

Amelia Concourse
Community Development District

January 18, 2022

AGENDA

**Amelia Concourse
Community Development District**

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

January 11, 2022

Board of Supervisors
Amelia Concourse Community Development District
Staff/Supervisor Call In #: 1-800-264-8432 Code 988243

Dear Board Members:

The Amelia Concourse Community Development District Board of Supervisors Meeting is scheduled to be held **Tuesday, January 18, 2022 at 11:00 a.m. at the Amelia Concourse Amenity Center, 85200 Amaryllis Court, Fernandina Beach, Florida 32034.**

Following is the agenda for the meeting:

- I. Call to Order
- II. Public Comment
- III. Staff Reports (1)
 - A. District Engineer
 - B. Trim All Landscape Report
- IV. Minutes
 - A. Approval of Minutes of the November 16, 2021 Regular Board Meeting
 - B. Acceptance of Minutes of the November 16, 2021 Audit Committee Meeting
- V. Ratification of Audit Engagement Letter with Berger Toombs Elam Gaines & Frank for the Fiscal Year 2021 Audit
- VI. Consideration of Resolution 2022-03, Classifying and Authorizing Disposition of Surplus Tangible Property
- VII. Consideration of Resolution 2022-04, Adopting Amended Prompt Payment Policies
- VIII. Discussion of Phase II Easement Access
- IX. Staff Reports (2)
 - A. District Counsel
 - B. District Manager

C. Field Operations Manager – Report

X. Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures

B. Assessment Receipts Schedule

C. Approval of Check Register

XI. Other Business

XII. Supervisors' Requests and Audience Comments

XIII. Next Scheduled Meeting – March 15, 2022 at 11:00 a.m. the Amelia Concourse
Amenity Center

XIV. Adjournment

FOURTH ORDER OF BUSINESS

A.

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, November 16, 2021 at 11:00 a.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
Jeff Snow	Supervisor
Ellen Cator	Supervisor
Daniel Pieratti	Supervisor

Also present were:

Daniel Laughlin	District Manager
Jennifer Kilinski	District Counsel
Mike Yuro	District Engineer
Tony Shiver	First Coast CMS

The following is a summary of the discussions and actions taken at the November 16, 2021 meeting. An audio 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 11:04 a.m. and called the roll.

SECOND ORDER OF BUSINESS

Public Comment

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Staff Reports (1)

A. District Counsel – Memo re: Stormwater Needs Analysis

Ms. Kilinski presented a memorandum regarding a new requirement to prepare and submit to the County a stormwater needs analysis report which contains a short summary of what is required to be analyzed in the report. She recommended engaging the District Engineer to prepare the report by the deadline of June 30, 2022.

B. District Engineer**1. Work Authorization to Prepare a Stormwater Needs Analysis Report**

Mr. Yuro presented a work authorization in the amount of \$6,480 to prepare the newly required stormwater needs analysis report.

On MOTION by Mr. Snow seconded by Mr. Pieratti with all in favor the work authorization from Yuro & Associates for preparation of a stormwater needs analysis report was approved.

2. Work Authorization to Perform a Bi-Annual Stormwater Management System Inspection

Mr. Yuro presented a work authorization in the amount of \$2,200 to perform a bi-annual stormwater management system inspection as required by the construction permit.

On MOTION by Mr. Toohey seconded by Mr. Pieratti with all in favor the work authorization from Yuro & Associates for a bi-annual stormwater management system inspection was approved.

Mr. Greenberg asked Ms. Kilinski what the status was of the request for a cut-through off Orchid Blossom Trail in Phase 3. Ms. Kilinski responded that the County committed to doing an engineering study that would take close to 90 days and that she would follow up on the results.

C. Trim All Landscape Report

Mr. Shiver informed the Board Trim All performed an irrigation audit in October and in late September installed annuals at the entrance and clubhouse. Mulch and pine straw will be installed within the next few weeks. He also informed the Board that a discussion was had with Trim All on various issues, and he has since noticed an improvement in service and communication.

FOURTH ORDER OF BUSINESS**Minutes****A. Approval of Minutes of the September 14, 2021 Board of Supervisors Meeting**

There were no comments on the minutes.

On MOTION by Mr. Snow seconded by Ms. Cator with all in favor the minutes of the September 14, 2021 meeting were approved as presented.

B. Acceptance of Minutes of the September 14, 2021 Audit Committee Meeting

There were no comments on the minutes.

On MOTION by Mr. Greenberg seconded by Ms. Cator with all in favor the minutes of the September 14, 2021 Audit Committee Meeting were accepted as presented.

FIFTH ORDER OF BUSINESS

Approval of Holiday Lighting/Décor Agreement

Mr. Laughlin reminded the Board a not to exceed amount was approved at the previous meeting and noted Mr. Shiver has obtained a quote from Dream Lights of Florida that is within the approved amount. The purpose of the agreement is to hold the contractor responsible for responding in a timely manner for any issues needing to be resolved. Mr. Shiver noted the lights are scheduled to be installed on November 20th. Mr. Greenberg stated that he did not feel this was an expense the community should incur each year as the lights are owned by the installer. Mr. Shiver stated that another option in future years would be to install permanent lights that could be used for other holidays if desired. Ms. Cator asked what would come of the lights the District purchased last year. Ms. Kilinski responded that if the Board decides not to use the lights anymore, a surplus property disposition could be done allowing the District to sell or donate the lights.

On MOTION by Mr. Snow seconded by Mr. Toohey with all in favor the agreement for holiday lighting and décor with Dream Lights of Florida was approved.

SIXTH ORDER OF BUSINESS

Acceptance of the Audit Committee's Recommendation

This is a bookkeeping item to accept the audit committee's recommendation to rank Berger Toombs #1 and Grau & Associates #2.

On MOTION by Mr. Greenberg seconded by Ms. Cator with all in favor accepting the audit committee's recommendation was approved.

SEVENTH ORDER OF BUSINESS**Consideration of Acquisition of Phase III Improvements**

Ms. Kilinski informed the Board that it has come to her attention that various Phase III stormwater retention ponds are ready for dedication and transfer to the District for operations and maintenance. The acquisition package in the agenda package includes a letter describing the improvements, affidavit of costs paid for audit purposes, an engineer's certificate, a contractor acknowledgement and release assigning any existing warranties to the District, a professional acknowledgement and release, and a bill of sale. She noted for the last week staff has been working to ensure the District Engineer has the requisite work product and site inspection to be able to certify there are no issues prior to the District taking ownership. Her recommendation was to approve the documents in substantial form with the Chairman authorized to sign the final versions.

Mr. Pieratti asked if the Board was okay with Dan McCranie signing off on any engineering-related documents as he is the engineer on record with the trustee. Mr. Greenberg asked that Mr. Yuro review the documents as well.

The Board discussed various items that needed to be addressed and opted for tabling approval of the acquisition package until the January meeting.

EIGHTH ORDER OF BUSINESS**Consideration of Resolution 2022-01, Declaring the 2019 Project Complete**

Ms. Kilinski informed the Board the Series 2019 bonds trust indenture obligates the District to pass a resolution declaring the project complete once appropriate, and to liquidate all of the sub-accounts within the indenture. She noted there is around \$500,000 left in the construction account, which would get applied uniformly to all the Phase III lots secured by the Series 2019 and suggested leaving a small amount in the account to fund certifications still needing to be done by the engineer. This item was tabled to the January meeting as there are questions the engineer needs answered before he can sign a certificate declaring the project complete.

NINTH ORDER OF BUSINESS**Consideration of Proposals for Reserve Study**

- A. Community Advisors**
- B. Dreux Isaac**
- C. Reserve Advisors**
- D. Reserve Study Group**

Mr. Laughlin presented four proposals from the vendors listed above to provide a more current capital reserve study. Community Advisors performed the study done last and their fee to update the study would be \$2,200. Dreux Isaac's fee would be \$5,000 for the first study and \$1,000 for an update in 2023. Reserve Advisors' fee would be \$3,950. Reserve Study Group's fee would be \$6,375.

Mr. Pieratti stated that he felt providing estimates on anything at the moment would be difficult given the inflated pricing of services and goods. Mr. Laughlin recommended revisiting the proposals prior to finalizing the next year's budget. This item was tabled.

TENTH ORDER OF BUSINESS**Consideration of Resolution 2022-02,
Authorizing a Change in Registered Agent
and Registered Office**

Ms. Kilinski informed the Board the current registered office is previous counsel, Hopping Green & Sams. She noted the majority of correspondence sent to the registered agent gets forwarded to the District Manager, so the recommendation is to change the registered agent to Mr. Laughlin and the registered office to GMS's address.

On MOTION by Mr. Toohey seconded by Ms. Cator with all in favor Resolution 2022-02, authorizing a change in registered agent and registered office was approved.

ELEVENTH ORDER OF BUSINESS**Staff Reports (2)**

- A. District Manager**

Mr. Laughlin informed the Board a letter was sent out to Phase 2 residents after last month's meeting directing those residents to remove obstructions such as fences located within the maintenance and access easements for the stormwater ponds. He recommended establishing a process in which the resident would submit a fence request to the HOA and the HOA would forward any requests for properties located adjacent to easements to the District Manager for approval. The District Manager would consult the District Engineer to ensure there are no concerns with approving installation of a fence on an easement and the homeowners would be

required to enter into an agreement with the District that would transfer to any future owners if the property were sold.

The Board opened up the discussion to residents who expressed their concern over having to remove their fencing located within the easement and having the maintenance vendor vehicle driving on their property to access the easement. Mr. Greenberg suggested deferring the issue until the January meeting to give Mr. Yuro an opportunity to come up with alternative solutions.

C. Field Operations Manager – Report

Mr. Shiver gave the Board an overview of maintenance updates and repairs that have taken place since the last meeting. He informed the Board the pool chemical provider will be increasing the bulk chemical rate by 25% due to increased chemical usage. He gave the Board options of purchasing a pool chemical feeder that the District would own and switching chemical vendors, or accept the rate increase and maintain the current vendor. Due to having three bodies of water, three separate feeders would be needed for a total cost around \$9,500. Mr. Shiver stated that he believes purchasing chemicals directly would be 25-30% less than what Poolsure charges, so the investment would pay for itself after about a three-year period.

Supervisor Cator left the meeting at this time.

On MOTION by Mr. Snow seconded by Mr. Pieratti with all in favor purchasing pool chemical feeders at an amount not to exceed \$9,500 and contracting with another vendor for chemical delivery was approved.
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The Board directed Mr. Shiver to remove two speed limit signs in Phase 2 as required by Nassau County.

Mr. Shiver asked if the Board was okay with residents holding club meetings in the clubroom free of charge. There were no objections from the Board. He also informed the Board an online based reservation system has been implemented for rental of the clubroom.

Mr. Shiver reminded the Board that at the last meeting he was directed to obtain a quote for replacing the chairs and tables in addition to the chaise lounges surrounding the pool. That quote totals \$12,103.56.

On MOTION by Mr. Snow seconded by Mr. Pieratti with all in favor purchasing 40 chaise lounges, 24 chairs and 6 tables for a total of \$12,103.56 was approved.

Mr. Yuro informed the Board the County Engineer reached out to ask for permission for the Timberlake community to walk the wetlands owned by Amelia Concourse as they are having issues with their ponds. There were no objections from the Board. Mr. Greenberg asked that they reach out to Mr. Shiver.

Mr. Greenberg asked the other board members if they would like to provide a bonus to Mr. Laughlin in the amount of \$250 and Mr. Shiver in the amount of \$350 for going above and beyond for the community as was done last year. There were no objections from the Board.

On MOTION by Mr. Pieratti seconded by Mr. Toohey with all in favor providing bonuses to Mr. Laughlin and Mr. Shiver was approved.

TWEFLTH 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. Assessment Receipt Schedule

A copy of the assessment receipt schedule was included in the agenda package.

C. Approval of Check Register

A copy of the check register totaling \$71,782.10 was included in the agenda package. Mr. Laughlin noted this check includes the Fiscal Year 2022 insurance payment.

On MOTION by Mr. Snow seconded by Mr. Pieratti with all in favor the Check Register was approved.

THIRTEENTH ORDER OF BUSINESS Other Business

There being none, the next item followed.

**FOURTEENTH ORDER OF BUSINESS Audience Comments / Supervisor's Requests
Supervisor Requests**

Mr. Toohey asked for an update on the discussion from the last meeting stemming from a resident's request to remove the current fencing, enclose the property, re-landscape and maintain a portion of property that is owned by the CDD. He also noted he is against approving the request after looking at the property in question and made a motion to deny the request. Mr. Snow stated that he would like to see documents related to the request prior to making a decision.

Mr. Toohey motioned to deny the resident's request and Mr. Pieratti seconded the motion. With Mr. Greenberg and Mr. Snow opposed, the motion to deny the resident's request failed.

The request will be added to the January agenda for further discussion.

Audience Comments

Mr. Bob Zingle, 95221 Periwinkle Place, asked about the possibility of adding speed bumps now that the Phase 1 roads have been accepted by the County. Mr. Laughlin responded that if installation of speed bumps were to be approved by the County, the CDD would be responsible for funding the installation.

FIFTEENTH ORDER OF BUSINESS

**Next Scheduled Meeting – January 18, 2022
at 11:00 a.m. at the Amelia Concourse
Amenity Center**

SIXTEENTH ORDER OF BUSINESS**Adjournment**

On MOTION by Mr. Toohey seconded by Mr. Pieratti with all in favor the meeting was adjourned.

Secretary / Assistant Secretary

Chairman / Vice Chairman

B.

MINUTES OF MEETING
AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT

An audit committee meeting of the Amelia Concourse Community Development District was held Tuesday, November 16, 2021 at 11:00 a.m. at the Amelia Concourse Amenity Center, 85200 Amaryllis Court, Fernandina Beach, Florida 32034.

Audit Committee members present were:

Jeffry Snow
Bill Toohey
Harvey Greenberg
Ellen Cator
Daniel Pieratti

Also present were:

Daniel Laughlin
Jennifer Kilinski

District Manager
District Counsel

FIRST ORDER OF BUSINESS

Call to Order

Mr. Laughlin called the meeting to order at 11:00 a.m. and called the roll.

SECOND ORDER OF BUSINESS

Review and Rank Proposals for Audit Services

Mr. Laughlin reminded the Audit Committee of the criteria with which the proposers can be ranked: ability of personnel with a maximum of 20 points, proposer's experience with a maximum of 20 points, understanding of scope of work with a maximum of 20 points, ability to furnish required services with a maximum of 20 points and price for a maximum of 20 points. He informed the Board two proposals were received from Berger Toombs Elam Gaines and Frank, and Grau & Associates.

Mr. Greenberg informed the Board he scored Berger Toombs with a total of 94 points and Grau & Associates with a total of 73 points.

Mr. Laughlin noted the price for five years' worth of audits through Grau & Associates would be \$28,500 and for Berger Toombs it would be \$22,460.

The remaining four board members concurred with ranking Berger Toombs as the number one ranked proposer.

On MOTION by Mr. Greenberg seconded by Mr. Snow with all in favor accepting Mr. Greenberg's scoring and ranking Berger Toombs Elam Gaines & Frank #1 and Grau & Associates #2 was approved.

THIRD ORDER OF BUSINESS

Other Business

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Toohey seconded by Mr. Pieratti with all in favor the Audit Committee Meeting was adjourned.

FIFTH ORDER OF BUSINESS



**Berger, Toombs, Elam,
Gaines & Frank**

Certified Public Accountants PL

600 Citrus Avenue
Suite 200
Fort Pierce, Florida 34950

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

November 22, 2021

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

The Objective and Scope of the Audit of the Financial Statements

You have requested that we audit the financial statements of Amelia Concourse Community Development District, (the "District"), which comprise governmental activities and each major fund as of and for the years ended September 30, 2021, 2022, 2023, 2024, and 2025, which collectively comprise the basic financial statements. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter for the years ending September 30, 2021, 2022, 2023, 2024, and 2025.

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

The Responsibilities of the Auditor

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

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

Fort Pierce / Stuart



Amelia Concourse Community Development District

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

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

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



Amelia Concourse Community Development District
November 22, 2021
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The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework

Management is responsible for:

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

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

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

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



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

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

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

Reporting

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

Records and Assistance

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

The assistance to be supplied, including the preparation of schedules and analyses of accounts, has been discussed and coordinated with Daniel Laughlin. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report, which must be completed and filed with the Auditor General within nine (9) months after the end of the fiscal year. If the information is timely provided, the District shall receive a draft by May 15, 2022, and if the draft is timely reviewed by Management, the District shall receive the final audit by June 15, 2022.

Other Relevant Information

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



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Either party may unilaterally terminate this agreement, with or without cause, upon thirty (30) days written notice subject to the condition that the District will pay all invoices for services rendered prior to the date of termination.

Fees, Costs and Access to Workpapers

Our fees for the services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement, plus direct expenses. Invoices for fees will be submitted in sufficient detail to demonstrate compliance with the terms of this engagement. Billings are due upon submission. Our fee for the services described in this letter for the year ending September 30, 2021 will not exceed \$4,350, unless the scope of the engagement is changed, the assistance which of Amelia Concourse Community Development District has agreed to furnish is not provided, or unexpected conditions are encountered, in which case we will discuss the situation with you before proceeding. All other provisions of this letter will survive any fee adjustment. The fee for the year ending September 30, 2022 will not exceed \$4,350, the fee for the year ending September 30, 2023 will not exceed \$4,460, and the fee for the years ending September 30, 2024 and 2025 will not exceed \$4,550.

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

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

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



Berger, Toombs, Elam,
Gaines & Frank
Certified Public Accountants P.L.L.C.

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Information Security – Miscellaneous Terms

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

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

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

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



Berger, Toombs, Elam,
Gaines & Frank
Certified Public Accountants PL

Amelia Concourse Community Development District
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Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

Sincerely,

*Berger Toombs Elam
Gaines & Frank*

BERGER, TOOMBS, ELAM, GAINES & FRANK
J. W. Gaines, CPA

Confirmed on behalf of the addressee:

DocuSigned by:
Daniel Langelin
B48FC211DC1144D...

