

***Amelia Concourse***  
*Community Development District*

*March 15, 2022*

## *AGENDA*

**Amelia Concourse  
Community Development District**

475 West Town Place, Suite 114  
St. Augustine, Florida 32092  
[www.AmeliaConcourseCDD.com](http://www.AmeliaConcourseCDD.com)

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March 8, 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, March 15, 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. Notice of Vacancy in Seat 5
- IV. Staff Reports (1)
  - A. District Engineer
  - B. Trim All Landscape Report
- V. Approval of Minutes of the January 18, 2022 Meeting
- VI. Ratification of Resolution 2022-04, Adopting Amended Prompt Payment Policies
- VII. Discussion of Phase II Easement Access
- VIII. Discussion of Phase III Improvements
- IX. Discussion on Request for Amenity Facility Use for Yoga
- X. Staff Reports (2)
  - A. District Counsel
  - B. District Manager
  - C. Field Operations Manager – Report

- XI. Financial Reports
  - A. Balance Sheet and Statement of Revenues & Expenditures
  - B. Assessment Receipts Schedule
  - C. Approval of Check Register
- XII. Other Business
- XIII. Supervisors' Requests and Audience Comments
- XIV. Next Scheduled Meeting – May 17, 2022 at 11:00 a.m. the Amelia Concourse Amenity Center
- XV. Adjournment

## *MINUTES*

MINUTES OF MEETING  
AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT

A regular meeting of the Board of Supervisors of the Amelia Concourse Community Development District was held Tuesday, January 18, 2022 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 (by phone)

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 January 18, 2022 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 11:00 a.m. and called the roll.

**SECOND ORDER OF BUSINESS**

**Public Comment**

Mr. Jeff Cheeney, 95142 Gladiolus Place, requested that the District consider allowing attendees to attend the meeting remotely in the future.

**THIRD ORDER OF BUSINESS**

**Staff Reports (1)**

**A. District Engineer**

Mr. Yuro informed the Board that he is working on the stormwater inspection reports and he has noted several fence issues, as will be discussed later in the meeting. He stated that he has not come up with an alternative solution for the Phase 2 fence issue and commented that both

county and water management district rules require the easements and maintenance of the facilities.

Mr. Laughlin informed the Board that staff has been made aware of residents that may have made improvements within preserve area behind their homes. Staff is reviewing plats and drafting letters to inform the residents that improvements within the preserve area are restricted.

*Ms. Cator joined the meeting at this time.*

#### **B. Trim All Landscape Report**

Mr. Shiver informed the Board that Trim All replaced an irrigation valve that was stuck open on January 10<sup>th</sup> at the entrance of the community and a full inspection of the irrigation system was on December 20<sup>th</sup>. All the lawns were treated for fertilizers, herbicides and insecticides on December 14<sup>th</sup>.

#### **FOURTH ORDER OF BUSINESS**

##### **Minutes**

##### **A. Approval of Minutes of the November 16, 2021 Board of Supervisors Meeting**

There were no comments on the minutes.

On MOTION by Mr. Toohey seconded by Mr. Snow with all in favor the minutes of the November 16, 2021 meeting were approved as presented.

##### **B. Acceptance of Minutes of the November 16, 2021 Audit Committee Meeting**

There were no comments on the minutes.

On MOTION by Mr. Snow seconded by Mr. Toohey with all in favor the minutes of the November 16, 2021 Audit Committee Meeting were accepted as presented.

#### **FIFTH ORDER OF BUSINESS**

##### **Ratification of Audit Engagement Letter with Berger Toombs Elam Gaines & Frank for the Fiscal Year 2021 Audit**

Mr. Laughlin noted Berger Toombs was the audit firm selected by the audit committee. Ms. Kilinski assured the Board the letter was reviewed for statutory changes and other impacts.

On MOTION by Mr. Toohey seconded by Mr. Greenberg with all in favor the audit engagement letter with Berger Toombs Elam Gaines & Frank was ratified.

**SIXTH ORDER OF BUSINESS****Consideration of Resolution 2022-03,  
Classifying and Authorizing Disposition of  
Surplus Tangible Property**

Mr. Laughlin informed the Board the purpose of this resolution is to allow the District to dispose of the old pool furniture. Mr. Snow asked that the old pool furniture not be disposed of until the new furniture is received.

On MOTION by Mr. Toohey seconded by Mr. Snow with all in favor Resolution 2022-03, classifying and authorizing disposition of surplus tangible property was approved.

**SEVENTH ORDER OF BUSINESS****Consideration of Resolution 2022-04,  
Adopting Amended Prompt Payment Policies**

Ms. Kilinski explained that the District is required by Florida Statutes to adopt prompt payment policies, which details procedures regarding late payments and she informed the Board there were several legislative changes in the last session, mostly concerning late payment interest. Mr. Greenberg stated that he did not see incorporation of the policy adopted by the board as it relates to late submittal of invoices by contractors. Ms. Kilinski stated that she would add some of the details of the definition of ‘timely submitted’.

The revised policies will be added to the next agenda.

**EIGHTH ORDER OF BUSINESS****Discussion of Phase II Easement Access**

Mr. Laughlin noted the plats for Phase II were included in the agenda package with the easements in question highlighted and he reminded the Board that prior to the last meeting there were letters sent to affected residents requesting they move any fences obstructing easements within 120 days. Mr. Toohey commented that this is more an issue of the HOA approving installation of fences within easements. Mr. Greenberg suggested the Board consider granting a 60-day extension for those residents that have not yet been able to get the work done or make arrangements given that the pond maintenance vendor has been asked not to utilize a boat to access the ponds until April. There were no objections from the other board members



The board opened the discussion up to residents to comment. A few residents commented that fences are still being constructed withing easements in Phase 3; Mr. Laughlin stated that he would get with Mr. Pieratti. A resident located at 85456 Amaryllis Court commented that he went through what he was told was the appropriate process to get approved to install the fence and is now being asked to bear the cost of moving it. Mr. Cheeney asked counsel to be more proactive and consistent in their requests and applications of statutes and rulings. Ms. Kilinski stated that there has been close to a year's worth of board meetings in which this issue has been discussed and noted she only provides legal advice regarding Chapter 190, permit obligations, etc. and it is up to the Board to make legislative decisions about what those options are. She went on to note the Board has done its due diligence with regards to easements and what other opportunities there may be for maintenance.

## **NINTH ORDER OF BUSINESS**

### **Staff Reports (2)**

#### **A. District Counsel**

The Board previously asked Ms. Kilinski to check with the County on the status of the engineer's report for the center median cutout off of Orchid Blossom Trail in Phase 3. Ms. Kilinski stated that she talked to the County a few times and they reported last week that there is a draft report into them and there will be a final report by the end of January. Once she has received the report, she will circulate it to the Board.

Ms. Kilinski also provided legislative updates and noted she would provide a final wrap-up once the session is over.

#### **C. Field Operations Manager – Report**

Mr. Shiver gave the Board an overview of his report, a copy of which was include in the agenda package. He noted an issue has popped up with the main swimming pool that has to do with the ability to clean the filters. A suction line in the bottom of a surge tank has become clogged for the second time in a few months. He's working to find a way to bypass that before requesting funds to have the line cleared.

Mr. Shiver asked the Board to consider replacing the umbrellas on the pool deck with a cantilever style at an estimated cost of \$3,000. He noted the umbrellas do not last very long due to them being left open during storms.

On MOTION by Mr. Snow seconded by Mr. Toohey with all in favor purchasing pool umbrellas at an amount not to exceed \$3,000 was approved.

**TENTH 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 \$46,690.90 was included in the agenda package.

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

**ELEVENTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**TWELFTH ORDER OF BUSINESS**  
**Supervisor Requests**

**Audience Comments / Supervisor's Requests**

Mr. Snow asked for clarification on the long-term debt report as it appears the district is under the reserve fund requirement for the Series 2007 bonds. Mr. Laughlin responded that he believes the Series 2007 bonds are the default bonds that get funded each time DreamFinders sells a home.

Mr. Greenberg reminded the board that a number of months ago in order for the County to approve of the construction of Phase 2 and take it over, there were road repairs that were required to be made. During the course of the construction, the contractor for the builder caused damage of the corner of Bellflower and Amaryllis in Phase 1, which the District was told would be taken care of. The repairs have still not been made so Mr. Greenberg asked that until the work is done, the District does not accept the ponds from the builder. Ms. Kilinski stated that it will have to come before the Board prior to acceptance anyway.

**Audience Comments**

Ms. Charles Gay, 95185 Windflower Trail, asked that the fence is cleaned up prior to acceptance of Phase 3. Mr. Laughlin stated that there are some items that will have to be done prior to acceptance.

**THIRTEENTH ORDER OF BUSINESS**

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

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

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

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Chairman / Vice Chairman

## *SIXTH 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.

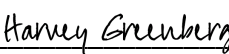
**SECTION 3.** This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

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

ATTEST:

DocuSigned by:  
  
B48FC211DC1144D...  
Secretary/Assistant Secretary

**AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT**

DocuSigned by:  
  
B85658BC6DE4428...  
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***

**December 2021**

# **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-1. 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](mailto: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 of 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](mailto:dlaughlin@gmsnf.com)

In accordance with the District's Aged Invoice Policy, any invoice that is received 150 days or more after work is completed/accepted by the District must be submitted to the District's Board of Supervisors for consideration/review prior to payment. Invoices submitted 150 days or more after work is completed are automatically considered improperly rendered invoices and will be subject to further review and will not be considered late paid should the District delay in payment until the next succeeding Board meeting.

**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.).

## *SEVENTH ORDER OF BUSINESS*

**Fred C. Eichmann**  
**95134 Gladiolus Place**  
**Fernandina Beach, FL 32034**

MEMO

Date: January 30, 2022

TO: Daniel Laughlin, District Manager, Amelia Concourse CDD

Tony Shiver, Operations Manager, First Coast CMS

Harvey Greenberg, Chairman, Amelia Concourse CDD

RE: Amelia Concourse Phase 2 and 3 Pond Easement Lots

This memo is written in follow-up to the most recent CDD meeting on January 18, 2022. I believe we all understand how the pond easement lot property owners in Phase 2 are in the unfortunate situation of having to remove their fences. It is my opinion that the owners acted in good faith. They had Dream Finders install the fence as part of their purchase contract or by obtaining Dream Finders HOA approval.

