treasurer shall serve at the pleasure of the Board. The Treasurer shall either be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (e) In the event that both the Chairperson and Vice-Chairperson are absent from a Board meeting and a quorum is present, the Board may designate one of its members or a member of District staff to convene and conduct the meeting. In such circumstances, any of the Board members present are authorized to execute agreements, resolutions, and other documents approved by the Board at such meeting. In the event that the Chairperson and Vice-Chairperson are both unavailable to execute a document previously approved by the Board, the Secretary or any Assistant Secretary may execute such document.

- (f) The Board may assign additional duties to District officers from time to time, which include, but are not limited to, executing documents on behalf of the District.
 - (g) The Chairperson, Vice-Chairperson, and any other person authorized by District Resolution may sign checks and warrants for the District, countersigned by the Treasurer or other persons authorized by the Board.
- (3) Committees. The Board may establish committees of the Board, either on a permanent or temporary basis, to perform specifically designated functions. Committees may include individuals who are not members of the Board. Such functions may include, but are not limited to, review of bids, proposals, and qualifications, contract negotiations, personnel matters, and budget preparation.
- (4) Record Book. The Board shall keep a permanent record book entitled "Record of Proceedings," in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates, and corporate acts. The Records of Proceedings shall be located at a District office and shall be available for inspection by the public.
- (5) Meetings. For each fiscal year, the Board shall establish a schedule of regular meetings, which shall be published in a newspaper of general circulation in the county in which the District is located and filed with the local general-purpose governments within whose boundaries the District is located. All meetings of the Board and Committees serving an advisory function shall be open to the public in accord with the provisions of Chapter 286 of the Florida Statutes.
- (6) Voting Conflict of Interest. The Board shall comply with Section 112.3143 of the Florida Statutes, so as to ensure the proper disclosure of conflicts of interest on matters coming before the Board for a vote. For the purposes of this section, "voting conflict of interest" shall be governed by the Florida Constitution and Chapters 112 and 190 of the Florida Statutes, as amended from time to time. Generally, a voting conflict exists when a Board member is called upon to vote on an item which would inure to the Board member's special private gain or loss or the Board member knows would inure to the special private gain or loss of a principal by whom the Board member is retained, the parent organization or subsidiary of a corporate principal, a business associate, or a relative including only a father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law.
 - (a) When a Board member knows the member has a conflict of interest on a matter coming before the Board, the member should notify the Board's Secretary prior to participating in any discussion with the Board on the matter. The member shall publicly announce the conflict of interest at the meeting. This announcement shall appear in the minutes.

If the Board member was elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, the Board member may vote or abstain from voting on the matter at issue. If the Board member was elected by electors residing within the District, the Board member is prohibited from voting on the matter at issue. In the event that the Board member intends to abstain or is prohibited from voting, such Board member shall not participate in the discussion on the item subject to the vote.

The Board's Secretary shall prepare a Memorandum of Voting Conflict (Form 8B) which shall then be signed by the Board member, filed with the Board's Secretary, and provided for attachment to the minutes of the meeting within fifteen (15) days of the meeting.

- (b) If a Board member inadvertently votes on a matter and later learns he or she has a conflict on the matter, the member shall immediately notify the Board's Secretary. Within fifteen (15) days of the notification, the member shall file the appropriate Memorandum of Voting Conflict, which will be attached to the minutes of the Board meeting during which the vote on the matter occurred. The Memorandum of Voting Conflict shall immediately be provided to other Board members and shall be read publicly at the next meeting held subsequent to the filing of the Memorandum of Voting Conflict. The Board member's vote is unaffected by this filing.
- (c) It is not a conflict of interest for a Board member, the District Manager, or an employee of the District to be a stockholder, officer or employee of a landowner or of an entity affiliated with a landowner.
- (d) In the event that a Board member elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, has a continuing conflict of interest, such Board member is permitted to file a Memorandum of Voting Conflict at any time in which it shall state the nature of the continuing conflict. Only one such continuing Memorandum of Voting Conflict shall be required to be filed for each term the Board member is in office.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 112.3143, 190.006, 190.007, Fla. Stat.

Rule 1.2 District Offices; Public Information and Inspection of Records; Policies; Service Contract Requirements; Financial Disclosure Coordination.

- (1) District Offices. Unless otherwise designated by the Board, the official District office shall be the District Manager's office identified by the District Manager. If the District Manager's office is not located within the county in which the District is located, the Board shall designate a local records office within such county which shall at a minimum contain, but not be limited to, the following documents:
- (a) Agenda packages for prior 24 months and next meeting;
 - (b) Official minutes of meetings, including adopted resolutions of the Board;
 - (c) Names and addresses of current Board members and District Manager, unless such addresses are protected from disclosure by law;
 - (d) Adopted engineer's reports;
 - (e) Adopted assessment methodologies/reports;
 - (f) Adopted disclosure of public financing;
 - (g) Limited Offering Memorandum for each financing undertaken by the District;
 - (h) Proceedings, certificates, bonds given by all employees, and any and all corporate acts;
 - (i) District policies and rules;
 - (j) Fiscal year end audits; and
 - (k) Adopted budget for the current fiscal year.

The District Manager shall ensure that each District records office contains the documents required by Florida law.

- (2) Public Records. District public records include all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received in connection with the transaction of official business of the District. All District public records not otherwise restricted by law may be copied or inspected at the District Manager's office during regular business hours. Certain District records can also be inspected and copied at the District's local records office during regular business hours. All written public records requests shall be directed to the Secretary who by these rules is appointed

as the District's records custodian. Regardless of the form of the request, any Board member or staff member who receives a public records request shall immediately forward or communicate such request to the Secretary for coordination of a prompt response. The Secretary, after consulting with District Counsel as to the applicability of any exceptions under the public records laws, shall be responsible for responding to the public records request. At no time can the District be required to create records or summaries of records, or prepare opinions regarding District policies, in response to a public records request.

- (3) Service Contracts. Any contract for services, regardless of cost, shall include provisions required by law that require the contractor to comply with public records laws. The District Manager shall be responsible for initially enforcing all contract provisions related to a contractor's duty to comply with public records laws.
- (4) Fees; Copies. Copies of public records shall be made available to the requesting person at a charge of \$0.15 per page for one-sided copies and \$0.20 per page for two-sided copies if not more than 8 ½ by 14 inches. For copies of public records in excess of the sizes listed in this section and for outside duplication services, the charge shall be equal to the actual cost of reproduction. Certified copies of public records shall be made available at a charge of one dollar (\$1.00) per page. If the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance, the District may charge, in addition to the duplication charge, a special service charge that is based on the cost the District incurs to produce the records requested. This charge may include, but is not limited to, the cost of information technology resource, employee labor, and fees charged to the District by consultants employed in fulfilling the request. In cases where the special service charge is based in whole or in part on the costs incurred by the District due to employee labor, consultant fees, or other forms of labor, those portions of the charge shall be calculated based on the lowest labor cost of the individual(s) who is/are qualified to perform the labor, taking into account the nature or volume of the public records to be inspected or copied. The charge may include the labor costs of supervisory and/or clerical staff whose assistance is required to complete the records request, in accordance with Florida law. For purposes of this Rule, the word "extensive" shall mean that it will take more than 15 minutes to locate, review for confidential information, copy and re-file the requested material. In cases where extensive personnel time is determined by the District to be necessary to safeguard original records being inspected, the special service charge provided for in this section shall apply. If the total fees, including but not limited to special service charges, are anticipated to exceed twenty-five dollars (\$25.00), then, prior to commencing work on the request, the District will inform the person making the public records request of the estimated cost, with the understanding that the final cost may vary from that estimate. If the person making the public records request decides to proceed with the request, payment of the estimated cost is required in advance. Should the person fail to pay the estimate, the District is under no duty to produce

the requested records. After the request has been fulfilled, additional payments or credits may be due. The District is under no duty to produce records in response to future records requests if the person making the request owes the District for past unpaid duplication charges, special service charges, or other required payments or credits.

- (5) Records Retention. The Secretary of the District shall be responsible for retaining the District's records in accordance with applicable Florida law.
- (6) Policies. The Board may adopt policies related to the conduct of its business and the provision of services either by resolution or motion.
- (7) Financial Disclosure Coordination. Unless specifically designated by Board resolution otherwise, the Secretary shall serve as the Financial Disclosure Coordinator ("Coordinator") for the District as required by the Florida Commission on Ethics ("Commission"). The Coordinator shall create, maintain and update a list of the names, e-mail addresses, physical addresses, and names of the agency of, and the office or position held by, all Supervisors and other persons required by Florida law to file a statement of financial interest due to his or her affiliation with the District ("Reporting Individual"). The Coordinator shall provide this list to the Commission by February 1 of each year, which list shall be current as of December 31 of the prior year. Each Supervisor and Reporting Individual shall promptly notify the Coordinator in writing if there are any changes to such person's name, e-mail address, or physical address. Each Supervisor and Reporting Individual shall promptly notify the Commission in the manner prescribed by the Commission if there are any changes to such person's e-mail address.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 112.31446(3), 112.3145(8)(a)1., 119.07, 119.0701, 190.006, Fla. Stat.

Rule 1.3 Public Meetings, Hearings, and Workshops.

- (1) Notice. Except in emergencies, or as otherwise required by statute or these Rules, at least seven (7) days, but no more than thirty (30) days public notice shall be given of any public meeting, hearing or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation in the District and in the county in which the District is located. "General circulation" means a publication that is printed and published at least once a week for the preceding year, offering at least 25% of its words in the English language, qualifies as a periodicals material for postal purposes in the county in which the District is located, is for sale to the public generally, is available to the public generally for the publication of official or other notices, and is customarily containing information of a public character or of interest or of value to the residents or owners of property in the county where published, or of interest or of value to the general public. The annual meeting notice required to be published by Section 189.015 of the Florida Statutes, shall be published in a newspaper not of limited subject matter, which is published at least five days a week, unless the only newspaper in the county is published less than five days a week. Each Notice shall state, as applicable:
 - (a) The date, time and place of the meeting, hearing or workshop;
 - (b) A brief description of the nature, subjects, and purposes of the meeting, hearing, or workshop;
 - (c) The District office address for the submission of requests for copies of the agenda, as well as a contact name and telephone number for verbal requests for copies of the agenda; and
 - (d) The following or substantially similar language: "Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (904) 940-5850. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770 or 1 (800) 955-8771, who can aid you in contacting the District Office."
 - (e) The following or substantially similar language: "A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based."

- (f) The following or substantially similar language: “The meeting [or hearing or workshop] may be continued in progress without additional notice to a time, date, and location stated on the record.”
- (2) Mistake. In the event that a meeting is held under the incorrect assumption that notice required by law and these Rules has been given, the Board at its next properly noticed meeting shall cure such defect by considering the agenda items from the prior meeting individually and anew.
- (3) Agenda. The District Manager, under the guidance of District Counsel and the Chairperson or Vice-Chairperson, shall prepare an agenda of the meeting/hearing/workshop. The agenda and any meeting materials available in an electronic format, excluding any confidential and any confidential and exempt information, shall be available to the public at least seven days before the meeting/hearing/workshop, except in an emergency. Meeting materials shall be defined as, and limited to, the agenda, meeting minutes, resolutions, and agreements of the District that District staff deems necessary for Board approval. Inclusion of additional materials for Board consideration other than those defined herein as “meeting materials” shall not convert such materials into “meeting materials.” For good cause, the agenda may be changed after it is first made available for distribution, and additional materials may be added or provided under separate cover at the meeting. The requirement of good cause shall be liberally construed to allow the District to efficiently conduct business and to avoid the expenses associated with special meetings.

The District may, but is not required to, use the following format in preparing its agenda for its regular meetings:

- Call to order
- Roll call
- Public comment
- Organizational matters
- Review of minutes
- Specific items of old business
- Specific items of new business
- Staff reports
 - (a) District Counsel
 - (b) District Engineer
 - (c) District Manager
 - 1. Financial Report
 - 2. Approval of Expenditures
- Supervisor’s requests and comments
- Public comment
- Adjournment

- (4) Minutes. The Secretary shall be responsible for preparing and keeping the minutes of each meeting of the Board. Minutes shall be corrected and approved by the Board at a subsequent meeting. The Secretary may work with other staff members in preparing draft minutes for the Board's consideration.
- (5) Special Requests. Persons wishing to receive, by mail, notices or agendas of meetings, may so advise the District Manager or Secretary at the District Office. Such persons shall furnish a mailing address in writing and shall be required to pre-pay the cost of the copying and postage.
- (6) Emergency Meetings. The Chairperson, or Vice-Chairperson if the Chairperson is unavailable, upon consultation with the District Manager and District Counsel, if available, may convene an emergency meeting of the Board without first having complied with sections (1) and (3) of this Rule, to act on emergency matters that may affect the public health, safety, or welfare. Whenever possible, the District Manager shall make reasonable efforts to provide public notice and notify all Board members of an emergency meeting twenty-four (24) hours in advance. Reasonable efforts may include telephone notification. Notice of the emergency meeting must be provided both before and after the meeting on the District's website, if it has one. Whenever an emergency meeting is called, the District Manager shall be responsible for notifying at least one newspaper of general circulation in the District. After an emergency meeting, the Board shall publish in a newspaper of general circulation in the District, the time, date and place of the emergency meeting, the reasons why an emergency meeting was necessary, and a description of the action taken. Actions taken at an emergency meeting may be ratified by the Board at a regularly noticed meeting subsequently held.
- (7) Public Comment. The Board shall set aside a reasonable amount of time at each meeting for public comment and members of the public shall be permitted to provide comment on any proposition before the Board. The portion of the meeting generally reserved for public comment shall be identified in the agenda. Policies governing public comment may be adopted by the Board in accordance with Florida law.
- (8) Budget Hearing. Notice of hearing on the annual budget(s) shall be in accord with Section 190.008 of the Florida Statutes. Once adopted in accord with Section 190.008 of the Florida Statutes, the annual budget(s) may be amended from time to time by action of the Board. Approval of invoices by the Board in excess of the funds allocated to a particular budgeted line item shall serve to amend the budgeted line item.
- (9) Public Hearings. Notice of required public hearings shall contain the information required by applicable Florida law and by these Rules applicable to meeting notices and shall be mailed and published as required by Florida law. The District Manager shall ensure that all such notices, whether mailed or published, contain the information required by Florida law and these Rules and are mailed and

published as required by Florida law. Public hearings may be held during Board meetings when the agenda includes such public hearing.

- (10) Participation by Teleconference/Videoconference. District staff may participate in Board meetings by teleconference or videoconference. Board members may also participate in Board meetings by teleconference or videoconference if in the good judgment of the Board extraordinary circumstances exist; provided however, at least three Board members must be physically present at the meeting location to establish a quorum. Such extraordinary circumstances shall be presumed when a Board member participates by teleconference or videoconference, unless a majority of the Board members physically present determines that extraordinary circumstances do not exist.
- (11) Board Authorization. The District has not adopted Robert's Rules of Order. For each agenda item, there shall be discussion permitted among the Board members during the meeting. Unless such procedure is waived by the Board, approval or disapproval of resolutions and other proposed Board actions shall be in the form of a motion by one Board member, a second by another Board member, and an affirmative vote by the majority of the Board members present. Any Board member, including the Chairperson, can make or second a motion.
- (12) Continuances. Any meeting or public hearing of the Board may be continued without re-notice or re-advertising provided that:
 - (a) The Board identifies on the record at the original meeting a reasonable need for a continuance;
 - (b) The continuance is to a specified date, time, and location publicly announced at the original meeting; and
 - (c) The public notice for the original meeting states that the meeting may be continued to a date and time and states that the date, time, and location of any continuance shall be publicly announced at the original meeting and posted at the District Office immediately following the original meeting.
- (13) Attorney-Client Sessions. An Attorney-Client Session is permitted when the District's attorneys deem it necessary to meet in private with the Board to discuss pending litigation to which the District is a party before a court or administrative agency or as may be authorized by law. The District's attorney must request such session at a public meeting. Prior to holding the Attorney-Client Session, the District must give reasonable public notice of the time and date of the session and the names of the persons anticipated to attend the session. The session must commence at an open meeting in which the Chairperson or Vice-Chairperson announces the commencement of the session, the estimated length of the session, and the names of the persons who will be attending the session. The discussion during the session is confined to settlement negotiations or strategy related to

litigation expenses or as may be authorized by law. Only the Board, the District's attorneys (including outside counsel), the District Manager, and the court reporter may attend an Attorney-Client Session. During the session, no votes may be taken and no final decisions concerning settlement can be made. Upon the conclusion of the session, the public meeting is reopened, and the Chairperson or Vice-Chairperson must announce that the session has concluded. The session must be transcribed by a court-reporter and the transcript of the session filed with the District Secretary within a reasonable time after the session. The transcript shall not be available for public inspection until after the conclusion of the litigation.

- (14) Security and Firesafety Board Discussions. Portions of a meeting which relate to or would reveal a security or firesafety system plan or portion thereof made confidential and exempt by section 119.071(3)(a), Florida Statutes, are exempt from the public meeting requirements and other requirements of section 286.011, Florida Statutes, and section 24(b), Article 1 of the State Constitution. Should the Board wish to discuss such matters, members of the public shall be required to leave the meeting room during such discussion. Any records of the Board's discussion of such matters, including recordings or minutes, shall be maintained as confidential and exempt records in accordance with Florida law.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 189.069(2)(a)16, 190.006, 190.007, 190.008, 286.0105, 286.011, 286.0113, 286.0114, Fla. Stat.

Rule 1.4 Internal Controls to Prevent Fraud, Waste and Abuse

- (1) Internal Controls. The District shall establish and maintain internal controls designed to:
- (a) Prevent and detect “fraud,” “waste” and “abuse” as those terms are defined in section 11.45(1), Florida Statutes; and
 - (b) Promote and encourage compliance with applicable laws, rules contracts, grant agreements, and best practices; and
 - (c) Support economical and efficient operations; and
 - (d) Ensure reliability of financial records and reports; and
 - (e) Safeguard assets.
- (2) Adoption. The internal controls to prevent fraud, waste and abuse shall be adopted and amended by the District in the same manner as District policies.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 218.33(3), Fla. Stat.

Rule 2.0 Rulemaking Proceedings.

- (1) Commencement of Proceedings. Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to these Rules. Rulemaking proceedings shall be deemed to have been initiated upon publication of notice by the District. A “rule” is a District statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedure or practice requirements of the District (“Rule”). Nothing herein shall be construed as requiring the District to consider or adopt rules unless required by Chapter 190 of the Florida Statutes. Policies adopted by the District which do not consist of rates, fees, rentals or other monetary charges may be, but are not required to be, implemented through rulemaking proceedings.
- (2) Notice of Rule Development.
 - (a) Except when the intended action is the repeal of a Rule, the District shall provide notice of the development of a proposed rule by publication of a Notice of Rule Development in a newspaper of general circulation in the District before providing notice of a proposed rule as required by section (3) of this Rule. Consequently, the Notice of Rule Development shall be published at least twenty-nine (29) days prior to the public hearing on the proposed Rule. The Notice of Rule Development shall indicate the subject area to be addressed by rule development, provide a short, plain explanation of the purpose and effect of the proposed rule, cite the specific legal authority for the proposed rule, and include a statement of how a person may promptly obtain, without cost, a copy of any preliminary draft, if available.
 - (b) All rules as drafted shall be consistent with Sections 120.54(1)(g) and 120.54(2)(b) of the Florida Statutes.
- (3) Notice of Proceedings and Proposed Rules.
 - (a) Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall give notice of its intended action, setting forth a short, plain explanation of the purpose and effect of the proposed action, a reference to the specific rulemaking authority pursuant to which the rule is adopted, and a reference to the section or subsection of the Florida Statutes being implemented, interpreted, or made specific. The notice shall include a summary of the District’s statement of the estimated regulatory costs, if one has been prepared, based on the factors set forth in Section 120.541(2) of the Florida Statutes, and a statement that any person who wishes to provide the District with a lower cost regulatory alternative as provided by Section 120.541(1), must do so in writing within twenty-one (21) days after publication of the notice. The notice shall additionally include a statement that any affected person may request a public hearing

by submitting a written request within twenty-one (21) days after the date of publication of the notice. Except when intended action is the repeal of a rule, the notice shall include a reference to both the date on which and the place where the Notice of Rule Development required by section (2) of this Rule appeared.

- (b) The notice shall be published in a newspaper of general circulation in the District and each county in which the District is located not less than twenty-eight (28) days prior to the intended action. The proposed rule shall be available for inspection and copying by the public at the time of the publication of notice.
 - (c) The notice shall be mailed to all persons named in the proposed rule and to all persons who, at least fourteen (14) days prior to such mailing, have made requests of the District for advance notice of its rulemaking proceedings. Any person may file a written request with the District Manager to receive notice by mail of District proceedings to adopt, amend, or repeal a rule. Such persons must furnish a mailing address and may be required to pay the cost of copying and mailing.
- (4) Rule Development Workshops. Whenever requested in writing by any affected person, the District must either conduct a rule development workshop prior to proposing rules for adoption or the Chairperson must explain in writing why a workshop is unnecessary. The District may initiate a rule development workshop but is not required to do so.
- (5) Petitions to Initiate Rulemaking. All Petitions to Initiate Rulemaking proceedings must contain the name, address, and telephone number of the petitioner, the specific action requested, the specific reason for adoption, amendment, or repeal, the date submitted, the text of the proposed rule, and the facts showing that the petitioner is regulated by the District or has a substantial interest in the rulemaking. Not later than sixty (60) calendar days following the date of filing a petition, the Board shall initiate rulemaking proceedings or deny the petition with a written statement of its reasons for the denial. If the petition is directed to an existing policy that the District has not formally adopted as a rule, the District may, in its discretion, notice and hold a public hearing on the petition to consider the comments of the public directed to the policy, its scope and application, and to consider whether the public interest is served adequately by the application of the policy on a case-by-case basis, as contrasted with its formal adoption as a rule. However, this section shall not be construed as requiring the District to adopt a rule to replace a policy.
- (6) Rulemaking Materials. After the publication of the notice referenced in section (3) of this Rule, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the following materials:

- (a) The text of the proposed rule, or any amendment or repeal of any existing rules;
 - (b) A detailed written statement of the facts and circumstances justifying the proposed rule;
 - (c) A copy of the statement of estimated regulatory costs if required by Section 120.541 of the Florida Statutes; and
 - (d) The published notice.
- (7) Hearing. The District may, or, upon the written request of any affected person received within twenty-one (21) days after the date of publication of the notice described in section (3) of this Rule, shall, provide a public hearing for the presentation of evidence, argument, and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay, or disruption of the proceedings. The District shall publish notice of the public hearing in a newspaper of general circulation within the District either in the text of the notice described in section (3) of this Rule or in a separate publication at least seven (7) days before the scheduled public hearing. The notice shall specify the date, time, and location of the public hearing, and the name, address, and telephone number of the District contact person who can provide information about the public hearing. Written statements may be submitted by any person prior to or at the public hearing. All timely submitted written statements shall be considered by the District and made part of the rulemaking record.
- (8) Emergency Rule Adoption. The Board may adopt an emergency rule if it finds that immediate danger to the public health, safety, or welfare exists which requires immediate action. Prior to the adoption of an emergency rule, the District Manager shall make reasonable efforts to notify a newspaper of general circulation in the District. Notice of emergency rules shall be published as soon as possible in a newspaper of general circulation in the District. The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule as long as it protects the public interest as determined by the District and otherwise complies with these provisions.
- (9) Negotiated Rulemaking. The District may use negotiated rulemaking in developing and adopting rules pursuant to Section 120.54(2)(d) of the Florida Statutes, except that any notices required under Section 120.54(2)(d) of the Florida Statutes, may be published in a newspaper of general circulation in the county in which the District is located.
- (10) Rulemaking Record. In all rulemaking proceedings, the District shall compile and maintain a rulemaking record. The record shall include, if applicable:

- (a) The texts of the proposed rule and the adopted rule;
- (b) All notices given for a proposed rule;
- (c) Any statement of estimated regulatory costs for the rule;
- (d) A written summary of hearings, if any, on the proposed rule;
- (e) All written comments received by the District and responses to those written comments; and
- (f) All notices and findings pertaining to an emergency rule.

(11) Petitions to Challenge Existing Rules.

- (a) Any person substantially affected by a rule may seek an administrative determination of the invalidity of the rule on the ground that the rule is an invalid exercise of the District's authority.
- (b) The petition seeking an administrative determination must state with particularity the provisions alleged to be invalid with sufficient explanation of the facts or grounds for the alleged invalidity and facts sufficient to show that the person challenging a rule is substantially affected by it.
- (c) The petition shall be filed with the District. Within 10 days after receiving the petition, the Chairperson shall, if the petition complies with the requirements of subsection (b) of this section, designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer who shall conduct a hearing within 30 days thereafter, unless the petition is withdrawn or a continuance is granted by agreement of the parties. The failure of the District to follow the applicable rulemaking procedures or requirements in this Rule shall be presumed to be material; however, the District may rebut this presumption by showing that the substantial interests of the petitioner and the fairness of the proceedings have not been impaired.
- (d) Within 30 days after the hearing, the hearing officer shall render a decision and state the reasons therefor in writing.
- (e) Hearings held under this section shall be de novo in nature. The petitioner has a burden of proving by a preponderance of the evidence that the existing rule is an invalid exercise of District authority as to the objections raised. The hearing officer may:
 - (i) Administer oaths and affirmations;

- (ii) Rule upon offers of proof and receive relevant evidence;
 - (iii) Regulate the course of the hearing, including any pre-hearing matters;
 - (iv) Enter orders; and
 - (v) Make or receive offers of settlement, stipulation, and adjustment.
 - (f) The petitioner and the District shall be adverse parties. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- (12) Variances and Waivers. A “variance” means a decision by the District to grant a modification to all or part of the literal requirements of a rule to a person who is subject to the rule. A “waiver” means a decision by the District not to apply all or part of a rule to a person who is subject to the rule. Variances and waivers from District rules may be granted subject to the following:
- (a) Variances and waivers shall be granted when the person subject to the rule demonstrates that the purpose of the underlying statute will be or has been achieved by other means by the person, and when application of the rule would create a substantial hardship or would violate principles of fairness. For purposes of this section, "substantial hardship" means a demonstrated economic, technological, legal, or other type of hardship to the person requesting the variance or waiver. For purposes of this section, "principles of fairness" are violated when the literal application of a rule affects a particular person in a manner significantly different from the way it affects other similarly situated persons who are subject to the rule.
 - (b) A person who is subject to regulation by a District Rule may file a petition with the District, requesting a variance or waiver from the District’s Rule. Each petition shall specify:
 - (i) The rule from which a variance or waiver is requested;
 - (ii) The type of action requested;
 - (iii) The specific facts that would justify a waiver or variance for the petitioner; and
 - (iv) The reason why the variance or the waiver requested would serve the purposes of the underlying statute.
 - (c) The District shall review the petition and may request only that information needed to clarify the petition or to answer new questions

raised by or directly related to the petition. If the petitioner asserts that any request for additional information is not authorized by law or by Rule of the District, the District shall proceed, at the petitioner's written request, to process the petition.

- (d) The Board shall grant or deny a petition for variance or waiver and shall announce such disposition at a publicly held meeting of the Board, within ninety (90) days after receipt of the original petition, the last item of timely requested additional material, or the petitioner's written request to finish processing the petition. The District's statement granting or denying the petition shall contain a statement of the relevant facts and reasons supporting the District's action.

- (13) Rates, Fees, Rentals and Other Charges. All rates, fees, rentals, or other charges shall be subject to rulemaking proceedings. Policies adopted by the District which do not consist of rates, fees, rentals or other charges may be, but are not required to be, implemented through rulemaking proceedings.

Specific Authority: §§ 190.011(5), 190.011(15), 190.035, Fla. Stat.

Law Implemented: §§ 190.011(5), 190.035(2), Fla. Stat.

Rule 3.0 Competitive Purchase.

- (1) Purpose and Scope. In order to comply with Sections 190.033(1) through (3), 287.055 and 287.017 of the Florida Statutes, the following provisions shall apply to the purchase of Professional Services, insurance, construction contracts, design-build services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) Board Authorization. Except in cases of an Emergency Purchase, a competitive purchase governed by these Rules shall only be undertaken after authorization by the Board.
- (3) Definitions.
 - (a) “Competitive Solicitation” means a formal, advertised procurement process, other than an Invitation to Bid, Request for Proposals, or Invitation to Negotiate, approved by the Board to purchase commodities and/or services which affords vendors fair treatment in the competition for award of a District purchase contract.
 - (b) “Continuing Contract” means a contract for Professional Services entered into in accordance with Section 287.055 of the Florida Statutes, between the District and a firm, whereby the firm provides Professional Services to the District for projects in which the costs do not exceed two million dollars (\$2,000,000), for a study activity when the fee for such Professional Services to the District does not exceed two hundred thousand dollars (\$200,000), or for work of a specified nature as outlined in the contract with the District, with no time limitation except that the contract must provide a termination clause (for example, a contract for general District engineering services). Firms providing Professional Services under Continuing Contracts shall not be required to bid against one another.
 - (c) “Contractual Service” means the rendering by a contractor of its time and effort rather than the furnishing of specific commodities. The term applies only to those services rendered by individuals and firms who are independent contractors. Contractual Services do not include auditing services, Maintenance Services, or Professional Services as defined in Section 287.055(2)(a) of the Florida Statutes, and these Rules. Contractual Services also do not include any contract for the furnishing of labor or materials for the construction, renovation, repair, modification, or demolition of any facility, building, portion of building, utility, park, parking lot, or structure or other improvement to real property entered into pursuant to Chapter 255 of the Florida Statutes, and Rules 3.5 or 3.6.