12/3/2021



Judson B. Baggett
MBA, CPA, CVA, Partner
Marci Reutimann
CPA, Partner

6815 Dairy Road
Zephyrhills, FL 33542
(813) 788-2155
(813) 782-8606

Report on the Firm's System of Quality Control

To the Partners

October 30, 2019

Berger, Toombs, Elam, Gaines & Frank, CPAs, PL
and the Peer Review Committee of the Florida Institute of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs, PL, (the firm), in effect for the year ended May 31, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control, and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs, PL, in effect for the year ended May 31, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Berger, Toombs, Elam, Gaines & Frank, CPAs, PL has received a peer review rating of *pass*.

Baggett, Reutimann & Associates, CPAs, PA
BAGGETT, REUTIMANN & ASSOCIATES, CPAs, PA
Signed Electronically by Baggett, Reutimann & Associates, CPAs, PA. U.S. 18161 email jbaggett@brap.com

**ADDENDUM TO ENGAGEMENT LETTER BETWEEN BERGER, TOOMBS,
ELAM, GAINES AND FRANK AND AMELIA CONCOURSE COMMUNITY
DEVELOPMENT DISTRICT
(DATED NOVEMBER 22, 2021)**

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

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

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

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

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

Auditor: J.W. Gaines

By: _____

Title: Director

Date: November 22, 2021



District: Amelia Concourse CDD

By: _____

Title: District Manager

Date: 12/3/2021

DocuSigned by:

Daniel Laughlin

B48FC211DC1144D...

SIXTH ORDER OF BUSINESS

RESOLUTION 2022-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT CLASSIFYING SURPLUS TANGIBLE PERSONAL PROPERTY; AUTHORIZING DISPOSITION OF SURPLUS TANGIBLE PERSONAL PROPERTY; 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 established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating, and maintaining infrastructure improvements, facilities, and services to the lands within the District; and

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

WHEREAS, the District has purchased and owns certain tangible personal property consisting of furniture as more particularly described in **Exhibit A**, attached hereto, and incorporated herein by reference (“**Surplus Property**”); and

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

WHEREAS, the Board of Supervisors of the District (“**Board**”) has considered the best interests of the District, the value and condition of the Surplus Property, and the probability of the Surplus Property being desired by prospective donees or purchasers; and

WHEREAS, the District desires to dispose of the Surplus Property for value to any person, or for value without bids to the state, to any Governmental Unit, or to any political subdivision as defined in section 1.01, *Florida Statutes*, or for value to another governmental unit or to a private nonprofit agency as defined in section 273.01 and 274.01, *Florida Statutes*; or, if such sale cannot reasonably be accomplished, by donating it either to another Governmental Unit or to a private nonprofit agency as defined in section 273.01 and 274.01, *Florida Statutes*; or, if neither sale nor donation can reasonably be accomplished, the District hereby determines that the Surplus Property is without commercial value and desires to destroy or abandon it, all in accordance with the provisions of Chapter 274, *Florida Statutes*; and

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

WHEREAS, based on evaluation by staff of the condition of the Surplus Property and the costs associated with disassembly, removal, and haul-off, the District has estimated the value of the Surplus Property to be less than Five Thousand Dollars (\$5,000); and

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

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

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

SECTION 2. CLASSIFICATION OF SURPLUS TANGIBLE PERSONAL PROPERTY. The District hereby classifies the Surplus Property as surplus tangible personal property, and hereby determines that the Surplus Property is obsolete, and/or continued use of the Surplus Property is uneconomical, inefficient to maintain, and/or serves no useful function.

SECTION 3. DISPOSITION OF SURPLUS TANGIBLE PERSONAL PROPERTY. The District hereby directs and authorizes staff to dispose of the Surplus Property for value to any person, or for value without bids to the state, to any Governmental Unit, or to any political subdivision as defined in section 1.01, *Florida Statutes*, or for value to another Governmental Unit or to a private nonprofit agency as defined in section 273.01 and 274.01, *Florida Statutes*; or, if such sale cannot reasonably be accomplished, by donating it either to another Governmental Unit or to a private nonprofit agency as defined in section 273.01 and 274.01 *Florida Statutes*; or, if neither sale nor donation can reasonably be accomplished, by destroying or abandoning it, all in accordance with the provisions of Chapter 274, *Florida Statutes*.

SECTION 4. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

SECTION 5. EFFECTIVE DATE. This Resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 18th day of January, 2022.

ATTEST:

**AMELIA CONCOURSE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: Description of Surplus Property

Exhibit A

Description of Surplus Property

Four (4) pool deck tables
Forty-one (41) sitting chairs
Twenty-two (22) chaise lounge chairs

SEVENTH ORDER OF BUSINESS

RESOLUTION 2022-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT ADOPTING PROMPT PAYMENT POLICIES AND PROCEDURES PURSUANT TO CHAPTER 218, *FLORIDA STATUTES*; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, Chapter 218, *Florida Statutes*, requires timely payment to vendors and contractors providing certain goods and/or services to the District; and

WHEREAS, the Board of Supervisors of the District (“Board”) accordingly finds that it is in the best interest of the District to establish by resolution Prompt Payment Policies and Procedures as may be amended or updated from time to time for immediate use and application.

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

SECTION 1. The Prompt Payment Policies and Procedures attached hereto as **Exhibit A** are hereby adopted pursuant to this Resolution as necessary for the conduct of District business. The Prompt Payment Policies and Procedures shall remain in full force and effect until such time as the Board may amend or replace them; provided, however, that as the provisions of Chapter 218, *Florida Statutes*, are amended from time to time, the attached Prompt Payment Policies and Procedures shall automatically be amended to incorporate the new requirements of law without any further action by the Board. The Prompt Payment Policies and Procedures hereby adopted supplant and replace any previously adopted Prompt Payment Policies and Procedures.

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 18th day of January, 2022.

ATTEST:

**AMELIA CONCOURSE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: Prompt Payment Policies and Procedures

EXHIBIT A

AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT

Prompt Payment Policies and Procedures

**In Accordance with the Local Government Prompt Payment Act
Chapter 218, Part VII, *Florida Statutes***

January 18, 2022

Amelia Concourse Community Development District
Prompt Payment Policies and Procedures

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I. Purpose

In accordance with the Local Government Prompt Payment Act (Chapter 218, Part VII, *Florida Statutes*) ("PPA"), the purpose of the Amelia Concourse Community Development District ("District") Prompt Payment Policies and Procedures ("Policies & Procedures") is to provide a specific policy to ensure timely payment to Vendors and Contractors (both hereinafter defined) providing goods and/or services to the District and ensure the timely receipt by the District of goods and/or services contemplated at the time of contracting. Please note that the PPA, like any statute or law, may be amended from time to time by legislative action. These Policies & Procedures are based on the statutory requirements as of the date identified on the cover page of this document. By this reference, as applicable statutory provisions subsequently change, these Policies & Procedures shall automatically be amended to incorporate the new requirements of law. These Policies & Procedures are adopted by the District to provide guidance in contracting matters. Failure by the District to comply with these Policies & Procedures shall not expand the rights or remedies of any Provider (hereinafter defined) against the District under the PPA. Nothing contained herein shall be interpreted as more restrictive on the District than what is provided for in the PPA.

II. Scope

These Policies & Procedures apply to all operations of the District, including Construction Services and Non-Construction Goods and Services, as applicable.

III. Definitions

A. Agent

The District-contracted architect, District-contracted engineer, District Manager, or other person, acting on behalf of the District, which is required by law or contract to review invoices or payment requests from Providers (hereinafter defined). Such individuals/entities must be identified in accordance with §218.735 (1), Fla. Stat., and further identified in the relevant agreement between the District and the Provider.

B. Construction Services

All labor, services, and materials provided in connection with the construction, alteration, repair, demolition, reconstruction, or other improvement to real property that require a license under parts I and II of Chapter 489, Fla. Stat.

C. Contractor or Provider of Construction Services

The entity or individual that provides Construction Services through direct contract with the District.

D. Date Stamped

Each original and revised invoice or payment request received by the District shall be marked electronically or manually, by use of a date stamp or other method,

which date marking clearly indicates the date such invoice or payment request is first delivered to the District through its Agent. In the event that the Agent receives an invoice or payment request, but fails to timely or physically mark on the document the date received, "Date Stamped" shall mean the date of actual receipt by the Agent.

E. Improper Invoice

An invoice that does not conform to the requirements of a Proper Invoice.

F. Improper Payment Request

A request for payment for Construction Services that does not conform to the requirements of a Proper Payment Request.

G. Non-Construction Goods and Services

All labor, services, goods and materials provided in connection with anything other than construction, alteration, repair, demolition, reconstruction, or other improvements to real property.

H. Proper Invoice

An invoice that conforms to all statutory requirements, all requirements of these Policies and Procedures not expressly waived by the District and any additional requirements included in the agreement for goods and/or services for which the invoice is submitted not expressly waived by the District.

I. Proper Payment Request

A request for payment for Construction Services which conforms to all statutory requirements, all requirements of these Policies & Procedures not expressly waived by the District and any additional requirements included in the Construction Services agreement for which the Payment Request is submitted not expressly waived by the District.

J. Provider

Includes any Vendor, Contractor or Provider of Construction Services, as defined herein.

K. Purchase

The purchase of goods, materials, services, or Construction Services; the purchase or lease of personal property; or the lease of real property by the District.

L. Vendor

Any person or entity that sells goods or services, sells or leases personal property, or leases real property directly to the District, not including Construction Services.

IV. Proper Invoice/Payment Request Requirements

A. General

Prior to Provider receiving payment from the District, Non-Construction Goods and Services and Construction Services, as applicable, shall be received and performed in accordance with contractual or other specifications or requirements to the satisfaction of the District. Provision or delivery of Non-Construction Goods and Services to the District does not constitute acceptance for the purpose of payment. Final acceptance and authorization of payment shall be made only after delivery and inspection by the Agent and the Agent's confirmation that the Non-Construction Goods and Services or Construction Services meet contract specifications and conditions. Should the Non-Construction Goods and Services or Construction Services differ in any respect from the specifications, payment may be withheld until such time as the Provider takes necessary corrective action. Certain limited exceptions which require payment in advance are permitted when authorized by the District Board of Supervisors ("Board") or when provided for in the applicable agreement.

B. Sales Tax

Providers should not include sales tax on any invoice or payment request. The District's current tax-exempt number is 85-8013692632C-7. A copy of the tax-exempt form will be supplied to Providers upon request.

C. Federal Identification and Social Security Numbers

Providers are paid using either a Federal Identification Number or Social Security Number. To receive payment, Providers should supply the District with the correct number as well as a proper Internal Revenue Service W-9 Form. The District Manager shall treat information provided in accordance with Florida law.

Providers should notify the District Manager when changes in data occur (telephone 904-940-5850), email: dlaughlin@gmsnf.com.

D. Proper Invoice for Non-Construction Goods and Services

All Non-Construction Goods and Services invoiced must be supplied or performed in accordance with the applicable purchase order (including any bid/proposal provided, if applicable) or agreement and such Non-Construction Goods and Services quantity and quality must be equal to or better than what is required by such terms. Unless otherwise specified in the applicable agreement, invoices should contain all of the following minimum information in order to be considered a Proper Invoice:

1. Name of Vendor
2. Remittance address
3. Invoice Date

4. Invoice number
5. The “Bill To” party must be the District or the Board, or other entity approved in writing by the Board or the District Manager
6. Project name (if applicable)
7. In addition to the information required in Section IV.D.1-6 above, invoices involving the *purchase of goods* should also contain:
 - a. A complete item description
 - b. Quantity purchased
 - c. Unit price(s)
 - d. Total price (for each item)
 - e. Total amount of invoice (all items)
 - f. The location and date(s) of delivery of the goods to the District
8. In addition to the information required in Section IV.D.1-6 above, invoices involving the *purchase of services* should also contain:
 - a. Itemized description of services performed
 - b. The location and date of delivery of the services to the District
 - c. Billing method for services performed (i.e., approved hourly rates, percentage of completion, cost plus fixed fee, direct/actual costs, etc.)
 - d. Itemization of other direct, reimbursable costs (including description and amount)
 - e. Copies of invoices for other direct, reimbursable costs (other than incidental costs such as copying) and one (1) of the following:
 - i. Copy of both sides of a cancelled check evidencing payment for costs submitted for reimbursement
 - ii. Paid receipt
 - iii. Waiver/lien release from subcontractor (if applicable)
9. Any applicable discounts
10. Any other information or documentation, which may be required or specified under the terms of the purchase order or agreement

E. Proper Payment Request Requirements for Construction Services

Payment Requests must conform to all requirements of Section IV, A-D above, unless otherwise specified in the terms of the applicable agreement or purchase order between the District and the Provider.

V. Submission of Invoices and Payment Requests

The Provider shall submit all Invoices and Payment Requests for both Construction Services and Non-Construction Goods and Services to the District’s Agent as provided in the purchase order or agreement, as applicable, and to the District Manager as follows:

Submit the invoice and/or payment request, with required additional material and in conformance with these Policies and Procedures, by mail, by hand delivery, or via email (Note: email is the preferred method for receipt of Non-Construction Goods and Services invoices).

1. Mailing and Drop Off Address

Amelia Concourse Community Development District
c/o Governmental Management Services
475 West Town Place, Suite 114
St. Augustine, Florida 32092
Attn: District Manager

2. Email Address

dlaughlin@gmsnf.com

VI. Calculation of Payment Due Date

A. Non-Construction Goods and Services Invoices

1. Receipt of Proper Invoice

Payment is due from the District forty-five (45) days from the date on which a Proper Invoice is Date Stamped.

2. Receipt of Improper Invoice

If an Improper Invoice is received, a required invoice is not received, or invoicing of a request for payment is not required, the time when payment is due from the District is forty-five (45) days from the latest date of the following:

- a. On which delivery of personal property is fully accepted by the District;
- b. On which services are completed and accepted by the District;
- c. On which the contracted rental period begins (if applicable); or
- d. On which the District and the Vendor agree in a written agreement that provides payment due dates.

3. Rejection of an Improper Invoice

The District may reject an Improper Invoice. Within ten (10) days of receipt of the Improper Invoice by the District, the Vendor must be notified that the invoice is improper and be given an opportunity to correct the deficient or missing information, remedy the faulty work, replace the defective goods, or take other necessary, remedial action.

The District's rejection of an Improper Invoice must:

- a. Be provided in writing;
- b. Specify any and all known deficiencies; and
- c. State actions necessary to correct the Improper Invoice.

If the Vendor submits a corrected invoice, which corrects the deficiencies specified in the District's written rejection, the District must pay the

corrected invoice within the later of: (a) ten (10) business days after date the corrected invoice is Date Stamped; or (b) forty-five (45) days after the date the Improper Invoice was Date Stamped.

If the Vendor submits an invoice in response to the District's written rejection which fails to correct the deficiencies specified or continues to be an Improper Invoice, the District must reject that invoice as stated herein.

4. Payment of Undisputed Portion of Invoice

If the District disputes a portion of an invoice, the undisputed portion shall be paid in a timely manner and in accordance with the due dates for payment as specified in these Policies & Procedures.

B. Payment Requests for Construction Services

1. Receipt of Proper Payment Request

The time at which payment is due for Construction Services from the District is as follows:

- a. If an Agent must approve the payment request before it is submitted to the District Manager, payment (whether full or partial) is due twenty-five (25) business days after the payment request is Date Stamped. The Provider may send the District an overdue notice. If the payment request is not rejected within four (4) business days after Date Stamp of the overdue notice, the payment request shall be deemed accepted, except for any portion of the payment request that is fraudulent, misleading or is the subject of dispute.

The agreement between the District and the Provider shall identify the Agent to which the Provider shall submit its payment request, or shall be provided by the District through a separate written notice no later than ten (10) days after contract award or notice to proceed, whichever is later. Provider's submission of a payment request to the Agent shall be Date Stamped, which shall commence the time periods for payment or rejection of a payment request or invoice as provided in this section.

- b. If, pursuant to contract, an Agent is not required to approve the payment request submitted to the District, payment is due twenty (20) business days after the payment request is Date Stamped unless such payment request includes fraudulent or misleading information or is the subject of dispute.

2. Receipt and Rejection of Improper Payment Request

- a. If an Improper Payment Request is received, the District must reject the Improper Payment Request within twenty (20) business days after the date on which the payment request is Date Stamped.
- b. The District's rejection of the Improper Payment Request must:
 - i. Be provided in writing;
 - ii. Specify any and all known deficiencies; and
 - iii. State actions necessary to correct the Improper Invoice.
- c. If a Provider submits a payment request which corrects the deficiency specified in the District's written rejection, the District must pay or reject the corrected submission no later than ten (10) business days after the date the corrected payment request is Date Stamped.

3. Payment of Undisputed Portion of Payment Request

If the District disputes a portion of a payment request, the undisputed portion shall be paid in a timely manner and in accordance with the due dates for payment as specified in this section.

VII. Resolution of Disputes

If a dispute arises between a Provider and the District concerning payment of an invoice or payment request, the dispute shall be resolved as set forth in §218.735, Fla. Stat., for Construction Services, and §218.76, Fla. Stat. for Non-Construction Goods and Services.

A. Dispute between the District and a Provider

If a dispute between the District and a Provider cannot be resolved following resubmission of a payment request by the Provider, the dispute must be resolved in accordance with the dispute resolution procedure prescribed in the construction contract, if any. In the absence of a prescribed procedure in the contract, the dispute must be resolved by the procedures specified below.

B. Dispute Resolution Procedures

1. If an Improper Payment Request or Improper Invoice is submitted, and the Provider refuses or fails to submit a revised payment request or invoice as contemplated by the PPA and these Policies and Procedures, the Provider shall, not later than thirty (30) days after the date on which the last payment request or invoice was Date Stamped, submit a written statement via certified mail to the Agent, copying the District Manager, specifying the basis upon which the Provider contends the last submitted payment request or invoice was proper.