Since Dream Finders began building the homes in Phase 3 in 2020 it has become obvious the company chooses to ignore the reality of Phase 2. Recalling some of the easement discussion in the January 18<sup>th</sup> meeting, it is my understanding various attempts have been made to address this issue with Dream Finders. This effort has not been successful because five of the easement lots in Phase 3 now have fences in place.

I believe it is reasonable to anticipate the installation of fences will continue, as it did in Phase 2. Seeing the fences in place only encourages other owners to enjoy the same amenity. Eventually, the access issue will likely be repeated.

At this time it is possible for the CDD to be pro-active. That is, inform property owners of the access issue/right before construction of more fences. Rather than being reactive, the situation with the existing fence owners. The CDD has the responsibility of treating all property owners equally. It is my opinion that the burden placed on Phase 2 owners with pond access easements creates a separate class of owners not delineated in the ordinance that established the Amelia Concourse Community Development District in 2006. It is simply not reasonable, or logical, to be removing fences in Phase 2 while allowing fences to be constructed in Phase 3!

In an effort to be helpful I have prepared, and enclosed, exhibits that list all easement lots in Phase 3. Those lots with fences are noted. I have no information as to who installed these fences. All the data has been obtained from public records and inspection from the Phase 3 roads.

## Amelia Concourse Phase 3 Pond Easement Lots

Lot	Property Address	Owner Name in Assessor Database	
Phase 3 Unit "A" Phase 1 Large Pond			
165	94958 Windflower Tr	Ronnie Lee and Shawna Owens	Fence***
166	94966 Windflower Tr	Per Ragnar and Summer Andersen	
168	94982 Windflower Tr	Ralph and Natalia Sweatt	
169	94990 Windflower Tr	Anh and Linh Tran	

### Phase 3 Unit "B" South Pond - Tract A

53	95268 Orchid Blossom Tr	Ryan and Sara Watson	
54	95276 Orchid Blossom Tr	Todd and Renita Ussery	
60	95332 Orchid Blossom Tr	Dream Finders	
61	95340 Orchid Blossom Tr	Lisa Gallerani	Fence
93	95199 Cornflower Dr	Matasha Mells	
94	95191 Cornflower Dr	Michael and Judy Denio	
98	95151 Cornflower Dr	Jeffery Albert and Christina Rossetti	Fence
99	95143 Cornflower Dr	Eric Galeotti and Irina Fernandez	Fence
100	95135 Cornflower Dr	Dream finders	
101	95127 Cornflower Dr	Jeffrey and Kayla Murray	

### Phase 3 Unit "B" West Pond - Tract B

21	95345 Orchid Blossom Tr	Gregory Borys	
22	95329 Orchid Blossom Tr	Donna Juncer	

**Notes:** \*\*\*Does not indicate which property the lot line fence is on.

Lots 98 and 99 have fences separated by a narrow passage between them.

All Unit references were obtained from the Phase Three recorded plats.  
When looking toward the pond the higher lot number is the left side of the easement  
the lower lot number is the right side of the easement. Opposite of Phases 1 and 2.

Phase 3 also has eight easements that are non-pond access easements.

1/24/2022

## **Amelia Concourse Phase 3 Pond Easement Lots**

<b>Lot</b>	<b>Property Address</b>	<b>Owner Name in Assessor Database</b>	
<b>Phase 3 Unit "C" North Pond - Tract A</b>			
67	95392 Orchid Blossom Tr	Dream Finders	
68	95408 Orchid Blossom Tr	Dream Finders	
72	95446 Orchid Blossom Tr	Dream Finders	
73	95454 Orchid Blossom Tr	Anthony and Jody Dayton	Fence***
78	95341 Cornflower Dr	Dream Finders	
79	95333 Cornflower Dr	Dream Finders	
84	95151 Cornflower Dr	Dream Finders	
85	95143 Cornflower Dr	Dream Finders	
<b>Phase 3 Unit "C" West Pond - Tract B</b>			
15	95403 Orchid Blossom Tr	Peter Burgess and Nicole Ryan	Fence
16	95395 Orchid Blossom Tr	Philip and Denise McCormick	

**Notes:** \*\*\*Does not indicate which property the lot line fence is on.

All Unit references were obtained from the Phase Three recorded plats.  
When looking toward the pond the higher lot number is the left side of the easement  
the lower lot number is the right side of the easement. Opposite of Phases 1 and 2.

Phase 3 also has eight easements that are non-pond access easements.

1/24/2022

## *TENTH ORDER OF BUSINESS*

*C.*



# Amelia Concourse CDD

Field Report Mar 2022

First Coast CMS LLC



## ***Swimming Pools***

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

We are working with ComPac filtration to address rust on the activity pool.

We have made the complete switch from Poolsure to Hawkins for bulk pool chemicals. This should result in saving to the District. All the chemical feeding equipment has been installed.

## ***Maintenance and Facility***

Umbrellas and new chairs for the facility has been ordered but we are still waiting on delivery.

A resident has requested the use of the Amenity Center to teach yoga to residents and is seeking Board approval to do so.

We continue to receive emails weekly regarding the condition of Phase 3 ponds.

We received the annual fire inspection from Nassau County and had zero violations.

## ***Landscaping***

Awaiting report from Trim All and will discuss during the meeting

## *ELEVENTH ORDER OF BUSINESS*

*A.*

# Amelia Concourse

## Community Development District

Unaudited Financial Reporting  
February 28, 2022



**AMELIA CONCOURSE**  
**Community Development District**  
**Combined Balance Sheet**  
February 28, 2022

	<i><b>Governmental Fund Types</b></i>					<i><b>Totals (Memorandum Only)</b></i>
	<i><b>General</b></i>	<i><b>SPE, LLC</b></i>	<i><b>Debt Service</b></i>	<i><b>Capital Projects</b></i>	<i><b>Capital Reserve</b></i>	
<b>Assets:</b>						
Cash	\$84,102	---	---	---	---	\$84,102
Cash-Regions	---	\$1,611,769	---	---	---	\$1,611,769
Investments:						
<b>2007 Series</b>						
Reserve	---	---	\$85,607	---	---	\$85,607
Revenue	---	---	\$1,285,244	---	---	\$1,285,244
Prepayment	---	---	\$75,741	---	---	\$75,741
Construction	---	---	---	\$72,229	---	\$72,229
Cost of Issuance	---	---	---	\$1	---	\$1
Deferred Cost	---	---	---	\$7,303	---	\$7,303
<b>2016 Series</b>						
Reserve	---	---	\$73,577	---	---	\$73,577
Revenue	---	---	\$163,835	---	---	\$163,835
<b>2019A Series</b>						
Reserve	---	---	\$177,721	---	---	\$177,721
Revenue	---	---	\$106,301	---	---	\$106,301
Prepayment	---	---	\$16,432	---	---	\$16,432
Construction	---	---	---	\$198	---	\$198
<b>2019B Series</b>						
Reserve	---	---	\$53,831	---	---	\$53,831
Revenue	---	---	\$3,516	---	---	\$3,516
Interest	---	---	\$6,168	---	---	\$6,168
Prepayment	---	---	\$266,861	---	---	\$266,861
Construction	---	---	---	\$605,134	---	\$605,134
SBA	---	---	---	---	\$90,562	\$90,562
Custody	\$484,519	---	---	---	---	\$484,519
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
<b>TOTAL ASSETS</b>	<b>\$598,953</b>	<b>\$1,611,769</b>	<b>\$2,318,455</b>	<b>\$684,864</b>	<b>\$90,562</b>	<b>\$5,304,603</b>
<b>Liabilities:</b>						
Accounts Payable	\$3,758	\$38	---	---	---	\$3,796
Accrued Expenses	\$3,941	---	---	---	---	\$3,941
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	---	\$1,612,125	---	---	---	\$1,612,125
Accrued Principal Payable	---	---	\$245,000	---	---	\$245,000
<b>Fund Balances:</b>						
Restricted for Debt Service	---	---	\$2,060,520	---	---	\$2,060,520
Restricted for Capital Projects	---	---	---	\$676,005	---	\$676,005
Nonspendable	\$2,475	---	---	---	---	\$2,475
Unassigned	\$584,682	(\$394)	---	---	\$90,562	\$674,850
<b>Total Liabilities, Fund Equity, Other</b>	<b>\$598,953</b>	<b>\$1,611,769</b>	<b>\$2,318,455</b>	<b>\$684,864</b>	<b>\$90,562</b>	<b>\$5,304,603</b>

**AMELIA CONCOURSE**  
**Community Development District**  
**GENERAL FUND**  
Statement of Revenues & Expenditures  
For The Period Ending February 28, 2022

<b>Adopted Budget</b>	<b>Prorated Budget 2/28/22</b>	<b>Actual 2/28/22</b>	<b>VARIANCE</b>
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**REVENUES:**

Special Assessment-Tax Roll	\$348,677	\$315,333	\$315,333	\$0
Interest Income	\$50	\$21	\$7	(\$14)
Rental Revenue/Miscellaneous Income	\$500	\$208	\$150	(\$58)
<b>TOTAL REVENUES</b>	<b>\$349,227</b>	<b>\$315,562</b>	<b>\$315,489</b>	<b>(\$72)</b>