- (d) “Design-Build Contract” means a single contract with a Design-Build Firm for the design and construction of a public construction project.
- (e) “Design-Build Firm” means a partnership, corporation or other legal entity that:
 - (i) Is certified under Section 489.119 of the Florida Statutes, to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as the qualifying agent; or
 - (ii) Is certified under Section 471.023 of the Florida Statutes, to practice or to offer to practice engineering; certified under Section 481.219 of the Florida Statutes, to practice or to offer to practice architecture; or certified under Section 481.319 of the Florida Statutes, to practice or to offer to practice landscape architecture.
- (f) “Design Criteria Package” means concise, performance-oriented drawings or specifications for a public construction project. The purpose of the Design Criteria Package is to furnish sufficient information to permit Design-Build Firms to prepare a bid or a response to the District’s Request for Proposals, or to permit the District to enter into a negotiated Design-Build Contract. The Design Criteria Package must specify performance-based criteria for the public construction project, including the legal description of the site, survey information concerning the site, interior space requirements, material quality standards, schematic layouts and conceptual design criteria of the project, cost or budget estimates, design and construction schedules, site development requirements, provisions for utilities, stormwater retention and disposal, and parking requirements applicable to the project. Design Criteria Packages shall require firms to submit information regarding the qualifications, availability, and past work of the firms, including the partners and members thereof.
- (g) “Design Criteria Professional” means a firm who holds a current certificate of registration under Chapter 481 of the Florida Statutes, to practice architecture or landscape architecture, or a firm who holds a current certificate as a registered engineer under Chapter 471 of the Florida Statutes, to practice engineering, and who is employed by or under contract to the District to provide professional architect services, landscape architect services, or engineering services in connection with the preparation of the Design Criteria Package.
- (h) “Emergency Purchase” means a purchase necessitated by a sudden unexpected turn of events (for example, acts of God, riot, fires, floods, hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the Board finds

that the delay incident to competitive purchase would be detrimental to the interests of the District. This includes, but is not limited to, instances where the time to competitively award the project will jeopardize the funding for the project, will materially increase the cost of the project, or will create an undue hardship on the public health, safety, or welfare.

- (i) “Invitation to Bid” is a written solicitation for sealed bids with the title, date, and hour of the public bid opening designated specifically and defining the commodity or service involved. It includes printed instructions prescribing conditions for bidding, qualification, evaluation criteria, and provides for a manual signature of an authorized representative. It may include one or more bid alternates.
- (j) “Invitation to Negotiate” means a written solicitation for competitive sealed replies to select one or more vendors with which to commence negotiations for the procurement of commodities or services.
- (k) “Negotiate” means to conduct legitimate, arm’s length discussions and conferences to reach an agreement on a term or price.
- (l) “Professional Services” means those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of Florida, or those services performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper, in connection with the firm's or individual's professional employment or practice.
- (m) “Proposal (or Reply or Response) Most Advantageous to the District” means, as determined in the sole discretion of the Board, the proposal, reply, or response that is:
 - (i) Submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements, who has the integrity and reliability to assure good faith performance;
 - (ii) The most responsive to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation as determined by the Board; and
 - (iii) For a cost to the District deemed by the Board to be reasonable.
- (n) “Purchase” means acquisition by sale, rent, lease, lease/purchase, or installment sale. It does not include transfer, sale, or exchange of goods, supplies, or materials between the District and any federal, state, regional or local governmental entity or political subdivision of the State of Florida.

- (o) “Request for Proposals” or “RFP” is a written solicitation for sealed proposals with the title, date, and hour of the public opening designated and requiring the manual signature of an authorized representative. It may provide general information, applicable laws and rules, statement of work, functional or general specifications, qualifications, proposal instructions, work detail analysis, and evaluation criteria as necessary.
- (p) “Responsive and Responsible Bidder” means an entity or individual that has submitted a bid that conforms in all material respects to the Invitation to Bid and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. “Responsive and Responsible Vendor” means an entity or individual that has submitted a proposal, reply, or response that conforms in all material respects to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. In determining whether an entity or individual is a Responsive and Responsible Bidder (or Vendor), the District may consider, in addition to factors described in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the following:
 - (i) The ability and adequacy of the professional personnel employed by the entity/individual;
 - (ii) The past performance of the entity/individual for the District and in other professional employment;
 - (iii) The willingness of the entity/individual to meet time and budget requirements;
 - (iv) The geographic location of the entity’s/individual’s headquarters or office in relation to the project;
 - (v) The recent, current, and projected workloads of the entity/individual;
 - (vi) The volume of work previously awarded to the entity/individual;
 - (vii) Whether the cost components of the bid or proposal are appropriately balanced; and
 - (viii) Whether the entity/individual is a certified minority business enterprise.

- (q) “Responsive Bid,” “Responsive Proposal,” “Responsive Reply,” and “Responsive Response” all mean a bid, proposal, reply, or response which conforms in all material respects to the specifications and conditions in the Invitation to Bid, Request for Proposals, Invitations to Negotiate, or Competitive Solicitation document and these Rules, and the cost components of which, if any, are appropriately balanced. A bid, proposal, reply or response is not responsive if the person or firm submitting it fails to meet any material requirement relating to the qualifications, financial stability, or licensing of the bidder.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.033, 255.20, 287.055, Fla. Stat.

Rule 3.1 Procedure Under the Consultants' Competitive Negotiations Act.

- (1) Scope. The following procedures are adopted for the selection of firms or individuals to provide Professional Services exceeding the thresholds herein described, for the negotiation of such contracts, and to provide for protest of actions of the Board under this Rule. As used in this Rule, "Project" means that fixed capital outlay study or planning activity when basic construction cost is estimated by the District to exceed the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FIVE, or for a planning study activity when the fee for Professional Services is estimated by the District to exceed the threshold amount provided in Section 287.017 for CATEGORY TWO, as such categories may be amended or adjusted from time to time.
- (2) Qualifying Procedures. In order to be eligible to provide Professional Services to the District, a consultant must, at the time of receipt of the firm's qualification submittal:
 - (a) Hold all required applicable state professional licenses in good standing;
 - (b) Hold all required applicable federal licenses in good standing, if any;
 - (c) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the consultant is a corporation; and
 - (d) Meet any qualification requirements set forth in the District's Request for Qualifications.

Evidence of compliance with this Rule may be submitted with the qualifications, if requested by the District. In addition, evidence of compliance must be submitted any time requested by the District.

- (3) Public Announcement. Except in cases of valid public emergencies as certified by the Board, the District shall announce each occasion when Professional Services are required for a Project or a Continuing Contract by publishing a notice providing a general description of the Project, or the nature of the Continuing Contract, and the method for interested consultants to apply for consideration. The notice shall appear in at least one (1) newspaper of general circulation in the District and in such other places as the District deems appropriate. The notice must allow at least fourteen (14) days for submittal of qualifications from the date of publication. The District may maintain lists of consultants interested in receiving such notices. These consultants are encouraged to submit annually statements of qualifications and performance data. The District shall make reasonable efforts to provide copies of any notices to such consultants, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process. The Board has the

right to reject any and all qualifications, and such reservation shall be included in the published notice. Consultants not receiving a contract award shall not be entitled to recover from the District any costs of qualification package preparation or submittal.

(4) Competitive Selection.

- (a) The Board shall review and evaluate the data submitted in response to the notice described in section (3) of this Rule regarding qualifications and performance ability, as well as any statements of qualifications on file. The Board shall conduct discussions with, and may require public presentation by consultants regarding their qualifications, approach to the Project, and ability to furnish the required services. The Board shall then select and list the consultants, in order of preference, deemed to be the most highly capable and qualified to perform the required Professional Services, after considering these and other appropriate criteria:
 - (i) The ability and adequacy of the professional personnel employed by each consultant;
 - (ii) Whether a consultant is a certified minority business enterprise;
 - (iii) Each consultant's past performance;
 - (iv) The willingness of each consultant to meet time and budget requirements;
 - (v) The geographic location of each consultant's headquarters, office and personnel in relation to the project;
 - (vi) The recent, current, and projected workloads of each consultant; and
 - (vii) The volume of work previously awarded to each consultant by the District.
- (b) Nothing in these Rules shall prevent the District from evaluating and eventually selecting a consultant if less than three (3) Responsive qualification packages, including packages indicating a desire not to provide Professional Services on a given Project, are received.
- (c) If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

- (d) Notice of the rankings adopted by the Board, including the rejection of some or all qualification packages, shall be provided in writing to all consultants by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's ranking decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

(5) Competitive Negotiation.

- (a) After the Board has authorized the beginning of competitive negotiations, the District may begin such negotiations with the firm listed as most qualified to perform the required Professional Services at a rate or amount of compensation which the Board determines is fair, competitive, and reasonable.
- (b) In negotiating a lump-sum or cost-plus-a-fixed-fee professional contract for more than the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, the firm receiving the award shall be required to execute a truth-in-negotiation certificate stating that "wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting." In addition, any professional service contract under which such a certificate is required, shall contain a provision that "the original contract price and any additions thereto, shall be adjusted to exclude any significant sums by which the Board determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs."
- (c) Should the District be unable to negotiate a satisfactory agreement with the firm determined to be the most qualified at a price deemed by the District to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the District shall immediately begin negotiations with the second most qualified firm. If a satisfactory agreement with the second firm cannot be reached, those negotiations shall be terminated and negotiations with the third most qualified firm shall be undertaken.
- (d) Should the District be unable to negotiate a satisfactory agreement with one of the top three (3) ranked consultants, additional firms shall be selected by the District, in order of their competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.

- (6) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (7) Continuing Contract. Nothing in this Rule shall prohibit a Continuing Contract between a consultant and the District.
- (8) Emergency Purchase. The District may make an Emergency Purchase without complying with these Rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 190.011(3), 190.033, 287.055, Fla. Stat.

Rule 3.2 Procedure Regarding Auditor Selection.

In order to comply with the requirements of Section 218.391 of the Florida Statutes, the following procedures are outlined for selection of firms or individuals to provide Auditing Services and for the negotiation of such contracts. For audits required under Chapter 190 of the Florida Statutes but not meeting the thresholds of Chapter 218 of the Florida Statutes, the District need not follow these procedures but may proceed with the selection of a firm or individual to provide Auditing Services and for the negotiation of such contracts in the manner the Board determines is in the best interests of the District.

(1) Definitions.

- (a) "Auditing Services" means those services within the scope of the practice of a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.
- (b) "Committee" means the auditor selection committee appointed by the Board as described in section (2) of this Rule.

(2) Establishment of Auditor Selection Committee. Prior to a public announcement under section (4) of this Rule that Auditing Services are required, the Board shall establish an auditor selection committee ("Committee"), the primary purpose of which is to assist the Board in selecting an auditor to conduct the annual financial audit required by Section 218.39 of the Florida Statutes. The Committee shall include at least three individuals, at least one of which must also be a member of the Board. The establishment and selection of the Committee must be conducted at a publicly noticed and held meeting of the Board. The Chairperson of the Committee must be a member of the Board. An employee, a chief executive officer, or a chief financial officer of the District may not serve as a member of the Committee; provided however such individual may serve the Committee in an advisory capacity.

(3) Establishment of Minimum Qualifications and Evaluation Criteria. Prior to a public announcement under section (4) of this Rule that Auditing Services are required, the Committee shall meet at a publicly noticed meeting to establish minimum qualifications and factors to use for the evaluation of Auditing Services to be provided by a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.

- (a) Minimum Qualifications. In order to be eligible to submit a proposal, a firm must, at all relevant times including the time of receipt of the proposal by the District:

- (i) Hold all required applicable state professional licenses in good standing;
- (ii) Hold all required applicable federal licenses in good standing, if any;
- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation; and
- (iv) Meet any pre-qualification requirements established by the Committee and set forth in the RFP or other specifications.

If requested in the RFP or other specifications, evidence of compliance with the minimum qualifications as established by the Committee must be submitted with the proposal.

- (b) Evaluation Criteria. The factors established for the evaluation of Auditing Services by the Committee shall include, but are not limited to:
 - (i) Ability of personnel;
 - (ii) Experience;
 - (iii) Ability to furnish the required services; and
 - (iv) Such other factors as may be determined by the Committee to be applicable to its particular requirements.

The Committee may also choose to consider compensation as a factor. If the Committee establishes compensation as one of the factors, compensation shall not be the sole or predominant factor used to evaluate proposals.

- (4) Public Announcement. After identifying the factors to be used in evaluating the proposals for Auditing Services as set forth in section (3) of this Rule, the Committee shall publicly announce the opportunity to provide Auditing Services. Such public announcement shall include a brief description of the audit and how interested firms can apply for consideration and obtain the RFP. The notice shall appear in at least one (1) newspaper of general circulation in the District and the county in which the District is located. The public announcement shall allow for at least seven (7) days for the submission of proposals.
- (5) Request for Proposals. The Committee shall provide interested firms with a Request for Proposals (“RFP”). The RFP shall provide information on how proposals are to be evaluated and such other information the Committee

determines is necessary for the firm to prepare a proposal. The RFP shall state the time and place for submitting proposals.

- (6) Committee's Evaluation of Proposals and Recommendation. The Committee shall meet at a publicly held meeting that is publicly noticed for a reasonable time in advance of the meeting to evaluate all qualified proposals and may, as part of the evaluation, require that each interested firm provide a public presentation where the Committee may conduct discussions with the firm, and where the firm may present information, regarding the firm's qualifications. At the public meeting, the Committee shall rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established pursuant to subsection (3)(b) of this Rule. If fewer than three firms respond to the RFP or if no firms respond to the RFP, the Committee shall recommend such firm as it deems to be the most highly qualified. Notwithstanding the foregoing, the Committee may recommend that any and all proposals be rejected.
- (7) Board Selection of Auditor.
 - (a) Where compensation was not selected as a factor used in evaluating the proposals, the Board shall negotiate with the firm ranked first and inquire of that firm as to the basis of compensation. If the Board is unable to negotiate a satisfactory agreement with the first ranked firm at a price deemed by the Board to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the Board shall immediately begin negotiations with the second ranked firm. If a satisfactory agreement with the second ranked firm cannot be reached, those negotiations shall be terminated and negotiations with the third ranked firm shall be undertaken. The Board may reopen formal negotiations with any one of the three top-ranked firms, but it may not negotiate with more than one firm at a time. If the Board is unable to negotiate a satisfactory agreement with any of the selected firms, the Committee shall recommend additional firms in order of the firms' respective competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.
 - (b) Where compensation was selected as a factor used in evaluating the proposals, the Board shall select the highest-ranked qualified firm or document in its public records the reason for not selecting the highest-ranked qualified firm.
 - (c) In negotiations with firms under this Rule, the Board may allow the District Manager, District Counsel, or other designee to conduct negotiations on its behalf.

- (d) Notwithstanding the foregoing, the Board may reject any or all proposals. The Board shall not consider any proposal, or enter into any contract for Auditing Services, unless the proposed agreed-upon compensation is reasonable to satisfy the requirements of Section 218.39 of the Florida Statutes, and the needs of the District.
- (8) Contract. Any agreement reached under this Rule shall be evidenced by a written contract, which may take the form of an engagement letter signed and executed by both parties. The written contract shall include all provisions and conditions of the procurement of such services and shall include, at a minimum, the following:
 - (a) A provision specifying the services to be provided and fees or other compensation for such services;
 - (b) A provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract;
 - (c) A provision setting forth deadlines for the auditor to submit a preliminary draft audit report to the District for review and to submit a final audit report no later than June 30 of the fiscal year that follows the fiscal year for which the audit is being conducted;
 - (d) A provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed. The maximum contract period including renewals shall be five (5) years. A renewal may be done without the use of the auditor selection procedures provided in this Rule but must be in writing.
 - (e) Provisions required by law that require the auditor to comply with public records laws.
- (9) Notice of Award. Once a negotiated agreement with a firm or individual is reached, or the Board authorizes the execution of an agreement with a firm where compensation was a factor in the evaluation of proposals, notice of the intent to award, including the rejection of some or all proposals, shall be provided in writing to all proposers by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests regarding the award of contracts under this Rule shall be as provided for in Rule 3.11. No proposer shall be entitled to recover any costs of proposal preparation or submittal from the District.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 119.0701, 218.33, 218.391, Fla. Stat.

Rule 3.3 Purchase of Insurance.

- (1) Scope. The purchases of life, health, accident, hospitalization, legal expense, or annuity insurance, or all of any kinds of such insurance for the officers and employees of the District, and for health, accident, hospitalization, and legal expenses upon a group insurance plan by the District, shall be governed by this Rule. This Rule does not apply to the purchase of any other type of insurance by the District, including but not limited to liability insurance, property insurance, and directors and officers insurance. Nothing in this Rule shall require the District to purchase insurance.
- (2) Procedure. For a purchase of insurance within the scope of these Rules, the following procedure shall be followed:
 - (a) The Board shall cause to be prepared a Notice of Invitation to Bid.
 - (b) Notice of the Invitation to Bid shall be advertised at least once in a newspaper of general circulation within the District. The notice shall allow at least fourteen (14) days for submittal of bids.
 - (c) The District may maintain a list of persons interested in receiving notices of Invitations to Bid. The District shall make reasonable efforts to provide copies of any notices to such persons, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process.
 - (d) Bids shall be opened at the time and place noted in the Invitation to Bid.
 - (e) If only one (1) response to an Invitation is received, the District may proceed with the purchase. If no response to an Invitation to Bid is received, the District may take whatever steps are reasonably necessary in order to proceed with the purchase.
 - (f) The Board has the right to reject any and all bids and such reservations shall be included in all solicitations and advertisements.
 - (g) Simultaneously with the review of the submitted bids, the District may undertake negotiations with those companies that have submitted reasonable and timely bids and, in the opinion of the District, are fully qualified and capable of meeting all services and requirements. Bid responses shall be evaluated in accordance with the specifications and criteria contained in the Invitation to Bid; in addition, the total cost to the District, the cost, if any, to the District officers, employees, or their dependents, the geographic location of the company's headquarters and offices in relation to the District, and the ability of the company to guarantee premium stability may be considered. A contract to purchase

insurance shall be awarded to that company whose response to the Invitation to Bid best meets the overall needs of the District, its officers, employees, and/or dependents.

- (h) Notice of the intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, by hand delivery, or by overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's procurement of insurance under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 112.08, Fla. Stat.

Rule 3.4 Pre-qualification

- (1) Scope. In its discretion, the District may undertake a pre-qualification process in accordance with this Rule for vendors to provide construction services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) Procedure. When the District seeks to pre-qualify vendors, the following procedures shall apply:
 - (a) The Board shall cause to be prepared a Request for Qualifications.
 - (b) For construction services exceeding the thresholds described in Section 255.20 of the Florida Statutes, the Board must advertise the proposed pre-qualification criteria and procedures and allow at least seven (7) days notice of the public hearing for comments on such pre-qualification criteria and procedures. At such public hearing, potential vendors may object to such pre-qualification criteria and procedures. Following such public hearing, the Board shall formally adopt pre-qualification criteria and procedures prior to the advertisement of the Request for Qualifications for construction services.
 - (c) The Request for Qualifications shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall allow at least seven (7) days for submittal of qualifications for goods, supplies and materials, Contractual Services, maintenance services, and construction services under two hundred fifty thousand dollars (\$250,000). The notice shall allow at least twenty-one (21) days for submittal of qualifications for construction services estimated to cost over two hundred fifty thousand dollars (\$250,000) and thirty (30) days for construction services estimated to cost over five hundred thousand dollars (\$500,000).
 - (d) The District may maintain lists of persons interested in receiving notices of Requests for Qualifications. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any pre-qualification determination or contract awarded in accordance with these Rules and shall not be a basis for a protest of any pre-qualification determination or contract award.
 - (e) If the District has pre-qualified vendors for a particular category of purchase, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies or

responses in response to the applicable Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

- (f) In order to be eligible to submit qualifications, a firm or individual must, at the time of receipt of the qualifications:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;
 - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
 - (iv) Meet any special pre-qualification requirements set forth in the Request for Qualifications.

Evidence of compliance with these Rules must be submitted with the qualifications if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the qualifications.

- (g) Qualifications shall be presented to the Board, or a committee appointed by the Board, for evaluation in accordance with the Request for Qualifications and this Rule. Minor variations in the qualifications may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature.
- (h) All vendors determined by the District to meet the pre-qualification requirements shall be pre-qualified. To assure full understanding of the responsiveness to the requirements contained in a Request for Qualifications, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion and revision of qualifications. For construction services, any contractor pre-qualified and considered eligible by the Department of Transportation to bid to perform the type of work the project entails shall be presumed to be qualified to perform the project.
- (i) The Board shall have the right to reject all qualifications if there are not enough to be competitive or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of qualification preparation or submittal from the District.

(j) Notice of intent to pre-qualify, including rejection of some or all qualifications, shall be provided in writing to all vendors by United States Mail, electronic mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's pre-qualification decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11; provided however, protests related to the pre-qualification criteria and procedures for construction services shall be resolved in accordance with section (2)(b) of this Rule and Section 255.20(1)(b) of the Florida Statutes.

(3) Suspension, Revocation, or Denial of Qualification

(a) The District, for good cause, may deny, suspend, or revoke a prequalified vendor's pre-qualified status. A suspension, revocation, or denial for good cause shall prohibit the vendor from bidding on any District construction contract for which qualification is required, shall constitute a determination of non-responsibility to bid on any other District construction or maintenance contract, and shall prohibit the vendor from acting as a material supplier or subcontractor on any District contract or project during the period of suspension, revocation, or denial. Good cause shall include the following:

- i. One of the circumstances specified under Section 337.16(2), Fla. Stat., has occurred.
- ii. Affiliated contractors submitted more than one proposal for the same work. In this event the pre-qualified status of all of the affiliated bidders will be revoked, suspended, or denied. All bids of affiliated bidders will be rejected.
- iii. The vendor made or submitted false, deceptive, or fraudulent statements, certifications, or materials in any claim for payment or any information required by any District contract.
- iv. The vendor or its affiliate defaulted on any contract or a contract surety assumed control of financial responsibility for any contract of the vendor.
- v. The vendor's qualification to bid is suspended, revoked, or denied by any other public or semi-public entity, or the vendor has been the subject of a civil enforcement proceeding or settlement involving a public or semi-public entity.
- vi. The vendor failed to comply with contract or warranty requirements or failed to follow District direction in the performance of a contract.

- vii. The vendor failed to timely furnish all contract documents required by the contract specifications, special provisions, or by any state or federal statutes or regulations. If the vendor fails to furnish any of the subject contract documents by the expiration of the period of suspension, revocation, or denial set forth above, the vendor's pre-qualified status shall remain suspended, revoked, or denied until the documents are furnished.
 - viii. The vendor failed to notify the District within 10 days of the vendor, or any of its affiliates, being declared in default or otherwise not completing work on a contract or being suspended from qualification to bid or denied qualification to bid by any other public or semi-public agency.
 - ix. The vendor did not pay its subcontractors or suppliers in a timely manner or in compliance with contract documents.
 - x. The vendor has demonstrated instances of poor or unsatisfactory performance, deficient management resulting in project delay, poor quality workmanship, a history of payment of liquidated damages, untimely completion of projects, uncooperative attitude, contract litigation, inflated claims or defaults.
 - xi. An affiliate of the vendor has previously been determined by the District to be non-responsible, and the specified period of suspension, revocation, denial, or non-responsibility remains in effect.
 - xii. The vendor or affiliate(s) has been convicted of a contract crime.
 - 1. The term "contract crime" means any violation of state or federal antitrust laws with respect to a public contract or any violation of any state or federal law involving fraud, bribery, collusion, conspiracy, or material misrepresentation with respect to a public contract.
 - 2. The term "convicted" or "conviction" means a finding of guilt or a conviction of a contract crime, with or without an adjudication of guilt, in any federal or state trial court of record as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
- (b) A denial, suspension, or revocation shall prohibit the vendor from being a subcontractor on District work during the period of denial, suspension, or revocation, except when a prime contractor's bid has used prices of a subcontractor who becomes disqualified after the bid, but before the request for authorization to sublet is presented.

- (c) The District shall inform the vendor in writing of its intent to deny, suspend, or revoke its pre-qualified status and inform the vendor of its right to a hearing, the procedure which must be followed, and the applicable time limits. If a hearing is requested within 10 days after the receipt of the notice of intent, the hearing shall be held within 30 days after receipt by the District of the request for the hearing. The decision shall be issued within 15 days after the hearing.
- (d) Such suspension or revocation shall not affect the vendor's obligations under any preexisting contract.
- (e) In the case of contract crimes, the vendor's pre-qualified status under this Rule shall be revoked indefinitely. For all violations of Rule 3.4(3)(a) other than for the vendor's conviction for contract crimes, the revocation, denial, or suspension of a vendor's pre-qualified status under this Rule shall be for a specific period of time based on the seriousness of the deficiency.

Examples of factors affecting the seriousness of a deficiency are:

- i. Impacts on project schedule, cost, or quality of work;
- ii. Unsafe conditions allowed to exist;
- iii. Complaints from the public;
- iv. Delay or interference with the bidding process;
- v. The potential for repetition;
- vi. Integrity of the public contracting process;
- vii. Effect on the health, safety, and welfare of the public.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.033, 255.0525, 255.20, Fla. Stat.

Rule 3.5 Construction Contracts, Not Design-Build.

- (1) Scope. All contracts for the construction or improvement of any building, structure, or other public construction works authorized by Chapter 190 of the Florida Statutes, the costs of which are estimated by the District in accordance with generally accepted cost accounting principles to be in excess of the threshold amount for applicability of Section 255.20 of the Florida Statutes, as that amount may be indexed or amended from time to time, shall be let under the terms of these Rules and the procedures of Section 255.20 of the Florida Statutes, as the same may be amended from time to time. A project shall not be divided solely to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of construction services is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation in the District and in the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least twenty-one (21) days for submittal of sealed bids, proposals, replies, or responses, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of bids, proposals, replies, or responses. If the Board has previously pre-qualified contractors pursuant to Rule 3.4 and determined that only the contractors that have been pre-qualified will be permitted to submit bids, proposals, replies, and responses, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation need not be published. Instead, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be sent to the pre-qualified contractors by United States Mail, hand delivery, facsimile, or overnight delivery service.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.

- (d) If the District has pre-qualified providers of construction services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses to Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations.
- (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;
 - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the bidder is a corporation; and
 - (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects including but not limited to, reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past 5 years may be considered ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response, if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. Bids, proposals, replies, and responses shall be evaluated in

accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and these Rules. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.

- (g) The lowest Responsive Bid submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No contractor shall be entitled to recover any costs of bid, proposal, response, or reply preparation or submittal from the District.
- (i) The Board may require potential contractors to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses, shall be provided in writing to all contractors by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of construction services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase construction services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of construction services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the construction services without further competitive selection processes.
- (3) Sole Source; Government. Construction services that are only available from a single source are exempt from this Rule. Construction services provided by governmental agencies are exempt from this Rule. This Rule shall not apply to the purchase of construction services, which may include goods, supplies, or materials, that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules. A contract for construction services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
- (4) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (5) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board Meeting.
- (6) Exceptions. This Rule is inapplicable when:
 - (a) The project is undertaken as repair or maintenance of an existing public facility;
 - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
 - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contract; or
 - (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

Rule 3.6 Construction Contracts, Design-Build.

- (1) Scope. The District may utilize Design-Build Contracts for any public construction project for which the Board determines that use of such contract is in the best interest of the District. When letting a Design-Build Contract, the District shall use the following procedure:
- (2) Procedure.
 - (a) The District shall utilize a Design Criteria Professional meeting the requirements of Section 287.055(2)(k) of the Florida Statutes, when developing a Design Criteria Package, evaluating the proposals and qualifications submitted by Design-Build Firms, and determining compliance of the project construction with the Design Criteria Package. The Design Criteria Professional may be an employee of the District, may be the District Engineer selected by the District pursuant to Section 287.055 of the Florida Statutes, or may be retained pursuant to Rule 3.1. The Design Criteria Professional is not eligible to render services under a Design-Build Contract executed pursuant to the Design Criteria Package.
 - (b) A Design Criteria Package for the construction project shall be prepared and sealed by the Design Criteria Professional. If the project utilizes existing plans, the Design Criteria Professional shall create a Design Criteria Package by supplementing the plans with project specific requirements, if any.
 - (c) The Board may either choose to award the Design-Build Contract pursuant to the competitive proposal selection process set forth in Section 287.055(9) of the Florida Statutes, or pursuant to the qualifications-based selection process pursuant to Rule 3.1.
 - (i) Qualifications-Based Selection. If the process set forth in Rule 3.1 is utilized, subsequent to competitive negotiations, a guaranteed maximum price and guaranteed completion date shall be established.
 - (ii) Competitive Proposal-Based Selection. If the competitive proposal selection process is utilized, the Board, in consultation with the Design Criteria Professional, shall establish the criteria, standards and procedures for the evaluation of Design-Build Proposals based on price, technical, and design aspects of the project, weighted for the project. After a Design Criteria Package and the standards and procedures for evaluation of proposals have been developed, competitive proposals from qualified firms shall be solicited pursuant to the design criteria by the following procedure:

1. A Request for Proposals shall be advertised at least once in a newspaper of general circulation in the county in which the District is located. The notice shall allow at least twenty-one (21) days for submittal of sealed proposals, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of proposals.
2. The District may maintain lists of persons interested in receiving notices of Requests for Proposals. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
3. In order to be eligible to submit a proposal, a firm must, at the time of receipt of the proposals:
 - a. Hold the required applicable state professional licenses in good standing, as defined by Section 287.055(2)(h) of the Florida Statutes;
 - b. Hold all required applicable federal licenses in good standing, if any;
 - c. Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation;
 - d. Meet any special pre-qualification requirements set forth in the Request for Proposals and Design Criteria Package.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects including but not limited to reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past 5 years may

be considered ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the proposal if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the proposal.

4. The proposals, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. In consultation with the Design Criteria Professional, the Board shall evaluate the proposals received based on evaluation criteria and procedures established prior to the solicitation of proposals, including but not limited to qualifications, availability, and past work of the firms and the partners and members thereof. The Board shall then select no fewer than three (3) Design-Build Firms as the most qualified.
5. The Board shall have the right to reject all proposals if [the proposals are too high](#), or rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of proposal preparation or submittal from the District.
6. If less than three (3) Responsive Proposals are received, the District may purchase design-build services or may reject the proposals for lack of competitiveness. If no Responsive Proposals are received, the District may proceed with the procurement of design-build services in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the design-build services without further competitive selection processes.
7. Notice of the rankings adopted by the Board, including the rejection of some or all proposals, shall be provided in writing to all consultants by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the

Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's rankings under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

8. The Board shall negotiate a contract with the firm ranking the highest based on the evaluation standards and shall establish a price which the Board determines is fair, competitive and reasonable. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the second most qualified firm, based on the ranking by the evaluation standards. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the second most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the third most qualified firm. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the third most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. Should the Board be unable to negotiate a satisfactory contract with any of the selected firms, the Board shall select additional firms in order of their rankings based on the evaluation standards and continue negotiations until an agreement is reached or the list of firms is exhausted.
 9. After the Board contracts with a firm, the firm shall bring to the Board for approval, detailed working drawings of the project.
 10. The Design Criteria Professional shall evaluate the compliance of the detailed working drawings and project construction with the Design Criteria Package and shall provide the Board with a report of the same.
- (3) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
 - (4) Emergency Purchase. The Board may, in case of public emergency, declare an emergency and immediately proceed with negotiations with the best qualified

Design-Build Firm available at the time. The fact that an Emergency Purchase has occurred shall be noted in the minutes of the next Board meeting.