2. Within forty-five (45) days of receipt by the Agent and District Manager of the disputed, last-submitted payment request or invoice, the Agent and/or District Manager shall commence investigation of the dispute and render a final decision on the matter no later than sixty (60) days after the date on which the last-submitted payment request or invoice is Date Stamped.
3. With regard to contracts executed on or after July 1, 2021, if the District does not commence the dispute resolution procedure within the time provided herein, a Provider may give written notice via certified mail to the Agent, copying the District Manager, of the District's failure to timely commence its dispute resolution procedure. If the District fails to commence the dispute resolution procedure within 4 business days after receipt of such notice, any amounts resolved in the Provider's favor shall bear mandatory interest, as set forth in section [218.735](#)(9), Florida Statutes, from the date on which the payment request or invoice containing the disputed amounts was Date Stamped. If the dispute resolution procedure is not commenced within 4 business days after receipt of the notice, the objection to the payment request or invoice shall be deemed waived. The waiver of an objection pursuant to this paragraph does not relieve a Provider of its contractual obligations.
4. Absent a written agreement to the contrary, if the Provider refuses or fails to provide the written statement required above, the Agent and/or District Manager is not required to contact the Provider in the investigation. In addition, and absent a written agreement to the contrary, if such written statement is not provided, the District may immediately contract with third parties to provide the goods and services subject to the dispute and deduct the costs of such third party purchases from amounts owed to the Provider.
5. The Board shall approve any decision of the District Manager to contract with a third party which would result in: 1) an expenditure above what is budgeted for the Construction Services or Non-Construction Services; or 2) an expenditure which exceeds the original contract amount for the Construction Services or Non-Construction Services by more than ten percent (10%) or Ten Thousand Dollars (\$10,000).
6. A written explanation of the final decision shall be sent to the Provider, via certified mail, within five (5) business days from the date on which such final decision is made. A copy of the written explanation of the final decision shall be provided to the Chairperson of the Board simultaneously with the certified mailing to the Provider.

7. If a Provider does not accept in writing the final decision within five (5) days after receipt by the Provider, the District may immediately contract with third parties to provide the goods and services subject to the dispute and deduct the costs of such third party purchases from amounts owed to the Provider. If the costs of the third party purchases exceed the amount the District owes to the Provider, the District may seek to recover such excess from the Provider in a court of law or as otherwise provided in an agreement between the District and the Provider. Nothing contained herein shall limit or affect the District's ability to enforce all of its legal and contractual rights and remedies against the Provider.

VIII. Purchases Involving Federal Funds or Bond Funds

When the District intends to pay for a purchase with federal funds or bond funds, the District shall make such purchases only upon reasonable assurances that federal funds or bond funds sufficient to cover the cost will be received. When payment is contingent upon the receipt of bond funds, federal funds or federal approval, the public procurement documents and any agreement with a Provider shall clearly state such contingency. (§218.77, Fla. Stat.).

IX. Requirements for Construction Services Contracts – Project Completion; Retainage

The District intends to follow the PPA requirements for construction project completion and retainage, including, but not limited to, §218.735 (7) and (8), Fla. Stat.

X. Late Payment Interest Charges

Failure on the part of the District to make timely payments may result in District responsibility for late payment interest charges. No agreement between the District and a Provider may prohibit the collection of late payment interest charges allowable under the PPA as mandatory interest. (§218.75, Fla. Stat.).

A. Related to Non-Construction Goods and Services

All payments due from the District, and not made within the time specified within this policy, will bear interest, from thirty (30) days after the due date, at the rate of one percent (1%) per month on the unpaid balance. The Vendor must submit a Proper Invoice to the District for any interest accrued in order to receive the interest payment. (§218.735(9), Fla. Stat.).

An overdue period of less than one (1) month is considered as one (1) month in computing interest. Unpaid interest is compounded monthly. The term one (1) month means a period beginning on any day of a month and ending on the same day of the following month.

B. Related to Construction Services

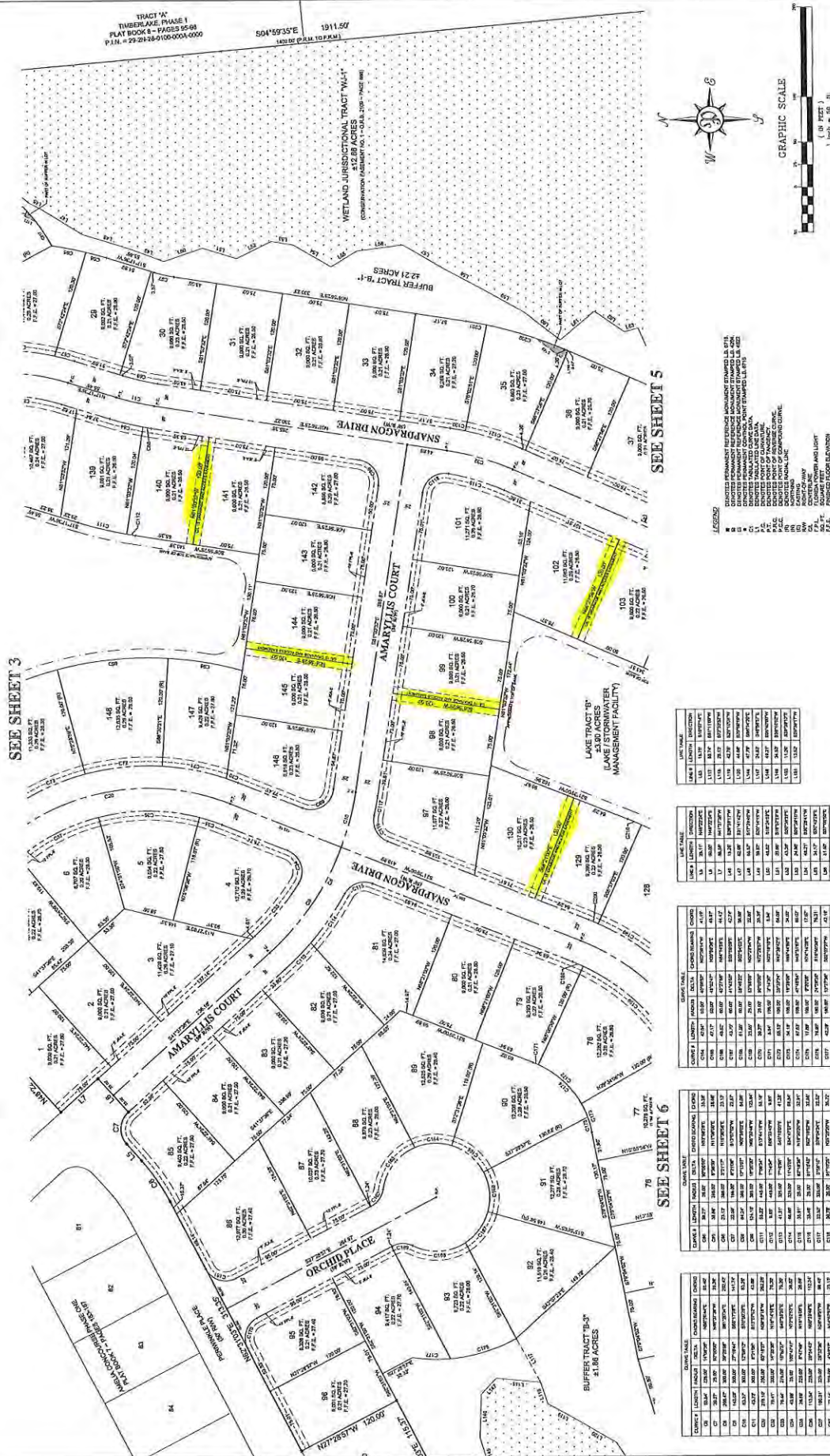
All payments for Construction Services that are not made within the time periods specified within the applicable statute, shall bear interest from thirty (30) days after the due date, at the rate of one percent (1%) per month for contracts executed on or before June 30, 2021, and at the rate of two percent (2%) per month for contracts executed on or after July 1, 2021, or the rate specified by agreement, whichever is greater. §218.735(9), Fla. Stat. The Provider must submit a Proper Payment Request to the District for any interest accrued in order to receive the interest payment. An overdue period of less than one (1) month is considered as one (1) month in computing interest. (§218.74 (4), Fla. Stat.).

Unpaid interest is compounded monthly. The term one (1) month means a period beginning on any day of a month and ending on the same day of the following month.

C. Report of Interest

If the total amount of interest paid during the preceding fiscal year exceeds \$250, the District Manager is required to submit a report to the Board during December of each year, stating the number of interest payments made and the total amount of such payments. (§218.78, Fla. Stat.).

EIGHTH ORDER OF BUSINESS

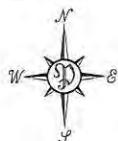


PREPARED BY:
PERRET AND ASSOCIATES, INC.
5627 ATLANTIC BOULEVARD, SUITE #6
JACKSONVILLE, FLORIDA 32207; PHONE (904) 805-0030
L.B. NO. 8715

LYING IN SECTION 30, TOWNSHIP 2 NORTH, RANGE 28 EAST, NASSAU COUNTY, FLORIDA

LEGEND

DENOTES PERMANENT REFERENCE MONUMENT STAMPED L.B. 6715
DENOTES PERMANENT REFERENCE MONUMENT STAMPED L.B. 4522
DENOTES PERMANENT REFERENCE MONUMENT STAMPED L.B. 4522
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DENOTES TANGUED LINE DATA
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DENOTES POINT OF TANGENCY
DENOTES POINT OF REVERSE CURVE
DENOTES POINT OF COMPOUND CURVE
DENOTES RADIAL LINE
NORTHING
EASTING
RIGHT-OF-WAY
CENTRILINE
FLORIDA POWER AND LIGHT
SQUARE FEET
FOUR FEET ELEVATION



GRAPHIC SCALE



UNPLATTED LANDS OF D.R. HORTON, INC. JACKSONVILLE
 NOW ON FORMERLY LANDS OF D.R. HORTON, INC. - PAGE 1518
 OFFICIAL RECORDS BOOK 2035 - PAGE 1518
 PLAN = 29-21-23-0000-0002-0010

UNPLATTED LANDS
NOW OR FORMERLY LANDS OF LOUISE WILLIAMS
OFFICIAL RECORDS BOOK 548 - PAGE 805
P.I.N. = 31-2N-2B-0000-0002-0000

PREPARED BY:
PERRET AND ASSOCIATES, INC.
5627 ATLANTIC BOULEVARD, SUITE #6
JACKSONVILLE, FLORIDA 32207; PHONE (904) 805-0
L.B. NO. 6715

LYING IN SECTION 30, TOWNSHIP 2 NORTH, RANGE 28 EAST, NASSAU COUNTY, FLORIDA

SHEET 6 OF 8 SHEETS
SEE SHEET 2 FOR GENERAL NOTES



CURVE TABLE					
CURVE #	LENGTH	MODULI	DATA	CHORD RADIUS	CHORD
01	16.17	10.867	3075754	808749742	56.29
025	24.15	16.877	3075754	808749742	84.39
050	32.13	22.887	3075754	808749742	112.49
075	40.11	28.897	3075754	808749742	140.59
100	48.09	34.907	3075754	808749742	168.69
125	56.07	40.917	3075754	808749742	196.79
150	64.05	46.927	3075754	808749742	224.89
175	72.03	52.937	3075754	808749742	252.99
200	80.01	58.947	3075754	808749742	281.09
225	87.99	64.957	3075754	808749742	309.19
250	95.97	70.967	3075754	808749742	337.29
275	103.95	76.977	3075754	808749742	365.39
300	111.93	82.987	3075754	808749742	393.49
325	119.91	88.997	3075754	808749742	421.59
350	127.89	95.007	3075754	808749742	449.69
375	135.87	101.017	3075754	808749742	477.79
400	143.85	107.027	3075754	808749742	505.89
425	151.83	113.037	3075754	808749742	533.99
450	159.81	119.047	3075754	808749742	562.09
475	167.79	125.057	3075754	808749742	590.19
500	175.77	131.067	3075754	808749742	618.29
525	183.75	137.077	3075754	808749742	646.39
550	191.73	143.087	3075754	808749742	674.49
575	199.71	149.097	3075754	808749742	702.59
600	207.69	155.107	3075754	808749742	730.69
625	215.67	161.117	3075754	808749742	758.79
650	223.65	167.127	3075754	808749742	786.89
675	231.63	173.137	3075754	808749742	814.99
700	239.61	179.147	3075754	808749742	843.09
725	247.59	185.157	3075754	808749742	871.19
750	255.57	191.167	3075754	808749742	899.29
775	263.55	197.177	3075754	808749742	927.39
800	271.53	203.187	3075754	808749742	955.49
825	279.51	209.197	3075754	808749742	983.59
850	287.49	215.207	3075754	808749742	1011.69
875	295.47	221.217	3075754	808749742	1039.79
900	303.45	227.227	3075754	808749742	1067.89
925	311.43	233.237	3075754	808749742	1095.99
950	319.41	239.247	3075754	808749742	1124.09
975	327.39	245.257	3075754	808749742	1152.19
1000	335.37	251.267	3075754	808749742	1180.29
1025	343.35	257.277	3075754	808749742	1208.39
1050	351.33	263.287	3075754	808749742	1236.49
1075	359.31	269.297	3075754	808749742	1264.59
1100	367.29	275.307	3075754	808749742	1292.69
1125	375.27	281.317	3075754	808749742	1320.79
1150	383.25	287.327	3075754	808749742	1348.89
1175	391.23	293.337	3075754	808749742	1376.99
1200	399.21	299.347	3075754	808749742	1405.09
1225	407.19	305.357			

LINE TABLE			LINE TABLE		
LINE#	LENGTH	DIRECTION	LINE#	LENGTH	DIRECTION
L1	25.6K	WAVEFORM	L118	25.12K	WAVEFORM
L2	26.0K	WAVEFORM	L119	25.07K	WAVEFORM
L3	15.0K	WAVEFORM	L120	25.07K	WAVEFORM
L4	15.0K	WAVEFORM	L121	25.07K	WAVEFORM
L5	15.0K	WAVEFORM	L122	25.07K	WAVEFORM
L6	15.0K	WAVEFORM	L123	25.07K	WAVEFORM
L7	16.8K	WAVEFORM	L124	26.2K	WAVEFORM
L8	25.0K	WAVEFORM	L125	25.07K	WAVEFORM
L9	25.0K	WAVEFORM	L126	25.07K	WAVEFORM
L10	25.0K	WAVEFORM	L127	26.2K	WAVEFORM
L11	32.0K	WAVEFORM	L128	26.0K	WAVEFORM
L12	32.0K	WAVEFORM	L129	32.0K	WAVEFORM
L13	32.0K	WAVEFORM	L130	32.0K	WAVEFORM
L14	32.0K	WAVEFORM	L131	32.0K	WAVEFORM
L15	32.0K	WAVEFORM	L132	32.0K	WAVEFORM
L16	32.0K	WAVEFORM	L133	32.0K	WAVEFORM
L17	25.0K	WAVEFORM	L134	25.12K	WAVEFORM
L18	25.0K	WAVEFORM	L135	25.12K	WAVEFORM
L19	25.0K	WAVEFORM	L136	25.12K	WAVEFORM
L20	25.0K	WAVEFORM	L137	25.12K	WAVEFORM
L21	25.0K	WAVEFORM	L138	25.12K	WAVEFORM
L22	25.0K	WAVEFORM	L139	25.12K	WAVEFORM
L23	25.0K	WAVEFORM	L140	25.12K	WAVEFORM
L24	25.0K	WAVEFORM	L141	25.12K	WAVEFORM
L25	25.0K	WAVEFORM	L142	25.12K	WAVEFORM
L26	25.0K	WAVEFORM	L143	25.12K	WAVEFORM
L27	25.0K	WAVEFORM	L144	25.12K	WAVEFORM
L28	25.0K	WAVEFORM	L145	25.12K	WAVEFORM
L29	25.0K	WAVEFORM	L146	25.12K	WAVEFORM
L30	25.0K	WAVEFORM	L147	25.12K	WAVEFORM
L31	25.0K	WAVEFORM	L148	25.12K	WAVEFORM
L32	25.0K	WAVEFORM	L149	25.12K	WAVEFORM
L33	25.0K	WAVEFORM	L150	25.12K	WAVEFORM
L34	25.0K	WAVEFORM	L151	25.12K	WAVEFORM
L35	25.0K	WAVEFORM	L152	25.12K	WAVEFORM
L36	25.0K	WAVEFORM	L153	25.12K	WAVEFORM
L37	25.0K	WAVEFORM	L154	25.12K	WAVEFORM
L38	25.0K	WAVEFORM	L155	25.12K	WAVEFORM
L39	25.0K	WAVEFORM	L156	25.12K	WAVEFORM
L40	25.0K	WAVEFORM	L157	25.12K	WAVEFORM
L41	25.0K	WAVEFORM	L158	25.12K	WAVEFORM
L42	25.0K	WAVEFORM	L159	25.12K	WAVEFORM
L43	25.0K	WAVEFORM	L160	25.12K	WAVEFORM
L44	25.0K	WAVEFORM	L161	25.12K	WAVEFORM
L45	25.0K	WAVEFORM	L162	25.12K	WAVEFORM
L46	25.0K	WAVEFORM	L163	25.12K	WAVEFORM
L47	25.0K	WAVEFORM	L164	25.12K	WAVEFORM
L48	25.0K	WAVEFORM	L165	25.12K	WAVEFORM
L49	25.0K	WAVEFORM	L166	25.12K	WAVEFORM
L50	25.0K	WAVEFORM	L167	25.12K	WAVEFORM
L51	25.0K	WAVEFORM	L168	25.12K	WAVEFORM
L52	25.0K	WAVEFORM	L169	25.12K	WAVEFORM
L53	25.0K	WAVEFORM	L170	25.12K	WAVEFORM
L54	25.0K	WAVEFORM	L171	25.12K	WAVEFORM
L55	25.0K	WAVEFORM	L172	25.12K	WAVEFORM
L56	25.0K	WAVEFORM	L173	25.12K	WAVEFORM
L57	25.0K	WAVEFORM	L174	25.12K	WAVEFORM
L58	25.0K	WAVEFORM	L175	25.12K	WAVEFORM
L59	25.0K	WAVEFORM	L176	25.12K	WAVEFORM
L60	25.0K	WAVEFORM	L177	25.12K	WAVEFORM
L61	25.0K	WAVEFORM	L178	25.12K	WAVEFORM
L62	25.0K	WAVEFORM	L179	25.12K	WAVEFORM
L63	25.0K	WAVEFORM	L180	25.12K	WAVEFORM
L64	25.0K	WAVEFORM	L181	25.12K	WAVEFORM
L65	25.0K	WAVEFORM	L182	25.12K	WAVEFORM
L66	25.0K	WAVEFORM	L183	25.12K	WAVEFORM
L67	25.0K	WAVEFORM	L184	25.12K	WAVEFORM
L68	25.0K	WAVEFORM	L185	25.12K	WAVEFORM
L69	25.0K	WAVEFORM	L186	25.12K	WAVEFORM
L70	25.0K	WAVEFORM	L187	25.12K	WAVEFORM
L71	25.0K	WAVEFORM	L188	25.12K	WAVEFORM
L72	25.0K	WAVEFORM	L189	25.12K	WAVEFORM
L73	25.0K	WAVEFORM	L190	25.12K	WAVEFORM
L74	25.0K	WAVEFORM	L191	25.12K	WAVEFORM
L75	25.0K	WAVEFORM	L192	25.12K	WAVEFORM
L76	25.0K	WAVEFORM	L193	25.12K	WAVEFORM
L77	25.0K	WAVEFORM	L194	25.12K	WAVEFORM
L78	25.0K	WAVEFORM	L195	25.12K	WAVEFORM
L79	25.0K	WAVEFORM	L196	25.12K	WAVEFORM
L80	25.0K	WAVEFORM	L197	25.12K	WAVEFORM
L81	25.0K	WAVEFORM	L198	25.12K	WAVEFORM
L82	25.0K	WAVEFORM	L199	25.12K	WAVEFORM
L83	25.0K	WAVEFORM	L200	25.12K	WAVEFORM