**EXPENDITURES:**

**ADMINISTRATIVE:**

Supervisors	\$6,000	\$2,500	\$1,200	\$1,300
FICA Expense	\$459	\$191	\$92	\$99
Travel	\$300	\$125	\$0	\$125
Engineering	\$13,000	\$5,417	\$3,145	\$2,272
Attorney Fees	\$25,000	\$10,417	\$8,206	\$2,211
Annual Audit	\$4,050	\$1,688	\$0	\$1,688
Dissemination	\$10,100	\$4,208	\$4,350	(\$142)
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	\$750	\$0	\$750
Management Fees	\$45,000	\$18,750	\$18,750	\$0
Information Technology	\$1,875	\$781	\$781	\$0
Website Maintenance	\$750	\$313	\$313	\$0
Telephone	\$500	\$208	\$67	\$142
Postage	\$800	\$333	\$359	(\$26)
Insurance	\$10,055	\$10,055	\$9,461	\$594
Printing and Binding	\$1,500	\$625	\$525	\$100
Legal Advertising	\$4,500	\$1,875	\$446	\$1,430
Other Current Charges	\$550	\$229	\$161	\$68
Office Supplies	\$150	\$63	\$39	\$24
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
<b>TOTAL ADMINISTRATIVE</b>	<b>\$146,464</b>	<b>\$71,415</b>	<b>\$60,557</b>	<b>\$10,858</b>

**FIELD:**

**Contract Services:**

Landscape Maintenance	\$25,000	\$10,417	\$5,874	\$4,543
Lake Maintenance	\$6,686	\$2,786	\$2,737	\$49
Management Company	\$7,140	\$2,975	\$2,975	\$0
<b>Subtotal Contract Services</b>	<b>\$38,826</b>	<b>\$16,178</b>	<b>\$11,586</b>	<b>\$4,591</b>

**Repairs & Maintenance:**

Repairs & Maintenance	\$16,800	\$7,000	\$5,051	\$1,949
Irrigation Repairs	\$800	\$333	\$39	\$294
Landscape Contingency	\$10,000	\$4,167	\$2,584	\$1,582
<b>Subtotal Repairs and Maintenance</b>	<b>\$27,600</b>	<b>\$11,500</b>	<b>\$7,675</b>	<b>\$3,825</b>

**AMELIA CONCOURSE**  
**Community Development District**  
**GENERAL FUND**  
Statement of Revenues & Expenditures  
For The Period Ending February 28, 2022

	<b>Adopted Budget</b>	<b>Prorated Budget 2/28/22</b>	<b>Actual 2/28/22</b>	<b>VARIANCE</b>
<b>Utilities:</b>				
Electric	\$28,000	\$11,667	\$11,172	\$495
Water & Sewer	\$17,500	\$7,292	\$5,021	\$2,271
<b>Subtotal Utilities</b>	<b>\$45,500</b>	<b>\$18,958</b>	<b>\$16,192</b>	<b>\$2,766</b>
<b>Amenity Center:</b>				
Insurance	\$14,310	\$14,310	\$13,463	\$847
Pool Maintenance	\$14,400	\$6,000	\$6,000	\$0
Pool Chemicals	\$12,480	\$5,200	\$3,588	\$1,612
Pool Permits	\$530	\$221	\$0	\$221
Cable	\$1,500	\$625	\$537	\$88
Janitorial	\$5,000	\$2,083	\$2,379	(\$296)
Facility Maintenance	\$10,000	\$4,167	\$550	\$3,617
Pest Control	\$1,500	\$625	\$308	\$317
Refuse	\$362	\$151	\$172	(\$21)
Holiday Decorations	\$4,000	\$4,000	\$5,095	(\$1,095)
<b>Subtotal Amenity Center</b>	<b>\$64,082</b>	<b>\$37,382</b>	<b>\$32,091</b>	<b>\$5,290</b>
<b>Reserves:</b>				
Capital Outlay	\$0	\$0	\$8,788	(\$8,788)
Capital Reserve Fund	\$26,754	\$0	\$0	\$0
<b>Subtotal Amenity Center</b>	<b>\$26,754</b>	<b>\$0</b>	<b>\$8,788</b>	<b>(\$8,788)</b>
<b>TOTAL FIELD</b>	<b>\$202,762</b>	<b>\$84,018</b>	<b>\$76,332</b>	<b>\$7,685</b>
<b>TOTAL EXPENDITURES</b>	<b>\$349,226</b>	<b>\$155,433</b>	<b>\$136,889</b>	<b>\$18,543</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$1</b>		<b>\$178,600</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$0</b>		<b>\$408,556</b>	
<b>FUND BALANCE - Ending</b>	<b>\$1</b>		<b>\$587,157</b>	

**Amelia Concourse**  
**Community Development District**  
**General Fund**  
Month By Month Income Statement  
Fiscal Year 2022

[illegible]



**AMELIA CONCOURSE**  
**Community Development District**  
**AMELIA CONCOURSE SPE, LLC**  
Statement of Revenues & Expenditures  
For The Period Ending February 28, 2022

	<b>Adopted Budget</b>	<b>Prorated Budget 2/28/22</b>	<b>Actual 2/28/22</b>	<b>VARIANCE</b>
<b><u>REVENUES:</u></b>				
Bondholders Contributions	\$25,650	\$4,500	\$4,500	\$0
<b>TOTAL REVENUES</b>	<b>\$25,650</b>	<b>\$4,500</b>	<b>\$4,500</b>	<b>\$0</b>
<b><u>EXPENDITURES:</u></b>				
Annual Corporate Fees	\$150	\$63	\$0	\$63
Bank Charges/Other Current	\$1,500	\$625	\$465	\$160
Contingency/Miscellaneous	\$2,500	\$1,042	\$0	\$1,042
Insurance - Liability	\$1,500	\$1,500	\$0	\$1,500
Management Fees	\$20,000	\$8,333	\$4,500	\$3,833
<b>TOTAL EXPENDITURES</b>	<b>\$25,650</b>	<b>\$11,563</b>	<b>\$4,965</b>	<b>\$6,598</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$0</b>		<b>(\$465)</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$0</b>		<b>\$71</b>	
<b>FUND BALANCE - Ending</b>	<b>\$0</b>		<b>(\$394)</b>	

**AMELIA CONCOURSE**  
**Community Development District**

**2007A DEBT SERVICE FUND**  
Statement of Revenues & Expenditures  
For The Period Ending February 28, 2022

	<b>Adopted Budget</b>	<b>Prorated Budget 2/28/22</b>	<b>Actual 2/28/22</b>	<b>VARIANCE</b>
<b><u>REVENUES:</u></b>				
Special Assessments - Tax Roll	\$116,683	\$101,671	\$101,671	\$0
Interest Income	\$0	\$0	\$168	\$168
Other Revenue Sources	\$394,692	\$0	\$0	\$0
<b>TOTAL REVENUES</b>	<b>\$511,375</b>	<b>\$101,671</b>	<b>\$101,839</b>	<b>\$168</b>
<b><u>EXPENDITURES:</u></b>				
<b><u>Series 2007A</u></b>				
Debt Service Obligation	\$511,375	\$511,375	\$445,852	\$65,523
<b>TOTAL EXPENDITURES</b>	<b>\$511,375</b>	<b>\$511,375</b>	<b>\$445,852</b>	<b>\$65,523</b>
<b><u>OTHER SOURCES/(USES)</u></b>				
True Up Revenue	\$0	\$0	\$0	\$0
Interfund Transfer Out	\$0	\$0	(\$4)	(\$4)
Property Appraiser	\$0	\$0	(\$701)	(\$701)
Other Debt Service Costs	\$0	\$0	(\$6,138)	(\$6,138)
<b>TOTAL OTHER SOURCES AND USES</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$6,843)</b>	<b>(\$6,843)</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$0</b>		<b>(\$350,855)</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$0</b>		<b>\$1,549,887</b>	
<b>FUND BALANCE - Ending</b>	<b>\$0</b>		<b>\$1,199,032</b>	

**AMELIA CONCOURSE**  
**Community Development District**

**2016 DEBT SERVICE FUND**  
Statement of Revenues & Expenditures  
For The Period Ending February 28, 2022

	<b>Adopted Budget</b>	<b>Prorated Budget 2/28/22</b>	<b>Actual 2/28/22</b>	<b>VARIANCE</b>
<b><u>REVENUES:</u></b>				
Special Assessments- Tax Roll	\$149,500	\$134,906	\$134,906	\$0
Interest Income	\$30	\$13	\$4	(\$9)
<b>TOTAL REVENUES</b>	<b>\$149,530</b>	<b>\$134,918</b>	<b>\$134,909</b>	<b>(\$9)</b>
<b><u>EXPENDITURES:</u></b>				
<b><u>Series 2016</u></b>				
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
<b>TOTAL EXPENDITURES</b>	<b>\$149,300</b>	<b>\$62,150</b>	<b>\$62,150</b>	<b>\$0</b>
<b><u>OTHER SOURCES/(USES)</u></b>				
Property Appraiser	\$1,710	\$1,710	\$931	(\$779)
<b>TOTAL OTHER SOURCES AND USES</b>	<b>\$1,710</b>	<b>\$1,710</b>	<b>\$931</b>	<b>(\$779)</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$1,940</b>		<b>\$71,828</b>	<b>(\$788)</b>
<b>FUND BALANCE - Beginning</b>	<b>\$109,972</b>		<b>\$160,075</b>	
<b>FUND BALANCE - Ending</b>	<b>\$111,912</b>		<b>\$231,903</b>	