(5) Exceptions. This Rule is inapplicable when:

- (a) The project is undertaken as repair or maintenance of an existing public facility;
- (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
- (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contractor; or
- (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

Rule 3.7 Payment and Performance Bonds.

- (1) Scope. This Rule shall apply to contracts for the construction of a public building, for the prosecution and completion of a public work, or for repairs upon a public building or public work and shall be construed in addition to terms prescribed by any other Rule that may also apply to such contracts.
- (2) Required Bond. Upon entering into a contract for any of the services described in section (1) of this Rule in excess of \$200,000, the Board should require that the contractor, before commencing the work, execute and record a payment and performance bond in an amount equal to the contract price. Notwithstanding the terms of the contract or any other law, the District may not make payment to the contractor until the contractor has provided to the District a certified copy of the recorded bond.
- (3) Discretionary Bond. At the discretion of the Board, upon entering into a contract for any of the services described in section (1) of this Rule for an amount not exceeding \$200,000, the contractor may be exempted from executing a payment and performance bond.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 255.05, Fla. Stat.

Rule 3.8 Goods, Supplies, and Materials.

- (1) Purpose and Scope. All purchases of goods, supplies, or materials exceeding the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, shall be purchased under the terms of this Rule. Contracts for purchases of “goods, supplies, and materials” do not include printing, insurance, advertising, or legal notices. A contract involving goods, supplies, or materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of goods, supplies, or materials is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, or Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
 - (d) If the District has pre-qualified suppliers of goods, supplies, and materials, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses.
 - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;

- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

Any firm or individual whose principal place of business is outside the State of Florida must also submit a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that foreign state to business entities whose principal places of business are in that foreign state, in the letting of any or all public contracts. Failure to submit such a written opinion or submission of a false or misleading written opinion may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and this Rule. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid, after taking into account the preferences provided for in this subsection, submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be accepted. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which does not grant a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the

lowest Responsible and Responsive Bidder whose principal place of business is in the State of Florida shall be awarded a preference of five (5) percent. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which grants a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsible and Responsive Bidder whose principal place of business is in the State of Florida shall be awarded a preference equal to the preference granted by such foreign state.

To assure full understanding of the responsiveness to the solicitation requirements contained in an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.

- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.
- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all vendors by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of goods, supplies, and materials under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase goods, supplies, or materials, or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of goods, supplies, and materials, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct

purchase of the goods, supplies, and materials without further competitive selection processes.

- (3) Goods, Supplies, and Materials included in a Construction Contract Awarded Pursuant to Rule 3.5 or 3.6. There may be occasions where the District has undergone the competitive purchase of construction services which contract may include the provision of goods, supplies, or materials. In that instance, the District may approve a change order to the contract and directly purchase the goods, supplies, and materials. Such purchase of goods, supplies, and materials deducted from a competitively purchased construction contract shall be exempt from this Rule.
- (4) Exemption. Goods, supplies, and materials that are only available from a single source are exempt from this Rule. Goods, supplies, and materials provided by governmental agencies are exempt from this Rule. A contract for goods, supplies, or materials is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process. This Rule shall not apply to the purchase of goods, supplies or materials that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules.
- (5) Renewal. Contracts for the purchase of goods, supplies, and/or materials subject to this Rule may be renewed for a maximum period of five (5) years.
- (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 189.053, 190.033, 287.017, 287.084, Fla. Stat.

Rule 3.9 Maintenance Services.

- (1) Scope. All contracts for maintenance of any District facility or project shall be set under the terms of this Rule if the cost exceeds the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR. A contract involving goods, supplies, and materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of maintenance services is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
 - (d) If the District has pre-qualified suppliers of maintenance services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, and responses.
 - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;

- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and these Rules. Minor variations in the bids, proposals, replies, and responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid submitted in response to an Invitation to Bid by a Responsive and Responsible Bidder shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate or Competitive Solicitation the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, or responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No Vendor shall be

entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.

- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
 - (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all vendors by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's procurement of maintenance services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
 - (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase the maintenance services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of maintenance services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the maintenance services without further competitive selection processes.
- (3) Exemptions. Maintenance services that are only available from a single source are exempt from this Rule. Maintenance services provided by governmental agencies are exempt from this Rule. A contract for maintenance services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
 - (4) Renewal. Contracts for the purchase of maintenance services subject to this Rule may be renewed for a maximum period of five (5) years.
 - (5) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
 - (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), 190.033, Fla. Stat.
Law Implemented: §§ 119.0701, 190.033, 287.017, Fla. Stat.

Rule 3.10 Contractual Services.

- (1) Exemption from Competitive Purchase. Pursuant to Section 190.033(3) of the Florida Statutes, Contractual Services shall not be subject to competitive purchasing requirements. If an agreement is predominantly for Contractual Services, but also includes maintenance services or the purchase of goods and services, the contract shall not be subject to competitive purchasing requirements. Regardless of whether an advertisement or solicitation for Contractual Services is identified as an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, no rights or remedies under these Rules, including but not limited to protest rights, are conferred on persons, firms, or vendors proposing to provide Contractual Services to the District.
- (2) Contracts; Public Records. In accordance with Florida law, each contract for Contractual Services shall include provisions required by law that require the contractor to comply with public records laws.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 190.011(3), 190.033, Fla. Stat.

Rule 3.11 Protests with Respect to Proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9.

The resolution of any protests with respect to proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9 shall be in accordance with this Rule.

(1) Filing.

- (a) With respect to a protest regarding qualifications, specifications, documentation, or other requirements contained in a Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation issued by the District, the notice of protest shall be filed in writing within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after the first advertisement of the Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's intended decision. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.
- (b) Except for those situations covered by subsection (1)(a) of this Rule, any firm or person who is affected adversely by a District's ranking or intended award under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, or 3.9 and desires to contest the District's ranking or intended award, shall file with the District a written notice of protest within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after receipt of the notice of the District's ranking or intended award. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's ranking or intended award. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.
- (c) If the requirement for the posting of a protest bond and the amount of the protest bond, which may be expressed by a percentage of the contract to be awarded or a set amount, is disclosed in the District's competitive solicitation documents for a particular purchase under Rules 3.1, 3.2, 3.3,

3.4, 3.5, 3.6, 3.8, or 3.9, any person who files a notice of protest must post the protest bond. The amount of the protest bond shall be determined by District staff after consultation with the Board and within the limits, if any, imposed by Florida law. In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the protest is unsuccessful, the protest bond shall be applied towards the District's costs, expenses, and attorney's fees associated with hearing and defending the protest. In the event the protest is settled by mutual agreement of the parties, the protest bond shall be distributed as agreed to by the District and protestor.

- (d) The District does not accept documents filed by electronic mail or facsimile transmission. Filings are only accepted during normal business hours.
- (2) Contract Execution. Upon receipt of a notice of protest which has been timely filed, the District shall not execute the contract under protest until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances showing that delay incident to protest proceedings will jeopardize the funding for the project, will materially increase the cost of the project, or will create an immediate and serious danger to the public health, safety, or welfare, the contract may be executed.
- (3) Informal Proceeding. If the Board determines a protest does not involve a disputed issue of material fact, the Board may, but is not obligated to, schedule an informal proceeding to consider the protest. Such informal proceeding shall be at a time and place determined by the Board. Notice of such proceeding shall be sent via facsimile, United States Mail, or hand delivery to the protestor and any substantially affected persons or parties not less than three (3) calendar days prior to such informal proceeding. Within thirty (30) calendar days following the informal proceeding, the Board shall issue a written decision setting forth the factual, legal, and policy grounds for its decision.
- (4) Formal Proceeding. If the Board determines a protest involves disputed issues of material fact or if the Board elects not to use the informal proceeding process provided for in section (3) of this Rule, the District shall schedule a formal hearing to resolve the protest. The Chairperson shall designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer to conduct the hearing. The hearing officer may:
 - (a) Administer oaths and affirmations;
 - (b) Rule upon offers of proof and receive relevant evidence;
 - (c) Regulate the course of the hearing, including any pre-hearing matters;

(d) Enter orders; and

(e) Make or receive offers of settlement, stipulation, and adjustment.

The hearing officer shall, within thirty (30) days after the hearing or receipt of the hearing transcript, whichever is later, file a recommended order which shall include a caption, time and place of hearing, appearances entered at the hearing, statement of the issues, findings of fact and conclusions of law, separately stated, and a recommendation for final District action. The District shall allow each party fifteen (15) days in which to submit written exceptions to the recommended order. The District shall issue a final order within sixty (60) days after the filing of the recommended order.

(5) Intervenors. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.

(6) Rejection of all Qualifications, Bids, Proposals, Replies and Responses after Receipt of Notice of Protest. If the Board determines there was a violation of law, defect, or an irregularity in the competitive solicitation process, the Bids, Proposals, Replies, and Responses are too high, or if the Board determines it is otherwise in the District's best interest, the Board may reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew. If the Board decides to reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew, any pending protests shall automatically terminate.

(7) Settlement. Nothing herein shall preclude the settlement of any protest under this Rule at any time.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 190.033, Fla. Stat.

Rule 4.0 Effective Date.

These Rules shall be effective May 19, 2020, except that no election of officers required by these Rules shall be required until after the next regular election for the Board.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.011(5), 190.011(15), Fla. Stat.

SEVENTH ORDER OF BUSINESS

RESOLUTION 2020-07

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2020/2021 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT:

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

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set as follows:

DATE: August 18, 2020

HOUR: 11:00 a.m.

The hearing may be conducted remotely, pursuant to Zoom media technology and/or by telephone pursuant to Executive Orders 20-52, 20-69, and 20-112 issued by Governor DeSantis on March 9, 2020, March 20, 2020, and April 29, 2020, as such orders may be extended, respectively, and pursuant to Section 120.54(5)(b)2., *Florida Statutes*. In the event that conditions allow the meeting to be held in person, it will be held at the following location:

LOCATION: Amelia Concourse Amenity Center
85200 Amaryllis Court
Fernandina Beach, Florida 32034

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

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post the approved Proposed Budget on the District's website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

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.

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

PASSED AND ADOPTED THIS 19TH DAY OF MAY, 2020.

ATTEST:

**AMELIA CONCOURSE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

By: _____
Its: _____

Amelia Concourse Community Development District



**Proposed Budget
Fiscal Year 2021**



**Amelia Concourse
Community Development District**

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Amelia Concourse

Community Development District

General Fund

Description	Adopted Budget FY 2020	Actual Thru 4/30/20	Projected Next 5 Months	Total Projected 9/30/20	Proposed Budget FY 2021
Revenues					
Assessments	\$348,677	\$346,480	\$4,855	\$351,335	\$348,677
Interest Income	\$250	\$233	\$200	\$433	\$250
Rental Revenue/Miscellaneous Revenue	\$500	\$1,015	\$250	\$1,265	\$500
TOTAL REVENUES	\$349,427	\$347,728	\$5,305	\$353,033	\$349,427
Expenditures					
<u>Administrative</u>					
Supervisors	\$6,000	\$600	\$800	\$1,400	\$6,000
FICA Expense	\$459	\$46	\$92	\$138	\$459
Travel	\$300	\$0	\$100	\$100	\$300
Engineering	\$15,000	\$375	\$2,000	\$2,375	\$15,000
Attorney Fees	\$20,000	\$6,541	\$7,500	\$14,041	\$20,000
Annual Audit	\$3,875	\$4,050	\$3,875	\$7,925	\$3,875
Dissemination	\$7,000	\$5,833	\$2,917	\$8,750	\$9,000
Assessment Roll	\$7,500	\$7,500	\$0	\$7,500	\$7,500
Property Appraiser	\$2,250	\$2,320	\$0	\$2,320	\$2,250
Trustee Fees	\$8,000	\$0	\$5,000	\$8,000	\$10,000
Arbitrage	\$1,200	\$0	\$1,200	\$1,200	\$1,800
Management Fees	\$45,000	\$26,250	\$18,750	\$45,000	\$45,000
Information Technology	\$1,500	\$875	\$625	\$1,500	\$1,500
Telephone	\$500	\$94	\$60	\$154	\$500
Postage	\$500	\$192	\$250	\$442	\$500
Insurance	\$8,919	\$8,706	\$0	\$8,706	\$8,919
Printing and Binding	\$1,000	\$737	\$500	\$1,237	\$1,000
Legal Advertising	\$1,500	\$4,300	\$1,000	\$5,300	\$3,000
Other Current Charges	\$450	\$235	\$50	\$285	\$450
Office Supplies	\$150	\$124	\$60	\$184	\$150
Dues, Licenses & Subscriptions	\$175	\$175	\$0	\$175	\$175
TOTAL ADMINISTRATIVE	\$131,278	\$68,953	\$44,778	\$116,731	\$137,378
FIELD:					
Contract Services:					
Landscape Maintenance	\$20,000	\$16,740	\$7,343	\$24,082	\$18,000
Lake Maintenance	\$5,000	\$3,612	\$2,580	\$6,192	\$6,500
Management Company	\$6,948	\$3,522	\$2,975	\$6,497	\$7,140
Subtotal Contract Services	\$31,948	\$23,874	\$12,898	\$36,771	\$31,640
Repairs & Maintenance:					
Repairs & Maintenance	\$14,500	\$10,236	\$7,000	\$17,236	\$14,500
Irrigation Repairs	\$800	\$421	\$350	\$771	\$800
Landscape Contingency	\$0	\$1,415	\$3,000	\$4,415	\$10,000
Subtotal Repairs and Maintenance	\$15,300	\$12,073	\$10,350	\$22,423	\$25,300

Amelia Concourse

Community Development District

General Fund

Description	Adopted Budget FY 2020	Actual Thru 4/30/20	Projected Next 5 Months	Total Projected 9/30/20	Proposed Budget FY 2021
Utilities:					
Electric	\$25,000	\$12,441	\$9,000	\$21,441	\$25,000
Water & Sewer	\$17,500	\$8,099	\$6,250	\$14,349	\$17,500
Subtotal Utilities	\$42,500	\$20,540	\$15,250	\$35,790	\$42,500
Amenity Center:					
Insurance	\$15,807	\$15,503	\$0	\$15,503	\$15,807
Amenity Staffing	\$11,097	\$3,783	\$3,450	\$7,233	\$9,000
Pool Maintenance	\$12,000	\$6,002	\$5,005	\$11,007	\$12,000
Pool Chemicals	\$8,000	\$3,708	\$3,000	\$6,708	\$8,000
Pool Permits	\$530	\$0	\$515	\$515	\$530
Cable	\$650	\$456	\$325	\$781	\$785
Janitorial	\$3,500	\$1,825	\$1,965	\$3,790	\$5,000
Facility Maintenance	\$15,310	\$0	\$8,000	\$8,000	\$15,310
Pest Control	\$900	\$843	\$308	\$1,151	\$924
Refuse	\$325	\$210	\$150	\$360	\$360
Holiday Decorations	\$0	\$1,162	\$0	\$1,162	\$1,200
Subtotal Amenity Center	\$68,119	\$33,491	\$22,718	\$56,209	\$68,916
Reserves:					
Capital Outlay	\$20,000	\$0	\$10,000	\$10,000	\$19,000
Capital Reserve Fund	\$40,282	\$0	\$40,282	\$40,282	\$24,693
Subtotal Reserves	\$60,282	\$0	\$50,282	\$50,282	\$43,693
TOTAL FIELD EXPENDITURES	\$218,149	\$89,978	\$111,498	\$201,475	\$212,049
TOTAL EXPENDITURES	\$349,427	\$158,930	\$156,276	\$318,206	\$349,427
EXCESS REVENUE	\$0	\$188,798	(\$150,970)	\$34,828	\$0

	FY 2020	FY 2021
Net Assessment	\$ 348,677	\$ 348,677
Collection & Discounts (7%)	\$ 26,245	\$ 26,245
Gross Assessment	\$ 374,922	\$ 374,922
No. of Units	458	458
Gross Per Unit Assessment	\$ 819	\$ 819

Amelia Concourse

Community Development District

General Fund Budget

REVENUES:

Assessments

The District will levy a non ad-valorem special assessment on all taxable property within the District to fund all of the General Operating Expenditures for the fiscal year. The assessment may either be invoiced directly to the property owner or placed on the Nassau County Tax Roll. Quarterly Funding agreement with SPE, LLC and District which are not assessments.

Miscellaneous Revenue/Interest Income

Income received from residents for rental of clubroom or patio, other miscellaneous revenue and interest from bank accounts.

EXPENDITURES:

Administrative:

Supervisor Fees

Florida Statutes allow each board member to receive \$200 per meeting not to exceed \$4,800 in one year. The amount for the fiscal year is based upon four supervisors attending an estimated 4 annual meetings.

FICA Expense

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

Travel

Expenses the Board of Supervisors may incur due to attending a CDD meeting or other District related travel expenses.

Engineering Fees

The District's engineer McCranie & Associates will be providing general engineering services to the District including attendance and preparation for board meetings, etc.

Attorney

The District's legal counsel Hopping, Green & Sams will be providing general legal services to the District, i.e., attendance and preparation for monthly meetings, review operating and maintenance contracts, etc.

Annual Audit

The District is required annually to conduct an audit of its financial records by Berger, Toombs, Elam, Gaines & Frank, an Independent Certified Public Accounting Firm.

Dissemination Agent

The District is required by the Security and Exchange Commission to comply with Rule 15(c)(2)-12(b)(5), which relates to additional reporting requirements for un-rated bond issues. The services cover all requirements for the Series 2007, Series 2016, and Series 2019A Bonds. An additional fee of \$500 is incurred for a revised amortization fee after the District

Amelia Concourse

Community Development District

General Fund Budget

makes an Optional Redemption payment towards any of the Bonds.

Assessment Roll

The District's assessment roll administration, GMS, LLC, will provide services to prepare assessment rolls to district property owners, prepare estoppel letters, administration of optional principal prepayments, and maintain lien book for Series 2007, Series 2016, and Series 2019 bonds.

Trustee Fees

The District issued Series 2007, 2016, & 2019 Capital Improvement Revenue Bonds which are held with a Trustee at US Bank. The amount of the trustee fees is based on the agreement between US Bank and the District.

Arbitrage

The District is required to annually have an arbitrage rebate calculation on the District's Series 2007, 2016, & 2019 Capital Improvement Revenue Bonds.

Management Fees

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services. These services are further outlined in Exhibit "A" of the Management Agreement.

Information Technology

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

Telephone

The cost of telephone and fax machine service.

Postage

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

Insurance

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

Printing & Binding

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

Legal Advertising

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

Other Current Charges

Includes bank charges and any other miscellaneous expenses that are incurred during the year.

Amelia Concourse

Community Development District

General Fund Budget

Dues, Licenses & Subscriptions

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

Field:

Landscape Maintenance

The District has contracted with Trim All Lawn Service to provide landscaping and irrigation maintenance services to all the common areas within the District. Includes plant maintenance at the Social Hall.

Vendor	Description	Monthly	Annual
Trim All Lawn	Landscape Maintenance	\$1,469	\$17,622
	Contingency		\$378
Total			\$18,000

Lake Maintenance

The District has contracted with Solitude Lake Maintenance. to provide monthly water management services to all the lakes throughout the District.

Vendor	Description	Monthly	Annual
Solitude	Lake Maintenance	\$516	\$6,192
	Contingency		\$308
Total			\$6,500

Management Company

The District has contracted with First Coast CMS for supervision and on-site management services.

Vendor	Description	Monthly	Annual
First Coast CMS	Management Fees	\$595	\$7,140
Total			\$7,140

Repairs and Maintenance

Represents any funds that will be used to make repairs, replacements and maintenance to facility or equipment in the District.

Irrigation Repairs and Maintenance

Represents any funds that are paid for repairs to the irrigation system of the District.

Landscape Contingency

Represents additional landscape services not provided in contracted services. Services include, but are not limited to, installing mulch, remove trees, and seasonal flower rotation.

Amelia Concourse

Community Development District

General Fund Budget

Electric

The cost of electricity for Amelia Concourse CDD for the following accounts:

Location	Meter Number	Monthly	Annual
85200 Amaryllis Ct	66164-80262	\$677	\$8,121
85200 Amaryllis Ct St Lights	69397-29510	\$629	\$7,553
95016 Daisy Ln # Entry Light	47823-07021	\$17	\$200
95016 Daisy Ln	10995-48073	\$620	\$7,438
Contingency for new accounts		\$141	\$1,689
Total			\$25,000

Water and Sewer

The cost of water, sewer and irrigation services for Amelia Concourse CDD for the following accounts:

Location	Meter Number	Monthly	Annual
85190 Amaryllis Ct	67891789	\$440	\$5,280
85200 Amaryllis Ct	67891709	\$531	\$6,371
85200 Amaryllis Ct - Sewer	67891712	\$224	\$2,688
85200 Amaryllis Ct - Water	67891712	\$97	\$1,169
Contingency for new accounts		\$166	\$1,992
Total			\$17,500

Insurance

The District has issued a Property Insurance policy with Florida Insurance Alliance. FIA specializes in providing insurance coverage to governmental agencies.

Amenity Staffing

The District has contracted with First Coast CMS for staffing an amenity attendant at the amenity center 1 day a week.

Vendor	Description	Monthly	Annual
First Coast CMS	Amenity Staffing	\$690	\$8,280
	Contingency		\$720
Total			\$9,000

Pool Maintenance

The District has contracted with First Coast CMS for pool cleaning, water testing, treatment, checking chemicals and back washing of the Amenity Center pool.

Vendor	Description	Monthly	Annual
First Coast CMS	Pool Maintenance	\$801	\$9,610
	Contingency		\$2,390
Total			\$12,000

Amelia Concourse

Community Development District

General Fund Budget

Pool Chemicals

The District has contracted with Poolsure for chemicals needed to maintain Amenity Center pool.

Vendor	Description	Monthly	Annual
Pool Sure	Pool Chemicals	\$600	\$7,200
	Contingency		\$800
Total			\$8,000

Pool Permits

Represents the estimated cost for pool permits.

Cable/Internet Service

The District has contracted with AT&T for cable and internet services.

Vendor	Description	Monthly	Annual
ATT	Cable & Internet	\$65	\$785
Total			\$785

Janitorial Services

The District will contract with First Coast CMS to provide janitorial services for the Amenity Center.

Vendor	Description	Monthly	Annual
First Coast CMS	Janitorial Services	\$393	\$4,716
	Contingency		\$284
Total			\$5,000

Facility Maintenance

The cost of routine repairs and maintenances of the District's common areas and Amenity Center.

Pest Control

The estimated costs for Nadar's Pest Control to provide monthly pest control services.

Vendor	Description	Monthly	Annual
Nadars	Pest Control	\$77	\$924
Total			\$924

Amelia Concourse

Community Development District

General Fund Budget

Refuse

Garbage disposal services provided by Advanced Disposal.

Vendor	Description	Monthly	Annual
Advanced Disposal	Refuse	\$30	\$360
Total			\$360

Holiday Decorations

The cost for First Coast CMS, LLC to install holiday lights around the CDD.

Capital Outlay

Funds for purchases of equipment for the Amenity Center.

Capital Reserve Fund

Money set aside for future replacements of capital related items.

Amelia Concourse

Community Development District

Debt Service Fund

Series 2007

Description	Adopted Budget FY 2020	Proposed Budget FY 2021
Revenues		
Special Assessments ⁽¹⁾	\$116,683	\$116,683
Interest Income	\$0	\$0
Other Revenue Sources	\$394,692	\$394,692
TOTAL REVENUES	\$511,375	\$511,375
Expenditures		
<u>Series 2007</u>		
Debt Service Obligation	\$511,375	\$511,375
TOTAL EXPENDITURES	\$511,375	\$511,375
EXCESS REVENUES	\$0	\$0
Net Assessment	\$116,683	
Plus Collection Fees & Discounts (7%)	\$8,168	
Gross Assessment	\$124,851	

(1) Represents Assessments for Phase 1 platted lots only. Assessments on Phase 2 & 3 have been eliminated from foreclosure proceedings.

Amelia Concourse

Community Development District

Debt Service Fund

Series 2016

Description	Adopted Budget FY 2020	Actual Thru 4/30/20	Total Projected 9/30/20	Proposed Budget FY 2021
Revenues				
Special Assessments	\$180,832	\$179,008	\$183,040	\$180,832
Special Assessments- Prepayments	\$0	\$236,235	\$236,235	\$0
Interest Income	\$240	\$424	\$424	\$240
Carry Forward Surplus	\$669,562	\$727,726	\$727,726	\$109,972
TOTAL REVENUES	\$850,635	\$1,143,392	\$1,147,424	\$291,044
Expenditures				
<u>Series 2016</u>				
Interest - 11/01	\$89,700	\$89,700	\$89,700	\$70,650
Principal Prepayment-11/01	\$250,000	\$600,000	\$600,000	\$0
Interest - 05/01	\$89,700	\$0	\$75,434	\$70,650
Principal - 05/01	\$45,000	\$0	\$35,000	\$35,000
Principal Prepayment-05/01	\$0	\$0	\$235,000	\$0
TOTAL EXPENDITURES	\$474,400	\$689,700	\$1,035,134	\$176,300
Other Sources and Uses				
Interfund Transfer	\$0	\$0	\$0	\$0
Property Appraiser	\$0	(\$2,319)	(\$2,319)	\$0
Bond Proceeds	\$0	\$0	\$0	\$0
TOTAL OTHER SOURCES AND USES	\$0	(\$2,319)	(\$2,319)	\$0
EXCESS REVENUES	\$376,235	\$451,373	\$109,972	\$114,744

Interest

11/1/21

\$69,600

Amelia Concourse
Community Development District

Amortization Schedule
Series 2016 Capital Improvement Bonds

DATE	BALANCE	RATE	PRINCIPAL	INTEREST	TOTAL
11/01/20	\$ 2,355,000	6.0%	\$ -	\$ 70,650.00	\$ 70,650.00
05/01/21	\$ 2,355,000	6.0%	\$ 35,000.00	\$ 70,650.00	\$ -
11/01/21	\$ 2,320,000	6.0%	\$ -	\$ 69,600.00	\$ 175,250.00
05/01/22	\$ 2,320,000	6.0%	\$ 40,000.00	\$ 69,600.00	\$ -
11/01/22	\$ 2,280,000	6.0%	\$ -	\$ 68,400.00	\$ 178,000.00
05/01/23	\$ 2,280,000	6.0%	\$ 40,000.00	\$ 68,400.00	\$ -
11/01/23	\$ 2,240,000	6.0%	\$ -	\$ 67,200.00	\$ 175,600.00
05/01/24	\$ 2,240,000	6.0%	\$ 45,000.00	\$ 67,200.00	\$ -
11/01/24	\$ 2,195,000	6.0%	\$ -	\$ 65,850.00	\$ 178,050.00
05/01/25	\$ 2,195,000	6.0%	\$ 45,000.00	\$ 65,850.00	\$ -
11/01/25	\$ 2,150,000	6.0%	\$ -	\$ 64,500.00	\$ 175,350.00
05/01/26	\$ 2,150,000	6.0%	\$ 50,000.00	\$ 64,500.00	\$ -
11/01/26	\$ 2,100,000	6.0%	\$ -	\$ 63,000.00	\$ 177,500.00
05/01/27	\$ 2,100,000	6.0%	\$ 50,000.00	\$ 63,000.00	\$ -
11/01/27	\$ 2,050,000	6.0%	\$ -	\$ 61,500.00	\$ 174,500.00
05/01/28	\$ 2,050,000	6.0%	\$ 55,000.00	\$ 61,500.00	\$ -
11/01/28	\$ 1,995,000	6.0%	\$ -	\$ 59,850.00	\$ 176,350.00
05/01/29	\$ 1,995,000	6.0%	\$ 60,000.00	\$ 59,850.00	\$ -
11/01/29	\$ 1,935,000	6.0%	\$ -	\$ 58,050.00	\$ 177,900.00
05/01/30	\$ 1,935,000	6.0%	\$ 60,000.00	\$ 58,050.00	\$ -
11/01/30	\$ 1,875,000	6.0%	\$ -	\$ 56,250.00	\$ 174,300.00
05/01/31	\$ 1,875,000	6.0%	\$ 65,000.00	\$ 56,250.00	\$ -
11/01/31	\$ 1,810,000	6.0%	\$ -	\$ 54,300.00	\$ 175,550.00
05/01/32	\$ 1,810,000	6.0%	\$ 70,000.00	\$ 54,300.00	\$ -
11/01/32	\$ 1,740,000	6.0%	\$ -	\$ 52,200.00	\$ 176,500.00
05/01/33	\$ 1,740,000	6.0%	\$ 75,000.00	\$ 52,200.00	\$ -
11/01/33	\$ 1,665,000	6.0%	\$ -	\$ 49,950.00	\$ 177,150.00
05/01/34	\$ 1,665,000	6.0%	\$ 80,000.00	\$ 49,950.00	\$ -
11/01/34	\$ 1,585,000	6.0%	\$ -	\$ 47,550.00	\$ 177,500.00
05/01/35	\$ 1,585,000	6.0%	\$ 85,000.00	\$ 47,550.00	\$ -
11/01/35	\$ 1,500,000	6.0%	\$ -	\$ 45,000.00	\$ 177,550.00
05/01/36	\$ 1,500,000	6.0%	\$ 90,000.00	\$ 45,000.00	\$ -
11/01/36	\$ 1,410,000	6.0%	\$ -	\$ 42,300.00	\$ 177,300.00
05/01/37	\$ 1,410,000	6.0%	\$ 95,000.00	\$ 42,300.00	\$ -
11/01/37	\$ 1,315,000	6.0%	\$ -	\$ 39,450.00	\$ 176,750.00
05/01/38	\$ 1,315,000	6.0%	\$ 100,000.00	\$ 39,450.00	\$ -
11/01/38	\$ 1,215,000	6.0%	\$ -	\$ 36,450.00	\$ 175,900.00
05/01/39	\$ 1,215,000	6.0%	\$ 105,000.00	\$ 36,450.00	\$ -
11/01/39	\$ 1,110,000	6.0%	\$ -	\$ 33,300.00	\$ 174,750.00
05/01/40	\$ 1,110,000	6.0%	\$ 110,000.00	\$ 33,300.00	\$ -
11/01/40	\$ 1,000,000	6.0%	\$ -	\$ 30,000.00	\$ 173,300.00
05/01/41	\$ 1,000,000	6.0%	\$ 120,000.00	\$ 30,000.00	\$ -
11/01/41	\$ 880,000	6.0%	\$ -	\$ 26,400.00	\$ 176,400.00
05/01/42	\$ 880,000	6.0%	\$ 125,000.00	\$ 26,400.00	\$ -
11/01/42	\$ 755,000	6.0%	\$ -	\$ 22,650.00	\$ 174,050.00
05/01/43	\$ 755,000	6.0%	\$ 135,000.00	\$ 22,650.00	\$ -
11/01/43	\$ 620,000	6.0%	\$ -	\$ 18,600.00	\$ 176,250.00
05/01/44	\$ 620,000	6.0%	\$ 140,000.00	\$ 18,600.00	\$ -
11/01/44	\$ 480,000	6.0%	\$ -	\$ 14,400.00	\$ 173,000.00
05/01/45	\$ 480,000	6.0%	\$ 150,000.00	\$ 14,400.00	\$ -
11/01/45	\$ 330,000	6.0%	\$ -	\$ 9,900.00	\$ 174,300.00
05/01/46	\$ 330,000	6.0%	\$ 160,000.00	\$ 9,900.00	\$ -
11/01/46	\$ 170,000	6.0%	\$ -	\$ 5,100.00	\$ 175,000.00
05/01/47	\$ 170,000	6.0%	\$ 170,000.00	\$ 5,100.00	\$ -
11/01/47	\$ -	6.0%		\$ -	\$ 175,100.00
Total			\$2,355,000.00	\$ 2,464,800.00	\$ 4,819,800.00