LEGEND

- DENOIES PERMANENT REFERENCE MONUMENT STAMPED L.S. 5718
- DENOIES PERMANENT REFERENCE MONUMENT STAMPED L.S. 5719
- DENOIES PERMANENT REFERENCE MONUMENT STAMPED L.S. 4622
- DENOIES PERMANENT REFERENCE POINT STAMPED L.S. 5718
- (C) DENOIES TAGULATED CURVE DATA
- L¹ DENOIES TAGULATED LINE DATA
- DENOIES POINT OF CURVATURE
- P.T. DENOIES POINT OF TANGENCY
- P.A.C. DENOIES POINT OF REVERSE CURVE
- P.C.C. DENOIES POINT OF COMPOUND CURVE
- (R) DENOIES RADIAL LINE
- (N) NORTHING
- (E) EASTING
- R/W RIGHT-OF-WAY
- C/L CENTERLINE
- F.P.L. FLOOD POWER AND LIGHT
- SQ. FT. SQUARE FEET
- FINED FLOOR ELEVATION

WETLAND JURISDICTIONAL TRACT "WJ-3"
#0.20 ACRES
CONVEYANCE EASTMENT NO. 3 - O.R.A. 2199 - PAGE ONE

WETLAND JURISDICTIONAL TRACT "WJ-2"
±0.45 ACRES
CONSERVATION EASEMENT NO. 2 - O.H.S. 2108 - PAGE 000

UNPLATTED LANDS
NOW OR FORMERLY LANDS OF LOUISE WILLIAMS
OFFICIAL RECORDS BOOK 548 - PAGE 805
7-1-11 - 22 JUL 11 0900 0000 0000

PREPARED BY:
PERRET AND ASSOCIATES, INC.
5627 ATLANTIC BOULEVARD, SUITE #B
JACKSONVILLE, FLORIDA 32207; PHONE (904) 805-0030
L.B. NO. 6715

NINTH ORDER OF BUSINESS

C.



Amelia Concourse CDD

Field Report Jan 2022

First Coast CMS LLC

Swimming Pools

At this time, there are no maintenance issues with the pools.

At this time, we are waiting on the installation of the new chlorinating equipment.

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Maintenance and Facility

Holiday Decoration were installed and removed by Dream Lights.

We received a report of vandalism of the New Year Holiday. Video shows that it was teenagers and no card was used to gain access. The vandalism was light in nature and not costly to the District.

We would like to replace the facility pool deck umbrellas with cantilever style to prevent damage of the new tables. The umbrellas cost about \$400 each and I am requesting that the District allow us to purchase 7. Estimated cost with shipping is around \$3000.

We are working to replace the electrical outlet on the pool deck and raise the pedestal for future use.

Landscaping

Awaiting report from Trim All and will discuss during the meeting

TENTH ORDER OF BUSINESS

A.

Amelia Concourse

Community Development District

Unaudited Financial Reporting
December 31, 2021



AMELIA CONCOURSE
Community Development District
Combined Balance Sheet
December 31, 2021

	<u>Governmental Fund Types</u>					<u>Totals</u>
	<u>General</u>	<u>SPE, LLC</u>	<u>Debt Service</u>	<u>Capital Projects</u>	<u>Capital Reserve</u>	<u>(Memorandum Only)</u>
Assets:						
Cash	\$131,597	---	---	---	---	\$131,597
Cash-Regions	---	\$508,882	---	---	---	\$508,882
Investments:						
<u>2007 Series</u>						
Reserve	---	---	\$85,605	---	---	\$85,605
Revenue	---	---	\$1,276,387	---	---	\$1,276,387
Prepayment	---	---	\$75,741	---	---	\$75,741
Construction	---	---	---	\$72,228	---	\$72,228
Cost of Issuance	---	---	---	\$1	---	\$1
Deferred Cost	---	---	---	\$7,302	---	\$7,302
<u>2016 Series</u>						
Reserve	---	---	\$73,576	---	---	\$73,576
Revenue	---	---	\$152,119	---	---	\$152,119
<u>2019A Series</u>						
Reserve	---	---	\$106,301	---	---	\$106,301
Revenue	---	---	\$166,081	---	---	\$166,081
Prepayment	---	---	\$82,158	---	---	\$82,158
Construction	---	---	---	\$197	---	\$197
<u>2019B Series</u>						
Reserve	---	---	\$70,750	---	---	\$70,750
Revenue	---	---	\$4,347	---	---	\$4,347
Interest	---	---	\$6,208	---	---	\$6,208
Prepayment	---	---	\$472,326	---	---	\$472,326
Construction	---	---	---	\$605,127	---	\$605,127
SBA	---	---	---	---	\$90,540	\$90,540
Custody	\$457,134	---	---	---	---	\$457,134
Due from General Fund	---	---	\$1,622	---	---	\$1,622
Due from Debt Service	\$12,935	---	---	---	---	\$12,935
Due from Capital	\$8,859	---	---	---	---	\$8,859
Due from SPE	---	---	\$707	---	---	\$707
Due from Other Govt's	---	---	\$1,292	---	---	\$1,292
Electric Deposits	\$2,475	---	---	---	---	\$2,475
Prepaid Expenses	\$6,063	---	---	---	---	\$6,063
TOTAL ASSETS	\$619,063	\$508,882	\$2,575,221	\$684,854	\$90,540	\$4,478,560
Liabilities:						
Accounts Payable	\$3,613	\$38	---	---	---	\$3,650
Accrued Expenses	\$3,018	---	---	---	---	\$3,018
Due to General Fund	---	---	\$10,057	\$8,859	---	\$18,916
Due to Debt Service	\$1,622	---	\$2,878	---	---	\$4,500
Due to 07 Debt Service	---	\$513,273	---	---	---	\$513,273
Accrued Principal Payable	---	---	\$245,000	---	---	\$245,000
Fund Balances:						
Restricted for Debt Service	---	---	\$2,317,286	---	---	\$2,317,286
Restricted for Capital Projects	---	---	---	\$675,995	---	\$675,995
Nonspendable	\$2,475	---	---	---	---	\$2,475
Unassigned	\$605,861	(\$4,429)	---	---	\$90,540	\$691,972
Total Liabilities, Fund Equity, Other	\$619,063	\$508,882	\$2,575,221	\$684,854	\$90,540	\$4,478,560

AMELIA CONCOURSE
Community Development District
GENERAL FUND
Statement of Revenues & Expenditures
For The Period Ending December 31, 2021

Adopted Budget	Prorated Budget 12/31/21	Actual 12/31/21	VARIANCE
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REVENUES:

Special Assessment-Tax Roll	\$348,677	\$287,952	\$287,952	\$0
Interest Income	\$50	\$13	\$3	(\$9)
Rental Revenue/Miscellaneous Income	\$500	\$125	\$100	(\$25)
TOTAL REVENUES	\$349,227	\$288,089	\$288,055	(\$34)

EXPENDITURES:

ADMINISTRATIVE:

Supervisors	\$6,000	\$1,500	\$600	\$900
FICA Expense	\$459	\$115	\$46	\$69
Travel	\$300	\$75	\$0	\$75
Engineering	\$13,000	\$3,250	\$0	\$3,250
Attorney Fees	\$25,000	\$6,250	\$4,644	\$1,606
Annual Audit	\$4,050	\$1,013	\$0	\$1,013
Dissemination	\$10,100	\$2,525	\$2,850	(\$325)
Assessment Roll	\$7,500	\$7,500	\$7,500	\$0
Property Appraiser	\$2,400	\$2,400	\$2,175	\$225
Trustee Fees	\$10,000	\$2,813	\$2,813	\$0
Arbitrage	\$1,800	\$450	\$0	\$450
Management Fees	\$45,000	\$11,250	\$11,250	\$0
Information Technology	\$1,875	\$469	\$469	\$0
Website Maintenance	\$750	\$188	\$188	\$0
Telephone	\$500	\$125	\$42	\$83
Postage	\$800	\$200	\$295	(\$95)
Insurance	\$10,055	\$10,055	\$9,461	\$594
Printing and Binding	\$1,500	\$375	\$498	(\$123)
Legal Advertising	\$4,500	\$1,125	\$446	\$680
Other Current Charges	\$550	\$138	\$78	\$59
Office Supplies	\$150	\$38	\$38	(\$0)
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
TOTAL ADMINISTRATIVE	\$146,464	\$52,026	\$43,567	\$8,459

FIELD:

Contract Services:

Landscape Maintenance	\$25,000	\$6,250	\$2,937	\$3,313
Lake Maintenance	\$6,686	\$1,672	\$1,642	\$29
Management Company	\$7,140	\$1,785	\$1,785	\$0
Subtotal Contract Services	\$38,826	\$9,707	\$6,364	\$3,342

Repairs & Maintenance:

Repairs & Maintenance	\$16,800	\$4,200	\$1,362	\$2,838
Irrigation Repairs	\$800	\$200	\$39	\$161
Landscape Contingency	\$10,000	\$2,500	\$1,576	\$924
Subtotal Repairs and Maintenance	\$27,600	\$6,900	\$2,977	\$3,923

AMELIA CONCOURSE
Community Development District
GENERAL FUND
Statement of Revenues & Expenditures
For The Period Ending December 31, 2021

	Adopted Budget	Prorated Budget 12/31/21	Actual 12/31/21	VARIANCE
Utilities:				
Electric	\$28,000	\$7,000	\$6,458	\$542
Water & Sewer	\$17,500	\$4,375	\$3,246	\$1,129
Subtotal Utilities	\$45,500	\$11,375	\$9,705	\$1,670
Amenity Center:				
Insurance	\$14,310	\$14,310	\$13,463	\$847
Pool Maintenance	\$14,400	\$3,600	\$3,600	\$0
Pool Chemicals	\$12,480	\$3,120	\$1,248	\$1,872
Pool Permits	\$530	\$133	\$0	\$133
Cable	\$1,500	\$375	\$269	\$106
Janitorial	\$5,000	\$1,250	\$1,433	(\$183)
Facility Maintenance	\$10,000	\$2,500	\$220	\$2,280
Pest Control	\$1,500	\$375	\$231	\$144
Refuse	\$362	\$91	\$103	(\$12)
Holiday Decorations	\$4,000	\$4,000	\$5,095	(\$1,095)
Subtotal Amenity Center	\$64,082	\$29,753	\$25,662	\$4,091
Reserves:				
Capital Reserve Fund	\$26,754	\$0	\$0	\$0
Subtotal Amenity Center	\$26,754	\$0	\$0	\$0
TOTAL FIELD	\$202,762	\$57,735	\$44,708	\$13,026
TOTAL EXPENDITURES	\$349,226	\$109,761	\$88,275	\$21,485
EXCESS REVENUES (EXPENDITURES)	\$1		\$199,779	
FUND BALANCE - Beginning	\$0		\$408,556	
FUND BALANCE - Ending	\$1		\$608,336	

AMELIA CONCOURSE
Community Development District
AMELIA CONCOURSE SPE, LLC
Statement of Revenues & Expenditures
For The Period Ending December 31, 2021

	Adopted Budget	Prorated Budget 12/31/21	Actual 12/31/21	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	\$38	\$0	\$38
Bank Charges/Other Current	\$1,500	\$375	\$0	\$375
Contingency/Miscellaneous	\$2,500	\$625	\$0	\$625
Insurance - Liability	\$1,500	\$1,500	\$0	\$1,500
Management Fees	\$20,000	\$5,000	\$4,500	\$500
TOTAL EXPENDITURES	\$25,650	\$7,538	\$4,500	\$3,038
EXCESS REVENUES (EXPENDITURES)	\$0		(\$4,500)	
FUND BALANCE - Beginning	\$0		\$71	
FUND BALANCE - Ending	\$0		(\$4,429)	

AMELIA CONCOURSE
Community Development District

2007A DEBT SERVICE FUND

Statement of Revenues & Expenditures
For The Period Ending December 31, 2021

	Adopted Budget	Prorated Budget 12/31/21	Actual 12/31/21	VARIANCE
<u>REVENUES:</u>				
Special Assessments - Tax Roll	\$116,683	\$92,843	\$92,843	\$0
Interest Income	\$0	\$0	\$137	\$137
Other Revenue Sources	\$394,692	\$0	\$0	\$0
TOTAL REVENUES	\$511,375	\$92,843	\$92,980	\$137
<u>EXPENDITURES:</u>				
<u>Series 2007A</u>				
Debt Service Obligation	\$511,375	\$511,375	\$445,852	\$65,523
TOTAL EXPENDITURES	\$511,375	\$511,375	\$445,852	\$65,523
<u>OTHER SOURCES/(USES)</u>				
True Up Revenue	\$0	\$0	\$0	\$0
Interfund Transfer Out	\$0	\$0	(\$3)	(\$3)
Property Appraiser	\$0	\$0	(\$701)	(\$701)
Other Debt Service Costs	\$0	\$0	(\$6,138)	(\$6,138)
TOTAL OTHER SOURCES AND USES	\$0	\$0	(\$6,841)	(\$6,841)
EXCESS REVENUES (EXPENDITURES)	\$0		(\$359,713)	
FUND BALANCE - Beginning	\$0		\$1,549,887	
FUND BALANCE - Ending	\$0		\$1,190,174	

AMELIA CONCOURSE
Community Development District

2016 DEBT SERVICE FUND
Statement of Revenues & Expenditures
For The Period Ending December 31, 2021

	Adopted Budget	Prorated Budget 12/31/21	Actual 12/31/21	VARIANCE
<u>REVENUES:</u>				
Special Assessments- Tax Roll	\$149,500	\$123,191	\$123,191	\$0
Interest Income	\$30	\$8	\$2	(\$6)
TOTAL REVENUES	\$149,530	\$123,199	\$123,193	(\$6)
<u>EXPENDITURES:</u>				
<u>Series 2016</u>				
Interest Expense - 11/1	\$57,150	\$57,150	\$57,150	\$0
Principal Expense - 11/1 (Prepayment)	\$5,000	\$5,000	\$5,000	\$0
Interest Expense - 5/1	\$57,150	\$0	\$0	\$0
Principal Expense - 5/1	\$30,000	\$0	\$0	\$0
TOTAL EXPENDITURES	\$149,300	\$62,150	\$62,150	\$0
<u>OTHER SOURCES/(USES)</u>				
Property Appraiser	\$1,710	\$1,710	\$931	(\$779)
TOTAL OTHER SOURCES AND USES	\$1,710	\$1,710	\$931	(\$779)
EXCESS REVENUES (EXPENDITURES)	\$1,940		\$60,112	(\$785)
FUND BALANCE - Beginning	\$109,972		\$160,075	
FUND BALANCE - Ending	\$111,912		\$220,187	

AMELIA CONCOURSE
Community Development District

2019B DEBT SERVICE FUND
Statement of Revenues & Expenditures
For The Period Ending December 31, 2021

Adopted Budget	Prorated Budget 12/31/21	Actual 12/31/21	VARIANCE
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REVENUES:

Special Assessments- Direct	\$118,350	\$0	\$0	\$0
Special Assessments- Prepayments	\$0	\$0	\$338,315	\$338,315
Special Assessments- Prepayment Interest	\$0	\$0	\$6,208	\$6,208
Interest Income	\$50	\$13	\$7	(\$6)

TOTAL REVENUES	\$118,400	\$13	\$344,530	\$344,517
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EXPENDITURES:

Series 2019B-1

Interest Expense - 11/1	\$35,044	\$35,044	\$35,044	\$0
Principal Expense - 11/1 (Prepayment)	\$220,000	\$220,000	\$320,000	(\$100,000)
Interest Expense - 5/1	\$29,269	\$0	\$0	\$0

Series 2019B-2

Interest Expense - 11/1	\$35,706	\$35,706	\$35,706	\$0
Principal Expense - 11/1 (Prepayment)	\$160,000	\$160,000	\$235,000	(\$75,000)
Interest Expense - 5/1	\$29,906	\$0	\$0	\$0

TOTAL EXPENDITURES	\$509,925	\$450,750	\$625,750	(\$175,000)
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OTHER SOURCES/(USES)

Interfund Transfer In/ (Out)	\$0	\$0	(\$1)	(\$1)
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TOTAL OTHER SOURCES AND USES	\$509,925	\$0	(\$1)	(\$1)
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EXCESS REVENUES (EXPENDITURES)	(\$391,525)	(\$281,221)		
---------------------------------------	--------------------	--------------------	--	--

FUND BALANCE - Beginning	\$101,894		\$834,852	
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FUND BALANCE - Ending	(\$289,632)		\$553,631	
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AMELIA CONCOURSE
Community Development District

2019A DEBT SERVICE FUND
Statement of Revenues & Expenditures
For The Period Ending December 31, 2021