**AMELIA CONCOURSE**  
**Community Development District**

**2019A DEBT SERVICE FUND**  
Statement of Revenues & Expenditures  
For The Period Ending February 28, 2022

	<b>Proposed Budget</b>	<b>Prorated Budget 2/28/22</b>	<b>Actual 2/28/22</b>	<b>VARIANCE</b>
<b>REVENUES:</b>				
Special Assessments- Tax Roll	\$212,603	\$180,595	\$180,595	\$0
Special Assessments- Prepayments	\$0	\$0	\$82,157	\$82,157
Interest Income	\$30	\$14	\$6	(\$9)
<b>TOTAL REVENUES</b>	<b>\$212,633</b>	<b>\$180,610</b>	<b>\$262,758</b>	<b>\$82,148</b>
<b>EXPENDITURES:</b>				
<b>Series 2019</b>				
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 - 2/1 (Prepayment)	\$0	\$0	\$1,201	(\$1,201)
Principal Expense 2/1 (Prepayment)	\$0	\$0	\$85,000	(\$85,000)
Interest Expense - 5/1	\$79,665	\$0	\$0	\$0
Principal Expense - 5/1	\$40,000	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$239,330</b>	<b>\$119,665</b>	<b>\$250,866</b>	<b>(\$131,201)</b>
<b>OTHER SOURCES/(USES)</b>				
Property Appraiser	\$0	\$0	(\$1,246)	(\$1,246)
Interfund Transfer In/ (Out)	\$0	\$0	(\$2)	(\$2)
<b>TOTAL OTHER SOURCES AND USES</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$1,248)</b>	<b>(\$1,248)</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$26,697)</b>		<b>\$10,644</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$85,939</b>		<b>\$288,564</b>	
<b>FUND BALANCE - Ending</b>	<b>\$59,242</b>		<b>\$299,208</b>	

**AMELIA CONCOURSE**  
**Community Development District**

**2019B DEBT SERVICE FUND**

Statement of Revenues & Expenditures  
For The Period Ending February 28, 2022

<b>Adopted Budget</b>	<b>Prorated Budget 2/28/22</b>	<b>Actual 2/28/22</b>	<b>VARIANCE</b>
---------------------------	------------------------------------	---------------------------	-----------------

**REVENUES:**

Special Assessments- Direct	\$118,350	\$0	\$0	\$0
Special Assessments- Prepayments	\$0	\$0	\$545,096	\$545,096
Special Assessments- Prepayment Interest	\$0	\$0	\$12,712	\$12,712
Interest Income	\$50	\$21	\$11	(\$9)

**TOTAL REVENUES**

\$118,400	\$21	\$557,819	\$557,799
-----------	------	-----------	-----------

**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 - 2/1	\$0	\$0	\$3,281	(\$3,281)
Principal Expense - 2/1 (Prepayment)	\$0	\$0	\$250,000	(\$250,000)
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 - 2/1	\$0	\$0	\$3,263	(\$3,263)
Principal Expense - 2/1 (Prepayment)	\$0	\$0	\$180,000	(\$180,000)
Interest Expense - 5/1	\$29,906	\$0	\$0	\$0

**TOTAL EXPENDITURES**

\$509,925	\$450,750	\$1,062,294	(\$611,544)
-----------	-----------	-------------	-------------

**OTHER SOURCES/(USES)**

Interfund Transfer In/ (Out)	\$0	\$0	(\$2)	(\$2)
------------------------------	-----	-----	-------	-------

**TOTAL OTHER SOURCES AND USES**

\$509,925	\$0	(\$2)	(\$2)
-----------	-----	-------	-------

**EXCESS REVENUES (EXPENDITURES)**

(\$391,525)	(\$504,476)
-------------	-------------

**FUND BALANCE - Beginning**

\$101,894	\$834,852
-----------	-----------

**FUND BALANCE - Ending**

(\$289,632)	\$330,376
-------------	-----------

**AMELIA CONCOURSE**  
**Community Development District**  
**Capital Reserve Fund**  
Statement of Revenues & Expenditures  
For The Period Ending February 28, 2022

	<b>Adopted Budget</b>	<b>Prorated 2/28/22</b>	<b>Actual 2/28/22</b>	<b>Variance</b>
<b><u>Revenues:</u></b>				
Interest	\$150	\$63	\$49	(\$13)
Capital Reserve Funding - Transfer In	\$26,754	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$26,904</b>	<b>\$63</b>	<b>\$49</b>	<b>(\$13)</b>
<b><u>Expenditures</u></b>				
Capital Outlay	\$10,000	\$10,000	\$11,113	(\$1,113)
<b>Total Expenditures</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$11,113</b>	<b>(\$1,113)</b>
<b>EXCESS REVENUE (EXPENDITURES)</b>	<b>\$16,904</b>		<b>(\$11,063)</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$89,253</b>		<b>\$101,625</b>	
<b>FUND BALANCE - Ending</b>	<b>\$106,157</b>		<b>\$90,562</b>	

**AMELIA CONCOURSE**  
**Community Development District**  
**CAPITAL PROJECTS FUND**  
Statement of Revenues & Expenditures  
For The Period Ending February 28, 2022

	Series 2007	Series 2019A	Series 2019B
<b><u>REVENUES:</u></b>			
Interest Income	\$4	\$0	\$15
<b>Total Revenues</b>	\$4	\$0	\$15
<b><u>EXPENDITURES:</u></b>			
Contracts Payable	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0
<b>Total Expenditures</b>	\$0	\$0	\$0
<b><u>OTHER SOURCES/(USES)</u></b>			
Interfund Transfer In	\$5	\$2	\$2
Interfund Transfer Out	\$0	\$0	\$0
<b>Total Other Sources/(Uses)</b>	\$5	\$2	\$2
<b>EXCESS REVENUES (EXPENDITURES)</b>	\$9	\$2	\$17
<b>FUND BALANCE - Beginning</b>	\$79,524	(\$4,041)	\$600,495
<b>FUND BALANCE - Ending</b>	\$79,533	(\$4,039)	\$600,512

**Amelia Concourse**  
**Community Development District**  
**Long Term Debt Report**

<b>Series 2007 Capital Improvement Revenue Bonds</b>	
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:	\$85,606.93
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

<b>Series 2016 Capital Improvement Revenue Bonds</b>	
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**

<b>Series 2019A Capital Improvement Revenue Bonds</b>	
Interest Rate:	5.65%
Maturity Date:	5/1/49
Reserve Fund Definition:	50% of MADS
Reserve Fund Requirement:	\$177,720.68
Reserve Balance:	\$177,720.68
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)
Less: February 1, 2022 (Prepayment)	(\$85,000)
Current Bonds Outstanding	\$2,650,000

<b>Series 2019B-1 Capital Improvement Revenue Bonds</b>	
Interest Rate:	5.25%
Maturity Date:	5/1/29
Reserve Fund Definition:	50% of Annual Interest
Reserve Fund Requirement:	\$2,537.50
Reserve Balance:	\$2,537.50
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)
Less: February 1, 2022 (Prepayment)	(\$250,000)
Current Bonds Outstanding	\$765,000

**Amelia Concourse**  
**Community Development District**  
**Long Term Debt Report**

<b>Series 2019B-2 Capital Improvement Revenue Bonds</b>	
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)
Less: February 1, 2022 (Prepayment)	(\$180,000)
Current Bonds Outstanding	\$570,000

*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	77,461.71	101,671.28	134,905.50	180,595.34	315,332.60	732,504.72
TOTAL DUE / RECEIVED	77,461.71	101,671.28	134,905.50	180,595.34	315,332.60	732,504.72

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
5	01/06/22	22,604.43	3,137.48	4,163.06	5,573.01	9,730.88
6	02/07/22	41,000.69	5,690.87	7,551.10	10,108.51	17,650.21
			-	-	-	-
			-	-	-	-
			-	-	-	-
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			-	-	-	-
			-	-	-	-
			-	-	-	-
			-	-	-	-
TOTAL TAX ROLL RECEIPTS		732,504.72	101,671.28	134,905.50	180,595.34	315,332.60

PERCENT COLLECTED TAX ROLL		90.44%	90.44%	0.00%	90.44%	90.44%
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*C.*

**Amelia Concourse**  
**Community Development District**  
Check Register Summary  
January 1, 2022 through February 28, 2022

<b>Fund</b>	<b>Date</b>	<b>Check #'s</b>	<b>Amount</b>	
<i>Payroll</i>	1/27/22	50167-50169	\$	554.10
			<u>Sub-Total</u>	<u>\$ 554.10</u>
<i>General Fund</i>	1/6/22	2006-2011	\$	6,690.50
	1/13/22	2012-2013	\$	1,487.22
	1/19/22	2014-2015	\$	9,567.76
	1/26/22	2016	\$	547.47
	2/3/22	2017-2019	\$	3,541.56
	2/10/22	2020-2024	\$	13,919.74
	2/17/22	2025-2026	\$	2,015.92
	2/25/22	2027-2028	\$	3,145.00
			<u>Sub-Total</u>	<u>\$ 40,915.17</u>
<b>Total</b>			<b>\$</b>	<b>41,469.27</b>

PR300R

PAYROLL CHECK REGISTER

RUN 1/27/22 PAGE 1

CHECK #	EMP #	EMPLOYEE NAME	CHECK AMOUNT	CHECK DATE
50167	10	ELLEN B CATOR	184.70	1/27/2022
50168	12	JEFFRY A SNOW	184.70	1/27/2022
50169	11	WILLIAM J TOOHEY	184.70	1/27/2022
TOTAL FOR REGISTER			554.10	

ACON AMELIA CONCOUR DLAUGHLIN

# Attendance Sheet

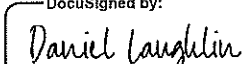
District Name: Amelia Concourse CDD

Board Meeting Date: January 18, 2022 Meeting

	Name	In Attendance	Fee
1	Ellen Cator	<input type="checkbox"/> yes	\$ 200
2	Harvey Greenberg	<input type="checkbox"/> yes	N/A
3	Bill Toohey	<input type="checkbox"/> yes	<del>N/A</del> \$200
4	Daniel Pieratti	<input type="checkbox"/> NO	\$200
5	Jeffry Snow	<input type="checkbox"/> yes	\$200

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

**Approved for Payment:**

DocuSigned by:  
  