Amelia Concourse
Community Development District

Debt Service Fund
Series 2019A

Description	Adopted Budget FY 2020	Actual Thru 4/30/20	Total Projected 9/30/20	Proposed Budget FY 2021
Revenues				
Special Assessments	\$212,603	\$212,603	\$212,603	\$212,603
Interest Income	\$0	\$109	\$300	\$0
Carry Forward Surplus	\$85,939	\$85,981	\$85,981	\$86,807
TOTAL REVENUES	\$298,542	\$298,693	\$298,884	\$299,410
Expenditures				
<u>Series 2019A</u>				
Interest - 11/01	\$85,739	\$85,739	\$85,739	\$84,609
Interest - 05/01	\$85,739	\$0	\$85,739	\$84,609
Principal - 05/01	\$40,000	\$0	\$40,000	\$40,000
TOTAL EXPENDITURES	\$211,478	\$85,739	\$211,478	\$209,218
Other Sources and Uses				
Interfund Transfer	\$0	(\$352)	(\$600)	\$0
TOTAL OTHER SOURCES AND USES	\$0	(\$352)	(\$600)	\$0
EXCESS REVENUES	\$87,065	\$212,602	\$86,807	\$90,192

Interest 11/1/21 \$84,609

Development Type	Units	Gross Per Unit	Gross Assessments
Single Family	172	\$1,329	\$228,605
Less Disc. + Collections 7%			\$16,002
Net Annual Assessment			\$212,603

Amelia Concourse

Community Development District

Amortization Schedule

Series 2019A Capital Improvement Revenue Bonds

DATE	BALANCE	RATE	PRINCIPAL	INTEREST	TOTAL
11/01/20	\$ 2,995,000	5.7%	\$ -	\$ 84,608.75	\$ 84,608.75
05/01/21	\$ 2,995,000	5.7%	\$ 40,000.00	\$ 84,608.75	\$ -
11/01/21	\$ 2,955,000	5.7%	\$ -	\$ 83,478.75	\$ 208,087.50
05/01/22	\$ 2,955,000	5.7%	\$ 45,000.00	\$ 83,478.75	\$ -
11/01/22	\$ 2,910,000	5.7%	\$ -	\$ 82,207.50	\$ 210,686.25
05/01/23	\$ 2,910,000	5.7%	\$ 45,000.00	\$ 82,207.50	\$ -
11/01/23	\$ 2,865,000	5.7%	\$ -	\$ 80,936.25	\$ 208,143.75
05/01/24	\$ 2,865,000	5.7%	\$ 50,000.00	\$ 80,936.25	\$ -
11/01/24	\$ 2,815,000	5.7%	\$ -	\$ 79,523.75	\$ 210,460.00
05/01/25	\$ 2,815,000	5.7%	\$ 50,000.00	\$ 79,523.75	\$ -
11/01/25	\$ 2,765,000	5.7%	\$ -	\$ 78,111.25	\$ 207,635.00
05/01/26	\$ 2,765,000	5.7%	\$ 55,000.00	\$ 78,111.25	\$ -
11/01/26	\$ 2,710,000	5.7%	\$ -	\$ 76,557.50	\$ 209,668.75
05/01/27	\$ 2,710,000	5.7%	\$ 60,000.00	\$ 76,557.50	\$ -
11/01/27	\$ 2,650,000	5.7%	\$ -	\$ 74,862.50	\$ 211,420.00
05/01/28	\$ 2,650,000	5.7%	\$ 60,000.00	\$ 74,862.50	\$ -
11/01/28	\$ 2,590,000	5.7%	\$ -	\$ 73,167.50	\$ 208,030.00
05/01/29	\$ 2,590,000	5.7%	\$ 65,000.00	\$ 73,167.50	\$ -
11/01/29	\$ 2,525,000	5.7%	\$ -	\$ 71,331.25	\$ 209,498.75
05/01/30	\$ 2,525,000	5.7%	\$ 70,000.00	\$ 71,331.25	\$ -
11/01/30	\$ 2,455,000	5.7%	\$ -	\$ 69,353.75	\$ 210,685.00
05/01/31	\$ 2,455,000	5.7%	\$ 75,000.00	\$ 69,353.75	\$ -
11/01/31	\$ 2,380,000	5.7%	\$ -	\$ 67,235.00	\$ 211,588.75
05/01/32	\$ 2,380,000	5.7%	\$ 80,000.00	\$ 67,235.00	\$ -
11/01/32	\$ 2,300,000	5.7%	\$ -	\$ 64,975.00	\$ 212,210.00
05/01/33	\$ 2,300,000	5.7%	\$ 85,000.00	\$ 64,975.00	\$ -
11/01/33	\$ 2,215,000	5.7%	\$ -	\$ 62,573.75	\$ 212,548.75
05/01/34	\$ 2,215,000	5.7%	\$ 85,000.00	\$ 62,573.75	\$ -
11/01/34	\$ 2,130,000	5.7%	\$ -	\$ 60,172.50	\$ 207,746.25
05/01/35	\$ 2,130,000	5.7%	\$ 90,000.00	\$ 60,172.50	\$ -
11/01/35	\$ 2,040,000	5.7%	\$ -	\$ 57,630.00	\$ 207,802.50
05/01/36	\$ 2,040,000	5.7%	\$ 100,000.00	\$ 57,630.00	\$ -
11/01/36	\$ 1,940,000	5.7%	\$ -	\$ 54,805.00	\$ 212,435.00
05/01/37	\$ 1,940,000	5.7%	\$ 105,000.00	\$ 54,805.00	\$ -
11/01/37	\$ 1,835,000	5.7%	\$ -	\$ 51,838.75	\$ 211,643.75
05/01/38	\$ 1,835,000	5.7%	\$ 110,000.00	\$ 51,838.75	\$ -
11/01/38	\$ 1,725,000	5.7%	\$ -	\$ 48,731.25	\$ 210,570.00
05/01/39	\$ 1,725,000	5.7%	\$ 115,000.00	\$ 48,731.25	\$ -
11/01/39	\$ 1,610,000	5.7%	\$ -	\$ 45,482.50	\$ 209,213.75
05/01/40	\$ 1,610,000	5.7%	\$ 125,000.00	\$ 45,482.50	\$ -
11/01/40	\$ 1,485,000	5.7%	\$ -	\$ 41,951.25	\$ 212,433.75
05/01/41	\$ 1,485,000	5.7%	\$ 130,000.00	\$ 41,951.25	\$ -
11/01/41	\$ 1,355,000	5.7%	\$ -	\$ 38,278.75	\$ 210,230.00
05/01/42	\$ 1,355,000	5.7%	\$ 140,000.00	\$ 38,278.75	\$ -

Amelia Concourse

Community Development District

Amortization Schedule

Series 2019A Capital Improvement Revenue Bonds

DATE	BALANCE	RATE	PRINCIPAL	INTEREST	TOTAL
11/01/42	\$ 1,215,000	5.7%	\$ -	\$ 34,323.75	\$ 212,602.50
05/01/43	\$ 1,215,000	5.7%	\$ 145,000.00	\$ 34,323.75	\$ -
11/01/43	\$ 1,070,000	5.7%	\$ -	\$ 30,227.50	\$ 209,551.25
05/01/44	\$ 1,070,000	5.7%	\$ 155,000.00	\$ 30,227.50	\$ -
11/01/44	\$ 915,000	5.7%	\$ -	\$ 25,848.75	\$ 211,076.25
05/01/45	\$ 915,000	5.7%	\$ 165,000.00	\$ 25,848.75	\$ -
11/01/45	\$ 750,000	5.7%	\$ -	\$ 21,187.50	\$ 212,036.25
05/01/46	\$ 750,000	5.7%	\$ 170,000.00	\$ 21,187.50	\$ -
11/01/46	\$ 580,000	5.7%	\$ -	\$ 16,385.00	\$ 207,572.50
05/01/47	\$ 580,000	5.7%	\$ 180,000.00	\$ 16,385.00	\$ -
11/01/47	\$ 400,000	5.7%	\$ -	\$ 11,300.00	\$ 207,685.00
05/01/48	\$ 400,000	5.7%	\$ 195,000.00	\$ 11,300.00	\$ -
11/01/48	\$ 205,000	5.7%	\$ -	\$ 5,791.25	\$ 212,150.00
05/01/49	\$ 205,000	5.7%	\$ 205,000.00	\$ 5,791.25	\$ -
11/01/49	\$ -	5.7%	\$ -	\$ -	\$ 212,150.00
Total			\$2,995,000.00	\$ 3,185,752.50	\$ 6,182,170.00

Amelia Concourse

Community Development District

Debt Service Fund
Series 2019B

Description	Adopted Budget FY 2020	Actual Thru 4/30/20	Total Projected 9/30/20	Proposed Budget FY 2021
Revenues				
Special Assessments	\$203,388	\$101,694	\$203,388	\$203,388
Interest Income	\$0	\$117	\$300	\$0
Carry Forward Surplus	\$101,894	\$101,946	\$101,946	\$101,878
TOTAL REVENUES	\$305,282	\$203,757	\$305,634	\$305,266
Expenditures				
<u>Series 2019B-1</u>				
Interest - 11/01	\$50,400	\$50,400	\$50,400	\$50,400
Interest - 05/01	\$50,400	\$0	\$50,400	\$50,400
<u>Series 2019B-2</u>				
Interest - 11/01	\$51,294	\$51,294	\$51,294	\$51,294
Interest - 05/01	\$51,294	\$0	\$51,294	\$51,294
TOTAL EXPENDITURES	\$203,388	\$101,694	\$203,388	\$203,388
Other Sources and Uses				
Interfund Transfer	\$0	(\$368)	(\$368)	\$0
TOTAL OTHER SOURCES AND USES	\$0	(\$368)	(\$368)	\$0
EXCESS REVENUES	\$101,894	\$101,695	\$101,878	\$101,879

Interest 11/1/20 \$101,694

Development Type	Units	Gross Per Unit	Gross Assessments
Single Family	172	\$1,265	217,630
Less Disc. + Collections 7%			\$14,242
Net Annual Assessment			\$203,388

Amelia Concourse

Community Development District

Amortization Schedule

Series 2019B-1 Capital Improvement Revenue Bonds

DATE	BALANCE	RATE	PRINCIPAL	INTEREST	TOTAL
11/01/20	\$ 1,920,000	5.3%	\$ -	\$ 50,400.00	\$ 50,400.00
05/01/21	\$ 1,920,000	5.3%	\$ -	\$ 50,400.00	\$ -
11/01/21	\$ 1,920,000	5.3%	\$ -	\$ 50,400.00	\$ 100,800.00
05/01/22	\$ 1,920,000	5.3%	\$ -	\$ 50,400.00	\$ -
11/01/22	\$ 1,920,000	5.3%	\$ -	\$ 50,400.00	\$ 100,800.00
05/01/23	\$ 1,920,000	5.3%	\$ -	\$ 50,400.00	\$ -
11/01/23	\$ 1,920,000	5.3%	\$ -	\$ 50,400.00	\$ 100,800.00
05/01/24	\$ 1,920,000	5.3%	\$ -	\$ 50,400.00	\$ -
11/01/24	\$ 1,920,000	5.3%	\$ -	\$ 50,400.00	\$ 100,800.00
05/01/25	\$ 1,920,000	5.3%	\$ -	\$ 50,400.00	\$ -
11/01/25	\$ 1,920,000	5.3%	\$ -	\$ 50,400.00	\$ 100,800.00
05/01/26	\$ 1,920,000	5.3%	\$ -	\$ 50,400.00	\$ -
11/01/26	\$ 1,920,000	5.3%	\$ -	\$ 50,400.00	\$ 100,800.00
05/01/27	\$ 1,920,000	5.3%	\$ -	\$ 50,400.00	\$ -
11/01/27	\$ 1,920,000	5.3%	\$ -	\$ 50,400.00	\$ 100,800.00
05/01/28	\$ 1,920,000	5.3%	\$ -	\$ 50,400.00	\$ -
11/01/28	\$ 1,920,000	5.3%	\$ -	\$ 50,400.00	\$ 100,800.00
05/01/29	\$ 1,920,000	5.3%	\$1,920,000.00	\$ 50,400.00	\$ -
Total			\$1,920,000.00	\$ 907,200.00	\$ 856,800.00

Amelia Concourse

Community Development District

Amortization Schedule

Series 2019B-2 Capital Improvement Revenue Bonds

DATE	BALANCE	RATE	PRINCIPAL	INTEREST	TOTAL
11/01/20	\$ 1,415,000	7.3%	\$ -	\$ 51,293.75	\$ 51,293.75
05/01/21	\$ 1,415,000	7.3%	\$ -	\$ 51,293.75	\$ -
11/01/21	\$ 1,415,000	7.3%	\$ -	\$ 51,293.75	\$ 102,587.50
05/01/22	\$ 1,415,000	7.3%	\$ -	\$ 51,293.75	\$ -
11/01/22	\$ 1,415,000	7.3%	\$ -	\$ 51,293.75	\$ 102,587.50
05/01/23	\$ 1,415,000	7.3%	\$ -	\$ 51,293.75	\$ -
11/01/23	\$ 1,415,000	7.3%	\$ -	\$ 51,293.75	\$ 102,587.50
05/01/24	\$ 1,415,000	7.3%	\$ -	\$ 51,293.75	\$ -
11/01/24	\$ 1,415,000	7.3%	\$ -	\$ 51,293.75	\$ 102,587.50
05/01/25	\$ 1,415,000	7.3%	\$ -	\$ 51,293.75	\$ -
11/01/25	\$ 1,415,000	7.3%	\$ -	\$ 51,293.75	\$ 102,587.50
05/01/26	\$ 1,415,000	7.3%	\$ -	\$ 51,293.75	\$ -
11/01/26	\$ 1,415,000	7.3%	\$ -	\$ 51,293.75	\$ 102,587.50
05/01/27	\$ 1,415,000	7.3%	\$ -	\$ 51,293.75	\$ -
11/01/27	\$ 1,415,000	7.3%	\$ -	\$ 51,293.75	\$ 102,587.50
05/01/28	\$ 1,415,000	7.3%	\$ -	\$ 51,293.75	\$ -
11/01/28	\$ 1,415,000	7.3%	\$ -	\$ 51,293.75	\$ 102,587.50
05/01/29	\$ 1,415,000	7.3%	\$1,415,000.00	\$ 51,293.75	\$ -
Total			\$1,415,000.00	\$ 923,287.50	\$ 871,993.75

Amelia Concourse

Community Development District

Amelia Concourse SPE, LLC

Description	Adopted Budget FY 2020	Actual Thru 4/30/20	Total Projected 9/30/20	Proposed Budget FY 2021
Revenues				
Bondholder Funding	\$25,650	\$0	\$25,650	\$25,650
TOTAL REVENUES	\$25,650	\$0	\$25,650	\$25,650
Expenditures				
Annual Corporate Fees	\$150	\$0	\$144	\$150
Bank Charges/Other Current	\$1,500	\$560	\$1,000	\$1,500
Contingency/Miscellaneous	\$2,500	\$0	\$1,000	\$2,500
Insurance - Liability	\$1,500	\$0	\$1,200	\$1,500
Management Fees	\$20,000	\$9,000	\$18,000	\$20,000
TOTAL EXPENDITURES	\$25,650	\$9,560	\$21,344	\$25,650
EXCESS REVENUES	\$0	(\$9,560)	\$4,307	\$0

Amelia Concourse

Community Development District

Capital Reserve

Description	Adopted Budget FY 2020	Actual Thru 4/30/20	Total Projected 9/30/20	Proposed Budget FY 2021
Revenues:				
Interest	\$1,000	\$430	\$1,000	\$1,000
Capital Reserve Funding - Transfer In	\$40,282	\$0	\$40,282	\$24,693
Carry Forward Surplus	\$88,308	\$44,130	\$44,130	\$77,265
Total Revenues	\$129,589	\$44,560	\$85,412	\$102,958
Expenditures				
Capital Outlay	\$0	\$8,147	\$8,147	\$10,000
Capital Reserve Study	\$0	\$0	\$0	\$0
Total Expenditures	\$0	\$8,147	\$8,147	\$10,000
Excess Revenues (Expenditures)	\$129,589	\$36,413	\$77,265	\$92,958

Reserve Study Funding Plan (Next 5 Years)

	Funding	Interest	Expenses	Planned Balance	Budgeted Balance	Variance
Beginning Balance				\$56,000		
Fiscal Year 2019	\$35,227	\$1,338	\$2,000	\$90,565		
Fiscal Year 2020	\$35,932	\$1,696	\$13,400	\$114,793		
Fiscal Year 2021	\$36,651	\$1,029	\$82,827	\$69,646	\$92,958	\$23,312
Fiscal Year 2022	\$33,659	\$1,481	\$4,589	\$100,197		
Fiscal Year 2023	\$34,332	\$1,616	\$26,787	\$109,358		

ELEVENTH ORDER OF BUSINESS

B.



April 30, 2020

Ms. Courtney Hogge
Recording Secretary
475 West Town Place, Suite 114
St. Augustine, Florida 32092

RE: Amelia Concourse Community Development District

Dear Ms. Hogge,

In response to your letter received on April 20, 2020, please be advised that as of April 15, 2020, there were 511 registered voters within the boundaries of the above referenced District.

Should you have questions, or if we can be of assistance to you in any way, please do not hesitate to contact us.

Sincerely, .

Maria Pearson
Candidate Coordinator

Enclosure

Date 4/15/2020
Time 05:03 PM

Vicki P. Cannon
Supervisor of Elections
Active Voters by District/Precinct

Nassau County, FL

Amelia Concourse

204 The Journey Church

Amelia Concourse

<u>Dem</u>	<u>Rep</u>	<u>NPA</u>	<u>Other</u>	<u>Total</u>	<u>White</u>	<u>Black</u>	<u>Hispanic</u>	<u>Other</u>	<u>Male</u>	<u>Female</u>	<u>Other</u>
98	258	137	18	511	425	37	28	21	239	261	11
98	258	137	18	511	425	37	28	21	239	261	11

C.



Amelia Concourse CDD

Field Report May 2020

First Coast CMS LLC

Swimming Pools

At this time, there are no maintenance issues with the swimming pool. The pool is scheduled to reopen to residents of Amelia Concourse on Wednesday, May 20th

Maintenance and Facility

The amenity center and the vinyl fencing has been pressure washed.

The new furniture in the amenity room has been ordered and set in place.

Amenity Staff purchased ceiling fans and had them installed in the amenity room and outside covered area.

Staff is preparing to ready the facility to reopen.

There have been multiple incidents of locks being cut off the gates since the facility has been closed. The first time it was cut off, we were unable to confirm who did it. The second time the locks were cut, a resident admitted to doing it in an unapologetic email. The email was forward to District Manager and District Counsel. The third time the lock was cut, we were warned prior via email by the same resident. The resident proceeded to cut the locks and the Sheriff's office was called. We have received a case number and I'm waiting on the report from the Sheriff's office.

All flooring in the Amenity Center was sanitized and steam cleaned by Stanley Steemer.

All pool furniture has been pressure washed and sanitized so it will be ready when it is decided to place it back on the deck.

We continue to update the marquee message board as needed.

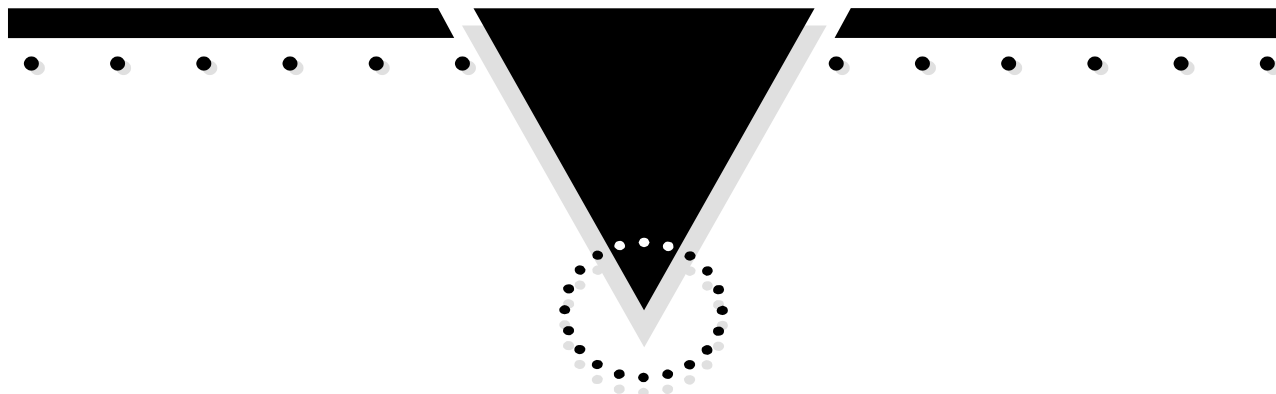
Landscaping

Trim all is scheduled to install Summer Annuals in beds in June

Mulch around the facility was installed the week of April 27th.

TWELFTH ORDER OF BUSINESS

A.



Amelia Concourse

Community Development District

Unaudited Financial Reporting
April 30, 2020



AMELIA CONCOURSE
Community Development District
Combined Balance Sheet

April 30, 2020

	<i>Governmental Fund Types</i>					<i>Totals (Memorandum Only)</i>
	<i>General</i>	<i>SPE, LLC</i>	<i>Debt Service</i>	<i>Capital Projects</i>	<i>Capital Reserve</i>	
<u>Assets:</u>						
Cash	\$116,049	---	---	---	---	\$116,049
Cash-Regions	---	\$474,524	---	---	---	\$474,524
Land Held for Resale	---	---	---	---	---	\$0
Investments:						
<u>2007 Series</u>						
Reserve	---	---	\$85,541	---	---	\$85,541
Revenue	---	---	\$1,140,765	---	---	\$1,140,765
Prepayment	---	---	\$42,070	---	---	\$42,070
Construction	---	---	---	\$72,093	---	\$72,093
Deferred Cost	---	---	---	\$7,261	---	\$7,261
<u>2016 Series</u>						
Reserve	---	---	\$89,188	---	---	\$89,188
Revenue	---	---	\$194,828	---	---	\$194,828
Prepayment	---	---	\$261,276	---	---	\$261,276
<u>2019A Series</u>						
Reserve	---	---	\$106,324	---	---	\$106,324
Revenue	---	---	\$212,603	---	---	\$212,603
Construction	---	---	---	---	---	---
<u>2019B Series</u>						
Reserve	---	---	---	\$174	---	\$174
Prepayment	---	---	\$101,700	---	---	\$101,700
Construction	---	---	\$101,694	---	---	\$101,694
SBA	---	---	---	\$1,473,636	---	\$1,473,636
Custody	\$408,596	---	---	---	\$36,414	\$408,596
Due from General Fund	---	---	\$0	---	---	\$0
Due from Debt Service	\$7,065	---	---	---	---	\$7,065
Due from Capital	\$8,859	---	---	---	---	\$8,859
Electric Deposits	\$5,287	---	---	---	---	\$5,287
Prepaid Expenses	\$1,355	---	---	---	---	\$1,355
TOTAL ASSETS	\$547,211	\$474,524	\$2,335,989	\$1,553,164	\$36,414	\$4,947,302
<u>Liabilities:</u>						
Accounts Payable	\$5,000	\$38	---	---	---	\$5,038
Accrued Expenses	\$2,696	\$9,000	---	---	---	\$11,696
FICA Payable	---	---	---	---	---	\$0
Due to General Fund	---	---	\$7,065	\$8,859	---	\$15,924
Due to Debt Service	\$0	---	---	---	---	\$0
Due to Other	---	\$456,159	---	---	---	\$456,159
Accrued Interest Payable	---	---	\$679,244	---	---	\$679,244
Accrued Principal Payable	---	---	\$755,000	---	---	\$755,000
<u>Fund Balances:</u>						
Restricted for Debt Service	---	---	\$894,681	---	---	\$894,681
Restricted for Capital Projects	---	---	---	\$1,544,305	---	\$1,544,305
Nonspendable	\$5,287	---	---	---	---	\$5,287
Unassigned	\$528,941	\$9,328	---	---	\$36,414	\$574,683
Total Liabilities, Fund Equity, Other	\$547,211	\$474,524	\$2,335,989	\$1,553,164	\$36,414	\$4,947,302

AMELIA CONCOURSE

Community Development District

GENERAL FUND

Statement of Revenues & Expenditures

For The Period Ending April 30, 2020

Adopted Budget	Prorated Budget 4/30/20	Actual 4/30/20	VARIANCE
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REVENUES:

Special Assessment-Tax Roll	\$217,733	\$215,537	\$215,537	\$0
Special Assessment- Direct	\$130,944	\$130,944	\$130,944	\$0
Interest Income	\$250	\$146	\$233	\$87
Rental Revenue/Miscellaneous Income	\$500	\$292	\$1,015	\$723
TOTAL REVENUES	\$349,427	\$346,918	\$347,728	\$810

EXPENDITURES:

ADMINISTRATIVE:

Supervisors	\$6,000	\$3,500	\$600	\$2,900
FICA Expense	\$459	\$268	\$46	\$222
Travel	\$300	\$175	\$0	\$175
Engineering	\$15,000	\$8,750	\$375	\$8,375
Attorney Fees	\$20,000	\$11,667	\$6,541	\$5,126
Annual Audit	\$3,875	\$4,050	\$4,050	\$0
Dissemination	\$7,000	\$4,083	\$5,833	(\$1,750)
Assessment Roll	\$7,500	\$7,500	\$7,500	\$0
Property Appraiser	\$2,250	\$2,250	\$2,320	(\$70)
Trustee Fees	\$8,000	\$4,667	\$0	\$4,667
Arbitrage	\$1,200	\$700	\$0	\$700
Management Fees	\$45,000	\$26,250	\$26,250	\$0
Information Technology	\$1,500	\$875	\$875	\$0
Telephone	\$500	\$292	\$94	\$198
Postage	\$500	\$292	\$192	\$100
Insurance	\$8,919	\$8,919	\$8,706	\$213
Printing and Binding	\$1,000	\$583	\$737	(\$153)
Legal Advertising	\$1,500	\$875	\$4,300	(\$3,425)
Other Current Charges	\$450	\$263	\$235	\$27
Office Supplies	\$150	\$88	\$124	(\$37)
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
TOTAL ADMINISTRATIVE	\$131,278	\$86,220	\$68,953	\$17,268

FIELD:

Contract Services:

Landscape Maintenance	\$20,000	\$11,667	\$18,155	(\$6,488)
Lake Maintenance	\$5,000	\$2,917	\$3,612	(\$695)
Management Company	\$6,948	\$4,053	\$3,522	\$531
Subtotal Contract Services	\$31,948	\$18,636	\$25,289	(\$6,652)

Repairs & Maintenance:

Repairs & Maintenance	\$14,500	\$8,458	\$11,398	(\$2,940)
Irrigation Repairs	\$800	\$467	\$421	\$45
Subtotal Repairs and Maintenance	\$15,300	\$8,925	\$11,819	(\$2,894)

AMELIA CONCOURSE

Community Development District

GENERAL FUND

Statement of Revenues & Expenditures

For The Period Ending April 30, 2020

	Adopted Budget	Prorated Budget 4/30/20	Actual 4/30/20	VARIANCE
Utilities:				
Electric	\$25,000	\$14,583	\$12,441	\$2,143
Water & Sewer	\$17,500	\$10,208	\$8,099	\$2,109
Subtotal Utilities	\$42,500	\$24,792	\$20,540	\$4,252
Amenity Center:				
Insurance	\$15,807	\$15,807	\$15,503	\$304
Amenity Staffing	\$11,097	\$6,474	\$3,783	\$2,691
Pool Maintenance	\$12,000	\$7,000	\$6,002	\$998
Pool Chemicals	\$8,000	\$4,667	\$3,708	\$959
Pool Permits	\$530	\$309	\$0	\$309
Cable	\$650	\$379	\$456	(\$77)
Janitorial	\$3,500	\$2,042	\$1,825	\$217
Facility Maintenance	\$15,310	\$8,931	\$0	\$8,931
Pest Control	\$900	\$525	\$843	(\$318)
Refuse	\$325	\$190	\$210	(\$20)
Subtotal Amenity Center	\$68,119	\$46,322	\$32,330	\$13,993
Reserves:				
Capital Outlay	\$20,000	\$0	\$0	\$0
Capital Reserve Fund	\$40,282	\$0	\$0	\$0
Subtotal Amenity Center	\$60,282	\$0	\$0	\$0
TOTAL FIELD	\$218,149	\$98,675	\$89,978	\$8,698
TOTAL EXPENDITURES	\$349,427	\$184,895	\$158,930	\$25,965
EXCESS REVENUES (EXPENDITURES)	\$0		\$188,798	
FUND BALANCE - Beginning	\$0		\$345,430	
FUND BALANCE - Ending	\$0		\$534,228	