	Proposed Budget	Prorated Budget 12/31/21	Actual 12/31/21	VARIANCE
<u>REVENUES:</u>				
Special Assessments- Tax Roll	\$212,603	\$164,914	\$164,914	\$0
Special Assessments- Prepayments	\$0	\$0	\$65,726	\$65,726
Interest Income	\$30	\$7	\$3	(\$4)
TOTAL REVENUES	\$212,633	\$164,921	\$230,642	\$65,721
<u>EXPENDITURES:</u>				
<u>Series 2019</u>				
Interest Expense - 11/1	\$79,665	\$79,665	\$79,665	\$0
Principal Expense 11/1 (Prepayment)	\$40,000	\$40,000	\$85,000	(\$45,000)
Interest Expense - 5/1	\$79,665	\$0	\$0	\$0
Principal Expense - 5/1	\$40,000	\$0	\$0	\$0
TOTAL EXPENDITURES	\$239,330	\$119,665	\$164,665	(\$45,000)
<u>OTHER SOURCES/(USES)</u>				
Property Appraiser	\$0	\$0	(\$1,246)	(\$1,246)
Interfund Transfer In/ (Out)	\$0	\$0	(\$1)	(\$1)
TOTAL OTHER SOURCES AND USES	\$0	\$0	(\$1,247)	(\$1,247)
EXCESS REVENUES (EXPENDITURES)	(\$26,697)		\$64,730	
FUND BALANCE - Beginning	\$85,939		\$288,564	
FUND BALANCE - Ending	\$59,242		\$353,294	

AMELIA CONCOURSE
Community Development District
Capital Reserve Fund
Statement of Revenues & Expenditures
For The Period Ending December 31, 2021

	Adopted Budget	Prorated 12/31/21	Actual 12/31/21	Variance
<u>Revenues:</u>				
Interest	\$150	\$38	\$28	(\$10)
Capital Reserve Funding - Transfer In	\$26,754	\$0	\$0	\$0
Total Revenues	\$26,904	\$38	\$28	(\$10)
<u>Expenditures</u>				
Capital Outlay	\$10,000	\$10,000	\$11,113	(\$1,113)
Total Expenditures	\$10,000	\$10,000	\$11,113	(\$1,113)
EXCESS REVENUE (EXPENDITURES)	\$16,904		(\$11,085)	
FUND BALANCE - Beginning	\$89,253		\$101,625	
FUND BALANCE - Ending	\$106,157		\$90,540	

AMELIA CONCOURSE
Community Development District
CAPITAL PROJECTS FUND
Statement of Revenues & Expenditures
For The Period Ending December 31, 2021

	Series 2007	Series 2019A	Series 2019B
<u>REVENUES:</u>			
Interest Income	\$3	\$0	\$9
Total Revenues	\$3	\$0	\$9
<u>EXPENDITURES:</u>			
Contracts Payable	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0
Total Expenditures	\$0	\$0	\$0
<u>OTHER SOURCES/(USES)</u>			
Interfund Transfer In	\$3	\$1	\$1
Interfund Transfer Out	\$0	\$0	\$0
Total Other Sources/(Uses)	\$3	\$1	\$1
EXCESS REVENUES (EXPENDITURES)	\$6	\$1	\$10
FUND BALANCE - Beginning	\$79,524	(\$4,041)	\$600,495
FUND BALANCE - Ending	\$79,530	(\$4,040)	\$600,505

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:	\$391,719.98
Reserve Balance:	\$85,605.47
 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)
Less: December 16, 2021 (Partial Redemption)	(\$895,000)
 Current Bonds Outstanding	 \$5,575,000

Series 2016 Capital Improvement Revenue Bonds	
Interest Rate:	6.00%
Maturity Date:	5/1/47
Reserve Fund Definition:	50% of MADS
Reserve Fund Requirement:	\$74,750.00
Reserve Balance:	\$74,750.00
 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)
Less: May 1, 2020 (Prepayment)	(\$235,000)
Less: May 1, 2020 (Mandatory)	(\$35,000)
Less: November 1, 2020 (Prepayment)	(\$105,000)
Less: May 1, 2021 (Prepayment)	(\$80,000)
Less: May 1, 2021 (Mandatory)	(\$30,000)
Less: November 1, 2021 (Prepayment)	(\$5,000)
 Current Bonds Outstanding	 \$1,900,000

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:	\$106,301.25
 Bonds outstanding - 03/20/2019	 \$3,035,000
Less: May 1, 2020 (Mandatory)	(\$40,000)
Less: February 1, 2021 (Prepayment)	(\$40,000)
Less: May 1, 2021 (Prepayment)	(\$40,000)
Less: May 1, 2021 (Mandatory)	(\$40,000)
Less: August 1, 2021 (Prepayment)	(\$55,000)
Less: November 1, 2021 (Prepayment)	(\$85,000)
 Current Bonds Outstanding	 \$2,735,000

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:	\$19,456.25
Reserve Balance:	\$19,456.25
 Bonds outstanding - 03/20/2019	 \$1,920,000
Less: February 1, 2021 (Prepayment)	(\$205,000)
Less: May 1, 2021 (Prepayment)	(\$190,000)
Less: August 1, 2021 (Prepayment)	(\$190,000)
Less: November 1, 2021 (Prepayment)	(\$320,000)
 Current Bonds Outstanding	 \$1,015,000

Amelia Concourse
Community Development District
Long Term Debt Report

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
Less: February 1, 2021 (Special Call)	(\$150,000)
Less: May 1, 2021 (Prepayment)	(\$140,000)
Less: August 1, 2021 (Prepayment)	(\$140,000)
Less: November 1, 2021 (Prepayment)	(\$235,000)
Current Bonds Outstanding	\$750,000

B.

AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2022 ASSESSMENT RECEIPTS SUMMARY

ASSESSED	# UNITS ASSESSED	SERIES 2007 DEBT SERVICE ASMT	SERIES 2016 DEBT SERVICE ASMT	SERIES 2019A DEBT SERVICE ASMT	FY22 O&M ASMT	TOTAL
NET ASSESSED TAX ROLL	458	112,422.93	149,171.64	199,693.12	348,678.74	809,966.43
TOTAL NET ASSESSED	458	112,422.93	149,171.64	199,693.12	348,678.74	809,966.43

DUE / RECEIVED	BALANCE DUE	SERIES 2007 DEBT SERVICE PAID	SERIES 2016 DEBT SERVICE PAID	SERIES 2019A DEBT SERVICE PAID	O&M PAID	TOTAL PAID
TAX ROLL DUE / RECEIPTS	141,066.83	92,842.93	123,191.34	164,913.82	287,951.51	668,899.60
TOTAL DUE / RECEIVED	141,066.83	92,842.93	123,191.34	164,913.82	287,951.51	668,899.60

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	11/01/21	1,846.54	256.30	340.08	455.26	794.90
2	11/22/21	84,859.65	11,778.48	15,628.61	20,921.72	36,530.84
3	12/06/21	572,200.31	79,421.11	105,382.22	141,073.09	246,323.89
4	12/22/21	9,993.10	1,387.04	1,840.43	2,463.75	4,301.88
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			-	-	-	-
			-	-	-	-
			-	-	-	-
TOTAL TAX ROLL RECEIPTS		668,899.60	92,842.93	123,191.34	164,913.82	287,951.51

PERCENT COLLECTED TAX ROLL		82.58%	82.58%	0.00%	82.58%	82.58%
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C.

Amelia Concourse
Community Development District
Check Register Summary
November 1, 2021 through December 31, 2021

Fund	Date	Check #'s	Amount	
<i>Payroll</i>	11/22/21	50164-50166	\$	554.10
			<hr/> Sub-Total	
			\$	554.10
<hr/>				
<i>General Fund</i>	11/4/21	1984	\$	5,095.00
	11/9/21	1985-1988	\$	2,961.20
	11/9/21	1989	\$	4,820.59
	12/10/21	1990-1993	\$	9,999.03
	12/15/21	1994-2002	\$	10,958.27
	12/23/21	2003	\$	11,112.84
	12/28/21	2004-2005	\$	1,189.87
			<hr/> Sub-Total	
			\$	46,136.80
<hr/>				
Total			\$	46,690.90

Attendance Sheet

District Name: Amelia Concourse CDD

Board Meeting Date: November 16, 2021 Meeting

	Name	In Attendance	Fee
1	Ellen Cator	✓	\$ 200
2	Harvey Greenberg	✓	N/A
3	Bill Toohey	✓	N/A yes \$200
4	Daniel Pieratti	✓	\$200
5	Jeffry Snow	✓	\$200

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

Approved for Payment:


District Manager Signature

11/17/21
Date

PLEASE RETURN COMPLETED FORM TO DANIEL LAUGHLIN

AP300R	YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER										RUN	1/06/22	PAGE	1
*** CHECK DATES 11/01/2021 - 12/31/2021 ***														
AMELIA CONCOURSE - GF														
BANK A AMELIA CON - GENERAL														
CHECK DATE	VEND#INVOICE.....		...EXPENSED TO...			VENDOR NAME		STATUS	AMOUNTCHECK.....			
		DATE	INVOICE	YRMO	DPT	ACCT#	SUB	SUBCLASS			AMOUNT		#	
11/04/21	00123	11/01/21	660	2021	11	320-57200-46500			*	5,095.00				
			CHRISTMAS LIGHT INSTALL											
								DREAM GROUP USA CORP				5,095.00	001984	
11/09/21	00114	11/01/21	19194	2021	11	320-57200-34500			*	110.00				
			NOV CLOUD ACCESS CONTROL											
								ALPHA DOG AUDIO VIDEO SECURITY				110.00	001985	
11/09/21	00049	11/01/21	6195	2021	11	320-57200-46000			*	393.00				
			NOV JANITORIAL SERVICES											
		11/01/21	6195	2021	11	320-57200-45300			*	1,200.00				
			NOV POOL SERVICE											
		11/01/21	6195	2021	11	320-57200-34000			*	595.00				
			NOV SITE MANAGEMENT											
								FIRST COAST CMS, LLC				2,188.00	001986	
11/09/21	00084	11/01/21	13129560	2021	11	320-57200-45400			*	624.00				
			NOV POOL CHEMICALS											
								POOLSURE				624.00	001987	
11/09/21	00040	10/25/21	51904	2021	10	320-57200-46200			*	39.20				
			IRRIG RPR-ZONE1&7RPLCD HD											
								TRIM ALL LAWN SERVICE, INC				39.20	001988	
11/09/21	00005	11/01/21	241	2021	11	310-51300-34000			*	3,750.00				
			NOV MANAGEMENT FEES											
		11/01/21	241	2021	11	310-51300-52000			*	62.50				
			NOV WEBSITE ADMIN											
		11/01/21	241	2021	11	310-51300-35100			*	150.00				
			NOV INFORMATION TECH											
		11/01/21	241	2021	11	310-51300-32400			*	750.00				
			NOV DISSEM AGENT SRVS											
		11/01/21	241	2021	11	310-51300-51000			*	1.17				
			OFFICE SUPPLIES											
		11/01/21	241	2021	11	310-51300-42000			*	60.22				
			POSTAGE											
		11/01/21	241	2021	11	310-51300-42500			*	4.50				
			COPIES											
		11/01/21	241	2021	11	310-51300-41000			*	42.20				
			TELEPHONE											
								GOVERNMENTAL MANAGEMENT SERVICES				4,820.59	001989	
12/10/21	00004	10/31/21	10312021	2021	09	310-51300-48000			*	595.28				
			LEGAL DISP NOTICE 10/13											
								THE FLORIDA TIMES UNION				595.28	001990	

ACON AMELIA CONCOUR OKUZMUK														

ACON AMELIA CONCOUR OKUZMUK

*** CHECK DATES 11/01/2021 - 12/31/2021 ***
 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 #
12/10/21	00082	10/19/21 43870315	202110 320-53800-45513		*	77.00	
		FIRE ANT SERVICE OCT21					
		11/30/21 44195371	202111 320-53800-45513		*	77.00	
		FIRE ANT SERVICE NOV21					
				NADERS PEST CONTROL			154.00 001991
12/10/21	00010	11/15/21 11152021	202111 310-51300-31400		*	5,053.00	
		FY22 PROPERTY APPR FEE					
				NASSAU COUNTY PROPERTY APPRAISER			5,053.00 001992
12/10/21	00040	9/28/21 51827	202109 320-57200-46300		*	1,152.00	
		SEASONAL FLOWER ROT.					
		11/18/21 52232	202111 320-57200-46300		*	1,576.25	
		MULCH INSTALL					
		12/01/21 52283	202112 320-57200-46200		*	1,174.00	
		LANDSCAPE MAINT DEC22					
		12/01/21 52283	202112 320-57200-46200		*	59.50	
		PHASE 1 POND MAINT DEC21					
		12/01/21 52283	202112 320-57200-46200		*	150.00	
		TURF/SHRUBS TREATMENT DEC					
		12/01/21 52283	202112 320-57200-46200		*	85.00	
		IRRIGATION INSPECT DEC21					
				TRIM ALL LAWN SERVICE, INC			4,196.75 001993
12/15/21	00095	11/23/21 13517	202111 320-57200-62000		*	175.00	
		RPLCD MIDDLE STALL TOILET					
				C.J.BASS PLUMBING INC.			175.00 001994
12/15/21	00124	12/03/21 12032021	202109 310-51300-49000		*	250.00	
		FY21 BONUS					
				DANIEL LAUGHLIN			250.00 001995
12/15/21	00001	11/16/21 7-568-08	202111 310-51300-42000		*	194.03	
		NOV FEDEX POSTAGE					
				FEDEX			194.03 001996
12/15/21	00049	12/01/21 6274	202112 320-57200-62000		*	769.63	
		POOL REPAIRS					
		12/01/21 6274	202112 320-57200-46000		*	28.88	
		JANITORIAL SUPPLIES					
				FIRST COAST CMS, LLC			798.51 001997
12/15/21	00005	12/01/21 242	202112 310-51300-34000		*	3,750.00	
		DEC MANAGEMENT FEE					
		12/01/21 242	202112 310-51300-52000		*	62.50	
		DEC WEBSITE ADMIN					

ACON AMELIA CONCOUR OKUZMUK

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
		12/01/21	242 202112 310-51300-35100 DEC INFORMATION TECH		*	156.25	
		12/01/21	242 202112 310-51300-32400 DEC DISSEM AGENT SERVICES		*	750.00	
		12/01/21	242 202112 310-51300-51000 OFFICE SUPPLIES		*	21.10	
		12/01/21	242 202112 310-51300-42000 POSTAGE		*	2.12	
		12/01/21	242 202112 310-51300-42500 COPIES		*	217.05	
		12/01/21	242A 202110 310-51300-35100 OCT INFORMATION TECH		*	6.25	
		12/01/21	242B 202111 310-51300-35100 NOV INFORMATION TECH		*	6.25	
				GOVERNMENTAL MANAGEMENT SERVICES			4,971.52 001998
12/15/21	00125	12/06/21	12062021 202112 300-36900-10100 RENTAL DEPOSIT REFUND		*	125.00	
				JANETTE CHAFFEE			125.00 001999
12/15/21	00117	11/05/21	515 202110 310-51300-31500 OCT GENERAL SERVICES		*	1,039.00	
		12/05/21	840 202111 310-51300-31500 NOV GENERAL SERVICES		*	2,507.79	
				KE LAW GROUP, PLLC			3,546.79 002000
12/15/21	00027	11/01/21	PI-A0070 202111 320-57200-46800 NOV LAKE MANAGEMENT		*	547.42	
				SOLITUDE LAKE MANAGEMENT, LLC			547.42 002001
12/15/21	00091	12/03/21	12032021 202109 310-51300-49000 FY21 BONUS		*	350.00	
				TONY SHIVER			350.00 002002
12/23/21	00126	11/18/21	3180 202111 310-51300-60000 POOL FURNITURE		*	11,112.84	
				HORIZON CASUAL			11,112.84 002003
12/28/21	00049	10/18/21	6154 202110 320-57200-46000 JANITORIAL SUPPLIES		*	74.91	
		10/18/21	6154 202110 320-57200-46000 JANITORIAL SUPPLIES		*	98.70	
		10/18/21	6154 202110 320-57200-62000 RYOBI BATTERY,GLOVES		*	163.37	
		10/18/21	6154 202110 320-57200-62000 UTILITY PUMP,BUG SPRAY		*	157.23	

ACON AMELIA CONCOUR OKUZMUK

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
		10/18/21	6154 202110 320-57200-62000		*	15.38	
			ROOF TRUSS SIGN				
		10/18/21	6154 202110 320-57200-62000		*	32.04	
			HARDWARE				
		10/18/21	6154 202110 320-57200-62000		*	49.03	
			THERMOSTAT GUARD&BCKLGHT				
		10/18/21	6154 202110 320-57200-46000		*	51.79	
			JANITORIAL SUPPLIES				
				FIRST COAST CMS, LLC			642.45 002004

12/28/21	00027	12/01/21	PI-A0072 202112 320-57200-46800		*	547.42	
			DEC LAKE MANAGEMENT				
				SOLITUDE LAKE MANAGEMENT, LLC			547.42 002005

TOTAL FOR BANK A						46,136.80	
TOTAL FOR REGISTER						46,136.80	

ACON AMELIA CONCOUR OKUZMUK



INVOICE

INV-000660

FROM:

Dream Group USA Corp

License: 278526

10882 STANTON HILLS DR E

JACKSONVILLE, FL, 32222-1460

Email: info@dreamgroupusa.com

Phone: (904) 654-8044

Date Issued:

Nov 01, 2021

Date Due:

Due on Receipt

Overdue by:

3 days

Type:

Final Payment

Check Payable To:

Dream Group USA Corp

Balance Due:

\$5,095.00

TO:

Amelia Concourse Cdd

Attn: Tony Shiver

85200 Amaryllis Court

Fernandina Beach, FL, 32034

Phone: (904) 506-8410

JOB LOCATION:

Amelia Concourse Cdd

85200 Amaryllis Court

Fernandina Beach, FL, 32034

Phone: (904) 506-8410



1-32-572-465

123

JOB:

#	Services	Qty	Price	Discount	Tax	Total
1	Line Roof line in C9 on towers Custom fit C9s to roofline	120.00	\$5.00	\$0.00	No Tax	\$600.00
2	Line Roofridges in C9 on towers Custom fit C9s to roofline	96.00	\$5.00	\$0.00	No Tax	\$480.00
3	60" Lighted Wreaths on Towers 60" pre Lit Wreath	2.00	\$350.00	\$0.00	No Tax	\$700.00
4	Light Palm up to 15 Wrap Palm trunk with lights up to 15 ft	10.00	\$175.00	\$0.00	No Tax	\$1,750.00
5	Line Clubhouse Roofline in C9 Custom fit C9s to roofline	170.00	\$5.00	\$0.00	No Tax	\$850.00
6	60" Lighted Wreath on Clubhouse 60" pre Lit Wreath	1.00	\$350.00	\$0.00	No Tax	\$350.00

7	Line Roof ridge lines on tower C9 Led Custom fit C9s to roofline	48.00	\$5.00	\$0.00	No Tax	\$240.00
8	Additional Plugs and Wires Plugs, wires, Timer	1.00	\$125.00	\$0.00	No Tax	\$125.00
Subtotal						\$5,095.00
Grand Total (\$)						\$5,095.00

Accepted payment methods

Credit Card, Check, Cash

Accepting Mobile Payments

Message

Thank you for your business.