 District Manager Signature

1/25/2022

Date

**PLEASE RETURN COMPLETED FORM TO DANIEL LAUGHLIN**





\*\*\* CHECK DATES 01/01/2022 - 02/28/2022 \*\*\*  
 AMELIA CONCOURSE - GF  
 BANK A AMELIA CON - GENERAL

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
1/19/22	00084	12/21/21	13129560 202112 320-57200-45400 DEC POOL CHEMICALS		*	780.00	
				POOLSURE			780.00 002015
1/26/22	00027	1/01/22	PI-A0073 202201 320-57200-46800 JAN LAKE MANAGEMENT		*	547.47	
				SOLITUDE LAKE MANAGEMENT, LLC			547.47 002016
2/03/22	00114	12/01/21	19971 202112 320-57200-34500 DEC CLOUD ACCESS CONTROL		*	110.00	
				ALPHA DOG AUDIO VIDEO SECURITY			110.00 002017
2/03/22	00049	2/01/22	6421 202202 320-57200-62000 FEB JANITORIAL SRV		*	393.00	
		2/01/22	6421 202202 320-57200-45300 FEB POOL SERVICE		*	1,200.00	
		2/01/22	6421 202202 320-57200-34000 FEB SITE MANAGEMENT		*	595.00	
		2/01/22	6454 202202 320-57200-62000 DOOR CLOSER,EXT SCREWS		*	85.47	
		2/01/22	6454 202202 320-57200-62000 KEYBOARD&PURCH FEE		*	24.40	
		2/01/22	6454 202202 320-57200-62000 ED'S COMFORT SOL-SRV CALL		*	204.00	
		2/01/22	6454 202202 320-57200-62000 FREEZE PROTECTION		*	22.25	
		2/01/22	6454 202202 320-57200-62000 TOILET TANK SUPPLIES		*	114.46	
		2/01/22	6454 202202 320-57200-62000 VALVE POLY		*	12.98	
				FIRST COAST CMS, LLC			2,651.56 002018
2/03/22	00084	2/01/22	13129560 202202 320-57200-45400 FEB POOL CHEMICALS		*	780.00	
				POOLSURE			780.00 002019
2/10/22	00114	2/01/22	21566 202202 320-57200-34500 FEB CLOUD ACCESS CONTROL		*	110.00	
		2/04/22	22147 202202 320-57200-34500 WEATHERPROOF MAGN LOCK		*	616.75	
				ALPHA DOG AUDIO VIDEO SECURITY			726.75 002020
2/10/22	00005	1/01/22	243 202201 310-51300-34000 JAN MANAGEMENT FEES		*	3,750.00	
		1/01/22	243 202201 310-51300-52000 JAN WEBSITE ADMIN		*	62.50	

ACON AMELIA CONCOUR OKUZMUK



CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
2/25/22	00112	2/17/22 3009DEC	202112 310-51300-31100	DEC ENGINEERING SERVICES	*	270.00	
		2/17/22 3009JAN	202201 310-51300-31100	JAN 2022 ENGINEERING SRVS	*	675.00	
YURO & ASSOCIATES, LLC							945.00 002027
2/25/22	00112	2/17/22 3011	202202 310-51300-31100	BI ANNL STRMWTR INSPECTIO	*	2,200.00	
YURO & ASSOCIATES, LLC							2,200.00 002028
TOTAL FOR BANK A						40,915.17	
TOTAL FOR REGISTER						40,915.17	

ACON AMELIA CONCOUR OKUZMUK

## Alpha Dog Security

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

# INVOICE

Invoice Number

20754

Invoice Date

1/1/2022

Customer Number

10936468

Terms

Due On Receipt

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

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		1/1/2022	Due On Receipt

### Description

*Amelia Concourse CDD - 85200 Amaryllis Court Fernandina Beach, FL 32034*

Alarm.com Cloud Access Control: 01/01/2022 - 01/31/2022

ADC-Access-Door-Addon: 01/01/2022 - 01/31/2022

Service Plan: 01/01/2022 - 01/31/2022

*114A*  
*1.320.572.345*  
*Cloud Access*  
*Jan Ctrl*

Rate	Quantity	Amount
------	----------	--------

\$20.00

1.00

\$20.00

\$40.00

1.00

\$40.00

\$50.00

1.00

\$50.00

Subtotal **\$110.00**

Taxes **\$0.00**

Total **\$110.00**

Payments/Credits **\$0.00**

Net Due **\$110.00**

RECEIVED JAN 04 2022

As Of	Invoice No	Description	Amount	Net Due
01/01/2022	20754	Contracted Services	\$110.00	\$110.00

## Alpha Dog Audio Video Security

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

Disclosure Services LLC

1005 Bradford Way  
Kingston, TN 37763

# Invoice

Date	Invoice #
12/29/2021	12

Bill To
Amelia Concourse CDD C/O GMS

Terms	Due Date
Net 30	1/28/2022

Description	Amount
Amortization Schedule Series 2019A 2-T-22 Prepay \$85,000  1,310,573.324 81A  RECEIVED DEC 30 2021	250.00

Phone #
865-717-0976

E-mail
tcarter@disclosureservices.info

Total	\$250.00
Payments/Credits	\$0.00
Balance Due	\$250.00

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

Invoice 6254



**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  
\$2,188.00

DUE DATE  
01/30/2022

**P.O. NUMBER**  
January Service

**SALES REP**  
Lauren Shiver

49A

DATE	ACTIVITY	QTY	RATE	AMOUNT
Dec	Amelia Concourse Contract: Janitorial Service Janitorial Services 1.320.572.460	1	393.00	393.00
Dec	Amelia Concourse Contract: Pool Service Pool cleaning service, three days a week for all three swimming pools 1.320.572.453	1	1,200.00	1,200.00
Dec	Amelia Concourse Contract: Site Management Amenity Center site management 1.320.572.340	1	595.00	595.00

TOTAL DUE

\$2,188.00

THANK YOU.

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

Invoice 6339



**BILL TO**

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

DATE  
01/01/2022

PLEASE PAY  
\$2,188.00

DUE DATE  
03/02/2022

**P.O. NUMBER**  
February Service

**SALES REP**  
Lauren Shiver

DATE	ACTIVITY	QTY	RATE	AMOUNT
	<i>491R</i> <i>Jan</i> Amelia Concourse Contract:Janitorial Service Janitorial Services <i>1.320.572.460</i>	1	393.00	393.00
	Amelia Concourse Contract:Pool Service Pool cleaning service, three days a week for all three swimming pools <i>1.320.572.453</i>	1	1,200.00	1,200.00
	Amelia Concourse Contract:Site Management Amenity Center site management <i>1.320.572.340</i>	1	595.00	595.00

TOTAL DUE

\$2,188.00

THANK YOU.

RECEIVED JAN 04 2022





# INVOICE

P.O. Box 6386  
Tallahassee, Florida 32314

Invoice # 894  
Date: 01/03/2022  
Due On: 02/02/2022

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

RECEIVED JAN 04 2022

ACCDD-01

Amelia Concourse CDD - General

117A

Dec General  
services

1,310.57300.31500

Type	Date	Notes	Quantity	Rate	Total
Service	12/01/2021	Update/transmit resolution for surplus property; confer re: preserve impairments and options related thereto	0.40	\$280.00	\$112.00
Service	12/02/2021	Review and provide edits to auditor engagement letter	0.20	\$280.00	\$56.00
Service	12/02/2021	Revise inventory/finalize surplus resolutions; correspond with JK	0.30	\$150.00	\$45.00
Service	12/06/2021	Confer re: status of project completion closeout and transfer of pond documentation; confer with engineer on same; confer re: status of easement transfer information; confer re: status of research on preserve impacts and options related to same	0.30	\$280.00	\$84.00
Service	12/08/2021	Draft updated prompt payment resolution	0.20	\$150.00	\$30.00
Service	12/14/2021	Review/edit and disseminate auditor letter; review/edit and disseminate wetland enforcement letter	0.30	\$280.00	\$84.00
Service	12/14/2021	Draft cease and desist re: jurisdictional wetlands; Confer with Kilinski	0.40	\$150.00	\$60.00
Service	12/16/2021	Confer re: wetland buffer impacts; review correspondence and supporting detail from Yuro and confer on same; confer with DM and DE re: status of acquisition and permit documents	0.50	\$280.00	\$140.00
Service	12/17/2021	Review and respond to the Audit Letter.	0.10	\$225.00	\$22.50
Service	12/22/2021	Confer with District Manager re: records request and resident easement complaint; review correspondence related thereto and research responsive records; transmit same	0.50	\$280.00	\$140.00
Service	12/22/2021	Prepare Auditor Response Letter- draft, confer with billing attorney Kilinski, finalize, mail/email to auditor/	1.60	\$150.00	\$240.00

district accountant

Service	12/29/2021	Confer with Dm and engineer re: status of easement impairments and status of conveyance documents related to Phase 3	0.10	\$280.00	\$28.00
Service	12/31/2021	Monitor legislation and prepare newsletter for same	0.20	\$280.00	\$56.00
				<b>Total</b>	<b>\$1,097.50</b>


## Detailed Statement of Account

### Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
894	02/02/2022	\$1,097.50	\$0.00	\$1,097.50
<b>Outstanding Balance</b>				<b>\$1,097.50</b>
<b>Total Amount Outstanding</b>				<b>\$1,097.50</b>

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

Please pay within 30 days.

**From:** Daniel Laughlin [dlaughlin@gmsnf.com](mailto:dlaughlin@gmsnf.com)   
**Subject:** Fwd: Invoice for Service  
**Date:** January 4, 2022 at 8:49 AM  
**To:** Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Alison Mossing [amossing@gmstnn.com](mailto:amossing@gmstnn.com)



**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](mailto:dlaughlin@gmsnf.com)

RECEIVED JAN 04 2022

DEC Fire Ant sw  
1.320.538.45513

Begin forwarded message:

**From:** Tony Shiver <[Tony@firstcoastcms.com](mailto:Tony@firstcoastcms.com)>  
**Subject:** Fwd: Invoice for Service  
**Date:** January 4, 2022 at 8:39:42 AM EST  
**To:** Daniel Laughlin <[dlaughlin@gmsnf.com](mailto:dlaughlin@gmsnf.com)>

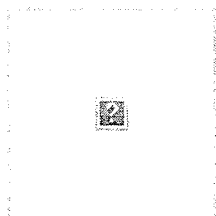
82A

For Amelia Concourse.