Amelia Concourse
Community Development District
General Fund
Month By Month Income Statement
Fiscal Year 2020

	October	November	December	January	February	March	April	May	June	July	August	September	Total
Revenues:													
Special Assessment-Tax Roll	\$194	\$126,372	\$54,631	\$11,111	\$9,286	\$11,492	\$2,450	\$0	\$0	\$0	\$0	\$0	\$215,537
Special Assessment-Direct	\$0	\$0	\$65,472	\$0	\$0	\$32,736	\$32,736	\$0	\$0	\$0	\$0	\$0	\$130,944
Interest Income	\$45	\$22	\$25	\$41	\$44	\$38	\$17	\$0	\$0	\$0	\$0	\$0	\$233
Rental/Miscellaneous	\$915	\$0	\$50	\$50	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,015
Total Revenues	\$1,155	\$126,394	\$120,178	\$11,202	\$9,331	\$44,266	\$35,203	\$0	\$0	\$0	\$0	\$0	\$347,728
Expenditures:													
Administrative													
Supervisors	\$0	\$0	\$200	\$0	\$400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$600
FICA Expense	\$0	\$0	\$15	\$0	\$31	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$46
Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineering	\$0	\$0	\$375	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$375
Attorney Fees	\$350	\$689	\$2,880	\$959	\$1,664	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,541
Annual Audit	\$0	\$0	\$0	\$0	\$0	\$0	\$4,050	\$0	\$0	\$0	\$0	\$0	\$4,050
Dissemination	\$1,083	\$583	\$583	\$583	\$583	\$1,333	\$1,083	\$0	\$0	\$0	\$0	\$0	\$5,833
Assessment Roll	\$7,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,500
Property Appraiser	\$0	\$2,320	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,320
Trustee Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Arbitrage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Management Fees	\$3,750	\$3,750	\$3,750	\$3,750	\$3,750	\$3,750	\$3,750	\$0	\$0	\$0	\$0	\$0	\$26,250
Information Technology	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$0	\$0	\$0	\$0	\$0	\$875
Telephone	\$0	\$12	\$0	\$19	\$0	\$0	\$62	\$0	\$0	\$0	\$0	\$0	\$94
Postage	\$20	\$30	\$19	\$20	\$38	\$51	\$14	\$0	\$0	\$0	\$0	\$0	\$192
Insurance	\$8,706	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,706
Printing and Binding	\$21	\$8	\$8	\$420	\$16	\$174	\$89	\$0	\$0	\$0	\$0	\$0	\$737
Legal Advertising	\$0	\$250	\$250	\$1,720	\$262	\$1,819	\$0	\$0	\$0	\$0	\$0	\$0	\$4,300
Other Current Charges	\$91	\$98	\$124	\$95	\$177	(\$382)	\$33	\$0	\$0	\$0	\$0	\$0	\$235
Office Supplies	\$1	\$62	\$0	\$13	\$0	\$48	\$0	\$0	\$0	\$0	\$0	\$0	\$124
Dues, Licenses & Subscriptions	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
Total Administrative	\$21,822	\$7,926	\$8,329	\$7,704	\$7,045	\$6,919	\$9,207	\$0	\$0	\$0	\$0	\$0	\$68,953
FIELD													
Landscape Maintenance	\$3,465	\$1,994	\$1,469	\$5,719	\$1,469	\$1,469	\$2,573	\$0	\$0	\$0	\$0	\$0	\$18,154.75
Lake Maintenance	\$516	\$516	\$516	\$516	\$516	\$516	\$516	\$0	\$0	\$0	\$0	\$0	\$3,612
Management Company	\$579	\$579	\$579	\$595	\$595	\$0	\$595	\$0	\$0	\$0	\$0	\$0	\$3,522
Repairs & Maintenance	\$661	\$4,878	\$0	\$3,052	\$0	\$108	\$2,698	\$0	\$0	\$0	\$0	\$0	\$11,397.97
Irrigation Repairs	\$294	\$0	\$0	\$127	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$421
Electric	\$1,870	\$1,824	\$1,780	\$1,784	\$1,733	\$1,743	\$1,706	\$0	\$0	\$0	\$0	\$0	\$12,441
Water & Sewer	\$1,540	\$1,167	\$1,172	\$886	\$869	\$989	\$1,476	\$0	\$0	\$0	\$0	\$0	\$8,099
Insurance	\$15,503	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,503
Amenity Staffing	\$571	\$571	\$571	\$690	\$690	\$0	\$690	\$0	\$0	\$0	\$0	\$0	\$3,783
Pool Maintenance	\$801	\$801	\$801	\$1,200	\$1,200	\$1,200	\$0	\$0	\$0	\$0	\$0	\$0	\$6,002
Pool Chemicals	\$600	\$612	\$624	\$624	\$624	\$624	\$0	\$0	\$0	\$0	\$0	\$0	\$3,708
Pool Permits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cable	\$67	\$65	\$65	\$65	\$64	\$64	\$64	\$0	\$0	\$0	\$0	\$0	\$456
Janitorial	\$215	\$215	\$215	\$393	\$393	\$0	\$393	\$0	\$0	\$0	\$0	\$0	\$1,825
Facility Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pest Control	\$77	\$77	\$77	\$77	\$77	\$77	\$381	\$0	\$0	\$0	\$0	\$0	\$843
Refuse	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$0	\$0	\$0	\$0	\$0	\$210
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$5,703	(\$5,703)	\$0	\$0	\$0	\$0	\$0	\$0
Capital Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Field	\$26,790	\$13,329	\$7,899	\$15,758	\$8,260	\$12,523	\$5,419	\$0	\$0	\$0	\$0	\$0	\$89,978
Total Expenses	\$48,612	\$21,255	\$16,228	\$23,462	\$15,305	\$19,442	\$14,626	\$0	\$0	\$0	\$0	\$0	\$158,930
Excess Revenues (Expenditures)	(\$47,457)	\$105,139	\$103,950	(\$12,260)	(\$5,974)	\$24,824	\$20,576	\$0	\$0	\$0	\$0	\$0	\$188,798

AMELIA CONCOURSE
Community Development District

AMELIA CONCOURSE SPE, LLC
Statement of Revenues & Expenditures
For The Period Ending April 30, 2020

	Adopted Budget	Prorated Budget 4/30/20	Actual 4/30/20	VARIANCE
<u>REVENUES:</u>				
Bondholders Contributions	\$25,650	\$0	\$0	\$0
TOTAL REVENUES	\$25,650	\$0	\$0	\$0
<u>EXPENDITURES:</u>				
Annual Corporate Fees	\$150	\$0	\$0	\$0
Bank Charges/Other Current	\$1,500	\$875	\$560	\$315
Contingency/Miscellaneous	\$2,500	\$1,458	\$0	\$1,458
Insurance - Liability	\$1,500	\$0	\$0	\$0
Management Fees	\$20,000	\$10,000	\$9,000	\$1,000
TOTAL EXPENDITURES	\$25,650	\$12,333	\$9,560	\$2,773
<u>OTHER SOURCES/(USES):</u>				
Land Sale Proceeds	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$0
TOTAL OTHER SOURCES/(USES)	\$0	\$0	\$0	\$0
EXCESS REVENUES (EXPENDITURES)	\$0	(\$9,560)		
FUND BALANCE - Beginning	\$0	\$18,888		
FUND BALANCE - Ending	\$0	\$9,328		

AMELIA CONCOURSE
Community Development District

2007A DEBT SERVICE FUND

Statement of Revenues & Expenditures
For The Period Ending April 30, 2020

	Adopted Budget	Prorated Budget 4/30/20	Actual 4/30/20	VARIANCE
<u>REVENUES:</u>				
Special Assessments - Tax Collector	\$116,683	\$115,506	\$115,506	\$0
Interest Income	\$0	\$0	\$7,492	\$7,492
Other Revenue Sources	\$394,692	\$0	\$0	\$0
Prepayments	\$0	\$0	\$12,215	\$12,215
TOTAL REVENUES	\$511,375	\$115,506	\$135,213	\$19,707
<u>EXPENDITURES:</u>				
<u>Series 2007A</u>				
Interest Expense - 11/01	\$168,188	\$168,188	\$186,013	(\$17,825)
Interest Expense - 05/01	\$168,188	\$0	\$0	\$0
Principal Expense - 05/01	\$175,000	\$0	\$0	\$0
TOTAL EXPENDITURES	\$511,375	\$168,188	\$186,013	(\$17,825)
<u>OTHER SOURCES/(USES)</u>				
True Up Revenue	\$0	\$0	\$346,529	\$346,529
Interfund Transfer Out	\$0	\$0	(\$4,721)	(\$4,721)
Property Appraiser	\$0	\$0	(\$1,167)	(\$1,167)
Other Debt Service Costs	\$0	\$0	(\$21,350)	(\$21,350)
TOTAL OTHER SOURCES AND USES	\$0	\$0	\$319,291	\$319,291
EXCESS REVENUES (EXPENDITURES)	\$0		\$268,491	
FUND BALANCE - Beginning	\$0		(\$436,692)	
FUND BALANCE - Ending	\$0		(\$168,201)	

AMELIA CONCOURSE
Community Development District

2016 DEBT SERVICE FUND
Statement of Revenues & Expenditures
For The Period Ending April 30, 2020

	Adopted Budget	Prorated Budget 4/30/20	Actual 4/30/20	VARIANCE
REVENUES:				
Interest Income	\$240	\$100	\$424	\$324
Special Assessments- Tax Roll	\$231,865	\$179,008	\$179,008	\$0
Special Assessments- Prepayments	\$0	\$0	\$236,235	\$236,235
TOTAL REVENUES	\$232,105	\$179,108	\$415,666	\$236,558
EXPENDITURES:				
Series 2016				
Interest Expense - 11/01	\$89,700	\$89,700	\$89,700	\$0
Principal Expense - 11/01 (Prepayment)	\$250,000	\$250,000	\$600,000	(\$350,000)
Interest Expense - 05/01	\$89,700	\$0	\$0	\$0
Principal Expense - 05/01	\$45,000	\$0	\$0	\$0
Principal Expense - 05/01 (Prepayment)	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$474,400	\$339,700	\$689,700	(\$350,000)
OTHER SOURCES/(USES)				
Interfund Transfer	\$0	\$0	\$0	\$0
Property Appraiser	\$0	\$0	(\$2,319)	(\$2,319)
Bond Proceeds	\$0	\$0	\$0	\$0
TOTAL OTHER SOURCES AND USES	\$0	\$0	(\$2,319)	(\$2,319)
EXCESS REVENUES (EXPENDITURES)	(\$242,295)		(\$276,353)	
FUND BALANCE - Beginning	\$669,562		\$816,914	
FUND BALANCE - Ending	\$427,267		\$540,561	

AMELIA CONCOURSE
Community Development District

2019A DEBT SERVICE FUND
Statement of Revenues & Expenditures
For The Period Ending April 30, 2020

	Proposed Budget	Prorated Budget 4/30/20	Actual 4/30/20	VARIANCE
<u>REVENUES:</u>				
Interest Income	\$0	\$0	\$109	\$109
Special Assessments- Direct	\$212,603	\$212,603	\$212,603	(\$1)
Special Assessments- Prepayments	\$0	\$0	\$0	\$0
TOTAL REVENUES	\$212,603	\$212,603	\$212,712	\$109
<u>EXPENDITURES:</u>				
<u>Series 2019</u>				
Interest Expense - 11/01	\$85,739	\$85,739	\$85,739	\$0
Interest Expense - 05/01	\$85,739	\$0	\$0	\$0
Principal Expense - 05/01	\$40,000	\$0	\$0	\$0
TOTAL EXPENDITURES	\$211,478	\$85,739	\$85,739	\$0
<u>OTHER SOURCES/(USES)</u>				
Interfund Transfer In/ (Out)	\$0	\$0	(\$352)	(\$352)
TOTAL OTHER SOURCES AND USES	\$0	\$0	(\$352)	(\$352)
EXCESS REVENUES (EXPENDITURES)	\$1,126		\$126,621	
FUND BALANCE - Beginning	\$85,939		\$192,305	
FUND BALANCE - Ending	\$87,065		\$318,926	

AMELIA CONCOURSE
Community Development District

2019B DEBT SERVICE FUND
Statement of Revenues & Expenditures
For The Period Ending April 30, 2020

Adopted Budget	Prorated Budget 4/30/20	Actual 4/30/20	VARIANCE
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REVENUES:

Interest Income	\$0	\$0	\$117	\$117
Special Assessments- Direct	\$203,388	\$101,694	\$101,694	\$0
Special Assessments- Prepayments	\$0	\$0	\$0	\$0

TOTAL REVENUES	\$203,388	\$101,694	\$101,810	\$117
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EXPENDITURES:

Series 2019B-1

Interest Expense - 11/01	\$50,400	\$50,400	\$50,400	\$0
Interest Expense - 05/01	\$50,400	\$0	\$0	\$0

Series 2019B-2

Interest Expense - 11/01	\$51,294	\$51,294	\$51,294	\$0
Interest Expense - 05/01	\$51,294	\$0	\$0	\$0

TOTAL EXPENDITURES	\$203,388	\$101,694	\$101,694	\$0
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OTHER SOURCES/(USES)

Interfund Transfer In/ (Out)	\$0	\$0	(\$368)	(\$368)
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TOTAL OTHER SOURCES AND USES	\$203,388	\$0	(\$368)	(\$368)
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EXCESS REVENUES (EXPENDITURES)	\$1	(\$252)		
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FUND BALANCE - Beginning	\$101,894	\$203,646		
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FUND BALANCE - Ending	\$101,894	\$203,394		
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AMELIA CONCOURSE
Community Development District
CAPITAL PROJECTS FUND
Statement of Revenues & Expenditures
For The Period Ending April 30, 2020

	Series 2007	Series 2019A	Series 2019B
<u>REVENUES:</u>			
Interest Income	\$589	\$5,728	\$16,574
Total Revenues	\$589	\$5,728	\$16,574
<u>EXPENDITURES:</u>			
Capital Outlay	\$0	\$1,241,385	\$977,160
Total Expenditures	\$0	\$1,241,385	\$977,160
<u>OTHER SOURCES/(USES)</u>			
Interfund Transfer In	\$265	\$143,593	\$368
Interfund Transfer Out	\$0	\$0	(\$143,255)
Total Other Sources/(Uses)	\$265	\$143,593	(\$142,887)
EXCESS REVENUES (EXPENDITURES)	\$853	(\$1,092,064)	(\$1,103,473)
FUND BALANCE - Beginning	\$69,642	\$1,092,238	\$2,577,108
FUND BALANCE - Ending	\$70,495	\$174	\$1,473,636

AMELIA CONCOURSE
Community Development District
Capital Reserve Fund
Statement of Revenues & Expenditures
For The Period Ending April 30, 2020

	Adopted Budget	Prorated 4/30/20	Actual 4/30/20	Variance
<u>Revenues:</u>				
Interest	\$1,000	\$417	\$430	\$13
Capital Reserve Funding - Transfer In	\$40,282	\$0	\$0	\$0
Total Revenues	\$41,282	\$417	\$430	\$13
<u>Expenditures</u>				
Capital Outlay	\$0	\$0	\$8,147	(\$8,147)
Repair and Replacement	\$0	\$0	\$0	\$0
Total Expenditures	\$0	\$0	\$8,147	(\$8,147)
<u>OTHER SOURCES/(USES)</u>				
Interfund Transfer In/(Out)	\$0	\$0	\$0	\$0
Total Other Sources/(Uses)	\$0	\$0	\$0	\$0
EXCESS REVENUE (EXPENDITURES)	\$41,282		(\$7,717)	
FUND BALANCE - Beginning	\$89,253		\$44,130	
FUND BALANCE - Ending	\$130,535		\$36,414	

Amelia Concourse

Community Development District

Long Term Debt Report

Series 2007 Capital Improvement Revenue Bonds		
Interest Rate:		5.75%
Maturity Date:		5/1/38
Reserve Fund Definition:	7.0264% of Deemed Outstanding	
Reserve Fund Requirement:		\$454,605.97
Reserve Balance:		\$85,541.30
Bonds outstanding - 9/30/2013		\$7,255,000
Less: November 1, 2013		\$0
Less: May 1, 2014 (Mandatory)		(\$125,000)
Less: May 1, 2014 (Prepayment)		(\$65,000)
Less: May 1, 2014 (Prior Years)		(\$435,000)
Less: November 1, 2014 (Prepayment)		(\$85,000)
Less: May 1, 2015 (Prepayment)		(\$75,000)
Current Bonds Outstanding		\$6,470,000

Series 2016 Capital Improvement Revenue Bonds		
Interest Rate:		6.00%
Maturity Date:		5/1/47
Reserve Fund Definition:	50% of MADS	
Reserve Fund Requirement:		\$93,225.00
Reserve Balance:		\$89,188.14
Bonds outstanding - 6/30/2016		\$3,385,000
Less: May 1, 2018 (Mandatory)		(\$40,000)
Less: May 1, 2018 (Prepayment)		(\$60,000)
Less: November 1, 2018 (Prepayment)		(\$160,000)
Less: May 1, 2019 (Mandatory)		(\$40,000)
Less: May 1, 2019 (Prepayment)		(\$95,000)
Less: November 1, 2019 (Prepayment)		(\$600,000)
Current Bonds Outstanding		\$2,390,000

Amelia Concourse
Community Development District
Long Term Debt Report

Series 2019A Capital Improvement Revenue Bonds	
Interest Rate:	5.65%
Maturity Date:	5/1/49
Reserve Fund Definition:	50% of MADS
Reserve Fund Requirement:	\$106,301.25
Reserve Balance:	\$106,323.82
 Bonds outstanding - 03/20/2019	 \$3,035,000
Current Bonds Outstanding	\$3,035,000

Series 2019B-1 Capital Improvement Revenue Bonds	
Interest Rate:	5.25%
Maturity Date:	5/1/29
Reserve Fund Definition:	50% of Annual Interest
Reserve Fund Requirement:	\$50,400.00
Reserve Balance:	\$50,406.53
 Bonds outstanding - 03/20/2019	 \$1,920,000
Current Bonds Outstanding	\$1,920,000

Series 2019B-2 Capital Improvement Revenue Bonds	
Interest Rate:	7.25%
Maturity Date:	5/1/29
Reserve Fund Definition:	50% of Annual Interest
Reserve Fund Requirement:	\$51,293.75
Reserve Balance:	\$51,293.75
 Bonds outstanding - 03/20/2019	 \$1,415,000
Current Bonds Outstanding	\$1,415,000

B.

Amelia Concourse
Community Development District
Check Register Summary
February 1, 2020 through April 30, 2020

Fund	Date	Check #'s	Amount
<i>Payroll</i>			
	2/26/20	50147-50148	\$ 369.40
		Sub-Total	\$ 369.40
<i>General Fund</i>			
	2/7/20	1648-1654	\$ 9,613.53
	2/13/20	1655	\$ 2,879.57
	2/21/20	1656-1657	\$ 338.50
	3/5/20	1658-1661	\$ 1,902.00
	3/19/20	1662-1670	\$ 9,602.37
	3/26/20	1671	\$ 5,702.69
	4/2/20	1672-1675	\$ 5,321.50
	4/9/20	1676	\$ 159,451.88
	4/16/20	1677-1678	\$ 6,949.64
	4/23/20	1679-1683	\$ 3,681.50
	4/30/20	1684-1686	\$ 3,009.51
		Sub-Total	\$ 208,452.69
<i>SPE</i>	2/5/20	62	\$ 31,824.25
		Sub-Total	\$ 31,824.25
Total			\$ 240,646.34

PR300R

PAYROLL CHECK REGISTER

RUN 2/26/20 PAGE 1

CHECK #	EMP #	EMPLOYEE NAME	CHECK AMOUNT	CHECK DATE
50147	10	ELLEN B CATOR	184.70	2/26/2020
50148	11	WILLIAM J TOOHEY	184.70	2/26/2020
TOTAL FOR REGISTER			369.40	

ACON AMELIA CONCOUR DLAUGHLIN

Attendance Sheet

District Name: Amelia Concourse CDD

Board Meeting Date: February 25, 2020 Meeting

	Name	In Attendance	Fee
1	Ellen Cator	<input checked="" type="checkbox"/>	\$ 200
2	Harvey Greenberg	<input checked="" type="checkbox"/>	N/A
3	Bill Toohey	<input checked="" type="checkbox"/>	N/A \$ 200
4	Ellis Lancaster	<input type="checkbox"/>	N/A
5	Nick Powell	<input type="checkbox"/>	N/A

The Supervisors present at the above-referenced meeting should be compensated accordingly.

Approved for Payment:


District Manager Signature

2/25/2
Date

PLEASE RETURN COMPLETED FORM TO HANNAH SMITH

AP300R	YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER										RUN	5/07/20	PAGE	1	
*** CHECK DATES	02/01/2020 - 04/30/2020 ***		AMELIA CONCOURSE - GF												
	BANK A AMELIA CON - GENERAL														

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
2/07/20	00090	1/31/20 PD225665	202002 320-57200-46100	FEB REFUSE	*	30.00	
				ADVANCED DISPOSAL			30.00 001648
2/07/20	00049	1/01/20 4896	202002 320-57200-46000	FEB JANITORIAL SERVICES	*	393.00	
		1/01/20 4896	202002 320-57200-45300	FEB POOL SERVICES	*	1,200.00	
		1/01/20 4896	202002 320-57200-34000	FEB SITE MANAGEMENT	*	595.00	
		1/01/20 4896	202002 320-57200-34100	FEB STAFFING	*	690.00	
				FIRST COAST CMS, LLC			2,878.00 001649
2/07/20	00005	2/01/20 218	202002 310-51300-34000	FEB MANAGEMENT FEES	*	3,750.00	
		2/01/20 218	202002 310-51300-35100	FEB INFORM TECHNOLOGY	*	125.00	
		2/01/20 218	202002 310-51300-32400	FEB DISSEMINATION SERVICE	*	583.33	
		2/01/20 218	202002 310-51300-51000	OFFICE SUPPLIES	*	.39	
		2/01/20 218	202002 310-51300-42000	POSTAGE	*	38.10	
		2/01/20 218	202002 310-51300-42500	COPIES	*	15.60	
				GOVERNMENTAL MANAGEMENT SERVICES			4,512.42 001650
2/07/20	00055	1/17/20 552208	202001 310-51300-48000	NOTICE OF RULE MAKING	*	510.96	
				NEWS LEADER			510.96 001651
2/07/20	00055	1/20/20 548099B	202001 310-51300-48000	NOTICE RULE DEVELOPMENT	*	186.65	
				NEWS LEADER			186.65 001652
2/07/20	00040	1/27/20 44823	202001 320-57200-46400	IRRIGATION REPAIR	*	27.00	
				TRIM ALL LAWN SERVICE, INC			27.00 001653
2/07/20	00040	2/01/20 44834	202002 320-57200-46200	FEB LANDSCAPE MAINTENANCE	*	1,468.50	
				TRIM ALL LAWN SERVICE, INC			1,468.50 001654
2/13/20	00002	1/31/20 112517	201912 310-51300-31500	DEC GENERAL COUNSEL	*	2,879.57	
				HOPPING GREEN & SAMS			2,879.57 001655
				ACON AMELIA CONCUR OKUZMUK			

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
2/21/20	00082	2/17/20 37168768	202002 320-53800-45513	FEB FIRE ANT SERVICE	*	77.00	
				NADERS PEST CONTROL			77.00 001656
2/21/20	00055	2/14/20 562740	202002 310-51300-48000	NOTICE OF MEETING 2/25/20	*	261.50	
				NEWS LEADER			261.50 001657
3/05/20	00090	2/29/20 PD226137	202003 320-57200-46100	MAR REFUSE	*	30.00	
				ADVANCED DISPOSAL			30.00 001658
3/05/20	00084	1/01/20 13129559	202001 320-57200-45400	JAN POOL CHEMICALS	*	624.00	
				POOLSURE			624.00 001659
3/05/20	00084	2/01/20 13129559	202002 320-57200-45400	FEB POOL CHEMICALS	*	624.00	
				POOLSURE			624.00 001660
3/05/20	00084	3/01/20 13129559	202003 320-57200-45400	MAR POOL CHEMICALS	*	624.00	
				POOLSURE			624.00 001661
3/19/20	00049	3/02/20 4960	202003 320-57200-62000	JANITORIAL SUPPLIES	*	22.41	
		3/02/20 4960	202003 320-57200-62000	VACUUM/JANITORIAL	*	73.83	
		3/02/20 4960	202003 310-51300-51000	LETTER BOARD	*	35.98	
		3/02/20 4960	202003 320-57200-62000	TOILET CLEANER	*	4.24	
		3/02/20 4960	202003 320-57200-62000	CLEANING SUPPLIES	*	7.78	
		3/02/20 4960	202003 320-57200-62000	PURCHISING FEE	*	.03	
				FIRST COAST CMS, LLC			144.27 001662
3/19/20	00005	3/01/20 219	202003 310-51300-34000	MAR MANAGEMENT FEES	*	3,750.00	
		3/01/20 219	202003 310-51300-35100	MAR INFORM TECHNOLOGY	*	125.00	
		3/01/20 219	202003 310-51300-32400	MAR DISSEMINATION SERVICE	*	583.33	
		3/01/20 219	202003 310-51300-51000	OFFICE SUPPLIES	*	11.53	

ACON AMELIA CONCOUR OKUZMUK

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT	#
		3/01/20	219	202003	310-51300-42000	*	51.29		
		3/01/20	219	202003	310-51300-42500	*	174.00		
			POSTAGE						
			COPIES						
					GOVERNMENTAL MANAGEMENT SERVICES			4,695.15	001663
3/19/20	00002	2/28/20	113187	202001	310-51300-31500	*	959.00		
			JAN GENERAL COUNSEL						
					HOPPING GREEN & SAMS			959.00	001664
3/19/20	00055	3/09/20	567845	202003	310-51300-48000	*	261.50		
			NOTICE RULE DEVELOPMENT						
					NEWS LEADER			261.50	001665
3/19/20	00055	3/10/20	568105	202003	310-51300-48000	*	535.95		
			RULEMAKING-RENTAL RATES						
					NEWS LEADER			535.95	001666
3/19/20	00055	3/10/20	568144	202003	310-51300-48000	*	760.50		
			NOTICE OF RULE MAKING						
					NEWS LEADER			760.50	001667
3/19/20	00055	3/16/20	568142	202003	310-51300-48000	*	261.50		
			NOTICE RULE DEVELOPMENT						
					NEWS LEADER			261.50	001668
3/19/20	00027	3/01/20	PI-A0037	202003	320-57200-46800	*	516.00		
			MAR LAKE MAINTENANCE						
					SOLITUDE LAKE MANAGEMENT, LLC			516.00	001669
3/19/20	00040	3/01/20	45117	202003	320-57200-46200	*	1,468.50		
			MAR LANDSCAPE MAINTENANCE						
					TRIM ALL LAWN SERVICE, INC			1,468.50	001670
3/26/20	00097	3/24/20	151	202003	310-51300-60000	*	5,702.69		
			OUTDOOR FURNITURE						
					BACKYARD SOLUTIONS			5,702.69	001671
4/02/20	00090	3/31/20	PD226684	202004	320-57200-46100	*	30.00		
			APR REFUSE						
					ADVANCED DISPOSAL			30.00	001672
4/02/20	00081	3/27/20	5	202003	310-51300-32400	*	250.00		
			SE 2007A	AMORT PREPAY					
		3/27/20	5	202003	310-51300-32400	*	500.00		
			SE 2016	AMORT PREPAY					
					DISCLOSURE SERVICES, LLC			750.00	001673
					ACON AMELIA CONCOUR OKUZMUK				

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
4/02/20	00049	3/01/20 4934	202004 320-57200-46000		*	393.00	
			APR JANITORIAL SERVICE				
		3/01/20 4934	202004 320-57200-45300		*	1,200.00	
			APR POOL SERVICE				
		3/01/20 4934	202004 320-57200-34000		*	595.00	
			APR SITE MANAGEMENT				
		3/01/20 4934	202004 320-57200-34100		*	690.00	
			APR STAFFING				
FIRST COAST CMS, LLC						2,878.00	001674
4/02/20	00002	3/28/20 113785	202002 310-51300-31500		*	1,663.50	
			FEB GENERAL COUNSEL				
HOPPING GREEN & SAMS						1,663.50	001675
4/09/20	00098	4/08/20 04082020	202004 300-20700-10400		*	159,451.88	
			2019A DIRECT BILL				
US BANK						159,451.88	001676
4/16/20	00049	4/04/20 5031	202004 320-57200-62000		*	47.38	
			LAMINATING POUCHES				
		4/04/20 5031	202004 320-57200-62000		*	37.42	
			POOL NET				
		4/04/20 5031	202004 320-57200-62000		*	102.64	
			TOILET PAPER DISPENSERS				
		4/04/20 5031	202004 320-57200-62000		*	276.00	
			SANITIZE POOL FURNITURE				
		4/04/20 5031	202004 320-57200-62000		*	559.50	
			SANITIZE ALL FLOORING				
		4/04/20 5031	202004 320-57200-62000		*	732.95	
			CEILING FANS				
		4/04/20 5031	202004 320-57200-62000		*	2.68	
			BLEACH				
		4/04/20 5031	202004 320-57200-62000		*	499.00	
			REMOVAL OLD FURNITURE				
		4/04/20 5031	202004 320-57200-62000		*	67.73	
			PURCHASING FEE				
FIRST COAST CMS, LLC						2,325.30	001677
4/16/20	00005	4/01/20 220	202004 310-51300-34000		*	3,750.00	
			APR MANAGEMENT FEES				
		4/01/20 220	202004 310-51300-34000		*	125.00	
			APR INFORM TECHNOLOGY				
		4/01/20 220	202004 310-51300-32400		*	583.33	
			APR DISSEMINATION SERVICE				
		4/01/20 220	202004 310-51300-51000		*	.18	
			OFFICE SUPPLIES				

ACON AMELIA CONCOUR OKUZMUK

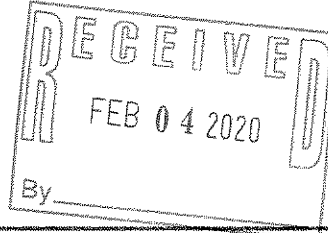
CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
		4/01/20 220	202004 310-51300-42000		*	14.04	
		POSTAGE					
		4/01/20 220	202004 310-51300-42500		*	89.40	
		COPIES					
		4/01/20 220	202004 310-51300-41000		*	62.39	
		TELEPHONE					
				GOVERNMENTAL MANAGEMENT SERVICES			4,624.34 001678
4/23/20 00082		3/20/20 37806684	202003 320-53800-45513		*	77.00	
		MAR FIRE ANT SERVICE					
				NADERS PEST CONTROL			77.00 001679
4/23/20 00027		2/01/20 PI-A0035	202002 320-57200-46800		*	516.00	
		FEB LAKE MAINTENANCE					
				SOLITUDE LAKE MANAGEMENT, LLC			516.00 001680
4/23/20 00027		4/01/20 PI-A0038	202004 320-57200-46800		*	516.00	
		APR LAKE MAINTENANCE					
				SOLITUDE LAKE MANAGEMENT, LLC			516.00 001681
4/23/20 00040		3/23/20 45419	202003 320-57200-46200		*	1,104.00	
		SEASONAL FLOWER ROTATION					
				TRIM ALL LAWN SERVICE, INC			1,104.00 001682
4/23/20 00040		4/01/20 45452	202004 320-57200-46200		*	1,468.50	
		APR LANDSCAPE MAINTENANCE					
				TRIM ALL LAWN SERVICE, INC			1,468.50 001683
4/30/20 00097		4/27/20 246	202004 310-51300-60000		*	2,444.01	
		BALANCE OUTDOOR FURNITURE					
				BACKYARD SOLUTIONS			2,444.01 001684
4/30/20 00082		4/08/20 04082020	202004 320-53800-45513		*	304.00	
		ANNUAL TERMITE RENEWAL					
				NADERS PEST CONTROL			304.00 001685
4/30/20 00055		4/24/20 574502	202004 300-15500-10100		*	261.50	
		QUALIFYING CANDIDATES					
				NEWS LEADER			261.50 001686
				TOTAL FOR BANK A		208,452.69	
				TOTAL FOR REGISTER		208,452.69	

ACON AMELIA CONCOUR OKUZMUK

**FIRST COAST CONTRACT
MAINTENANCE SERVICES, LLC**

352 Perdido St.
Saint Johns, FL 32259 US
(904) 537 9034
service@firstcoastcms.com
www.firstcoastcms.com

Invoice 4896



BILL TO

Amelia Concourse
c/o GMS, LLC
Attn - Daniel Laughlin
475 W. Town Place - Suite 114
St. Augustine, FL 32092

DATE
02/01/2020

PLEASE PAY
\$2,878.00

DUE DATE
02/21/2020

P.O. NUMBER

March Service

SALES REP

Lauren Shiver

DATE	ACTIVITY	QTY	RATE	AMOUNT
02/01/2020	Amelia Concourse Contract:Janitorial Service Janitorial Services <i>1,320, 572, 460</i>	1	393.00	393.00
02/01/2020	Amelia Concourse Contract:Pool Service Pool cleaning service, three days a week for all three swimming pools <i>1,320, 572, 453</i>	1	1,200.00	1,200.00
02/01/2020	Amelia Concourse Contract:Site Management Amenity Center site management <i>1,320, 572, 340</i>	1	595.00	595.00
02/01/2020	Amelia Concourse Contract:Staffing Staffing Attendant for amenity center 1 day during week. <i>1,320, 572, 341</i>	1	690.00	690.00

TOTAL DUE

\$2,878.00

49 (A)

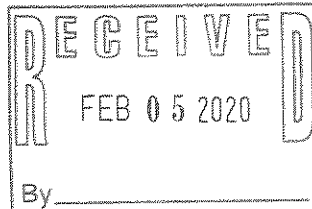
THANK YOU.