Business powered by Markate.com

Alpha Dog Security

110 Cumberland Park Dr
Suite 106
Saint Augustine, FL 32095
9042574295

TO: **Amelia Concourse CDD**
475 W Town Place
Suite 114
St Augustine, FL 32092

INVOICE	
Invoice Number	Invoice Date
19194	11/1/2021
Customer Number	Terms
10936468	Due On Receipt

REMIT: **Alpha Dog Audio Video Security**
110 Cumberland Park Dr
Suite 106
Saint Augustine, FL 32095

CUSTOMER NAME	CUST NO	PO NUMBER	INVOICE DATE	TERMS
Amelia Concourse CDD	10936468		11/1/2021	Due On Receipt

Description	Rate	Quantity	Amount
<i>Amelia Concourse CDD - 85200 Amaryllis Court Fernandina Beach, FL 32034</i>			
Alarm.com Cloud Access Control: 11/01/2021 - 11/30/2021	\$20.00	1.00	\$20.00
ADC-Access-Door-Addon: 11/01/2021 - 11/30/2021	\$40.00	1.00	\$40.00
Service Plan: 11/01/2021 - 11/30/2021	\$50.00	1.00	\$50.00
Subtotal			\$110.00
Taxes			\$0.00
Total			\$110.00
Payments/Credits			\$0.00
Net Due			\$110.00

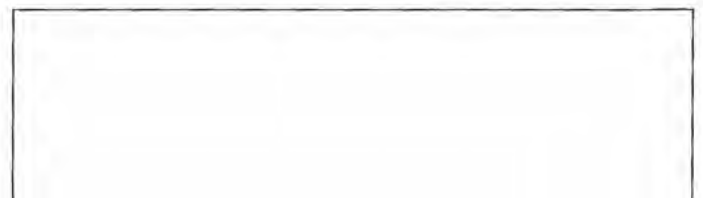


114A
1,320.572.34
Nov. cloud Acc.
control

As Of	Invoice No	Description	Amount	Net Due
11/01/2021	19194	Contracted Services	\$110.00	\$110.00

Alpha Dog Audio Video Security

110 Cumberland Park Dr
Suite 106
Saint Augustine, FL 32095
9042574295



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

Invoice 6195



BILL TO

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

P.O. NUMBER
December 2021



DATE
11/01/2021

PLEASE PAY
\$2,188.00

DUE DATE
12/31/2021

SALES REP
Lauren Shiver

DATE	ACTIVITY	QTY	RATE	AMOUNT
	1 Amelia Concourse Contract:Janitorial Service Janitorial Services	1	393.00	393.00
	2 Amelia Concourse Contract:Pool Service Pool cleaning service, three days a week for all three swimming pools	1	1,200.00	1,200.00
	3 Amelia Concourse Contract:Site Management Amenity Center site management	1	595.00	595.00

TOTAL DUE

\$2,188.00

THANK YOU.

49A
1. 1,320.572.460
2. 1,320.572.453
3. 1,320.572.340



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


Invoice

Date 11/1/2021

Invoice # 131295603084

Terms	Net 20
Due Date	11/21/2021
PO #	

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

Item ID	Description	Qty	Units	Amount
WM-CHEM-BASE	Water Management Seasonal Billing Rate 84A 1,320.572, 454 Nov Pool chemicals 	1	ea	624.00

Total 624.00
Amount Due \$624.00

Remittance Slip

Customer
13AME150
Invoice #
131295603084

Amount Due \$624.00

Amount Paid _____

Make Checks Payable To

Poolsure
PO Box 55372
Houston, TX 77255-5372



131295603084


**942360 Old Nassauville Road
Fernandina Beach, FL 32034**

Date	10/25/2021
Invoice #	51904

40A
1,320,572,462

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

Project Name / Location	
P.O. #	Service Date: 10/20/2021

	Terms	Due Date
	Net 30	11/24/2021
Description	Amount	
Irrigation Repair required after inspection:	39.20	
Zone 1: Replacement of (1) broken 4" spray head and nozzle.		
Zone 7: Replacement of (1) broken 4" spray head and nozzle.		
		
	Total	\$39.20
	Payments/Credits	\$0.00
Thank you for your business.	Balance Due	\$39.20

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice**Invoice #:** 241**Invoice Date:** 11/1/21**Due Date:** 11/1/21**Case:****P.O. Number:****Bill To:**

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

5A

Description	Hours/Qty	Rate	Amount
Management Fees - November 2021 1,310.513.340		3,750.00	3,750.00
Website Administration - November 2021 1,310.513.520		62.50	62.50
Information Technology - November 2021 1,310.513.351		150.00	150.00
Dissemination Agent Services - November 2021 1,310.513.324		750.00	750.00
Office Supplies 1,310.513.510		1.17	1.17
Postage 1,310.513.420		60.22	60.22
Copies 1,310.513.425		4.50	4.50
Telephone 1,310.513.410		42.20	42.20
Total			\$4,820.59
Payments/Credits			\$0.00
Balance Due			\$4,820.59

10	11	12	13	14	15	16	17	18	19
START STOP	NEWSPAPER REFERENCE	DESCRIPTION	PRODUCT	SAU SIZE	BILLED UNITS	TIMES RUN	RATE	AMOUNT	
09/30		Balance Forward						\$595.28	
PREVIOUS AMOUNT OWED:					\$595.28				
NEW CHARGES THIS PERIOD:					\$0.00				
CASH THIS PERIOD:					\$0.00				
DEBIT ADJUSTMENTS THIS PERIOD:					\$0.00				
CREDIT ADJUSTMENTS THIS PERIOD:					\$0.00				
We appreciate your business.									
So that we may serve you better, please remit the amount due. New business is dependent on prompt payments. Please include the remittance stub and input your account number on your check. Thank you.									
001.310.51300.48000									



INVOICE AND STATEMENT OF ACCOUNT

AGING OF PAST DUE ACCOUNTS

* UNAPPLIED AMOUNTS ARE INCLUDED IN TOTAL AMOUNT DUE



21	CURRENT NET AMOUNT	22	30 DAYS	60 DAYS	OVER 90 DAYS	* UNAPPLIED AMOUNT	23	TOTAL AMOUNT DUE
	\$0.00		\$595.28	\$0.00	\$0.00	\$0.00		\$595.28

ADVERTISER INFORMATION			
1	BILLING PERIOD	6	BILLED ACCOUNT NUMBER
	10/01/2021 - 10/31/2021		36736
7	ADVERTISER/CLIENT NUMBER	2	ADVERTISER/CLIENT NAME
	36736		AMELIA CONCOURSE CDD

MAKE CHECKS PAYABLE TO

The Florida Times Union Dept 1261
PO Box 121261
Dallas, TX 75312-1261

Payment is due upon receipt.

The Florida Times Union

PLEASE DETACH AND RETURN LOWER PORTION WITH YOUR REMITTANCE

The Florida Times-Union
jacksonville.com

The Florida Times Union 1261
PO Box 121261
Dallas, TX 75312-1261

ADVERTISING INVOICE and STATEMENT

1	BILLING PERIOD	2	ADVERTISER/CLIENT NAME
	10/01/2021 - 10/31/2021		AMELIA CONCOURSE CDD

COMPANY	25	TOTAL AMOUNT DUE	* UNAPPLIED AMOUNT	3	TERMS OF PAYMENT
JV 5		\$595.28	\$0.00		NET 15 DAYS

21	CURRENT NET AMOUNT	22	30 DAYS	60 DAYS	OVER 90 DAYS
	\$0.00		\$595.28	\$0.00	\$0.00

4	PAGE #	5	BILLING DATE	6	BILLED ACCOUNT NUMBER	7	ADVERTISER/CLIENT NUMBER	24	STATEMENT NUMBER
	1		10/31/2021		36736		36736		

BILLING ACCOUNT NAME AND ADDRESS

REMITTANCE ADDRESS



8 - 2245

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

The Florida Times Union
Dept 1261
PO Box 121261
Dallas, TX 75312-1261



NEWS-LEADER
Published Weekly
P.O. Box 16766 (904) 261-3696
Fernandina Beach, Nassau County, Florida 32035

STATE OF FLORIDA
COUNTY OF NASSAU:

Before the undersigned authority personally appeared
Foy R. Maloy, Jr

Who on oath says that (s)he is the Publisher of the
Fernandina Beach News-Leader, a weekly newspaper published at
Fernandina Beach in Nassau County, Florida; that the attached
copy the advertisement, being a DISPLAY LEGAL NOTICE in the
matter of

REQUEST FOR PROPOSALS
RFP

Was published in said newspaper in the issue(s) of

10/13/2021
LEGAL DISPLAY


Affiant further says that the said News-Leader is
a newspaper published at Fernandina Beach, in said Nassau
County, Florida and that the said newspaper has heretofore been
continuously published in said Nassau County, Florida, each week
and has been entered as second class mail matter at the post office
in Fernandina Beach in said Nassau County, Florida, for a period
of one year preceding the first publication of the attached copy
of advertisement; and Affiant further says that (s)he has neither paid
nor promised any person, firm or corporation any discount,
rebate, commission or refund for the purpose of securing this
advertisement for publication in the said newspaper.



Sworn to and subscribed to before me
This 13th day of October, A.D. 2021



Robert O. Fiege, Notary Public

 Personally Known



**AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES**

The Amelia Concourse Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2021, with an option for four additional annual renewals. The District is a local unit of special-purpose government created under Chapter 190, Florida Statutes, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in Nassau County and has a general fund, debt service fund, SPE, LLC fund and capital reserve fund.

The auditing entity submitting a proposal must be duly licensed under Chapter 473, Florida Statutes and be qualified to conduct audits in accordance with "Government Auditing Standards," as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida Law and particularly Section 218.39, Florida Statutes, and the rules of the Florida Auditor General.

Proposal packages, which include evaluation criteria and instructions to proposers, are available from the District Manager at the address and telephone number listed below or by email at dlaughlin@gmsnf.com.

Proposers must provide seven (7) copies of their proposal to GMS, LLC, District Manager, 475 West Town Place, Suite 114, St. Augustine, FL 32092, telephone (904) 940-5850, in an envelope marked on the outside "Auditing Services – Amelia Concourse Community Development District." Proposals must be received by Thursday, November 4, 2021 by 2:00 p.m., at the office of the District Manager. The District reserves the right to reject any and all proposals, make modifications to the scope of the work, and waive any minor informalities or irregularities in proposals as it deems appropriate. Please direct all questions regarding this Notice to the District Manager.

Amelia Concourse Community Development District
Daniel Laughlin, District Manager



Fernandina 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: 10/19/21 Payment Due Upon Receipt

Date	Invoice #	Description	Amount	Tax	Balance
Service Address: 85200 Amaryllis Ct, Fernandina Beach, FL 32034-9716					
10/15/21	43870315	Fire Ant Service	\$77.00	\$0.00	\$77.00

001.320.53800.45513

RECEIVED NOV 03 2021

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**MIXED AADC 270



AMELIA CONOURSE AMENITIES CENTER 7
 TONY SHIVER 1326
 393 PALM COAST PKWY SW UNIT 4
 PALM COAST FL 32137-4774

Please check Invoice(s) paid below.			
	Invoice #	Amount	
<input type="checkbox"/>	43870315	\$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: 10/19/21
 Customer Number: 1328696

Balance Forward: \$0.00

Amount: _____

Amount Due: \$77.00

Check # _____



Fernandina 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: 11/30/21 Payment Due Upon Receipt

Date	Invoice #	Description	Amount	Tax	Balance
Service Address: 85200 Amaryllis Ct, Fernandina Beach, FL 32034-9716					
10/15/21	43870315	Fire Ant Service	\$77.00	\$0.00	\$77.00
11/24/21	44195371	Fire Ant Service	\$77.00	\$0.00	\$77.00

001.320.53800.45513

RECEIVED DEC 07 2021

Current: \$77.00

Past Due: \$77.00

Total Amount Due: \$154.00

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**MIXED AADC 270



AMELIA CONCOURSE AMENITIES CENTER 4
 TONY SHIVER 680
 393 PALM COAST PKWY SW UNIT 4
 PALM COAST FL 32137-4774



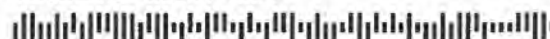
Please check Invoice(s) paid below.

Invoice #	Amount	Invoice #	Amount
<input type="checkbox"/> 43870315	\$77.00	<input type="checkbox"/>	
<input type="checkbox"/> 44195371	\$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"/>	

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: 11/30/21
 Customer Number: 1328696

Balance Forward: \$77.00

Amount: _____

Amount Due: \$154.00

Check # _____



OFFICE OF THE
NASSAU COUNTY PROPERTY APPRAISER



Honorable A. Michael Hickox

96135 Nassau Place, Suite 4, Yulee, FL 32097

Phone: 904-491-7300 Fax: 904-491-3629

www.nassaulpa.com

001.310 51300.31400

November 15, 2021



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

RE: Invoice \$5,053

Dear Board Members:

Pursuant to section 197.3632 (2), Florida Statute, I hereby submit my request for the annual payment covering the budget year 2021-2022, for services rendered by the Nassau County Property Appraiser's office to your district levying non-ad valorem assessments.

The calculated amount for 2021-2022 is 1% of the collection amount from the prior year special assessments levied by your district. Therefore, the Amelia Concourse CDD invoice amount is:

\$5,053 (five thousand, fifty-three dollars)

Please make check payable to: *Nassau County Property Appraiser*

Thanking you in advance.

Sincerely,

A. Michael Hickox, CFA
Nassau County Property Appraiser

AMH/dbc

Attachment

TRIM ALL LAWN SERVICE, INC.

942360 Old Nassauville Road
Fernandina Beach, FL 32034

PAST DUE

Date	9/28/2021
Invoice #	51827

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: 9/1/2021

001-320.57200.46200

Terms	Due Date
Net 30	10/28/2021

Description	Amount
Seasonal Flower Rotation- Installation of (576) Coleus - to include initial installation and rototill. - Subsequent fertilization and maintenance program included.	1,152.00
<div>SCANNED</div> <div>E-MAILED DEC 08 2021</div> <div>RECEIVED DEC 07 2021</div>	
Thank you for your business.	Total \$1,152.00
	Payments/Credits \$0.00
	Balance Due \$1,152.00

TRIM ALL LAWN SERVICE, INC.

942360 Old Nassauville Road
Fernandina Beach, FL 32034

Date	11/18/2021
Invoice #	52232


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: 11/17/2021

Terms	Due Date
Net 30	12/18/2021

001.320.57200.40200

Description	Amount
Installation of 325 Bags of Cypress Mulch	1,576.25
	
Thank you for your business.	Total \$1,576.25
	Payments/Credits \$0.00
	Balance Due \$1,576.25

TRIM ALL LAWN SERVICE, INC.

942360 Old Nassauville Road
Fernandina Beach, FL 32034

Date	12/1/2021
Invoice #	52283

(904) 491-3232 Trimalllawn@gmail.com

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

Property Address


001.320.57200.46200

DECEMBER 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>E-MAILED DEC 08 2021</div> <div>RECEIVED DEC 07 2021</div> <div>Please contact our office if you are interested in setting up recurring credit card payments.</div>		Total	\$1,468.50
		Payments/Credits	\$0.00
		Balance Due	\$1,468.50
		Thank you for your business.	



CJ BASS PLUMBING INC

85649 Haddock Road | Yulee, Florida 32097
9048389935 | cjbas plumbinginc@gmail.com

RECIPIENT:

Amelia Concourse CDD C/O First Coast CMS Dan Walker

475 West Town Place
St. Augustine, Florida 32092

SERVICE ADDRESS:

475 West Town Place
St. Augustine, Florida 32092

For Services Rendered

Invoice #13517

Issued Nov 23, 2021

Due Dec 23, 2021

Total \$175.00

Account Balance \$175.00

95A

1.320.572.6200

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
Nov 22, 2021				
Zach	Came out replaced on her provide a toilet in middle stall Greta toilet to the floor told customer to keep close for 24 hours since there's multiple toilets in that bathroom Told them if it broke because someone sat on it before the 24 hours it's voids warranty	1	\$0.00	\$0.00
HOURLY LABOR 1 MAN	Hourly labor charge 1. Man	1	\$140.00	\$140.00*
Grout white		1	\$10.00	\$10.00
Haul off toilet		1	\$25.00	\$25.00

* Non-taxable

Thank you for your business. Please contact us with any questions regarding this invoice.

Total \$175.00

Account balance \$175.00

Amelia Concourse
COMMUNITY DEVELOPMENT DISTRICT

General Fund

RECEIVED DEC 03 2021

Check Request

Date	Amount	Authorized By
December 3, 2021	\$250.00	Oksana Kuzmuk

Payable to:

Daniel Laughlin #124A

Date Check Needed:

Budget Category:

ASAP	001.310.51300.49000
------	---------------------

Intended Use of Funds Requested:

FY21 Bonus
(Attach supporting documentation for request.)

exp. 9/21

Mr. Shiver reminded the Board that at the last meeting he was directed to obtain a quote for replacing the chairs and tables in addition to the chaise lounges surrounding the pool. That quote totals \$12,103.56.

On MOTION by Mr. Snow seconded by Mr. Pieratti with all in favor purchasing 40 chaise lounges, 24 chairs and 6 tables for a total of \$12,103.56 was approved.

Mr. Yuro informed the Board the County Engineer reached out to ask for permission for the Timberlake community to walk the wetlands owned by Amelia Concourse as they are having issues with their ponds. There were no objections from the Board. Mr. Greenberg asked that they reach out to Mr. Shiver.