Tony

----- Forwarded message -----

**From:** <[aharrison@naderspestraiders.com](mailto:aharrison@naderspestraiders.com)>  
**Date:** Mon, Jan 3, 2022, 4:16 PM  
**Subject:** Invoice for Service  
**To:** <[tony@firstcoastcms.com](mailto:tony@firstcoastcms.com)>



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

## INVOICE

**Bill To [1328696]**  
Amelia Concourse Amenities Center  
Tony Shiver  
393 Palm Coast Pkvw SW

**Service Address [1328696]**  
Amelia Concourse Amenities Center  
Tony Shiver  
85200 Amarvillis Ct

Ste 4  
Palm Coast, FL 32137-4773

Fernandina Beach, FL 32034-9716

Invoice # 44510778

Technician Charley Wynne

Invoice Date 12/17/2021

License #

Service Date 12/17/2021

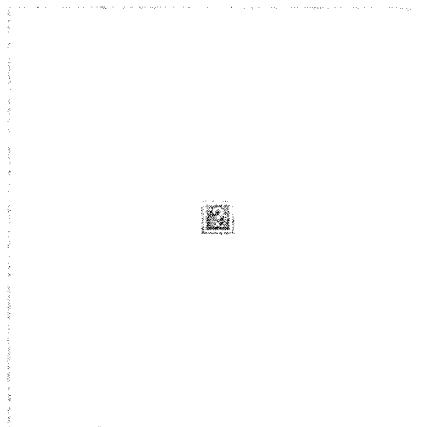
Target Pest

Purchase Order

Service	Description	Price
RPC-FIRE ANT	Fire Ant Service	\$77.00
	<b>Subtotal</b>	<b>\$77.00</b>
	<b>Tax</b>	<b>\$0.00</b>
	<b>Total</b>	<b>\$77.00</b>
	<b>Amount Paid</b>	<b>\$0.00</b>
	<b>Balance</b>	<b>\$77.00</b>

*Thank you for your business! If you have any questions, please call us.*

Order/Service Instructions Access Code to Pool Area- 7946#



**Ashley M Harrison**  
**Customer Care Specialist**

P 904-225-9425  
96014 Chester Rd, Yulee, FL 32097  
**nostraiders.com**

pestnaders.com

Voted Top 5 USA WORKPLACE in 2021





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

# Invoice

Date 1/1/2022

Invoice # 131295604138

Terms	Net 20
Due Date	1/21/2022
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  1.320.57200.45400 84A San Pool chemicals	1	ea	780.00

A prepayment discount of 5% is available if the entire amount for 2022 is paid by December 31st, 2021. Please contact us at ar@poolsure.com or 1-800-858-POOL(7665) if you have any questions.

Subtotal	780.00
Shipping Cost (FEDEX GROUND)	0.00
Total	780.00
Amount Due	\$780.00

## Remittance Slip

Customer  
13AME150  
Invoice #  
131295604138

Amount Due \$780.00

Amount Paid \_\_\_\_\_

Make Checks Payable To

Poolsure  
PO Box 55372  
Houston, TX 77255-5372



131295604138

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

Invoice 6362



**BILL TO**

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

DATE  
 01/10/2022

PLEASE PAY  
 \$18.72

DUE DATE  
 03/11/2022

491A

DATE	ACTIVITY	QTY	RATE	AMOUNT
12/02/2021	HE - batteries for clocks and computer keyboard			18.17
	Purchasing Fee	18.17	0.03	0.55
	3% purchase fee			
	1.320.572.620			
	1.310.513.510			
	ofc supplies			
TOTAL DUE				\$18.72

THANK YOU.

**TRIM ALL LAWN SERVICE, INC.**

942360 Old Nassauville Road

Fernandina Beach, FL 32034

Date	1/1/2022
Invoice #	52585

(904) 491-3232      Trimalllawn@gmail.com

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

Property Address

40A

1,320.572. 46200

Description	PO #	Terms
		Net 30
<i>Landscape -</i> <b>JANUARY MONTHLY MAINTENANCE</b>		
Monthly Maintenance		1,174.00
Monthly Maintenance for Phase I pond		59.50
Treatment of Turf & Shrubs - Included in Contract		150.00
Monthly Irrigation Inspection		85.00
<div>RECEIVED JAN 06 2022</div> <div>Please contact our office if you are interested in setting up recurring credit card payments.</div>	<b>Total</b>	<b>\$1,468.50</b>
	<b>Payments/Credits</b>	<b>\$0.00</b>
	<b>Balance Due</b>	<b>\$1,468.50</b>
	Thank you for your business.	



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

Invoice 6396



**BILL TO**

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

DATE  
01/14/2022

PLEASE PAY  
\$8,787.76

DUE DATE  
03/15/2022

**P.O. NUMBER**  
Pool Controllers

DATE	ACTIVITY	QTY	RATE	AMOUNT
01/14/2022	CES - Pool Chemical Controllers			8,787.76

TOTAL DUE

\$8,787.76

THANK YOU.

49A  
~ 1,320,572.62000



## PRO FORMA INVOICE

First Coast CMS

Amelia Concourse CDD - MR2 Controllers with Enclosure

Invoice #	174760
Date	01/13/22
Billing Terms	Credit Card
Date Due	01/13/22
Order #	199923
Ordered By	Tony Shiver
Customer PO #	Signed Estimate

### Bill To

First Coast CMS  
352 Perdido St  
Saint Johns, FL 32259

### Ship To

First Coast CMS  
352 Perdido St  
Saint Johns, FL 32259

### Description

MR2 Precision Controllers

### Invoice Items

Line Item Code	Description	Qty
CJ	CES Precision Control, MR2, ORP/pH Package	3
	Outdoor Mount	
JB 736-2633	Enclosure Hinged, Clear Cover, 19 x 15 x 7 (Horizontal Mount)	3
DRILL	Enclosure Venting	3
CB ISU	Installation, less electric	1

### Additional Information

Shipping is Estimated  
Electric and Permits are not Included

Subtotal	8,166.99
Adjustment	0.00
Total	8,166.99
Shipping	94.88
Tax	525.89
Grand Total	8,787.76





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

# Invoice

Date 12/1/2021

Invoice # 131295603571

Terms	Net 20
Due Date	12/21/2021
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 001.320.57200.45406  SUA Dec Pool chemicals	1	ea	780.00

A prepayment discount of 5% is available if the entire amount for 2022 is paid by January 31st, 2022. Please contact us at ar@poolsure.com or 1-800-858-POOL(7665) if you have any questions.

Subtotal	780.00
Shipping Cost (FEDEX GROUND)	0.00
Total	780.00
Amount Due	\$780.00

## Remittance Slip

Customer  
13AME150  
Invoice #  
131295603571

Amount Due \$780.00

Amount Paid \_\_\_\_\_

Make Checks Payable To

Poolsure  
PO Box 55372  
Houston, TX 77255-5372



131295603571

# SOLITUDE

## LAKE MANAGEMENT

### INVOICE

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

Invoice Number: PI-A00738773

Invoice Date: 01/01/22

PROPERTY: Amelia  
Concourse Cdd

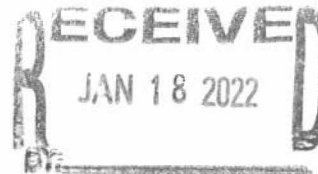
SOLD TO: Amelia Concourse Cdd  
C/O Governmental Mgmt Services  
475 W. Town Place #114  
St Augustine, FL 32092

Customer ID	Customer PO	Payment Terms
7112		Net 30
Sales Rep ID	Shipping Method	Ship Date
David Cottrell		01/31/22

Qty	Item Description	Unit Price	Extension
1	Lake & Pond Management Services SVR49937 01/01/22 - 01/31/22 Lake & Pond Management Services	547.47	547.47

27A

1.320.572.468  
Jan. Lake Mgmt



PLEASE REMIT PAYMENT TO:

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

Subtotal	547.47
Sales Tax	0.00
Total Invoice	547.47
Payment Received	0.00
<b>TOTAL</b>	<b>547.47</b>

## Alpha Dog Security

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

## INVOICE

Invoice Number	Invoice Date
<b>19971</b>	<b>12/1/2021</b>

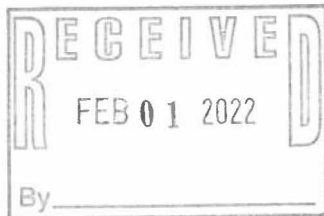
Customer Number	Terms
<b>10936468</b>	<b>Due On Receipt</b>

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

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	114A	12/1/2021	Due On Receipt

Description	Rate	Quantity	Amount
1. 320.572.345			
Amelia Concourse CDD - 85200 Amaryllis Court Fernandina Beach, FL 32034			
Alarm.com Cloud Access Control: 12/01/2021 - 12/31/2021	\$20.00	1.00	\$20.00
ADC-Access-Door-Addon: 12/01/2021 - 12/31/2021	\$40.00	1.00	\$40.00
Service Plan: 12/01/2021 - 12/31/2021	\$50.00	1.00	\$50.00



Subtotal	<b>\$110.00</b>
Taxes	<b>\$0.00</b>
Total	<b>\$110.00</b>
Payments/Credits	<b>\$0.00</b>
Net Due	<b>\$110.00</b>

As Of	Invoice No	Description	Amount	Net Due
01/31/2022	19971	Contracted Services	\$110.00	\$110.00

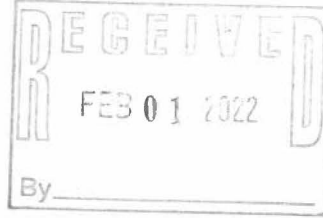
## Alpha Dog Audio Video Security

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

December

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

Invoice 6421



**BILL TO**

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

DATE  
02/01/2022

PLEASE PAY  
\$2,188.00

DUE DATE  
04/02/2022

P.O. NUMBER  
February Service

49A

SALES REP  
Lauren Shiver

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Feb Amelia Concourse Contract:Janitorial Service Janitorial Services 1.320.572.620	1	393.00	393.00
	Feb Amelia Concourse Contract:Pool Service Pool cleaning service, three days a week for all three swimming pools 1.320.572.453	1	1,200.00	1,200.00
	Feb Amelia Concourse Contract:Site Management Amenity Center site management 1.320.572.340	1	595.00	595.00

TOTAL DUE

\$2,188.00

THANK YOU.