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice**Bill To:**

Amelia Concourse CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092



Invoice #: 218
Invoice Date: 2/1/20
Due Date: 2/1/20
Case:
P.O. Number:

Description	Hours/Qty	Rate	Amount
Management Fees - February 2020 1,310.573.340		3,750.00	3,750.00
Information Technology - February 2020 357		125.00	125.00
Dissemination Agent Services - February 2020 321		583.33	583.33
Office Supplies 570		0.39	0.39
Postage 420		38.10	38.10
Copies 425		15.60	15.60
5 (A)			
Total			\$4,512.42
Payments/Credits			\$0.00
Balance Due			\$4,512.42

NEWS-LEADER
P.O. Box 16766
Fernandina Beach FL 32035

(904) 261-3696

Fax(904) 261-3698

Advertising Memo Bill

1) Memo Bill Period 01/2020		2) Advertiser/Client Name AMELIA CONCOURSE CDD	
23) Total Amount Due 186.65		3) Terms of Payment	
21) Current Net Amount Due .00	22) 30 Days .00	60 Days .00	Over 90 Days .00
4) Page Number 1	5) Memo Bill Date 01/20/20	6) Billed Account Number 30057 MEGHA.	7) Advertiser/Client Number 30057

8) Billed Account Name and Address AMELIA CONCOURSE CDD 475 WEST TOWN PL STE 114 ST. AUGUSTINE FL 32092		Amount Paid: Comments: Ad #: 548099
--	--	---

Please Return Upper Portion With Payment

10) Date	11) Newspaper Reference	12) Description	13) Other Comments/Charges	15) SAU Step Billed Units	16) Times Rep Rate	17) Gross Amount	18) Net Amount
01/10/20	548099 B	N/ RULE DEVELOPMENT		2X 3.50	1		
	ROPLD	AMELIA CONCOURSE CDD		7.00	24.95	186.65	186.65
		01/10					
		FNL					
	AFFRD	AFFIDAVIT RETAIL DISPL			12.00		

RECEIVED
FEB 04 2020
By _____

1,310,573.480
55 A

Statement of Account - Aging of Past Due Amounts

21) Current Net Amount Due	22) 30 Days	60 Days	Over 90 Days	*Unapplied Amount	23) Total Amount Due
0.00	0.00	0.00	0.00		186.65

NEWS-LEADER

(904) 261-3696

* UNAPPLIED AMOUNTS ARE INCLUDED IN TOTAL AMOUNT DUE

24) Invoice	25) Billing Period	5) Billed Account Number	7) Advertiser/Client Number	2) Advertiser/Client Name
548099	01/2020	30057	30057	AMELIA CONCOURSE CDD

NEWS-LEADER
P.O. Box 16766
Fernandina Beach FL 32035

(904) 261-3696

Fax(904) 261-3698

Advertising Memo Bill

1 Memo Bill Period 01/2020		2 Advertiser/Client Name AMELIA CONCOURSE CDD	
23 Total Amount Due 510.96		3 Terms of Payment	
21 Current Net Amount Due .00	22 30 Days .00	60 Days .00	Over 90 Days .00
4 Page Number 1	5 Memo Bill Date 01/17/20	6 Billed Account Number 30057 MEGHA.	7 Advertiser/Client Number 30057

8 Billed Account Name and Address AMELIA CONCOURSE CDD 475 WEST TOWN PL STE 114 ST. AUGUSTINE FL 32092		Amount Paid: Comments: Ad #: 552208	
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Please Return Upper Portion With Payment

10 Date	11 Newspaper Reference	12/13/14 Description Other Comments/Charges	15 SAU Size 16 Billed Units	17 Times/Run 18 Rate	19 Gross Amount	20 Net Amount
01/15/20	552208	N/O RULE MARKING	3.0X 7.00	1		
	ROPLD	01/15	21.00	23.76	510.96	510.96
	FNL					
	AFFRD	AFFIDAVIT RETAIL DISPL		12.00		

RECEIVED

FEB 04 2020

By _____

55 (A)

1,310,573.480

Statement of Account - Aging of Past Due Amounts

21 Current Net Amount Due	22 30 Days	60 Days	Over 90 Days	*Unapplied Amount	23 Total Amount Due
0.00	0.00	0.00	0.00		510.96

NEWS-LEADER

(904) 261-3696

* UNAPPLIED AMOUNTS ARE INCLUDED IN TOTAL AMOUNT DUE

24 Invoice	25 Billing Period	6 Billed Account Number	7 Advertiser/Client Number	2 Advertiser/Client Name
552208	01/2020	30057	30057	AMELIA CONCOURSE CDD

TRIM ALL LAWN SERVICE, INC.

942360 Old Nassauville Road
Fernandina Beach, FL 32034
Phone (904) 491-3232

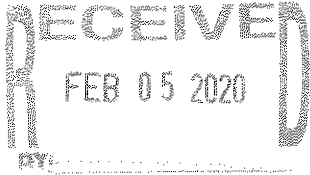
Date	1/27/2020
Invoice #	44823

E-mail Trimalllawn@gmail.com

Bill To
Amelia Concourse CDD 475 West Town Place, Suite 114 St. Augustine, Fl. 32092

Project Name / Location	
P.O. #	Service Date: 1/17/2020

Terms	Due Date
Net 30	2/26/2020

Description	Amount
Irrigation Repair completed after inspection: Zone 7 - Replaced (1) rotor head.  40 (A) 1,320.572.482/	27.00
	Total \$27.00
	Payments/Credits \$0.00
Thank you for your business.	Balance Due \$27.00

TRIM ALL LAWN SERVICE, INC.

942360 Old Nassauville Road
Fernandina Beach, FL 32034
Phone (904) 491-3232

Date	2/1/2020
Invoice #	44834

Trimalllawn@gmail.com

Bill To
Amelia Concourse CDD 475 West Town Place, Suite 114 St. Augustine, Fl. 32092

Property Address

FEBRUARY MONTHLY MAINTENANCE	PO #	Terms
		Net 30
Description	Amount	
Monthly Maintenance	1,174.00	
Monthly Maintenance for Phase I pond	59.50	
Treatment of Turf & Shrubs - Included in Contract	150.00	
Monthly Irrigation Inspection	85.00	
<div>RECEIVED</div> <div>FEB 05 2020</div> <div>BY: _____</div> <div>40 (A)</div> <div>1,320,572,462</div>		
Thank you for your business.	Total	\$1,468.50

Hopping Green & Sams

Attorneys and Counselors

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

===== STATEMENT =====

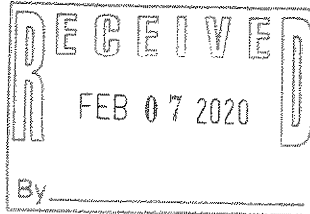
January 31, 2020

Amelia Concourse Community Development District
c/o District Manager
475 West Town Place, Suite 114
St. Augustine, FL 32092

Bill Number 112517
Billed through 12/31/2019

General Counsel

ACCDD 00001 JMW



1-31-513-315
2

FOR PROFESSIONAL SERVICES RENDERED

12/02/19	JMW	Confer with Laughlin; confer with McGraw regarding board seats and quorum issues; coordinate rescheduled board meeting.	0.90 hrs
12/03/19	JMW	Coordinate updated agenda items for specially-set meeting; confer with staff regarding board seat issues.	0.70 hrs
12/13/19	JMW	Review revised legislative update; confer with staff; confer with Mossing regarding financing options; review prior indenture and offering statement.	0.80 hrs
12/16/19	JMW	Confer with Mullin's office regarding update.	0.40 hrs
12/17/19	JMW	Meeting preparation; review agenda package materials; conference with staff.	1.60 hrs
12/18/19	JMW	Meeting preparation; travel to and attend regular board meeting; return travel.	7.20 hrs
12/20/19	JMW	Review county candidate information form; confer with staff.	0.30 hrs
Total fees for this matter			\$2,737.00

DISBURSEMENTS

Document Reproduction	0.50
Travel	131.93
Travel - Meals	10.14
Total disbursements for this matter	\$142.57

MATTER SUMMARY

Walters, Jason M.	11.90 hrs	230 /hr	\$2,737.00
-------------------	-----------	---------	------------

TOTAL FEES	\$2,737.00
TOTAL DISBURSEMENTS	\$142.57

TOTAL CHARGES FOR THIS MATTER **\$2,879.57**

BILLING SUMMARY

Walters, Jason M.	11.90 hrs	230 /hr	\$2,737.00
TOTAL FEES			\$2,737.00
TOTAL DISBURSEMENTS			\$142.57
TOTAL CHARGES FOR THIS BILL			\$2,879.57

Please include the bill number on your check.



Nader's Pest Raiders
96014 Chester Rd
Yulee, FL 32097
904-225-9425

Service Inspection Report

ORDER #: 37168768

WORK DATE: 2/17/20

BILL-TO 1328696

Amelia Concourse Amenities Center
Tony Shiver
475 W Town Pl
Suite 114
Saint Augustine, FL 32092-3648
Email: tshivers@amelia.com;
tony@firstcoastcms.com

Phone: 904-940-9850
Alt. Phone: 904-537-9034

LOCATION 1328696

Amelia Concourse Amenities Center
Tony Shiver
85200 Amaryllis Ct
Fernandina Beach, FL 32034-9716
Email: tony@firstcoastcms.com

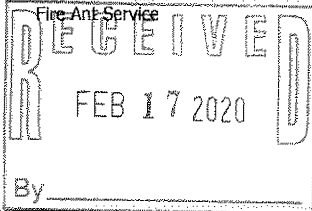
Phone: 904-537-9034
Alt. Phone: 904-537-9034

Time In: 2/17/20 1:50 PM
Time Out: 2/17/20 2:10 PM

Customer Signature

Customer Unavailable to Sign
Technician Signature

Steve Nix
License #:

Purchase Order	Terms	Service Description	Quantity	Amount
None	DUE UPON RECEIPT	Fire-Ant Service 	1.00	
				Subtotal 77.00
				Tax 0.00
				Total 77.00
				Prior Balance: 0.00
				Total Due: 77.00

GENERAL COMMENTS / INSTRUCTIONS

Access Code to Pool Area- 2806#

Please feel free to contact us with any questions or concerns that you may have. Thank you for your business, Steve Nix.

CONDITIONS / OBSERVATIONS	Reported	Severity	Responsibility	Reviewed
None Noted.				

CUSTOMER INSTRUCTIONS & PRECAUTIONS

Contact Treated Areas - Do not allow unprotected persons, children, or pets to touch, enter, or replace items or bedding, to contact or enter treated area(s) until dry.

Ventilation/Re-Occupying - Vacate & keep area(s) closed up to 30 minutes after treatment, then ventilate area(s) for up to 2 hours before re-occupying.

Equipment/Processing/Food - Thoroughly wash dishes, utensils, food preparation/processing equipment & surfaces with an effective cleansing compound & rinse with clean water, if not removed or covered during a treatment. The area should be odor free before food products are placed in the area.

Exterior Applications (baits) - Do not allow grazing of feed, lawn, or sod clippings by livestock after bait applications.

Do not burn treated firewood for 1 month after treatment.

We value your business and your continued loyalty and as your Service Professional, I am proud to go Beyond the Call and provide you with uncompromised service. You may notice a slight increase with the cost of your ongoing service. We continue to manage our costs to keep our prices as low as possible, however it was necessary for us to implement this nominal increase at this time. Thank you for trusting us to protect your home and family.

PEST ACTIVITY	# Areas	# Devices	Pest Totals
None Noted.			

DEVICE INSPECTION SUMMARY

82 @ 1,322.538. 45573





Nader's Pest Raiders
96014 Chester Rd
Yulee, FL 32097
904-225-9425

Service Inspection Report

ORDER #: 37168768

WORK DATE: 2/17/20

AREA COMMENTS

None Noted.

DEVICE INSPECTION EXCEPTIONS

None Noted.

INSPECTION DETAIL

Area	Time	Type	Status	Pest Findings
EXTERIOR	2:09:02 PM	Area	No Activity	

PRODUCTS APPLIED

Material	A.I. %	Finished Qty	Application Equipment	Application Rate	Time
EPA #	A.I. Concentration	Undiluted Qty	Application Method	Sq/Cu/L Ft	Lot #
Talstar Professional .06	0.0600%	2.0000 Gallon	Backpack sprayer		2:09:54 PM
279-3206	n/a		EXT PERIMETER treatment to foundation		

Target Pests: A) Nuisance ants, Fire Ants

Areas Applied: EXTERIOR; EXTERIOR -> Landscaped Areas;

Comment: Treated active mounds on entire property

NEWS-LEADER

P.O. Box 16766

Fernandina Beach FL 32035

(904) 261-3696

Fax(904) 261-3698

Advertising Memo Bill

1 Memo Bill Period 02/2020		2 Advertiser/Client Name AMELIA CONOURSE CDD	
23 Total Amount Due 261.50		3 Terms of Payment	
21 Current Net Amount Due .00		22 30 Days .00	
		60 Days .00	
		Over 90 Days .00	
4 Page Number 1	5 Memo Bill Date 02/12/20	6 Billed Account Number 30057 MEGHA.	7 Advertiser/Client Number 30057

8 Billed Account Name and Address AMELIA CONOURSE CDD 475 WEST TOWN PL STE 114 ST. AUGUSTINE FL 32092		Amount Paid: Comments: Ad #: 562740	
--	--	---	--

Please Return Upper Portion With Payment

10 Date	11 Newspaper Reference	12(13)14 Description-Other Comments/Charges	15 SAU Size 16 Billed Units	17 Times Run 18 Rate	19 Gross Amount	20 Net Amount
02/14/20	562740	NOTICE OF MEETING FEBRUARY 25, 2020 02/14 FNL AFFRD AFFIDAVIT RETAIL DISPL	2X 5.00 10.00	1 24.95 12.00	261.50	261.50
<p style="text-align: center;">55 (A) 1,810, 573.48</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p>RECEIVED</p> <p>FEB 12 2020</p> <p>By POSTED</p> </div>						

Statement of Account - Aging of Past Due Amounts

21 Current Net Amount Due	22 30 Days	60 Days	Over 90 Days	*Unapplied Amount	23 Total Amount Due
0.00	0.00	0.00	0.00		261.50

NEWS-LEADER

(904) 261-3696

* UNAPPLIED AMOUNTS ARE INCLUDED IN TOTAL AMOUNT DUE

24 Invoice	25 Billing Period	6 Billed Account Number	7 Advertiser/Client Number	2 Advertiser/Client Name
562740	02/2020	30057	30057	AMELIA CONOURSE CDD



**Advanced
Disposal**

ADVANCED DISPOSAL
STATELINE - PD
450496 STATE ROAD 200
CALLAHAN FL 32011

Pay By Phone: 1-877-720-1583
Phone PIN: 1290733410000

RETURN SERVICE REQUESTED

001098 000000087

AMELIA CONCOURSE CDD
475 W TOWN PL STE 114
ST AUGUSTINE FL 32092-3649

Advanced Disposal is a company bringing fresh ideas and solutions to a clean environment. How can we further help your business or home become greener and cleaner? Visit us at www.AdvancedDisposal.com.

Should you have questions about charges, please see the back of this invoice, call your service representative or go to www.AdvancedDisposal.com.

Thank you for your business!

Account Information

Account Number PD073341
Site Number 0000
Invoice Date February 29, 2020
Invoice Number PD0002261376

Account Summary

Previous Balance \$30.00
Payments/Adjustments -\$30.00
Current Invoice Amount \$30.00

Amount Due \$30.00
Due Date Upon Receipt

Invoice Breakdown

Current \$30.00
30 days - past due \$0.00
60 days - past due \$0.00
90 days - past due \$0.00

It's easy being Green...sign up
for ebill and auto pay at
<http://www.AdvancedDisposal.com/billpay>

Contact Us

(904) 879-2301 / (904) 261-7186
StatelineFL@AdvancedDisposal.com

PD2002171001.bt-2195-000000087

Previous Balance

02/14/20 LOCKBOX AUTOMATED -\$30.00 **\$30.00**

Payments and Adjustments

-\$30.00

AMELIA CONCOURSE CDD (0001)
85200 AMARYLLIS CT FERNANDINA, FL

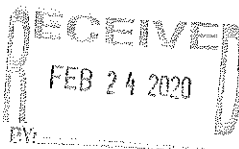
Date	Description	Reference	Qty	Unit Price	Amount
1.00	0.50YD:COMM RL TRASH (001)				
02/29/20	TRASH STANDARD SERVICE:		1.00	27.30	27.30
	03/01/20-03/31/20				
02/29/20	COMPLIANCE AND BUSINESS IMPACT		1.00	2.70	2.70

Current Charges

\$30.00

Amount Due

\$30.00



90 ①
1,320, 572, 461

How to Pay Your Bill

Online Bill Pay

Great for regular payments

Visit www.advanceddisposal.com/billpay to enroll in online bill pay methods.

With the Advanced Disposal online bill payment system, you are able to:

- Make a one-time payment
- Setup your account for automatic recurring payments

If you would like assistance, please contact us at 1-800-355-2108 and we will be happy to assist you in getting set up.

Pay by Mail

Best for sending a regular check

Please mail your check made payable to Advanced Disposal to address listed below.

Please do not send correspondence to this address.

Please assist us by including the remittance portion (the perforated bottom section of your invoice) along with your check or money order to ensure your payment is posted quickly and accurately.

Pay by Phone

Good for a one time payment

Call 1-877-720-1583 to make your payment by phone.

To ensure fastest service, please have your Phone PIN ready, which can be found at the top of your invoice.

We accept MasterCard, Visa, American Express and Discover. An automated voice service will process your payment. This option is ideal for making single payments.

PLEASE RETURN THIS PORTION WITH PAYMENT

Printed on recycled paper



ADVANCED DISPOSAL
STATELINE - PD
450496 STATE ROAD 200
CALLAHAN FL 32011

Please Send All Correspondence to Above Address



Please check box for address change and print new address on reverse side.

Due Date: Upon Receipt

Customer Billing Address:

AMELIA CONCOURSE CDD
475 WEST TOWN PLACE
SUITE 114
ST AUGUSTINE, FL 32092

Remit Payment To:
(Please do not send CASH via mail)

Advanced Disposal
Stateline - PD
PO BOX 743019
ATLANTA GA 30374-3019



IF PAYING BY CREDIT CARD, FILL OUT BELOW.		CHECK CARD USING FOR PAYMENT	
CARD NUMBER	AMOUNT PAID	<input type="checkbox"/> VISA	
SIGNATURE	EXP. DATE	<input type="checkbox"/> MASTER CARD	
		<input type="checkbox"/> AMERICAN EXP.	
		<input type="checkbox"/> DISCOVER	

ACCOUNT #	INVOICE #	AMT. ENCLOSED
PD073341	PD0002261376	
INVOICE TOTAL	BALANCE DUE	
\$30.00	\$30.00	

PD 073341 0000 022920 0002261376 00003000 00003000 2



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

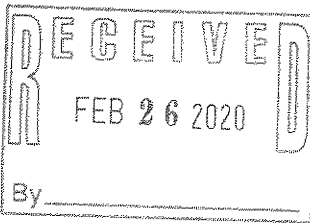
Invoice

Date 1/1/2020

Invoice # 131295590410

Terms	Net 20
Due Date	1/21/2020
PO #	
Customer #	13AME150

Bill To First Coast CMS, LLC Amelia Concourse CDD 475 West Town Place, Suite 114 St Augustine FL 32092	Ship To Amelia Concourse 85200 Amayllis Court Fernandina Beach FL 32034
---	---

Item ID	Description	Qty	Units	Amount
WM-CHEM-BASE	Water Management Seasonal Billing Rate  84 (A) 1,320.572.454	1	ea	624.00

Total 624.00
Amount Due \$624.00

Remittance Slip

Customer
13AME150
Invoice #
131295590410

Amount Due \$624.00

Amount Paid _____

Make Checks Payable To

Poolsure
PO Box 55372
Houston, TX 77255-5372



131295590410



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

Invoice

Date 2/1/2020

Invoice # 131295590820

Terms	Net 20
Due Date	2/21/2020
PO #	
Customer #	13AME150

Bill To First Coast CMS, LLC Amelia Concourse CDD 475 West Town Place, Suite 114 St Augustine FL 32092	Ship To Amelia Concourse 85200 Amayllis Court Fernandina Beach FL 32034
---	---

Item ID	Description	Qty	Units	Amount
WM-CHEM-BASE	Water Management Seasonal Billing Rate	1	ea	624.00
<div data-bbox="641 829 974 1081"></div> <div data-bbox="649 1197 974 1302"><p>84 (A) 1,320, 572, 454</p></div>				

Total 624.00
Amount Due \$624.00

Remittance Slip

Customer
13AME150
Invoice #
131295590820

Amount Due \$624.00

Amount Paid _____

Make Checks Payable To

Poolsure
PO Box 55372
Houston, TX 77255-5372



131295590820



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

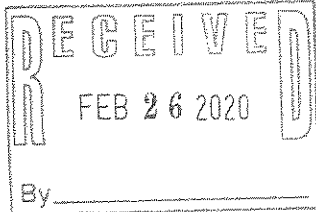
Invoice

Date 3/1/2020

Invoice # 131295591265

Terms	Net 20
Due Date	3/21/2020
PO #	
Customer #	13AME150

Bill To First Coast CMS, LLC Amelia Concourse CDD 475 West Town Place, Suite 114 St Augustine FL 32092	Ship To Amelia Concourse 85200 Amayllis Court Fernandina Beach FL 32034
---	---

Item ID	Description	Qty	Units	Amount
WM-CHEM-BASE	Water Management Seasonal Billing Rate  84 (A) 1,320, 572, 454	1	ea	624.00

Total 624.00
Amount Due \$624.00

Remittance Slip

Customer
13AME150
Invoice #
131295591265

Amount Due \$624.00

Amount Paid _____

Make Checks Payable To

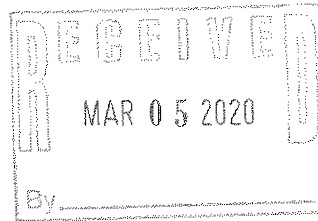
Poolsure
PO Box 55372
Houston, TX 77255-5372



131295591265

FIRST COAST CONTRACT
MAINTENANCE SERVICES, LLC
352 Perdido St.
Saint Johns, FL 32259 US
(904) 537 9034
service@firstcoastcms.com
www.firstcoastcms.com

Invoice 4960



BILL TO

Amelia Concourse
c/o GMS, LLC
Attn - Daniel Laughlin
475 W. Town Place - Suite 114
St. Augustine, FL 32092

DATE

03/02/2020

PLEASE PAY

\$144.27

DUE DATE

03/22/2020

P.O. NUMBER

Purchase Reimbursements

SALES REP

Lauren Shiver

DATE	ACTIVITY	QTY	RATE	AMOUNT
12/18/2019	Amazon - janitorial supplies 1, 320, 572, 620			22.41
01/27/2020	Home Depot Pro - vacuum/janitorial 1, 320, 572, 620			73.83
02/27/2020	Amazon - letter board 1, 310, 573, 570			35.98
03/02/2020	HD - toilet cleaner 1, 320, 572, 620			4.24
03/02/2020	HD - fabuloso 1, 320, 572, 620			7.78
	Purchasing Fee	1	9	
	3% purchase fee		1	0.03

TOTAL DUE

\$144.27

49A

THANK YOU.



Details for Order #114-8494380-6584232

Order Placed: February 26, 2020

PO number : Amelia Concourse

Amazon.com order number: 114-8494380-6584232

Order Total: \$35.98

Not Yet Shipped

Items Ordered

Price

2 of: *White Plastic Letter Set for Changeable Felt Letter Boards. 2 Inch Letters, Set of 326 Characters*
by Felt Like Sharing

\$17.99

Sold by: Felt Like Sharing ([seller profile](#))

Condition: New

Shipping Address:

First Coast CMS, LLC
352 PERDIDO ST
SAINT JOHNS, FL 32259-8756
United States

PO: AL CHASE



Description: MESSAGE BOARD LETTERS

Shipping Speed:

One-Day Shipping

Payment Information

Payment Method:

Visa | Last digits: 4484

Item(s) Subtotal: \$35.98

Shipping & Handling: \$0.00

Billing Address:

Tony Shiver
352 Perdido Street
Saint Johns, Florida 32259
United States

Total before tax: \$35.98

Estimated tax to be collected: \$0.00

Grand Total: \$35.98

To view the status of your order, return to [Order Summary](#).

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formerly Wilmar

PO BOX 2317
Jacksonville FL 32203-2317

INVOICE

Page 1 of 1

INVOICE DATE	01/29/2020
INVOICE NUMBER	533045183
ACCOUNT NUMBER	918852
ORDER NO.	28493227

FOR INQUIRIES CALL: (800) 345-3000

FAX: (800) 220-3291

www.HomeDepotPro.com/Multifamily
customer@wilmar.com

Please mail payments to the remit address at the bottom of this bill

SOLD TO:

FIRST COAST CONTRACT MAINT SVC
352 PERDIDO ST
SAINT JOHNS FL 32259-8756

SHIPPED TO:

FIRST COAST CONTRACT MAINT SVC
FIRST COAST CONTRACT MAINT SVC
ASK FOR ADDRESS GATE CODE 7913
JACKSONVILLE FL 32217

ORDER NO.		CONTROL NO.	CUSTOMER P.O.		SHIPPED VIA			TERMS		CASH DISCOUNT AMT				
28493227			AC		THDPU-902			1%10 DAYS, NET 30		0.04				
LN	ITEM NO.		CAT	DESCRIPTION		ORDER	SHIP	B/O	UOM	LIST PRICE	PRICE	EXT. AMT.	TAX	CODE
The Home Depot In Store Purchase														
Trans Type: Sale														
Store#: 6921 Date: 01/29/20														
Register#: 052 Trans#: 9876														
Cardholder: RON JONES														
Card Nickname: NASSAU COUNTY STAFF														
Card#: XXXX-XXXX-XXXX-5719														
1	HD307405		8	WORKS DISINFECT TOILET CLNR 32OZ		2	2	0	EA		1.98	3.96	T	
Receipt SKU: 074157033105														
PRODUCT CATEGORY TOTALS (INCLUDES APPLICABLE SALES TAX)														
8-Janitorial Supplies 4.24														

TERMS AND CONDITIONS FROM CURRENT CATALOG & ONLINE APPLY. CLAIMS FOR SHORTAGES OR DAMAGED GOODS MUST BE MADE IMMEDIATELY UPON RECEIPT OF SHIPMENT IN ACCORDANCE WITH CURRENT RETURN GOODS POLICY. NO RETURNS ACCEPTED WITHOUT PRIOR AUTHORIZATION.