Mr. Greenberg asked the other board members if they would like to provide a bonus to Mr. Laughlin in the amount of \$250 and Mr. Shiver in the amount of \$350 for going above and beyond for the community as was done last year. There were no objections from the Board.

On MOTION by Mr. Pieratti seconded by Mr. Toohey with all in favor providing bonuses to Mr. Laughlin and Mr. Shiver was approved.

TWEFLTH 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. Assessment Receipt Schedule

A copy of the assessment receipt schedule was included in the agenda package.

C. Approval of Check Register

A copy of the check register totaling \$71,782.10 was included in the agenda package. Mr. Laughlin noted this check includes the Fiscal Year 2022 insurance payment.

On MOTION by Mr. Snow seconded by Mr. Pieratti with all in favor the Check Register was approved.

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

Invoice 6274



BILL TO

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

DATE
12/01/2021

PLEASE PAY
\$798.51

DUE DATE
01/30/2022

P.O. NUMBER

Reimbursables

49A

DATE	ACTIVITY	QTY	RATE	AMOUNT
05/04/2021	billed twice for this expense			-10.72
07/06/2021	CJ Bass - repair			220.23 - 1
12/01/2021	Home Depot Pro - pool chlorine			17.10 "
12/01/2021	Home Depot Pro - water hose			40.61 "
12/01/2021	Home Depot Pro - drill bit			-3.18 "
12/01/2021	Home Depot Pro - masonry screws			4.75
12/01/2021	Home Depot Pro - light fixtures			123.95
12/01/2021	Home Depot Pro - light fixtures			288.84
12/01/2021	Home Depot Pro - janitorial supplies - 1			28.88 - 2
12/01/2021	Home Depot Pro - pool plumbing repair			8.10
12/01/2021	Home Depot Pro - drain bladder for pool			41.75
12/01/2021	Home Depot Pro - construction adhesive for building brick facade			14.94
	Purchasing Fee	775.25	0.03	23.26
	3% purchase fee			

TOTAL DUE

\$798.51

THANK YOU.

1) - RIM
 1,320.57200, 462000
 \$ 769.63
 - Janitorial supplies
 2) 1,320.57200, 46000
 \$ 28.88

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 242

Invoice Date: 12/1/21

Due Date: 12/1/21

Case:

P.O. Number:

Bill To:

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

5A

Description	Hours/Qty	Rate	Amount
Management Fees - December 2021	1,310.573.340	3,750.00	3,750.00
Website Administration - December 2021	1,310.573.520	62.50	62.50
Information Technology - December 2021	1,310.573.357	156.25	156.25
Dissemination Agent Services - December 2021	1,310.573.324	750.00	750.00
Office Supplies	1,310.573.570	21.10	21.10
Postage	1,310.573.420	2.12	2.12
Copies	1,310.573.425	217.05	217.05
Information Technology - October 2021	1,310.573.357	6.25	6.25
Information Technology - November 2021	1,310.573.357	6.25	6.25

RECEIVED DEC 06 2021

Total \$4,971.52 \$4959.0**Payments/Credits** \$0.00**Balance Due** \$4,971.52 \$4959.0

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

InvoiceInvoice #: 242 *A*

Invoice Date: 12/1/21

Due Date: 12/1/21

Case:

P.O. Number:

Bill To:

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

5A

Description	Hours/Qty	Rate	Amount
Management Fees - December 2021	<i>1.310.573.340</i>	3,750.00	3,750.00
Website Administration - December 2021	<i>1.310.573.520</i>	62.50	62.50
Information Technology - December 2021	<i>1.310.573.357</i>	156.25	156.25
Dissemination Agent Services - December 2021	<i>1.310.573.324</i>	750.00	750.00
Office Supplies	<i>1.310.573.570</i>	21.40	21.40
Postage	<i>1.310.573.420</i>	2.12	2.12
Copies	<i>1.310.573.425</i>	217.05	217.05
Information Technology - October 2021	<i>1.310.573.357</i>	6.25	6.25
Information Technology - November 2021	<i>1.310.573.357</i>	-6.25	-6.25

*exp 10/21***RECEIVED DEC 06 2021**

Total	\$4,971.52 <i>16.25</i>
Payments/Credits	\$0.00
Balance Due	<u>\$4,971.52 <i>16.25</i></u>

Governmental Management Services, LLC1001 Bradford Way
Kingston, TN 37763**Invoice**Invoice #: 242 *B*

Invoice Date: 12/1/21

Due Date: 12/1/21

Case:

P.O. Number:

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

5A

Description	Hours/Qty	Rate	Amount
Management Fees - December 2021	1.310.573.340	3,750.00	3,750.00
Website Administration - December 2021	1.310.573.520	62.50	62.50
Information Technology - December 2021	1.310.573.357	156.25	156.25
Dissemination Agent Services - December 2021	1.310.573.324	750.00	750.00
Office Supplies	1.310.573.570	21.10	21.10
Postage	1.310.573.420	2.12	2.12
Copies	1.310.573.425	217.05	217.05
Information Technology - October 2021	1.310.573.357	6.25	6.25
Information Technology - November 2021	1.310.573.357	6.25	6.25

exp 11/21

RECEIVED DEC 06 2021

Total \$4,971.52 *\$6.25*

Payments/Credits \$0.00

Balance Due \$4,971.52 *\$6.25*

Amelia Concourse
COMMUNITY DEVELOPMENT DISTRICT

General Fund

RECEIVED DEC 06 2021

Check Request

Date	Amount	Authorized By
December 6, 2021	\$125.00	Oksana Kuzmuk

Payable to:

Janette Chaffee #125A

Date Check Needed:

Budget Category:

ASAP	001.300.36900.10100
------	---------------------

Intended Use of Funds Requested:

Rental Deposit Refund
Mail check to 95115 Windflower Trail, Fernandina Beach, FL 32034
(Attach supporting documentation for request.)

From: Daniel Laughlin dlaughlin@gmsnf.com
Subject: Fwd: Amelia Concourse Amenity Reservation 2021 between First Coast CMS and Jeanette Chaffee is Signed and Filed!
Date: December 6, 2021 at 1:12 PM
To: Oksana Kuzmuk okuzmuk@gmsnf.com

Hey,

Could you include this rental refund in the Amelia Concourse check run? Let me know if you have any questions.

Thank you

Daniel Laughlin
Governmental Management Services, LLC
District Manager
475 West Town Place, Suite 114
Saint Augustine, Florida 32092
(904)-940-5850 x401 (Office)
(904)-940-5899 (Fax)
dlaughlin@gmsnf.com

RECEIVED DEC 06 2021

Begin forwarded message:

From: Tony Shiver <Tony@firstcoastcms.com>
Subject: Fwd: Amelia Concourse Amenity Reservation 2021 between First Coast CMS and Jeanette Chaffee is Signed and Filed!
Date: December 6, 2021 at 12:45:53 PM EST
To: Daniel Laughlin <dlaughlin@gmsnf.com>

Good afternoon, Daniel.

I need to request a deposit refund for Jeanette Chaffee in the amount of \$125. We usually hold the deposit but I believe I mailed you the rental deposit by mistake. The check number was 2580 and in the amount of \$125. The event was held 9/25.

The check should be mailed to 95115 Windflower Trail, Fernandina Beach, FL 32034

I do not have a record of when I mailed you the checks but it would have been sometime in the past few months. Please let me know if you have any questions.

Thanks

Tony Shiver



352 Perdido St.
St. Johns, FL 32259
904-537-9034

Notice: This e-mail message is for the sole use of the intended recipient(s) and may contain confidential and



P.O. Box 6386
Tallahassee, Florida 32314

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

INVOICE

Invoice # 515
Date: 11/05/2021
Due On: 12/05/2021

ACCDD-01

Amelia Concourse CDD - General

117A
1.310.51300.31500
October

Type	Date	Notes	Quantity	Rate	Total
Service	10/02/2021	Confer re: water management district easement status; confer re: landscape ownership and maintenance license status; confer re: RFP for landscape and deficiency notices; confer re: phase 3 improvement status and conveyance status of same	0.80	\$280.00	\$224.00
Service	10/09/2021	Confer re: easement dissemination and review letters on same; review meeting notes for DM questions and transmit same	0.20	\$280.00	\$56.00
Service	10/09/2021	Review engineer correspondence on stormwater reporting; review EDR documents and guidelines and transmit implementation summary on same	0.20	\$280.00	\$56.00
Service	10/12/2021	Continue research on trust account, completion agreement, 2019 bond issuance, and indenture provisions; transmit summary to district manager; review plats/easements and letters related to same and confer with DM on same.	1.20	\$280.00	\$336.00
Service	10/12/2021	Review OEDR's regulations related to wastewater and stormwater management facilities; prepare memorandum summarizing same; review reporting templates and prepare transmissions to District Manager and Engineer.	0.10	\$225.00	\$22.50
Service	10/13/2021	Review plat and finalize easement letters to DM and confer on same; review PLOM and construction documents for bond close out and confer on same	0.80	\$280.00	\$224.00
Service	10/14/2021	Confer with Shiver re: form of easement encroachment agreement and variance letter and transmit same	0.10	\$280.00	\$28.00
Service	10/15/2021	Review and send resolution updating registered agent for inclusion in agenda.	0.10	\$250.00	\$25.00

Service	10/15/2021	Confirm identity of registered agent and location of registered office on the DEO website; prepare resolution to change the registered agent and office to the district manager and district manager's office; correspondence regarding same.	0.30	\$225.00	\$67.50
				Total	\$1,039.00

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
515	12/05/2021	\$1,039.00	\$0.00	\$1,039.00
Outstanding Balance				\$1,039.00
Total Amount Outstanding				\$1,039.00

Please make all amounts payable to: KE Law Group, PLLC

Please pay within 30 days.



P.O. Box 6386
Tallahassee, Florida 32314

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

INVOICE

Invoice # 840
Date: 12/05/2021
Due On: 01/04/2022

RECEIVED DEC 06 2021

ACCDD-01

Amelia Concourse CDD - General November

Type	Date	Notes	Quantity	Rate	Total
Service	11/04/2021	Confirm publication of master meeting notice.	0.10	\$250.00	\$25.00
Service	11/04/2021	Review draft agenda and provide edits; confer re: landscape easement location, status of improvements and agenda discussion item	0.40	\$280.00	\$112.00
Service	11/05/2021	Review updates to agenda; review resolution updates for completion and confer re: holiday lighting proposal and easement documentation and support; finalize same	0.30	\$280.00	\$84.00
Service	11/05/2021	Prepare holiday lighting agreement and transmit to staff.	0.40	\$225.00	\$90.00
Service	11/07/2021	Finalize holiday lighting agreement and transmit same	0.20	\$280.00	\$56.00
Service	11/15/2021	Review questions related to engineer's certificate of completion and provide Phase III Engineer's Report.	0.20	\$250.00	\$50.00
Service	11/15/2021	Review agenda package and prepare for board meeting; update and finalize holiday lighting agreement and transmit same; confer re: SWM documentation	1.00	\$280.00	\$280.00
Service	11/16/2021	Travel to/from and attend Board meeting; post meeting wrap up and confer re: easements	5.10	\$280.00	\$1,428.00
Expense	11/16/2021	Rental Car Expenses: JK - Travel monthly meeting	1.00	\$26.93	\$26.93
Expense	11/16/2021	Meals: JK - Meals monthly meeting	1.00	\$7.77	\$7.77
Service	11/16/2021	Review Board meeting follow up notes.	0.10	\$225.00	\$22.50
Expense	11/18/2021	Hotel: JK - Lodging monthly meeting	1.00	\$60.08	\$60.08
Expense	11/18/2021	Gas: JK - Travel monthly meeting	1.00	\$10.48	\$10.48

117A

1,310.57300, 31500

Expense	11/18/2021	Tolls: JK - travel monthly meeting	1.00	\$1.03	\$1.03
Service	11/21/2021	Draft Surplus Resolutions for Christmas lights and January disposal of CDD furniture	0.40	\$150.00	\$60.00
Service	11/22/2021	Confer with Merrit regarding surplus property resolutions and request list of surplus property from District Manager.	0.20	\$250.00	\$50.00
Service	11/29/2021	Prepare Audit Award letters, confer with Shelby Stephens and Courtney	0.80	\$160.00	\$128.00
Service	11/30/2021	Correspond with Courtney and Tony re: surplus inventory	0.10	\$160.00	\$16.00

Total **\$2,507.79**

Detailed Statement of Account

Other Invoices

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
515	12/05/2021	\$1,039.00	\$0.00	\$1,039.00

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
840	01/04/2022	\$2,507.79	\$0.00	\$2,507.79
Outstanding Balance				\$3,546.79
Total Amount Outstanding				\$3,546.79

Please make all amounts payable to: KE Law Group, PLLC

Please pay within 30 days.

SOLITUDE

LAKE MANAGEMENT

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

INVOICE

Invoice Number: PI-A00704543

Invoice Date: 11/01/21

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	Customer PO	Payment Terms	
7112		Net 30	
Sales Rep ID	Shipping Method	Ship Date	Due Date
David Cottrell			12/01/21

Qty	Item Description	Unit Price	Extension
1	Lake & Pond Management Services SVR49937 11/01/21 - 11/30/21 Lake & Pond Management Services	547.42	547.42

1.320,572.468
27A



PLEASE REMIT PAYMENT TO:

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

Subtotal	547.42
Sales Tax	0.00
Total Invoice	547.42
Payment Received	0.00
TOTAL	547.42

Amelia Concourse
COMMUNITY DEVELOPMENT DISTRICT

General Fund

RECEIVED DEC 03 2021

Check Request

Date	Amount	Authorized By
December 3, 2021	\$350.00	Oksana Kuzmuk

Payable to:

Tony Shiver 91A

Date Check Needed:

Budget Category:

ASAP	001.310.51300.49000
------	---------------------

Intended Use of Funds Requested:

FY21 Bonus
(Attach supporting documentation for request.)

exp. 9/21

Mr. Shiver reminded the Board that at the last meeting he was directed to obtain a quote for replacing the chairs and tables in addition to the chaise lounges surrounding the pool. That quote totals \$12,103.56.

On MOTION by Mr. Snow seconded by Mr. Pieratti with all in favor purchasing 40 chaise lounges, 24 chairs and 6 tables for a total of \$12,103.56 was approved.

Mr. Yuro informed the Board the County Engineer reached out to ask for permission for the Timberlake community to walk the wetlands owned by Amelia Concourse as they are having issues with their ponds. There were no objections from the Board. Mr. Greenberg asked that they reach out to Mr. Shiver.

Mr. Greenberg asked the other board members if they would like to provide a bonus to Mr. Laughlin in the amount of \$250 and Mr. Shiver in the amount of \$350 for going above and beyond for the community as was done last year. There were no objections from the Board.

On MOTION by Mr. Pieratti seconded by Mr. Toohey with all in favor providing bonuses to Mr. Laughlin and Mr. Shiver was approved.

TWEFLTH 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. Assessment Receipt Schedule

A copy of the assessment receipt schedule was included in the agenda package.

C. Approval of Check Register

A copy of the check register totaling \$71,782.10 was included in the agenda package. Mr. Laughlin noted this check includes the Fiscal Year 2022 insurance payment.

On MOTION by Mr. Snow seconded by Mr. Pieratti with all in favor the Check Register was approved.

Horizon Casual, Inc
P.O Box 1000
Ocala, FL 34478
(352) 622-6852
www.horizoncasual.com



Invoice 3180

BILL TO	SHIP TO
Amelia Concourse CDD	Amelia Concourse CDD
475 West Town Place, Suite	Amelia Concourse CDD
114	85200 Amaryllis Court
Saint Augustine, Florida 32092	Fernandina Beach, FL 32034

DATE
11/18/2021

PLEASE PAY
\$11,112.84

DUE DATE
12/18/2021

SALES REP

Krysta

QTY	ITEM	DESCRIPTION	RATE	AMOUNT
40	1201SL	Biscayne Sling Chaise Lounge 16" Seat w/ 1" Frame Tubing	190.00	7,600.00T
24	1109SL	Biscayne Sling Dining Chair- 1 1/4" Round Tube	103.00	2,472.00T
6	3603F-NH	36" Fiberglass Top Table w/ No Hole	156.00	936.00T
1	Colors	Frame- Bronze Sling - Hc-001 Desert Table Top Color - 205 Driftwood	0.00	0.00
<p>**Current Estimated Lead Time 12-14 Weeks from Receipt of Order**</p> <p>PLEASE NOTE: Due to the pandemic, raw material shortages, warehouse and freight staffing shortages, all delivery dates are tentative. We appreciate your business and understanding.</p> <p>**Delivery and Set up**</p>				

Thank you for your business!

All claims must be made within five days after receipt of goods, and claims for loss or damage in transit must be filed at once with carrier. We hold a shipping receipt in good order and accept no liability. If merchandise is damaged in transit and so received, you are responsible for securing proper notation of such damage from your local freight agent in order to secure settlement. Title of shipment passes to you upon delivery to, properly receipted by, transportation carrier. We are not responsible for delays in transit and our terms are not to be affected by such delays. Merchandise returned without written authorization will be refused. Goods listed herein remain property of Horizon Casual Inc. until invoice is paid.

SUBTOTAL	11,008.00
DISCOUNT 2%	-220.16
TAX	0.00
SHIPPING	325.00
TOTAL	11,112.84

TOTAL DUE	\$11,112.84
------------------	--------------------

THANK YOU.