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

Invoice 6454



**BILL TO**

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

DATE  
02/01/2022

PLEASE PAY  
\$463.56

DUE DATE  
04/02/2022

**P.O. NUMBER**  
Reimbursables

**SALES REP**  
Lauren Shiver

49 A

DATE	ACTIVITY	QTY	RATE	AMOUNT
01/17/2022	HD - door closer, exterior screws 1.320.572.620 R/m			85.47
01/18/2022	Target - keyboard - 1.310.513.51000 - ofc sup			10.90
01/26/2022	Ed's Comfort Solutions - service call 1.320.572.620 R/m			204.00
01/28/2022	Lowes - freeze protection 1.320.572.620 R/m			22.25
02/01/2022	Home Depot Pro - hardware 1.320.572.620			114.46
02/01/2022	Home Depot Pro - hardware 1.320.572.620			12.98
	<b>Purchasing Fee</b>	450.06	0.03	13.50
	3% purchase fee			

TOTAL DUE

\$463.56

THANK YOU.

AC-freeze  
protection



LOWE'S HOME CENTERS, LLC  
13125 CITY SQUARE DRIVE  
JACKSONVILLE, FL 32218 (904) 696-4063

- SALE -

SALES#: FSTLANE2 13 TRANS#: 6388833 01-28-22

3695055 GORILLA TAPE BLACK 30YD ( 8.98  
21364 1/2INX6FT WLL TUBE INSU R 11.72  
2 @ 5.86

SUBTOTAL: 20.70

TAX: 1.55

INVOICE 06608 TOTAL: 22.25

DEBIT: 22.25

DEBIT: XXXXXXXXXXXX3680 AMOUNT:22.25 AUTHCD: 973414

CHIP REFID:247206060082 01/28/22 11:53:40

\*PIN Verified

TRACE: 00501721

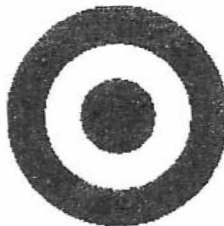
PURCHASE CASH BACK TOTAL DEBIT

22.25 0.00 22.25

APL: US DEBIT TVR: 8080048000

ATD: 4000000000000000

AZ - fybarnad



Yulee - 904-548-1240  
463737 State Rd 200  
Yulee, Florida 32097-8652  
01/18/2022 09:21 AM



ELECTRONICS

056000467 Logitech

Return by 02/17/2022

T \$10.19

SUBTOTAL: \$10.19

T = FL TAX 7.00000 on \$10.19 \$0.71

TOTAL \$10.90

\*3680 DEBIT TOTAL PAYMENT \$10.90

AID: A0000000980840

US DEBIT

AUTH CODE: 686748

Your Target Circle earnings are in!  
Open the Target App or visit  
Target.com/Circle to see your benefits.

REC#2-2018-2155-0074-0536-8 VCD#752-169-343

Help make your Target Run better.  
Take a 2 minute survey about today's trip

informtarget.com  
User ID: 7798 1784 5992  
Password: 594 632

CUÉNTENOS EN ESPAÑOL

Please take this survey within 7 days



How does  
get more done.

463785 STATE ROAD 200  
YULEE, FL 32097 (904)225-2940

6921 00062 29900  
SALE SELF CHECKOUT

01/17/22 08:24 AM

879564040315 DOOR CLOSER <A> 74.91  
HVY DUTY COMMERCIAL DR CLOSER- ALUM  
764666708167 AP EXT SCREW <A> 4.97  
2-1/2 IN GOLD ALL PURPOSE SCREW

SUBTOTAL 79.88  
SALES TAX 5.59

TOTAL \$85.47

XXXXXXXXXXXX3680 DEBIT

USD\$ 85.47

AUTH CODE 000111

Chip Read  
ATD: A000000000000000

Verified By PIN  
LIC REDTT





formerly Wilmar

PO BOX 2317  
Jacksonville FL 32203-2317

# INVOICE

Page 1 of 1

INVOICE DATE	11/18/2021
INVOICE NUMBER	653668038
ACCOUNT NUMBER	918852
ORDER NO.	40898283

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				
40898283			AC		THDPU-902			1%10 DAYS, NET 30		1.07				
LN	ITEM NO.		CAT	DESCRIPTION		ORDER	SHIP	B/O	UOM	LIST PRICE	PRICE	EXT. AMT.	TAX	CODE
The Home Depot In Store Purchase														
Trans Type: Sale														
Store#: 6921 Date: 11/18/21														
Register#: 011 Trans#: 8515														
Cardholder: DAN WALKER														
Card Nickname: NASSAU COUNTY STAFF														
Card#: XXXX-XXXX-XXXX-0732														
1														
	HD686826		1	GB ELONGATED ALL-IN-ONE HET IN WHIT		1	1	0	EA		99.00	99.00	T	
Receipt SKU: 732291242868														
2														
	HD1001762710		1	PERFECT FIT TOILET TANK LEVER WH		1	1	0	EA		7.97	7.97	T	
Receipt SKU: 039961017017														
PRODUCT CATEGORY TOTALS (INCLUDES APPLICABLE SALES TAX)														
1-Plumbing Supplies 114.46														
NET MERCHANDISE TOTAL					TAX TOTAL			SPECIAL CHARGES			INVOICE TOTAL			
106.97					7.49			0.00			114.46			

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	653668038	11/18/2021	114.46
IF PAID BY 11/28/2021	AMT DUE: 113.39	IF PAID AFTER 11/28/2021	AMT DUE: 114.46
DEDUCT 1.07 IF PAID BY 11/28/21 *NO DISCOUNT ALLOWED FOR PAYMENTS MADE BY CREDIT CARD.			NET AMOUNT PAID

## SOLD TO:

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

## REMIT TO:

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



formerly Wilmar\*

PO BOX 2317  
Jacksonville FL 32203-2317

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

# INVOICE

Page 1 of 1

INVOICE DATE	11/16/2021
INVOICE NUMBER	653111989
ACCOUNT NUMBER	918852
ORDER NO.	40844048

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			
40844048				AC		THDPU-902			1%10 DAYS, NET 30		0.12			
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: 11/16/21														
Register#: 054 Trans#: 0042														
Cardholder: NATHAN GOODE														
Card Nickname: NORTHSIDE POOL ROUTE														
Card#: XXXX-XXXX-XXXX-0781														
1														
HD759487		1	1/4" OD PTC X 1/4" MIP VALVE POLY			1	1	0	EA		12.07	12.07	T	
Receipt SKU: 665626126031														
PRODUCT CATEGORY TOTALS (INCLUDES APPLICABLE SALES TAX)														
1-Plumbing Supplies				12.98										
NET MERCHANDISE TOTAL				TAX TOTAL				SPECIAL CHARGES				INVOICE TOTAL		
12.07				0.91				0.00				12.98		

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	653111989	11/16/2021	12.98
IF PAID BY 11/26/2021 AMT DUE: 12.86	IF PAID AFTER 11/26/2021 AMT DUE: 12.98	NET DUE DATE 12/16/21	
DEDUCT 0.12 IF PAID BY 11/26/21 *NO DISCOUNT ALLOWED FOR PAYMENTS MADE BY CREDIT CARD.			NET AMOUNT PAID

## SOLD TO:

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

## REMIT TO:

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

**ED'S COMFORT SOLUTIONS, INC.**

85083 Deonas Way  
Yulce, FL 32097  
Phone: (904)225-5651 Fax: (904)225-0155



Amelia Concourse  
C/o GMS, LLC  
475 West Town Plaza Suite 114  
St. Augustine, FL 32092

Amelia Concourse CDD  
85200 Amaryllis Court  
Fernandina Beach, FL 32034

47064 1/20/2022 S-46128 01/20/2022 Amount Paid

Call Slip Number	Invoice Date	Invoice Number	Due Date	Contractor's License #
47064	1/20/2022	S-46128	01/20/2022	CAC1813669

**Problem Reported:**

\*\*\* FCAC-FL - Comm AC Prob \*\*\*  
COND OR AHU NOT COMING ON. CALL TONY FOR PAYMENT

Tech Date  
ROBBIE 01/20/2022

Qty	Desc	Unit Price	Amount
(1)	Service Call	85.00	85.00
(1)	Locate Short-Low Voltage 2	80.00	80.00
(1)	Replace Low Voltage Fuse	39.00	39.00

**ADDITIONAL DETAILS:**

Upon arrival found unit not coming on. After looking found low volt fuses blown. Located short and white wire. Repaired shorted wire, Unit is working properly at this time.

**As Agreed 204.00**

\*\*\* PAYMENT MAY BE MADE ONLINE AT [WWW.EDSCOMFORTSOLUTIONS.COM](http://WWW.EDSCOMFORTSOLUTIONS.COM) - CLICK ON "ONLINE BILL PAYMENT" \*\*\*

**PAYMENT IS DUE AT THE TIME SERVICES ARE RENDERED OR FINANCE CHARGES WILL ACCRUE.**

I have authority to order the work outlined above which has been satisfactorily completed. I agree that Seller retains title to equipment/materials furnished until final payment is made. If payment is not made as agreed, Seller can remove said equipment/materials at Seller's expense and/or impose a 2% liquidation fee on the entire amount contained in the Seller/Buyer transaction. Any damage resulting from said removal shall not be the responsibility of Seller.