RETAIN THIS PORTION OF THE INVOICE FOR YOUR RECORDS

RETURN THIS PORTION WITH YOUR REMITTANCE TO THE REMIT ADDRESS BELOW



formerly Wilmar

ACCOUNT NUMBER	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT DUE
918852	533045183	01/29/2020	4.24
IF PAID BY 02/08/2020 AMT DUE: 4.20		IF PAID AFTER 02/08/2020 AMT DUE: 4.24	NET DUE DATE 02/28/20
DEDUCT 0.04 IF PAID BY 02/08/20 *NO DISCOUNT ALLOWED FOR PAYMENTS MADE BY CREDIT CARD.			NET AMOUNT PAID

SOLD TO:

FIRST COAST CONTRACT MAINT SVC
352 PERDIDO ST
SAINT JOHNS FL 32259-8756

REMIT TO:

THE HOME DEPOT PRO
PO Box 404284
Atlanta GA 30384-4284



formerly Wilmar

PO BOX 2317
Jacksonville FL 32203-2317

INVOICE

Page 1 of 1

INVOICE DATE	01/07/2020
INVOICE NUMBER	529370686
ACCOUNT NUMBER	918852
ORDER NO.	28096560

FOR INQUIRIES CALL: (800) 345-3000

FAX: (800) 220-3291

www.HomeDepotPro.com/Multifamily
customer@wilmar.com

Please mail payments to the remit address at the bottom of this bill

SOLD TO:

FIRST COAST CONTRACT MAINT SVC
352 PERDIDO ST
SAINT JOHNS FL 32259-8756

SHIPPED TO:

FIRST COAST CONTRACT MAINT SVC
FIRST COAST CONTRACT MAINT SVC
ASK FOR ADDRESS GATE CODE 7913
JACKSONVILLE FL 32217

ORDER NO.		CONTROL NO.		CUSTOMER P.O.		SHIPPED VIA			TERMS		CASH DISCOUNT AMT			
28096560				AC		THDPU-902			1%10 DAYS, NET 30		0.07			
LN	ITEM NO.		CAT	DESCRIPTION		ORDER	SHIP	B/O	UOM	LIST PRICE	PRICE	EXT. AMT.	TAX	CODE
The Home Depot In Store Purchase														
Trans Type: Sale														
Store#: 6921 Date: 01/07/20														
Register#: 052 Trans#: 5489														
Cardholder: DAN WALKER														
Card Nickname: NASSAU COUNTY STAFF														
Card#: XXXX-XXXX-XXXX-3656														
1	HD0002001810		8	FABULOSO LEMON MULTI-PURPOSE 169OZ		1	1	0	EA		7.27		7.27	T
Receipt SKU: 035000969873														
PRODUCT CATEGORY TOTALS (INCLUDES APPLICABLE SALES TAX)														
8-Janitorial Supplies				7.78										

TERMS AND CONDITIONS FROM CURRENT CATALOG & ONLINE APPLY. CLAIMS FOR SHORTAGES OR DAMAGED GOODS MUST BE MADE IMMEDIATELY UPON RECEIPT OF SHIPMENT IN ACCORDANCE WITH CURRENT RETURN GOODS POLICY. NO RETURNS ACCEPTED WITHOUT PRIOR AUTHORIZATION.

RETAIN THIS PORTION OF THE INVOICE FOR YOUR RECORDS

RETURN THIS PORTION WITH YOUR REMITTANCE TO THE REMIT ADDRESS BELOW



formerly Wilmar

ACCOUNT NUMBER	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT DUE
918852	529370686	01/07/2020	7.78
IF PAID BY 01/17/2020 AMT DUE: 7.71		IF PAID AFTER 01/17/2020 AMT DUE: 7.78	NET DUE DATE 02/06/20
DEDUCT 0.07 IF PAID BY 01/17/20 *NO DISCOUNT ALLOWED FOR PAYMENTS MADE BY CREDIT CARD.			NET AMOUNT PAID

SOLD TO:

FIRST COAST CONTRACT MAINT SVC
352 PERDIDO ST
SAINT JOHNS FL 32259-8756

REMIT TO:

THE HOME DEPOT PRO
PO Box 404284
Atlanta GA 30384-4284



formerly Wilmar

PO BOX 2317
Jacksonville FL 32203-2317

INVOICE

Page 1 of 1

INVOICE DATE	12/11/2019
INVOICE NUMBER	526071386
ACCOUNT NUMBER	918852
ORDER NO.	27733508

FOR INQUIRIES CALL: (800) 345-3000

FAX: (800) 220-3291

www.HomeDepotPro.com/Multifamily
customer@wilmar.com

Please mail payments to the remit address at the bottom of this bill

SOLD TO:

FIRST COAST CONTRACT MAINT SVC
352 PERDIDO ST
SAINT JOHNS FL 32259-8756

SHIPPED TO:

FIRST COAST CONTRACT MAINT SVC
FIRST COAST CONTRACT MAINT SVC
ASK FOR ADDRESS GATE CODE 7913
JACKSONVILLE FL 32217

ORDER NO.		CONTROL NO.		CUSTOMER P.O.		SHIPPED VIA		TERMS		CASH DISCOUNT AMT				
27733508				AC		THDPU-902		1%10 DAYS, NET 30		0.69				
LN	ITEM NO.		CAT	DESCRIPTION		ORDER	SHIP	B/O	UOM	LIST PRICE	PRICE	EXT. AMT.	TAX	CODE
The Home Depot In Store Purchase														
Trans Type: Sale														
Store#: 6921 Date: 12/11/19														
Register#: 062 Trans#: 0121														
Cardholder: DAN WALKER														
Card Nickname: NASSAU COUNTY STAFF														
Card#: XXXX-XXXX-XXXX-3656														
1	HD1001625234		8	RYOBI 18V ONE+ HAND VAC KIT		1	1	0	EA		69.00	69.00	T	
Receipt SKU: 033287169870														
PRODUCT CATEGORY TOTALS (INCLUDES APPLICABLE SALES TAX)														
8-Janitorial Supplies 73.83														

TERMS AND CONDITIONS FROM CURRENT CATALOG & ONLINE APPLY. CLAIMS FOR SHORTAGES OR DAMAGED GOODS MUST BE MADE IMMEDIATELY UPON RECEIPT OF SHIPMENT IN ACCORDANCE WITH CURRENT RETURN GOODS POLICY. NO RETURNS ACCEPTED WITHOUT PRIOR AUTHORIZATION.

RETAIN THIS PORTION OF THE INVOICE FOR YOUR RECORDS

RETURN THIS PORTION WITH YOUR REMITTANCE TO THE REMIT ADDRESS BELOW



formerly Wilmar

ACCOUNT NUMBER	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT DUE
918852	526071386	12/11/2019	73.83
IF PAID BY 12/21/2019	AMT DUE: 73.14	IF PAID AFTER 12/21/2019	AMT DUE: 73.83
DEDUCT 0.69 IF PAID BY 12/21/19 *NO DISCOUNT ALLOWED FOR PAYMENTS MADE BY CREDIT CARD.			NET AMOUNT PAID
			NET DUE DATE 01/10/20

SOLD TO:

FIRST COAST CONTRACT MAINT SVC
352 PERDIDO ST
SAINT JOHNS FL 32259-8756

REMIT TO:

THE HOME DEPOT PRO
PO Box 404284
Atlanta GA 30384-4284



Details for Order #112-2791431-0002617

Order Placed: December 16, 2019

PO number : AC

Amazon.com order number: 112-2791431-0002617

Order Total: \$22.41

Not Yet Shipped	
Items Ordered	Price
1 of: Sparkle 2-Ply Perforated Roll Paper Towels by GP PRO (Georgia-Pacific), White, 2717714, 85 Sheets Per Roll, 15 Rolls Per Case	\$20.94
Sold by: Amazon.com Services, Inc (seller profile)	
Business Price	
Condition: New	
Shipping Address: Dan Walker 65084 RIVER GLEN PKWY YULEE, FL 32097-0620 United States	
Shipping Speed: One-Day Shipping	

Payment Information	
Payment Method: Visa Last digits: 8999	Item(s) Subtotal: \$20.94
	Shipping & Handling: \$0.00
Billing Address: Dan Walker 352 Perdido St. St. Johns, FL 32259 United States	Total before tax: \$20.94
	Estimated tax to be collected: \$1.47
	Grand Total: \$22.41

To view the status of your order, return to [Order Summary](#).

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PO: AC
Description: Clean Supplies
12/16/19

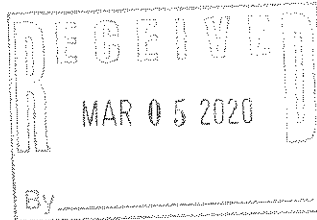
FIRST COAST
CMS

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice**Bill To:**

Amelia Concourse CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092



Invoice #: 219

Invoice Date: 3/1/20

Due Date: 2/25/20

Case:

P.O. Number:

Description	Hours/Qty	Rate	Amount
Management Fees - March 2020 1,310,573.340		3,750.00	3,750.00
Information Technology - March 2020 851		125.00	125.00
Dissemination Agent Services - March 2020 324		583.33	583.33
Office Supplies 570		11.53	11.53
Postage 420		51.29	51.29
Copies 408		174.00	174.00

5 (A)

Total \$4,695.15

Payments/Credits \$0.00

Balance Due \$4,695.15

Hopping Green & Sams

Attorneys and Counselors

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

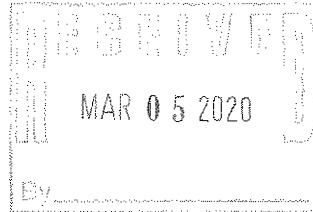
2 (A)
1,310, 573.315

STATEMENT

February 28, 2020

Amelia Concourse Community Development District
c/o District Manager
475 West Town Place, Suite 114
St. Augustine, FL 32092

Bill Number 113187
Billed through 01/31/2020



General Counsel

ACCDD 00001 JMW

FOR PROFESSIONAL SERVICES RENDERED

01/02/20	JMW	Review notices for rule development and rule making.	0.30 hrs
01/02/20	AHJ	Prepare facility maintenance, janitorial and pool maintenance services agreement; confer with Hogge regarding same.	0.60 hrs
01/06/20	JMW	Review draft meeting minutes; confer with staff.	0.60 hrs
01/10/20	JMW	Review and revise agreement for First Coast; confer with staff.	0.60 hrs
01/10/20	AHJ	Prepare agreement for amenity maintenance services; confer with Hogge and Laughlin regarding same.	0.90 hrs
01/14/20	JMW	Confer with McCranie and Laughlin regarding meeting and payment issues; confer with Greenberg regarding same.	0.90 hrs
01/14/20	AHJ	Confer with Hogge regarding execution of amenity maintenance agreement; transmit same.	0.10 hrs
01/16/20	JMW	Respond to auditor request.	0.30 hrs
01/23/20	JMW	Review JLAC letter; confer with Mossing regarding response.	0.60 hrs
Total fees for this matter			\$959.00

MATTER SUMMARY

Jaskolski, Amy H. - Paralegal	1.60 hrs	125 /hr	\$200.00
Walters, Jason M.	3.30 hrs	230 /hr	\$759.00

TOTAL FEES \$959.00

TOTAL CHARGES FOR THIS MATTER

\$959.00

BILLING SUMMARY

Jaskolski, Amy H. - Paralegal	1.60 hrs	125 /hr	\$200.00
Walters, Jason M.	3.30 hrs	230 /hr	\$759.00

TOTAL FEES	\$959.00
------------	----------

TOTAL CHARGES FOR THIS BILL**\$959.00****Please include the bill number on your check.**

NEWS-LEADER

P.O. Box 16766

Fernandina Beach FL 32035

(904) 261-3696

Fax(904) 261-3698

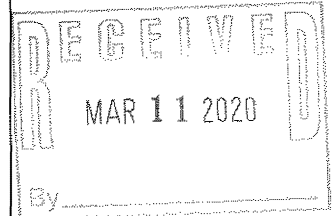
Advertising Memo Bill

1 Memo Bill Period 03/2020		2 Advertiser/Client Name AMELIA CONCOURSE CDD	
23 Total Amount Due 261.50		*Unapplied Amount	3 Terms of Payment
21 Current Net Amount Due .00	22 30 Days .00	60 Days .00	Over 90 Days .00
4 Page Number 1	5 Memo Bill Date 03/09/20	6 Billed Account Number 30057 MEGHA.	7 Advertiser/Client Number 30057

8 Billed Account Name and Address AMELIA CONCOURSE CDD 475 WEST TOWN PL STE 114 ST. AUGUSTINE FL 32092		Amount Paid: Comments: Ad #: 567845
---	--	---

Please Return Upper Portion With Payment

10 Date	11 Newspaper Reference	12(13)14 Description-Other Comments/Charges	15 SAU Size 16 Billed Units	17 Times Run 18 Rate	19 Gross Amount	20 Net Amount
04/15/20	567845	NOTICE OF RULE DEVEL.	2X 5.00	1		
	ROPLD	RECREATIONAL	10.00	24.95	261.50	261.50
		04/15				
		FNL				
	AFFRD	AFFIDAVIT RETAIL DISPL		12.00		
		55 A				
		1,310.573.480				

**Statement of Account - Aging of Past Due Amounts**

21 Current Net Amount Due	22 30 Days	60 Days	Over 90 Days	*Unapplied Amount	23 Total Amount Due
0.00	0.00	0.00	0.00		261.50

NEWS-LEADER

(904) 261-3696

* UNAPPLIED AMOUNTS ARE INCLUDED IN TOTAL AMOUNT DUE

24 Invoice	25 Billing Period	6 Billed Account Number	7 Advertiser/Client Number	2 Advertiser/Client Name
567845	03/2020	30057	30057	AMELIA CONCOURSE CDD

NEWS-LEADER

P.O. Box 16766

Fernandina Beach FL 32035

(904) 261-3696

Fax(904) 261-3698

Advertising Memo Bill

1 Memo Bill Period 03/2020		2 Advertiser/Client Name AMELIA CONCOURSE CDD	
23 Total Amount Due 535.95	*Unapplied Amount	3 Terms of Payment	
21 Current Net Amount Due .00	22 30 Days .00	60 Days .00	Over 90 Days .00
4 Page Number 1	5 Memo Bill Date 03/10/20	6 Billed Account Number 30057 MEGHA.	7 Advertiser/Client Number 30057

8 Billed Account Name and Address AMELIA CONCOURSE CDD 475 WEST TOWN PL STE 114 ST. AUGUSTINE FL 32092		Amount Paid: Comments: Ad #: 568105
---	--	---

Please Return Upper Portion With Payment

10 Date	11 Newspaper Reference	12(13)14 Description-Other Comments/Charges	15 SAU Size 16 Billed Units	17 Times Run 18 Rate	19 Gross Amount	20 Net Amount
04/17/20	568105	RULEMAKING-RENTAL RATE	3.0X 7.00	1		
	ROPLD	04/17	21.00	24.95	535.95	535.95
	FNL					
	AFFRD	AFFIDAVIT RETAIL DISPL		12.00		

RECEIVED

MAR 11 2020

By _____

55 (A)

1,310,573.480

Statement of Account - Aging of Past Due Amounts

21 Current Net Amount Due	22 30 Days	60 Days	Over 90 Days	*Unapplied Amount	23 Total Amount Due
0.00	0.00	0.00	0.00		535.95

NEWS-LEADER

(904) 261-3696

* UNAPPLIED AMOUNTS ARE INCLUDED IN TOTAL AMOUNT DUE

24 Invoice	25 Billing Period	6 Billed Account Number	7 Advertiser/Client Number	2 Advertiser/Client Name
568105	03/2020	30057	30057	AMELIA CONCOURSE CDD

NEWS-LEADER

P.O. Box 16766

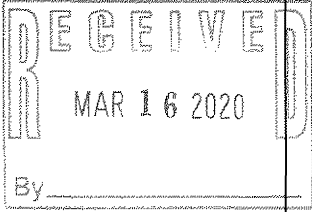
Fernandina Beach FL 32035

(904) 261-3696

Fax(904) 261-3698

Advertising Memo Bill

1 Memo Bill Period 03/2020		2 Advertiser/Client Name AMELIA CONCOURSE CDD	
23 Total Amount Due 261.50		3 Terms of Payment	
21 Current Net Amount Due .00		22 30 Days .00	
		60 Days .00	
		Over 90 Days .00	
4 Page Number 1	5 Memo Bill Date 03/16/20	6 Billed Account Number 30057 MEGHA.	7 Advertiser/Client Number 30057

8 Billed Account Name and Address AMELIA CONCOURSE CDD 475 WEST TOWN PL STE 114 ST. AUGUSTINE FL 32092		Amount Paid: Comments:	
		Ad #: 568142	

Please Return Upper Portion With Payment

10 Date	11 Newspaper Reference	12 13 14 Description-Other Comments/Charges	15 SAU Size 16 Billed Units	17 Times Run 18 Rate	19 Gross Amount	20 Net Amount
04/15/20	568142	RULE DEVELOPMENT	2X 5.00	1		
	ROPLD	04/15	10.00	24.95	261.50	261.50
	FNL					
	AFFRD	AFFIDAVIT RETAIL DISPL		12.00		
		55 (A) 1.310, 573, 480				

Statement of Account - Aging of Past Due Amounts

21 Current Net Amount Due	22 30 Days	60 Days	Over 90 Days	*Unapplied Amount	23 Total Amount Due
0.00	0.00	0.00	0.00		261.50

NEWS-LEADER

(904) 261-3696

* UNAPPLIED AMOUNTS ARE INCLUDED IN TOTAL AMOUNT DUE

24 Invoice	25 Billing Period	6 Billed Account Number	7 Advertiser/Client Number	2 Advertiser/Client Name
568142	03/2020	30057	30057	AMELIA CONCOURSE CDD

NEWS-LEADER

P.O. Box 16766

Fernandina Beach FL 32035

(904) 261-3696

Fax(904) 261-3698

Advertising Memo Bill

1 Memo Bill Period 03/2020		2 Advertiser/Client Name AMELIA CONCOURSE CDD	
23 Total Amount Due 760.50	*Unapplied Amount	3 Terms of Payment	
21 Current Net Amount Due .00	22 30 Days .00	60 Days .00	Over 90 Days .00
4 Page Number 1	5 Memo Bill Date 03/10/20	6 Billed Account Number 30057 MEGHA.	7 Advertiser/Client Number 30057

8 Billed Account Name and Address AMELIA CONCOURSE CDD 475 WEST TOWN PL STE 114 ST. AUGUSTINE FL 32092		Amount Paid: Comments: Ad #: 568144
---	--	---

Please Return Upper Portion With Payment

10 Date	11 Newspaper Reference	12(13)14 Description-Other Comments/Charges	15 SAU Size 16 Billed Units	17 Times Run 18 Rate	19 Gross Amount	20 Net Amount
04/17/20	568144	RULEMAKING A & R	3.0X10.00	1		
	ROPLD	04/17	30.00	24.95	760.50	760.50
	FNL					
	AFFRD	AFFIDAVIT RETAIL DISPL		12.00		
		55 A 1,310,573.480				
		<div style="border: 1px solid black; padding: 5px; text-align: center;"> RECEIVED MAR 11 2020 By _____ </div>				

Statement of Account - Aging of Past Due Amounts

21 Current Net Amount Due	22 30 Days	60 Days	Over 90 Days	*Unapplied Amount	23 Total Amount Due
0.00	0.00	0.00	0.00		760.50

NEWS-LEADER

(904) 261-3696

* UNAPPLIED AMOUNTS ARE INCLUDED IN TOTAL AMOUNT DUE

24 Invoice		25 Advertiser Information			
568144	1 Billing Period	6 Billed Account Number	7 Advertiser/Client Number	2 Advertiser/Client Name	
	03/2020	30057	30057	AMELIA CONCOURSE CDD	

SOLITUDE

LAKE MANAGEMENT

Voice: (888) 480-LAKE • Fax: (888) 358-0088

INVOICE

Invoice Number: **PI-A00370740**
 Invoice Date: **03/01/20**

PROPERTY: **Amelia
Concourse Cdd**

SOLD TO: **Amelia Concourse Cdd
 C/O Governmental Mgmt Services
 475 W. Town Place #114
 St Augustine, FL 32092**

Customer ID: **7112**

Customer PO

Payment Terms: **Net 30**

Sales Rep ID: **David Cottrell**

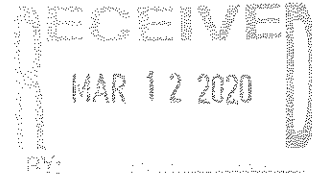
Shipping Method

Ship Date

Due Date: **03/31/20**

Qty	Item Description	Unit Price	Extension
1	Lake & Pond Management Services SVR49937 03/01/20 - 03/31/20 Lake & Pond Management Services	516.00	516.00

27 (A)
 1,320.570.408



PLEASE REMIT PAYMENT TO:

SOLitude Lake Management, LLC
 1320 Brookwood Drive, Suite H
 Little Rock, AR 72202

	516.00
Subtotal	0.00
Sales Tax	516.00
Total Invoice	0.00
Payment Received	516.00
TOTAL	

TRIM ALL LAWN SERVICE, INC.

942360 Old Nassauville Road
Fernandina Beach, FL 32034
Phone (904) 491-3232

Date	3/1/2020
Invoice #	45117

Trimalllawn@gmail.com

Bill To
Amelia Concourse CDD 475 West Town Place, Suite 114 St. Augustine, Fl. 32092

Property Address

MARCH MONTHLY MAINTENANCE	PO #	Terms
		Net 30
Description	Amount	
Monthly Maintenance	1,174.00	
Monthly Maintenance for Phase I pond	59.50	
Treatment of Turf & Shrubs - Included in Contract	150.00	
Monthly Irrigation Inspection	85.00	
<div>40 @ 1,320.572.462</div> <div>RECEIVED MAR 03 2020</div>		
Thank you for your business.	Total	\$1,468.50

Backyard Solutions

440 C B L Dr. Ste 102
St. Augustine, FL 32086
(904) 217-3734

RECEIVED

MAR 24 2020

Sales Order

Date	S.O. No.
3/24/2020	151

Name / Address
Amelia Concourse CDD First Coast CMS/ Tony Shiver 352 Perdido St. St. Johns, FL 32259

Ship To
Amelia Concourse CDD 85200 Amarylis Ct. Fernandina Beach, FL 32034

P.O. No.	Ship Date	Customer Phone
133	3/24/2020	

Orde...	Item	Description	Finish	Fabric	Rate	Amount
1	6003	Sofa	TS	80	1,102.82	1,102.82T
4	6001	Lounge Chair	TS	1430	530.04	2,120.16T
2	6008	Ottoman	TS	1430	340.78	681.56T
1	6029G	Oval Glass Coffee Table	TS		322.02	322.02T
2	6020G	Rd Glass End Table	TS		294.09	588.18T
12	6610	Dining Chair			145.78	1,749.36T
3	6634G	34" SQ Glass Dining Table			215.20	645.60T
1	Delivery	Shipping / Delivery			937.00	937.00
		tax exempt cert 65-8013692632C-7				
		Tax Exempt			0.00%	0.00

97 (A)
1,310.578.600

A 70% Deposit is required for special orders and balance is due prior to or at delivery.

Total

\$8,146.70 X 0.7 =

= \$5,702.69



Advanced Disposal

ADVANCED DISPOSAL
STATELINE - PD
450496 STATE ROAD 200
CALLAHAN FL 32011

Pay By Phone: 1-877-720-1583
Phone PIN: 1290733410000

Advanced Disposal is a company bringing fresh ideas and solutions to a clean environment. How can we further help your business or home become greener and cleaner? Visit us at www.AdvancedDisposal.com.

Should you have questions about charges, please see the back of this invoice, call your service representative or go to www.AdvancedDisposal.com.

Thank you for your business!

RETURN SERVICE REQUESTED

001224 000000090

AMELIA CONCOURSE CDD
475 W TOWN PL STE 114
ST AUGUSTINE FL 32092-3649

Account Information

Account Number PD073341
Site Number 0000
Invoice Date March 31, 2020
Invoice Number PD0002266843

Account Summary

Previous Balance \$30.00
Payments/Adjustments -\$30.00
Current Invoice Amount \$30.00

Amount Due \$30.00
Due Date Upon Receipt

Invoice Breakdown

Current \$30.00
30 days - past due \$0.00
60 days - past due \$0.00
90 days - past due \$0.00

It's easy being Green...sign up
for ebill and auto pay at
<http://www.AdvancedDisposal.com/billpay>

Contact Us

(904) 879-2301 / (904) 261-7186
StatelineFL@AdvancedDisposal.com

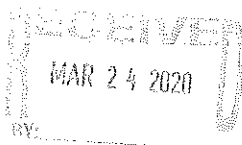
PD2003171001.bt-2447-000000090

Previous Balance \$30.00
03/12/20 LOCKBOX AUTOMATED -\$30.00
Payments and Adjustments -\$30.00

AMELIA CONCOURSE CDD (0001)
85200 AMARYLLIS CT FERNANDINA, FL

Date	Description	Reference	Qty	Unit Price	Amount
1.00	- 0.50YD:COMM RL TRASH (001)				
03/31/20	TRASH STANDARD SERVICE:		1.00	27.30	27.30
04/01/20-04/30/20					
03/31/20	COMPLIANCE AND BUSINESS IMPACT		1.00	2.70	2.70
	Current Charges				\$30.00
	Amount Due				\$30.00

90 ①
1.322.572.461



How to Pay Your Bill

Online Bill Pay

Great for regular payments

Visit www.advanceddisposal.com/billpay to enroll in online bill pay methods.

With the Advanced Disposal online bill payment system, you are able to:

- Make a one-time payment
- Setup your account for automatic recurring payments

If you would like assistance, please contact us at 1-800-355-2108 and we will be happy to assist you in getting set up.

Pay by Mail

Best for sending a regular check

Please mail your check made payable to Advanced Disposal to address listed below.

Please do not send correspondence to this address.

Please assist us by including the remittance portion (the perforated bottom section of your invoice) along with your check or money order to ensure your payment is posted quickly and accurately.

Pay by Phone

Good for a one time payment

Call 1-877-720-1583 to make your payment by phone.

To ensure fastest service, please have your Phone PIN ready, which can be found at the top of your invoice.

We accept MasterCard, Visa, American Express and Discover. An automated voice service will process your payment. This option is ideal for making single payments.

PLEASE RETURN THIS PORTION WITH PAYMENT

Printed on recycled paper



ADVANCED DISPOSAL
STATELINE - PD
450496 STATE ROAD 200
CALLAHAN FL 32011

Please Send All Correspondence to Above Address



Please check box for address change and print new address on reverse side.

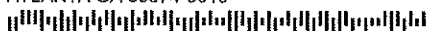
Due Date: Upon Receipt

Customer Billing Address:

AMELIA CONCOURSE CDD
475 WEST TOWN PLACE
SUITE 114
ST AUGUSTINE, FL 32092

Remit Payment To:
(Please do not send CASH via mail)

Advanced Disposal
Stateline - PD
PO BOX 743019
ATLANTA GA 30374-3019



IF PAYING BY CREDIT CARD, FILL OUT BELOW.		CHECK CARD USING FOR PAYMENT	
CARD NUMBER	AMOUNT PAID	<input type="checkbox"/> VISA	
SIGNATURE	EXP. DATE	<input type="checkbox"/> MASTER CARD	
		<input type="checkbox"/> AMERICAN EXP.	
		<input type="checkbox"/> DISCOVER	
ACCOUNT # PD073341	INVOICE # PD0002266843	AMT. ENCLOSED	
INVOICE TOTAL \$30.00	BALANCE DUE \$30.00		

PD 073341 0000 033120 0002266843 00003000 00003000 1

1005 Bradford Way
Kingston, TN 37763

Date	Invoice #
3/27/2020	5

Bill To
Amelia Concourse CDD C/O GMS

MAR 31 2020

Terms	Due Date
Net 30	4/26/2020

Description		Amount
Amortization Schedule		250.00
Series 2007A 5-1-20 Prepay \$45,000		
Amortization Schedule		500.00
Series 2016 5-1-20 Prepay \$235,000		
<p>81 (A)</p> <p>1,310,513.324</p>		
Total		\$750.00
Payments/Credits		\$0.00
Balance Due		\$750.00

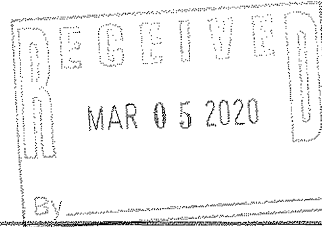
Phone #
865-717-0976

E-mail
tcarter@disclosureservices.info

**FIRST COAST CONTRACT
MAINTENANCE SERVICES, LLC**

352 Perdido St.
Saint Johns, FL 32259 US
(904) 537 9034
service@firstcoastcms.com
www.firstcoastcms.com

Invoice 4934



BILL TO

Amelia Concourse
c/o GMS, LLC
Attn - Daniel Laughlin
475 W. Town Place - Suite 114
St. Augustine, FL 32092

DATE
03/01/2020

PLEASE PAY
\$2,878.00

DUE DATE
03/21/2020

P.O. NUMBER

April Service

SALES REP

Lauren Shiver

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Amelia Concourse Contract: Janitorial Service Janitorial Services <i>1, 320, 572, 460</i>	1	393.00	393.00
	Amelia Concourse Contract: Pool Service Pool cleaning service, three days a week for all three swimming pools <i>1, 320, 572, 453</i>	1	1,200.00	1,200.00
	Amelia Concourse Contract: Site Management Amenity Center site management <i>1, 320, 572, 340</i>	1	595.00	595.00
	Amelia Concourse Contract: Staffing <i>1, 320, 572, 341</i> Staffing Attendant for amenity center 1 day during week.	1	690.00	690.00

TOTAL DUE

\$2,878.00

THANK YOU.