1-310-513-600
126

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

Invoice 6154



BILL TO

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

DATE
10/18/2021

PLEASE PAY
\$642.45

DUE DATE
12/17/2021

P.O. NUMBER
Reimbursables

SALES REP
Lauren Shiver

DATE	ACTIVITY	QTY	RATE	AMOUNT
10/18/2021	Wilmar - janitorial supplies 1,320.57200, 46000			74.91
10/18/2021	Wilmar - janitorial supplies 1,320.57200, 46000			98.70
10/18/2021	Wilmar - ryobi battery, gloves 1,320.57200, 62000			163.37
10/18/2021	Wilmar - utility pump, bug spray 1,320.57200, 62000			157.23
10/18/2021	Wilmar - roof truss sign 1,320.57200, 62000			15.38
10/18/2021	Wilmar - hardware 1,320.57200, 62000			32.04
10/18/2021	Wilmar - thermostat guard and backlight 1,320.57200, 62000			49.03
10/18/2021	Wilmar - janitorial supplies 1,320.57200, 46000			33.08
	Purchasing Fee	623.74	0.03	18.71
	3% purchase fee			

TOTAL DUE

\$642.45

THANK YOU.



formerly Wilmar

PO BOX 2317
Jacksonville FL 32203-2317

INVOICE

Page 1 of 2

INVOICE DATE	09/20/2021
INVOICE NUMBER	641780804
ACCOUNT NUMBER	918852
ORDER NO.	39736239

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

ENROLLMENT ACCOUNT #:	ENROLLMENT TOKEN
WIL918852	MSZ RLQ GVP

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			
39736239				AC		THDPU-902			1%10 DAYS, NET 30		0.70			
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: 09/20/21														
Register#: 009 Trans#: 5245														
Cardholder: DAN WALKER														
Card Nickname: NASSAU COUNTY STAFF														
Card#: XXXX-XXXX-XXXX-0732														
1														
	HD0002002821		12	HDX GERMICIDAL BLEACH 81OZ		1	1	0	EA		3.98	3.98	T	
Receipt SKU: 059647911859														
2														
	HD661831		8	PINE SOL APC LEMON 144OZ		2	2	0	EA		8.57	17.14	T	
Receipt SKU: 044600308913														
3														
	HD255583		8	PINE SOL APC ORG 144OZ		2	2	0	EA		9.98	19.96	T	
Receipt SKU: 041294424646														
4														
	HD476426		8	SWIFFER WET JET REFILL MULTIPUR 42.		1	1	0	EA		9.47	9.47	T	
Receipt SKU: 037000265351														
5														
	HD1001990847		8	LIBMAN LOBBY BROOM AND DUSTPAN		1	1	0	EA		19.46	19.46	T	
Receipt SKU: 071736011523														
NET MERCHANDISE TOTAL				TAX TOTAL		SPECIAL CHARGES				INVOICE TOTAL				
70.01				4.90		0.00				74.91				

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	641780804	09/20/2021	74.91
IF PAID BY 09/30/2021	AMT DUE: 74.21	IF PAID AFTER 09/30/2021	AMT DUE: 74.91
DEDUCT 0.70 IF PAID BY 09/30/21 *NO DISCOUNT ALLOWED FOR PAYMENTS MADE BY CREDIT CARD.			NET DUE DATE 10/20/21
			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 2 of 2

INVOICE DATE	09/20/2021
INVOICE NUMBER	641780804
ACCOUNT NUMBER	918852
ORDER NO.	39736239

FOR INQUIRIES CALL: (800) 345-3000

FAX: (800) 220-3291

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

SOLD TO:

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

ENROLLMENT ACCOUNT #:	ENROLLMENT TOKEN
WIL918852	MSZ RLQ GVP

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			
39736239			AC			THDPU-902			1%10 DAYS, NET 30			0.70			
LN	ITEM NO.		CAT	DESCRIPTION			ORDER	SHIP	B/O	UOM	LIST PRICE	PRICE	EXT. AMT.	TAX	CODE

PRODUCT CATEGORY TOTALS (INCLUDES APPLICABLE SALES TAX)

8-Janitorial Supplies	70.65
12-Miscellaneous	4.26



formerly Wilmar

PO BOX 2317
Jacksonville FL 32203-2317

INVOICE

Page 1 of 2

INVOICE DATE	09/13/2021
INVOICE NUMBER	640314043
ACCOUNT NUMBER	918852
ORDER NO.	39581046

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

ENROLLMENT ACCOUNT #:	ENROLLMENT TOKEN
WIL918852	MSZ RLQ GVP

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			
39581046				AMELIA CONCOURSE		THDPU-902			1%10 DAYS, NET 30		0.92			
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: 09/13/21														
Register#: 061 Trans#: 2265														
Cardholder: DAN WALKER														
Card Nickname: NASSAU COUNTY STAFF														
Card#: XXXX-XXXX-XXXX-0732														
1	HD1001075225		11	13" COPPER CLOCK/THERM/HYGRO COMBO		1	1	0	EA		19.99	19.99	T	
Receipt SKU: 072397009140														
2	HD0002001759		8	HDX 2PLY PAPER TOWEL 12=24		1	1	0	CA		17.98	17.98	T	
Receipt SKU: 061328220138														
3	HD0002001873		8	HDX 18 GAL DS 30CT COMPACTOR BAGS		1	1	0	EA		12.97	12.97	T	
Receipt SKU: 073257014823														
4	HD0002001810		8	SMART APC BLEACH 81OZ		1	1	0	EA		3.18	3.18	T	
Receipt SKU: 059647120015														
5	HD1001698099		8	HDX 13G SCENTED 140 COUNT		1	1	0	EA		18.47	18.47	T	
Receipt SKU: 073257014120														
NET MERCHANDISE TOTAL				TAX TOTAL		SPECIAL CHARGES				INVOICE TOTAL				
92.24				6.46		0.00				98.70				

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	640314043	09/13/2021	98.70
IF PAID BY 09/23/2021	AMT DUE: 97.78	IF PAID AFTER 09/23/2021	AMT DUE: 98.70
DEDUCT 0.92 IF PAID BY 09/23/21 *NO DISCOUNT ALLOWED FOR PAYMENTS MADE BY CREDIT CARD.			NET DUE DATE 10/13/21
			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 2 of 2

INVOICE DATE	09/13/2021
INVOICE NUMBER	640314043
ACCOUNT NUMBER	918852
ORDER NO.	39581046

FOR INQUIRIES CALL: (800) 345-3000

FAX: (800) 220-3291

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

SOLD TO:

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

ENROLLMENT ACCOUNT #:	ENROLLMENT TOKEN
WIL918852	MSZ RLQ GVP

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	
39581046			AMELIA CONCOURSE			THDPU-902				1%10 DAYS, NET 30		0.92	
LN	ITEM NO.	CAT	DESCRIPTION			ORDER	SHIP	B/O	UOM	LIST PRICE	PRICE	EXT. AMT.	TAX CODE
6	HD0002001810	8	FABULOSO APC LEMON 169OZ			1	1	0	EA		7.67	7.67	T
Receipt SKU: 035000969873													
7	HD223719	19	DORADO BEACH PEBBLES BAG			1	1	0	EA		11.98	11.98	T
Receipt SKU: 747583033703													
PRODUCT CATEGORY TOTALS (INCLUDES APPLICABLE SALES TAX)													
8-Janitorial Supplies			64.49										
11-Pool Supplies			21.39										
19-Lawn and Garden			12.82										



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INVOICE

Page 1 of 1

INVOICE DATE	09/09/2021
INVOICE NUMBER	639757111
ACCOUNT NUMBER	918852
ORDER NO.	39531695

FOR INQUIRIES CALL: (800) 345-3000

FAX: (800) 220-3291

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ENROLLMENT ACCOUNT #:	ENROLLMENT TOKEN
WIL918852	MSZ RLQ GVP

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ORDER NO.		CONTROL NO.		CUSTOMER P.O.		SHIPPED VIA			TERMS		CASH DISCOUNT AMT			
39531695				AMELIA CONCOURSE		THDPU-902			1%10 DAYS, NET 30		1.52			
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#: 6351 Date: 09/09/21														
Register#: 052 Trans#: 0946														
Cardholder: DAN WALKER														
Card Nickname: NASSAU COUNTY STAFF														
Card#: XXXX-XXXX-XXXX-0732														
1	HD0002001048		3	RYB 18V ONE+ 6.0AH LITHIUM+ HP BAT		1	1	0	EA		139.00	139.00	T	
Receipt SKU: 033287173389														
2	HD0002002821		12	SYNMAX DISPOSABLE 4G GLOVES MED		1	1	0	EA		12.97	12.97	T	
Receipt SKU: 855303008518														
PRODUCT CATEGORY TOTALS (INCLUDES APPLICABLE SALES TAX)														
3-Lighting and Electrical					149.43									
12-Miscellaneous					13.94									
NET MERCHANDISE TOTAL					TAX TOTAL			SPECIAL CHARGES			INVOICE TOTAL			
151.97					11.40			0.00			163.37			

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.

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ACCOUNT NUMBER	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT DUE
918852	639757111	09/09/2021	163.37
IF PAID BY 09/19/2021	AMT DUE: 161.85	IF PAID AFTER 09/19/2021	AMT DUE: 163.37
DEDUCT 1.52 IF PAID BY 09/19/21 *NO DISCOUNT ALLOWED FOR PAYMENTS MADE BY CREDIT CARD.			NET DUE DATE 10/09/21
			NET AMOUNT PAID

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INVOICE

Page 1 of 1

INVOICE DATE	09/07/2021
INVOICE NUMBER	639190172
ACCOUNT NUMBER	918852
ORDER NO.	39469884

FOR INQUIRIES CALL: (800) 345-3000

FAX: (800) 220-3291

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ENROLLMENT ACCOUNT #:	ENROLLMENT TOKEN
WIL918852	MSZ RLQ GVP

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ORDER NO.		CONTROL NO.		CUSTOMER P.O.		SHIPPED VIA			TERMS		CASH DISCOUNT AMT				
39469884				AMELIA CONCOURSE		THDPU-902			1%10 DAYS, NET 30		1.47				
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: 09/07/21															
Register#: 052 Trans#: 6948															
Cardholder: DAN WALKER															
Card Nickname: NASSAU COUNTY STAFF															
Card#: XXXX-XXXX-XXXX-0732															
1	HD0002000355		1	1/4 HP 2-IN-1 UTILITY PUMP			1	1	0	BX		124.00	124.00	T	
Receipt SKU: 6948217024355															
2	HD414018		19	ORTHO HOME DEFENSE 1.33 GALLON REFI			2	2	0	EA		11.47	22.94	T	
Receipt SKU: 071549022198															
PRODUCT CATEGORY TOTALS (INCLUDES APPLICABLE SALES TAX)															
1-Plumbing Supplies				132.68											
19-Lawn and Garden				24.55											
NET MERCHANDISE TOTAL				TAX TOTAL				SPECIAL CHARGES				INVOICE TOTAL			
146.94				10.29				0.00				157.23			

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ACCOUNT NUMBER	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT DUE
918852	639190172	09/07/2021	157.23
IF PAID BY 09/17/2021	AMT DUE: 155.76	IF PAID AFTER 09/17/2021	AMT DUE: 157.23
DEDUCT 1.47 IF PAID BY 09/17/21 *NO DISCOUNT ALLOWED FOR PAYMENTS MADE BY CREDIT CARD.			NET DUE DATE 10/07/21
			NET AMOUNT PAID

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INVOICE

Page 1 of 1

INVOICE DATE	08/26/2021
INVOICE NUMBER	637208984
ACCOUNT NUMBER	918852
ORDER NO.	39269036

FOR INQUIRIES CALL: (800) 345-3000

FAX: (800) 220-3291

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ENROLLMENT ACCOUNT #:	ENROLLMENT TOKEN
WIL918852	MSZ RLQ GVP

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ORDER NO.		CONTROL NO.		CUSTOMER P.O.		SHIPPED VIA			TERMS		CASH DISCOUNT AMT		
39269036				AMELIA CONCOURSE		THDPU-902			1%10 DAYS, NET 30		0.14		
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: 08/26/21													
Register#: 061 Trans#: 9943													
Cardholder: DAN WALKER													
Card Nickname: NASSAU COUNTY STAFF													
Card#: XXXX-XXXX-XXXX-0732													
1													
	HD217511		17	ROOF TRUSS SIGN 9X9 ALUM "R"		1	1	0	EA		14.37	14.37	T
Receipt SKU: 030699318643													
PRODUCT CATEGORY TOTALS (INCLUDES APPLICABLE SALES TAX)													
17-Building Supplies 15.38													



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INVOICE

Page 1 of 1

INVOICE DATE	08/23/2021
INVOICE NUMBER	636380719
ACCOUNT NUMBER	918852
ORDER NO.	39185956

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ENROLLMENT ACCOUNT #:	ENROLLMENT TOKEN
WIL918852	MSZ RLQ GVP

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ORDER NO.	CONTROL NO.	CUSTOMER P.O.	SHIPPED VIA	TERMS			CASH DISCOUNT AMT					
39185956		AMELIA CONCOUSE	THDPU-902	1%10 DAYS, NET 30			0.30					
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: 08/23/21												
Register#: 051 Trans#: 5537												
Cardholder: DAN WALKER												
Card Nickname: NASSAU COUNTY STAFF												
Card#: XXXX-XXXX-XXXX-0732												
1	HD0002001160	5	KLEIN-KURVE MULTI-TOOL WIRE STRIPPE	1	1	0	EA		19.97	19.97	T	
Receipt SKU: 092644745072												
2	HD1002225907	5	CE 4PC ELECTRICIAN PREC. SCREWDRIVE	1	1	0	EA		9.97	9.97	T	
Receipt SKU: 820909061069												
PRODUCT CATEGORY TOTALS (INCLUDES APPLICABLE SALES TAX)												
5-Tools and Equipment 32.04												

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ACCOUNT NUMBER	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT DUE
918852	636380719	08/23/2021	32.04
IF PAID BY 09/02/2021	AMT DUE: 31.74	IF PAID AFTER 09/02/2021	AMT DUE: 32.04
DEDUCT 0.30 IF PAID BY 09/02/21 *NO DISCOUNT ALLOWED FOR PAYMENTS MADE BY CREDIT CARD.			NET AMOUNT PAID

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INVOICE

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INVOICE DATE	08/23/2021
INVOICE NUMBER	636373219
ACCOUNT NUMBER	918852
ORDER NO.	39183487

FOR INQUIRIES CALL: (800) 345-3000

FAX: (800) 220-3291

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ENROLLMENT ACCOUNT #:	ENROLLMENT TOKEN
WIL918852	MSZ RLQ GVP

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ORDER NO.		CONTROL NO.	CUSTOMER P.O.		SHIPPED VIA			TERMS			CASH DISCOUNT AMT	
39183487			AMELIA CONCOURSE		THDPU-902			1%10 DAYS, NET 30			0.46	
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: 08/23/21												
Register#: 052 Trans#: 3919												
Cardholder: DAN WALKER												
Card Nickname: NASSAU COUNTY STAFF												
Card#: XXXX-XXXX-XXXX-0732												
1												
	HD572825	4	THERMOSTAT GUARD		1	1	0	EA		19.97	19.97	T
Receipt SKU: 085267990028												
2												
	HD514261	4	5-2DAY PROGRAMMBL THRMSTAT W/BACKLGH		1	1	0	EA		25.85	25.85	T
Receipt SKU: 085267406123												
PRODUCT CATEGORY TOTALS (INCLUDES APPLICABLE SALES TAX)												
4-HVAC/Air Conditioning 49.03												

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ACCOUNT NUMBER	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT DUE
918852	636373219	08/23/2021	49.03
IF PAID BY 09/02/2021	AMT DUE: 48.57	IF PAID AFTER 09/02/2021	AMT DUE: 49.03
DEDUCT 0.46 IF PAID BY 09/02/21 *NO DISCOUNT ALLOWED FOR PAYMENTS MADE BY CREDIT CARD.			NET DUE DATE 09/22/21
			NET AMOUNT PAID

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INVOICE

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INVOICE DATE	08/16/2021
INVOICE NUMBER	635011539
ACCOUNT NUMBER	918852
ORDER NO.	39054351

FOR INQUIRIES CALL: (800) 345-3000

FAX: (800) 220-3291

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ENROLLMENT ACCOUNT #:	ENROLLMENT TOKEN
WIL918852	MSZ RLQ GVP

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ORDER NO.		CONTROL NO.		CUSTOMER P.O.		SHIPPED VIA			TERMS		CASH DISCOUNT AMT		
39054351				AC		THDPU-902			1%10 DAYS, NET 30		0.31		
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: 08/16/21													
Register#: 011 Trans#: 9997													
Cardholder: DAN WALKER													
Card Nickname: NASSAU COUNTY STAFF													
Card#: XXXX-XXXX-XXXX-0732													
1	HD1000024447		8	HDX APC LAVENDER 169OZ		1	1	0	EA		6.98	6.98	T
Receipt SKU: 610352000148													
2	HD0002001810		8	FABULOSO APC LEMON 169OZ		1	1	0	EA		7.67	7.67	T
Receipt SKU: 035000969873													
3	HD255583		8	PINE SOL APC ORG 144OZ		1	1	0	EA		9.98	9.98	T
Receipt SKU: 041294424646													
4	HD476554		8	PINALEN APC ORG 172.4OZ		1	1	0	EA		6.28	6.28	T
Receipt SKU: 043152015348													
PRODUCT CATEGORY TOTALS (INCLUDES APPLICABLE SALES TAX)													
8-Janitorial Supplies 33.08													
NET MERCHANDISE TOTAL				TAX TOTAL		SPECIAL CHARGES				INVOICE TOTAL			
30.91				2.17		0.00				33.08			

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ACCOUNT NUMBER	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT DUE
918852	635011539	08/16/2021	33.08
IF PAID BY 08/26/2021 AMT DUE: 32.77		IF PAID AFTER 08/26/2021 AMT DUE: 33.08	NET DUE DATE 09/15/21
DEDUCT 0.31 IF PAID BY 08/26/21 *NO DISCOUNT ALLOWED FOR PAYMENTS MADE BY CREDIT CARD.			NET AMOUNT PAID

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SOLITUDE

LAKE MANAGEMENT

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

INVOICE

Invoice Number: PI-A00722923

Invoice Date: 12/01/21

PROPERTY: Amelia
Concourse Cdd

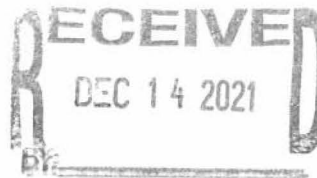
SOLD TO: Amelia Concourse Cdd
C/O Governmental Mgmt Services
475 W. Town Place #114
St Augustine, FL 32092

Customer ID	Customer PO	Payment Terms	
7112		Net 30	
Sales Rep ID	Shipping Method	Ship Date	Due Date
David Cottrell			12/31/21

Qty	Item	Unit Price	Extension
	Description		
1	Lake & Pond Management Services SVR49937 12/01/21 - 12/31/21 Lake & Pond Management Services	547.42	547.42

27A

1,320.57200.46800



PLEASE REMIT PAYMENT TO:

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

Subtotal	547.42
Sales Tax	0.00
Total Invoice	547.42
Payment Received	0.00
TOTAL	547.42