49 (A)

RECEIVED

Hopping Green & Sams

Attorneys and Counselors

MAR 30 2020

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

===== STATEMENT =====

March 28, 2020

Amelia Concourse Community Development District
c/o District Manager
475 West Town Place, Suite 114
St. Augustine, FL 32092

Bill Number 113785
Billed through 02/29/2020

2 (A)
1,310.573, 315

General Counsel

ACCDD 00001 JMW

FOR PROFESSIONAL SERVICES RENDERED

02/03/20	JMW	Confer with Laughlin regarding meeting issues.	0.40 hrs
02/04/20	JMW	Review draft agenda; confer with staff regarding same.	0.30 hrs
02/04/20	AHJ	Prepare agenda items; transmit same.	0.70 hrs
02/11/20	JMW	Review response to JLAC; confer with Mossing regarding same.	0.50 hrs
02/12/20	JMW	Review current legislative update bills.	0.30 hrs
02/17/20	AHJ	Confer with Hogge regarding agenda items.	0.20 hrs
02/18/20	JMW	Review agenda items; confer with Hogge regarding same.	0.30 hrs
02/21/20	JMW	Confer with staff regarding meeting issues; confer with Greenberg regarding same; confer with Mossing regarding refinancing options; review indenture and tri-party agreement.	1.60 hrs
02/25/20	JMW	Meeting preparation; attend regular board meeting by telephone.	2.80 hrs
02/28/20	MGC	Research and review potential internal control policies; prepare initial draft internal control policy (ICP) document; confer and correspond with various auditors and district managers regarding draft ICP document; revise draft ICP document consistent with auditor and district manager feedback; finalize proposed ICP document and coordinate consideration of same by district board.	0.50 hrs

Total fees for this matter \$1,663.50

MATTER SUMMARY

Jaskolski, Amy H. - Paralegal	0.90 hrs	125 /hr	\$112.50
Walters, Jason M.	6.20 hrs	230 /hr	\$1,426.00
Collazo, Mike	0.50 hrs	250 /hr	\$125.00

TOTAL FEES \$1,663.50

TOTAL CHARGES FOR THIS MATTER**\$1,663.50****BILLING SUMMARY**

Jaskolski, Amy H. - Paralegal	0.90 hrs	125 /hr	\$112.50
Walters, Jason M.	6.20 hrs	230 /hr	\$1,426.00
Collazo, Mike	0.50 hrs	250 /hr	\$125.00

TOTAL FEES

\$1,663.50

TOTAL CHARGES FOR THIS BILL**\$1,663.50**

Amelia Concourse
COMMUNITY DEVELOPMENT DISTRICT

General Fund

RECEIVED

APR 8 2020

Check Request

Date	Amount	Authorized By
April 8, 2020	\$159,451.88	Hannah Smith

Payable to:

US Bank- Series 2019A Bonds # 98

Date Check Needed:

Budget Category:

ASAP	001.300.20700.10400
------	---------------------

Intended Use of Funds Requested:

Send 2019A Direct Bill portion received 12/12/19 & 3/11/20

FIRST COAST CONTRACT
MAINTENANCE SERVICES, LLC
352 Perdido St.
Saint Johns, FL 32259 US
(904) 537 9034
service@firstcoastcms.com
www.firstcoastcms.com

Invoice 5031

RECEIVED

APR 13 2020



BILL TO

Amelia Concourse
c/o GMS, LLC
Attn - Daniel Laughlin
475 W. Town Place - Suite 114
St. Augustine, FL 32092

DATE
04/04/2020

PLEASE PAY
\$2,325.30

DUE DATE
04/24/2020

P.O. NUMBER

Purchases

SALES REP

Tony Shiver

DATE	ACTIVITY	QTY	RATE	AMOUNT
03/19/2020	Walmart - laminating pouches 1, 320.572.620			47.38
03/30/2020	Amazon - pool net 1, 320.572.620			37.42
03/30/2020	Amazon - toilet paper dispensers 1, 320.572.620			102.64
04/01/2020	nassau Pressure Washing - sanitize pool furniture 1, 320.572.620			276.00
04/02/2020	Stanley Steemer - sanitize all flooring (bathrooms and amenity room) 1, 320.572.620			559.50
04/07/2020	Home Depot - ceiling fans 1, 320.572.620			732.95
04/09/2020	Home Depot Pro - bleach 1, 320.572.620			2.68
04/09/2020	J Dog Junk Removal - removal of old clubhouse furniture, old broken pool furniture, old pool pumps, broken umbrellas, etc 1, 320.572.620			499.00
04/09/2020	Purchasing Fee 0.03		2,257.57	67.73
	3% purchase and delivery fee 1, 320.572.620			

TOTAL DUE

\$2,325.30

49 (A)

THANK YOU.



formerly Wilmar

PO BOX 2317
Jacksonville FL 32203-2317

INVOICE

Page 1 of 1

INVOICE DATE	02/21/2020
INVOICE NUMBER	536982473
ACCOUNT NUMBER	918852
ORDER NO.	28928692

FOR INQUIRIES CALL: (800) 345-3000
FAX: (800) 220-3291
www.HomeDepotPro.com/Multifamily
customercare@wilmar.com

Please mail payments to the remit address at the bottom of this bill

SOLD TO:

FIRST COAST CONTRACT MAINT SVC
352 PERDIDO ST
SAINT JOHNS FL 32259-8756

SHIPPED TO:

FIRST COAST CONTRACT MAINT SVC
FIRST COAST CONTRACT MAINT SVC
ASK FOR ADDRESS GATE CODE 7913
JACKSONVILLE FL 32217

ORDER NO.		CONTROL NO.	CUSTOMER P.O.	SHIPPED VIA			TERMS		CASH DISCOUNT AMT			
28928692			AL	THDPU-902			1%10 DAYS, NET 30		0.03			
LN	ITEM NO.	CAT	DESCRIPTION	ORDER	SHIP	B/O	UOM	LIST PRICE	PRICE	EXT. AMT.	TAX	CODE
The Home Depot In Store Purchase												
Trans Type: Sale												
Store#: 6921 Date: 02/21/20												
Register#: 005 Trans#: 6144												
Cardholder: DAN WALKER												
Card Nickname: NASSAU COUNTY STAFF												
Card#: XXXX-XXXX-XXXX-3856												
1	HD218734	8	HOUSEHOLD BLEACH 1 GALLON	1	1	0	EA		2.50	2.50	T	
Receipt SKU: 017926002100												
PRODUCT CATEGORY TOTALS (INCLUDES APPLICABLE SALES TAX)												
8-Janitorial Supplies 2.68												
NET MERCHANDISE TOTAL			TAX TOTAL		SPECIAL CHARGES			INVOICE TOTAL				
2.50			0.18		0.00			2.68				

TERMS AND CONDITIONS FROM CURRENT CATALOG & ONLINE APPLY. CLAIMS FOR SHORTAGES OR DAMAGED GOODS MUST BE MADE IMMEDIATELY UPON RECEIPT OF SHIPMENT IN ACCORDANCE WITH CURRENT RETURN GOODS POLICY. NO RETURNS ACCEPTED WITHOUT PRIOR AUTHORIZATION.

RETAIN THIS PORTION OF THE INVOICE FOR YOUR RECORDS

RETURN THIS PORTION WITH YOUR REMITTANCE TO THE REMIT ADDRESS BELOW



ACCOUNT NUMBER	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT DUE
918852	536982473	02/21/2020	2.68
IF PAID BY 03/02/2020 AMT DUE: 2.65	IF PAID AFTER 03/02/2020 AMT DUE: 2.68	NET DUE DATE 03/22/20	
DEDUCT 0.03 IF PAID BY 03/02/20 *NO DISCOUNT ALLOWED FOR PAYMENTS MADE BY CREDIT CARD.			NET AMOUNT PAID

SOLD TO:

FIRST COAST CONTRACT MAINT SVC
352 PERDIDO ST
SAINT JOHNS FL 32259-8756

REMIT TO:

THE HOME DEPOT PRO
PO Box 404284
Atlanta GA 30384-4284

Total sale amount **\$499.00**

Subtotal \$499.00

Tax (0%) \$0.00

Tip \$0.00

VISA Visa **** * 8999
4/9/20, 9:47:35 AM

Daniel Walker

Transaction ID 5288992334

Auth Code 02074G

Signature

A handwritten signature in black ink, appearing to be 'Dan' with a stylized flourish.

I agree to pay the above total amount
according to my cardholder agreement

JDOG Sunk Renewal

4/8/2020

First Coast CMS, LLC Mail - 5 ceiling fans Amella Concourse

6921 00061 46773 04/07/20 10:34 AM

SALE CASHIER JOANNE

082392592011 CEILFANBRONZ <A>

52" SHANAHAN LED OUTDOOR CF BRONZE

30149.00 447.00

082392911652 44"CEILINGFA <A>

44" WINDWARD LED CEILING FAN BN

20119.00 238.00

SUBTOTAL 685.00

SALES TAX 47.95

TOTAL \$732.95

XXXXXXXXXXXX8999 VISA

USD\$ 732.95

AUTH CODE 02016G/0612052 TA

Chip Read

AID A0000000031010 CHASE VISA

P.O.#/JOB NAME: AMEILA CONCOURSE

See back of receipt for your chance
to win \$1000 ID #: 7P7V6H1RJKX4

Walmart*

904-261-9410 Mgr: JOHN JOHNSON
464016 STATE ROAD 200
YULEE FL 32097

ST# 05037 OP# 009046 TE# 46 TR# 03609
CREATE LAM 007630893537 21.96 X
LAM POUCH 15 007630893538 7.44 X
LAM POUCH 15 007630893538 7.44 X
LAM POUCH 15 007630893538 7.44 X
SUBTOTAL 44.28
TAX 1 7.000 % 3.10
TOTAL 47.38
VISA TEND 47.38

CHASE VISA **** * 8999 1 1
APPROVAL # 05146G
REF # 1042000314
TRANS ID - 300078593188970
VALIDATION - S2G5
PAYMENT SERVICE - E
ATD A0000000031010
TC F1997B344C615548
TERMINAL # SC010714
*NO SIGNATURE REQUIRED

03/18/20 12:28:44
CHANGE DUE 0.00

ITEMS SOLD 4

TC# 4653 1287 2358 2633 7982



Low Prices You Can Trust. Every Day.

03/18/20 12:28:44

CUSTOMER COPY

*Imelia
Concourse*

Credit Card
CMB

Description: *Office*

P.O. *HC*

3-18-20

Nassau Pressure Wash LLC

96002 Aqua Vista Ct, Yulee, FL 32097, USA

Yulee, Florida 32097 US

(904) 258-5540

nassaupressurewash@gmail.com

<http://www.nassaupressurewash.com>**INVOICE****BILL TO**

Plumber's Creek H.O./AMELIA CONCOURSE

79940 Plummer's Creek

Yulee, Florida 32097

INVOICE

1023

DATE

03/27/2020

DUE DATE

03/27/2020

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Lounge Chairs/poolside seating		69	5.00	345.00

SUBTOTAL 345.00

DISCOUNT 20% -69.00

TOTAL 276.00

BALANCE DUE **\$276.00**PAID CC 8703 PAYROLL
AC 3/31

Customer 1387142**Stanley Steemer****Number****Claim/P.O.**

6115 Arlington Expressway

Number

Jacksonville, FL 32211

Vehicle 7**Crew** Brandon Bishop,
Darryl Lee

AC

Qty	Item	Description	Unit Price	Amount
1	Commercial Carpet Clean	(CA1) 3 bathroom tile and recreation center tile	\$559.50	\$559.50
Subtotal:				\$559.50
Estimate:				\$0.00
Discount:				\$0.00
Tax:				\$0.00
Total:				\$559.50

Payments:

Payment Method	Amount
Visa *8999	\$559.50
Balance:	\$0.00

WARNING: Customer acknowledges being informed and understands that carpet is damp during and after cleaning and that care should be taken in stepping onto non-carpeted surfaces to avoid slipping and hereby releases Stanley Steemer from any and all liability for injuries which might be sustained as a result thereof.

Customer unavailable for signature

Carpets loose at seams or along walls or concrete floors, or that have been incorrectly or defectively installed, are cleaned at customer's risk. Carpets that have been exposed to pets may sometimes not be able to deodorize effectively. Any questions regarding our workmanship must be reported within 10 days after completion of work or will be subject to a service charge at our option.

Visa *8999 - Dan Walker

Customer unavailable for signature

I HAVE AUTHORIZED THE SERVICES OUTLINED ABOVE AND UNDERSTAND THE CHARGES THEREFOR ARE DUE UPON THE COMPLETION OF WORK

(Dan Walker)

This email was sent by: Stanley Steemer, an independently owned and operated franchise dba Stanley Steemer®



Details for Order #112-5216788-3843402

Order Placed: March 30, 2020

PO number : AC

Amazon.com order number: 112-5216788-3843402

Order Total: \$37.42

Not Yet Shipped	
Items Ordered	Price
1 of: Stargoods Pool Skimmer Net, Heavy Duty Leaf Rake Cleaning Tool, Fine Mesh Net Bag Catcher	\$34.97
Sold by: Stargoods Inc. (seller profile)	
Condition: New	
Shipping Address: Dan Walker 65084 RIVER GLEN PKWY YULEE, FL 32097-0620 United States	
Shipping Speed: One-Day Shipping	

Payment Information	
Payment Method: Visa Last digits: 8999	Item(s) Subtotal: \$34.97
	Shipping & Handling: \$0.00
Billing Address: Dan Walker 352 Perdido St. St. Johns, FL 32259 United States	Total before tax: \$34.97
	Estimated tax to be collected: \$2.45
	Grand Total: \$37.42

To view the status of your order, return to [Order Summary](#).

[Conditions of Use](#) | [Privacy Notice](#) © 1996-2020, Amazon.com, Inc. or its affiliates

PO: AC
Description: Pool
Date: 3/30/20
Signature: Rfo



Details for Order #112-4959633-5915462

Order Placed: March 30, 2020

PO number : AC

Amazon.com order number: 112-4959633-5915462

Order Total: \$102.64

Not Yet Shipped	
Items Ordered	Price
4 of: <i>Palmer Fixture RD0028-01 Two-Roll Standard Tissue Dispenser, Dark Translucent</i>	\$23.98
Sold by: Amazon.com Services LLC	
Condition: New	
Shipping Address: Dan Walker 65084 RIVER GLEN PKWY YULEE, FL 32097-0620 United States	
Shipping Speed: One-Day Shipping	

Payment Information	
Payment Method: Visa Last digits: 8999	Item(s) Subtotal: \$95.92
	Shipping & Handling: \$0.00
Billing Address: Dan Walker 352 Perdido St. St. Johns, FL 32259 United States	Total before tax: \$95.92
	Estimated tax to be collected: \$6.72
	Grand Total: \$102.64

To view the status of your order, return to [Order Summary](#).

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PO: AC
Description: Paper Supplies
Date: 3/30/20



[Handwritten signature]

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

Invoice

RECEIVED

APR 13 2020

Bill To:

Amelia Concourse CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092

Invoice #: 220
Invoice Date: 4/1/20
Due Date: 4/1/20
Case:
P.O. Number:

Description	Hours/Qty	Rate	Amount
Management Fees - April 2020 1,310,573.340		3,750.00	3,750.00
Information Technology - April 2020 357		125.00	125.00
Dissemination Agent Services - April 2020 324		583.33	583.33
Office Supplies 570		0.18	0.18
Postage 420		14.04	14.04
Copies 425		89.40	89.40
Telephone 410		62.39	62.39
5 (A)			
Total			\$4,624.34
Payments/Credits			\$0.00
Balance Due			\$4,624.34



Jacksonville Office 904-225-9425

PO Box 1330

Yulee, FL 32041-1330

www.naderspestraiders.com**IS YOUR HOME PROTECTED FROM TERMITES?**

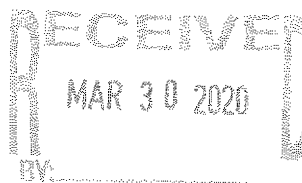
Termites cause billions of dollars in damage every year rarely covered by homeowner's insurance and in our area, it's not if your home will encounter termites, but when. Protect your family and home 24/7/365 with Sentricon® with Always Active from Nader's, the #1 provider of Sentricon in the world. CALL TODAY! 855-MY-NADERS.

It's not just termite control. It's Nader's Pest Raiders termite control.

Customer Number: 1328696 Statement Date: 03/24/20 Payment Due Upon Receipt

Date	Invoice #	Description	Amount	Tax	Balance
Service Address: 85200 Amaryllis Ct, Fernandina Beach, FL 32034-9716					
03/20/20	37806684	Fire Ant Service	\$77.00	\$0.00	\$77.00

ⓐ 82 1,320, 538, 45513

**Current: \$77.00****Past Due: \$0.00****Total Amount Due: \$77.00**

Please Keep the Top Portion For Your Records Return Bottom Portion with Payment

GA22349F



PO Box 1330 • Yulee, FL 32041-1330

Temp-Return Service Requested

You can pay your bill online at www.naderspestraiders.com

*****AUTO**ALL FOR AADC 320



AMELIA CONOURSE AMENITIES CENTER 4
 TONY SHIVER 746
 475 W TOWN PL STE 114
 SAINT AUGUSTINE FL 32092-3649



Please check Invoice(s) paid below.			
	Invoice #	Amount	
<input type="checkbox"/>	37806684	\$77.00	<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>

If you are paying by credit card, please see reverse side.

Please make checks payable and remit to:

NADER'S PEST RAIDERS
 PO BOX 1330
 YULEE FL 32041-1330



Statement Date: 03/24/20
 Customer Number: 1328696

Balance Forward: \$0.00

Amount: _____

Amount Due: \$77.00

Check # _____



INVOICE

Invoice Number: PI-A00356347
Invoice Date: 02/01/20

PROPERTY: Amelia
Concourse Cdd

Voice: (888) 480-5253 Fax: (888) 358-0088

RECEIVED

APR 17 2020

SOLD TO: Amelia Concourse Cdd
C/O Governmental Mgmt Services
475 W. Town Place #114
St Augustine, FL 32092

CUSTOMER ID

7112

CUSTOMER PO

Payment Terms

Net 30

Sales Rep ID

David Cottrell

Shipment Method

Ship Date

Due Date

03/02/20

Qty	Item / Description	UOM	Unit Price	Extension
1	Lake & Pond Management Services SVR49937 02/01/20 - 02/29/20 Lake & Pond Management Services		516.00	516.00

(A) 24 1,322.572.468

PLEASE REMIT PAYMENT TO:

1320 Brookwood Drive, Suite H
Little Rock, AR 72202

Subtotal	516.00
Sales Tax	0.00
Total Invoice	516.00
Payment Received	0.00
TOTAL	516.00



INVOICE

Invoice Number: PI-A00387155

Invoice Date: 04/01/20

PROPERTY: Amelia
Concourse Cdd

Voice: (888) 480-5253 Fax: (888) 358-0088

RECEIVED

APR 17 2020

SOLD TO: Amelia Concourse Cdd
C/O Governmental Mgmt Services
475 W. Town Place #114
St Augustine, FL 32092

CUSTOMER ID
7112

Sales Rep ID
David Cottrell

CUSTOMER PO

Shipment Method

Payment Terms
Net 30

Ship Date

Due Date
05/01/20

Qty	Item / Description	UCM	Unit Price	Extension
1	Lake & Pond Management Services SVR49937 04/01/20 - 04/30/20 Lake & Pond Management Services		516.00	516.00

27 (A) 1,320,572,468

PLEASE REMIT PAYMENT TO:

1320 Brookwood Drive, Suite H
Little Rock, AR 72202

Subtotal	516.00
Sales Tax	0.00
Total Invoice	516.00
Payment Received	0.00
TOTAL	516.00

TRIM ALL LAWN SERVICE, INC.

942360 Old Nassauville Road
Fernandina Beach, FL 32034
Phone (904) 491-3232

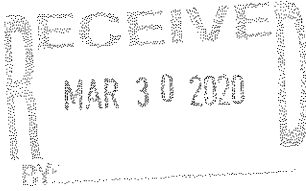
Date	3/23/2020
Invoice #	45419

E-mail Trimalllawn@gmail.com

Bill To
Amelia Concourse CDD 475 West Town Place, Suite 114 St. Augustine, Fl. 32092

Project Name / Location	
P.O. #	Service Date: 3/9/2020

Terms	Due Date
Net 30	4/22/2020

Description	Amount
Seasonal Flower Rotation- Installation of (504) Begonias Mix - to include initial installation and rototill. - Subsequent fertilization and maintenance program included.	1,008.00
Soil Amendment for Spring Flower Beds	96.00
<i>1,320.572, 463 (A) 40</i>	
	
Thank you for your business.	
Total	\$1,104.00
Payments/Credits	\$0.00
Balance Due	\$1,104.00

TRIM ALL LAWN SERVICE, INC.

942360 Old Nassauville Road
Fernandina Beach, FL 32034
Phone (904) 491-3232

Date	4/1/2020
Invoice #	45452

Trimalllawn@gmail.com

Bill To
Amelia Concourse CDD 475 West Town Place, Suite 114 St. Augustine, Fl. 32092

Property Address

APRIL MONTHLY MAINTENANCE	PO #	Terms
		Net 30
Description	Amount	
Monthly Maintenance	1,174.00	
Monthly Maintenance for Phase I pond	59.50	
Treatment of Turf & Shrubs - Included in Contract	150.00	
Monthly Irrigation Inspection	85.00	
<div>40 (A) 1,320,572,462</div> <div>RECEIVED APR 06 2020</div>		
Thank you for your business.	Total	\$1,468.50

Backyard Solutions

440 C B L Dr. Ste 102
St. Augustine, FL 32086
(904) 217-3734

RECEIVED

APR 29 2020

Invoice

Date	Invoice #
4/27/2020	246

Bill To
Amelia Concourse CDD First Coast CMS/ Tony Shiver 352 Perdido St. St. Johns, FL 32259

Ship To
Amelia Concourse CDD 85200 Amarylis Ct. Fernandina Beach, FL 32034

Customer Phone

P.O. No.	Ship Date
133/1381	4/12/2020

Invoiced	Item	Description	Finish	Fabric	Rate	Amount
1	6003	Sofa	TS	80	1,102.82	1,102.82T
4	6001	Lounge Chair	TS	1430	530.04	2,120.16T
2	6008	Ottoman	TS	1430	340.78	681.56T
1	6029G	Oval Glass Coffee Table	TS		322.02	322.02T
2	6020G	Rd Glass End Table	TS		294.09	588.18T
12	6610	Dining Chair			145.78	1,749.36T
3	6634G	34" SQ Glass Dining Table			215.20	645.60T
1	Delivery	Shipping / Delivery			937.00	937.00
tax exempt cert 65-8013692632C-7 Dep ck \$5702.69 Rec'd 03/28/30. <i>1,310,573.60</i> <i>97 ①</i>						

A 70% Deposit is required for special orders and balance is due prior to or at delivery.

Subtotal \$8,146.70

Sales Tax (0.0%) \$0.00

Total \$8,146.70

Payments/Credits -\$5,702.69

Balance Due \$2,444.01



Jacksonville Office 904-225-9425

PO Box 1330

Yulee, FL 32041-1330

www.naderspestraiders.com

Termite Renewal Notice

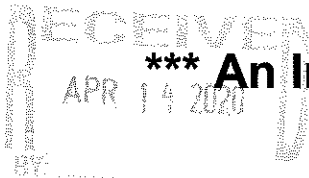
ARE YOUR FAMILY & HOME PROTECTED FROM PESTS?

Warm weather is upon us and that means common pests such as ants, cockroaches and mosquitoes are out in full force. These pests are more than just a nuisance, they can be a real threat to you and your family due to diseases they can carry and damage they can cause. With Nader's STEPS® Total Protection System™, we can control pests and provide you with peace of mind knowing you and your family are protected.
CALL TODAY! 855-MY-NADERS.

Customer Number: 1328696

Notice Date: 04/08/20

Expiration Date: 06/2020



*** An Important Message Concerning Your Annual Termite Guarantee Renewal ***

Termites feed 24 hours a day, 365 days a year. Every year, termites invade millions of homes, causing billions of dollars in damage. The startling fact is termites do more damage than fires and storms combined. And, the damage caused by termites is rarely covered by insurance.

That's why it is important to renew your termite agreement every year and keep your guarantee in place so we can continue to protect your home. It's easy. Simply mail your payment or pay online at www.naderspestraiders.com, then give us a call so we can schedule your annual inspection.

If you are a new homeowner, please call your local office to update your account information and schedule your inspection to complete the warranty transfer process. This termite guarantee transfers to you at no additional cost.

Thank you for giving us the opportunity to go *Beyond the Call*.

82 (A)
1,320.538.48573

Service Address: 85200 Amaryllis Ct, Fernandina Beach, FL 32034-9716

Termite Renewal Notice Total: \$304.00

Please Keep the Top Portion For Your Records

Return Bottom Portion with Payment

GA2234RF



PO Box 1330 • Yulee, FL 32041-1330

Temp-Return Service Requested

www.naderspestraiders.com

*****AUTO**ALL FOR AADC 320



AMELIA CONCOURSE AMENITIES CENTER 4
475 W TOWN PL STE 114 500
SAINT AUGUSTINE FL 32092-3649

If you are paying by credit card, please see reverse side.

Please make checks payable and remit to:

NADER'S PEST RAIDERS
PO BOX 1330
YULEE FL 32041-1330



Renewal Notice Date: 04/08/20
Account Number: 1328696

Total: \$304.00

***Check # _____

NEWS-LEADER

P.O. Box 16766

Fernandina Beach FL 32035

(904) 261-3696

Fax(904) 261-3698

Advertising Memo Bill

1 Memo Bill Period 04/2020		2 Advertiser/Client Name AMELIA CONCOURSE CDD	
23 Total Amount Due 261.50		*Unapplied Amount	3 Terms of Payment
21 Current Net Amount Due .00	22 30 Days .00	60 Days .00	Over 90 Days .00
4 Page Number 1	5 Memo Bill Date 04/24/20	6 Billed Account Number 30057	7 Advertiser/Client Number MEGHA. 30057

8 Billed Account Name and Address AMELIA CONCOURSE CDD 475 WEST TOWN PL STE 114 ST. AUGUSTINE FL 32092		Amount Paid: Comments: Ad #: 574502	
---	--	---	--

Please Return Upper Portion With Payment

10 Date	11 Newspaper Reference	12(13)14 Description-Other Comments/Charges	15 SAU Size 16 Billed Units	17 Times Run 18 Rate	19 Gross Amount	20 Net Amount
05/15/20	574502	CANDIDATES CONCOURSE	2X 5.00	1		
	ROPLD	05/15	10.00	24.95	261.50	261.50
	FNL					
	AFFRD	AFFIDAVIT RETAIL DISPL		12.00		
<p style="text-align: center;">55 (A)</p> <p style="text-align: center;">1,800.155.101</p>						

Statement of Account - Aging of Past Due Amounts

21 Current Net Amount Due	22 30 Days	60 Days	Over 90 Days	*Unapplied Amount	23 Total Amount Due
0.00	0.00	0.00	0.00		261.50

NEWS-LEADER

(904) 261-3696

* UNAPPLIED AMOUNTS ARE INCLUDED IN TOTAL AMOUNT DUE

24	Invoice	25	Advertiser Information					
	1	Billing Period	6	Billed Account Number	7	Advertiser/Client Number	2	Advertiser/Client Name
	574502	04/2020		30057		30057		AMELIA CONCOURSE CDD

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
2/05/20	00014	11/06/19 419	202001 300-20700-10100		*	3,972.62	
		OCTOBER 2019 COMMISSIONS					
		12/04/19 425	202001 300-20700-10100		*	3,350.45	
		NOVEMBER 2019 COMMISSIONS					
		1/07/20 431	202001 300-20700-10100		*	7,115.62	
		DECEMBER 2019 COMMISSIONS					
		2/05/20 436	202001 300-20700-10100		*	17,385.56	
		JANUARY 20 COMMISSIONS					
LERNER REAL ESTATE ADVISORS REALTY						31,824.25	000062
TOTAL FOR BANK C						31,824.25	
TOTAL FOR REGISTER						31,824.25	

ACON AMELIA CONCOUR OKUZMUK

C.

**AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2020 ASSESSMENT RECEIPTS SUMMARY**

ASSESSED	# UNITS ASSESSED	SERIES 2007 DEBT SERVICE ASMT	SERIES 2016 DEBT SERVICE ASMT	SERIES 2019A DEBT SERVICE ASMT	FY20 O&M ASMT	TOTAL
DREAMFINDERS (1), (2)	172	(2)	-	212,602.50	130,943.60	343,546.10
NET ASSESSED - DIRECT BILLS	172	-	-	212,602.50	130,943.60	343,546.10
NET ASSESSED TAX ROLL	286	116,683.10	180,832.46	-	217,733.89	515,249.44
TOTAL NET ASSESSED	458	116,683.10	180,832.46	212,602.50	348,677.49	858,795.54

DUE / RECEIVED	BALANCE DUE	SERIES 2007 DEBT SERVICE PAID	SERIES 2016 DEBT SERVICE PAID	SERIES 2019A DEBT SERVICE PAID	O&M PAID	TOTAL PAID
DREAMFINDERS (1), (2)	-	-	-	212,602.50	130,943.60	343,546.10
TOTAL DUE / RECEIVED DIRECT BILL	-	-	-	212,602.50	130,943.60	343,546.10
TAX ROLL DUE / RECEIPTS	(6,290.36)	118,107.62	183,040.13	-	220,392.05	521,539.80
TOTAL DUE / RECEIVED	(6,290.36)	118,107.62	183,040.13	212,602.50	351,335.65	865,085.90

SUMMARY OF TAX ROLL RECEIPTS						
NASSAU COUNTY DISTRIBUTION	DATE RECEIVED	AMOUNT RECEIVED	SERIES 2007 RECEIPTS	SERIES 2016 RECEIPTS	SERIES 2019A RECEIPTS	O&M RECEIPTS
1	10/29/19	459.89	104.15	161.40	-	194.34
2	11/21/19	299,049.57	67,722.60	104,954.73	-	126,372.24
3	12/06/19	99,262.76	22,478.99	34,837.36	-	41,946.41
4	12/20/19	30,017.22	6,797.68	10,534.87	-	12,684.67
5	01/10/20	26,293.37	5,954.38	9,227.95	-	11,111.04
6	02/07/20	21,975.54	4,976.57	7,712.56	-	9,286.41
7	03/09/20	27,194.70	6,158.50	9,544.28	-	11,491.92
8	04/07/20	5,796.67	1,312.71	2,034.41	-	2,449.55
9	05/05/20	11,490.08	2,602.04	4,032.57	-	4,855.47
			-	-	-	-
			-	-	-	-
			-	-	-	-
			-	-	-	-
			-	-	-	-
			-	-	-	-
			-	-	-	-
			-	-	-	-
			-	-	-	-
TOTAL TAX ROLL RECEIPTS		521,539.80	118,107.62	183,040.13	-	220,392.05

(1) Undeveloped Land's assessments are due in installments of 50% due by 12/1, 25% due by 2/1,
25% due by 5/1.

(2) Falls under Series 2007 Bonds which have been accelerated due to non-payment of prior year(s) assessments by the original developer

PERCENT COLLECTED TAX ROLL		101.22%	101.22%	0.00%	101.22%	101.22%
PERCENT COLLECTED DIRECT		0.00%	0.00%	100.00%	100.00%	100.00%