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

# Invoice

Date

2/1/2022

Invoice #

131295604687

Terms	Net 20
Due Date	2/21/2022
PO #	

<b>Bill To</b>	<b>Ship To</b>
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 <i>Feb pool chemicals</i>	1	ea	780.00

A prepayment discount of 5% is available if the entire amount for 2022 is paid by January 31st, 2022. Please contact us at ar@poolsure.com or 1-800-858-POOL(7665) if you have any questions.

Subtotal	780.00
Shipping Cost (FEDEX GROUND)	0.00
Total	780.00
Amount Due	\$780.00

1,320,572.454  
84A

1/26/22  
final Invoice - Per Daniel  
changed vendors

## Remittance Slip

Customer  
13AME150  
Invoice #  
131295604687

Amount Due \$780.00

Amount Paid

Make Checks Payable To

Poolsure  
PO Box 55372  
Houston, TX 77255-5372



131295604687

# SOLITUDE

## LAKE MANAGEMENT

INVOICE

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

Invoice Number: PI-A00753251

Invoice Date: 02/01/22

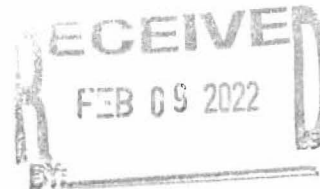
PROPERTY: Amelia  
Concourse Cdd

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			03/03/22

Qty	Item Description	Unit Price	Extension
1	Feb Lake & Pond Management Services SVR49937 02/01/22 - 02/28/22 Lake & Pond Management Services	547.42	547.42

27A  
1.320,572.468



PLEASE REMIT PAYMENT TO:		Subtotal	547.42
		Sales Tax	0.00
		Total Invoice	547.42
		Payment Received	0.00
		<b>TOTAL</b>	<b>547.42</b>

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

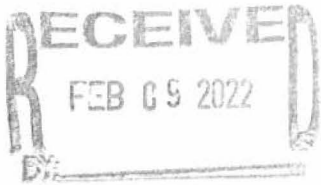
**942360 Old Nassauville Road  
Fernandina Beach, FL 32034**

Date	2/1/2022
Invoice #	52854

**(904) 491-3232      Trimalllawn@gmail.com**

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

Property Address

FEBRUARY MONTHLY MAINTENANCE	PO #	Terms
		Net 30
Description	Amount	
Monthly Maintenance <i>Landscape Feb</i>	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	
		
<i>40A</i> <i>1,320.572.462</i>		
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; text-align: center;"> Please contact our office if you are interested in  setting up recurring credit card payments. </div>		
		<b>Total</b> <span style="float: right;"><b>\$1,468.50</b></span>
		<b>Payments/Credits</b> <span style="float: right;"><b>\$0.00</b></span>
		<b>Balance Due</b> <span style="float: right;"><b>\$1,468.50</b></span>
Thank you for your business.		

## Alpha Dog Security

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

# INVOICE

Invoice Number Invoice Date

21566 2/1/2022

Customer Number Terms

10936468 Due On Receipt

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

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		2/1/2022	Due On Receipt

Description	Rate	Quantity	Amount
Amelia Concourse CDD - 85200 Amaryllis Court Fernandina Beach, FL 32034			
Alarm.com Cloud Access Control: 02/01/2022 - 02/28/2022	\$20.00	1.00	\$20.00
ADC-Access-Door-Addon: 02/01/2022 - 02/28/2022	\$40.00	1.00	\$40.00
Service Plan: 02/01/2022 - 02/28/2022	\$50.00	1.00	\$50.00
		Subtotal	\$110.00
		Taxes	\$0.00
		Total	\$110.00
		Payments/Credits	\$0.00
		Net Due	\$110.00

114A  
1.320.572.345

As Of	Invoice No	Description	Amount	Net Due
02/04/2022	21566	Contracted Services	\$110.00	\$110.00

## Alpha Dog Audio Video Security

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

## Alpha Dog Security

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

# INVOICE

Invoice Number      Invoice Date  
**22147**                      **2/4/2022**

Customer Number      Terms  
**10936468**                      **Due On Receipt**

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

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		2/4/2022	Due On Receipt

Description	Rate	Quantity	Amount
<i>Amelia Concourse CDD - 85200 Amaryllis Court Fernandina Beach, FL 32034</i>			
600LB WEATHERPROOF MAGN LOCK	\$298.00	1.00	\$298.00
Service Labor	\$85.00	3.75	\$318.75
		Subtotal	<b>\$616.75</b>
		Taxes	<b>\$0.00</b>
		Total	<b>\$616.75</b>
		Payments/Credits	<b>\$0.00</b>
		Net Due	<b>\$616.75</b>

114A  
1.320.572.345

As Of	Invoice No	Description	Amount	Net Due
02/04/2022	22147	Service Call	\$616.75	\$616.75

## Alpha Dog Audio Video Security

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

Swapped out lock for 600lb weather proof mag lock.  
Significant improvement.



**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice****Invoice #:** 243**Invoice Date:** 1/1/22**Due Date:** 1/1/22**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 - January 2022 001.310.513.34000		3,750.00	3,750.00
Website Administration - January 2022 001.310.513.52000		62.50	62.50
Information Technology - January 2022 001.310.513.35100		156.25	156.25
Dissemination Agent Services - January 2022 001.310.513.324		750.00	750.00
Office Supplies 001.310.513.51000		0.39	0.39
Postage 001.310.513.42000		17.25	17.25
Copies 001.310.513.42500		4.95	4.95
Telephone 001.310.513.41000		24.50	24.50
<b>Total</b>			<b>\$4,765.84</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$4,765.84</b>

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

# Invoice

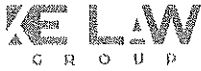
Invoice #: 244  
Invoice Date: 2/1/22  
Due Date: 2/1/22  
Case:  
P.O. Number:

**Bill To:**

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

5A

Description	Hours/Qty	Rate	Amount
Management Fees - February 2022 001.310.51300.34000		3,750.00	3,750.00
Website Administration - February 2022 001.310.51300.52000		62.50	62.50
Information Technology - February 2022 001.310.51300.35100		156.25	156.25
Dissemination Agent Services - February 2022 001.310.513.324		750.00	750.00
Office Supplies 001.310.513.51000		0.90	0.90
Postage 001.310.51300.42000		46.99	46.99
Copies 001.310.51300.42500		22.05	22.05
<b>Total</b>			<b>\$4,788.69</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$4,788.69</b>



# INVOICE

P.O. Box 6386  
Tallahassee, Florida 32314

Invoice # 1189  
Date: 02/05/2022  
Due On: 03/07/2022

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

RECEIVED FEB 07 2022

## ACCDD-01

### Amelia Concourse CDD - General

Type	Date	Notes	Quantity	Rate	Total
Service	01/10/2022	Review/finalize prompt payment policies and confer with staff on same	0.10	\$280.00	\$28.00
Service	01/10/2022	Review and distribute Revised Prompt Payment Policies Resolution	0.10	\$150.00	\$15.00
Service	01/13/2022	Review agenda package and prepare for Board meeting; confer with staff re: status of engineers report, acquisition documents, wetland impacts and related documentation; review transmittals on same; confer with county re: status of engineers study; transmit information for project close out and confer re: status of engineers certification	1.50	\$280.00	\$420.00
Service	01/13/2022	Review meeting agenda and materials and discuss with JK, review wetland fill issue	0.60	\$250.00	\$150.00
Service	01/14/2022	Draft cease and desist letters re wetlands and buffer area intrusion, review audit engagement letter and note potential issues, revise agenda memo	1.20	\$250.00	\$300.00
Service	01/17/2022	Draft multiple cease and desist letters and transmit to staff	0.40	\$280.00	\$112.00
Expense	01/18/2022	Gas: JLK - Travel monthly meeting - Ulee	0.50	\$26.50	\$13.25
Expense	01/18/2022	Meals: JLK - Travel monthly meeting	0.50	\$23.08	\$11.54
Service	01/18/2022	Travel to/from and attend Board meeting; prepare for Board meeting and post meeting wrap up	4.40	\$280.00	\$1,232.00
Service	01/19/2022	Monitor legislation and prepare newsletter for same	0.30	\$280.00	\$84.00
Expense	01/19/2022	Gas: JLK - Travel monthly meeting - TLH	0.50	\$27.34	\$13.67
Expense	01/19/2022	Rental Car Expenses: JLK - Travel monthly meeting	0.50	\$100.00	\$50.00

117A

1.310.513.315

Jan General svr.

\$3561.46

Service	01/19/2022	Review/edit and disseminate lake maintenance agreement and exhibits; update prompt payment policies and transmit same	0.30	\$280.00	\$84.00
Service	01/20/2022	Update/edit and disseminate jurisdictional impact letters; confer re: status of Phase III easement impairments	0.30	\$280.00	\$84.00
Service	01/20/2022	Review prompt payment policies and incorporate prior policy, follow up items from meeting, edit encroachment letters	1.30	\$250.00	\$325.00
Service	01/21/2022	Revise and edit electronic communication to residents	0.20	\$250.00	\$50.00
Service	01/24/2022	Revise and edit electronic communication to residents, begin drafting resolution regarding series 18 completion	0.70	\$250.00	\$175.00
Service	01/24/2022	Update/edit and disseminate resident e-mail blast re: various CDD issues, easements, education, etc.	0.50	\$280.00	\$140.00
Service	01/25/2022	Confer with DM re: e-mail blast and status of transmission of wetland jurisdiction letters; confer re cease/desist to Phase III HOA and developer	0.30	\$280.00	\$84.00
Service	01/25/2022	Review revised e-blast, draft and edit cease and desist letter to Phase III HOA.	0.40	\$250.00	\$100.00
Service	01/31/2022	Confirm District's website is listed on DEO's site; audit District website to ensure compliance with statutory requirements for content; search county records to confirm recording of Public Facilities Report.	0.40	\$225.00	\$90.00
				<b>Total</b>	<b>\$3,561.46</b>

## Detailed Statement of Account

### Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1189	03/07/2022	\$3,561.46	\$0.00	\$3,561.46
<b>Outstanding Balance</b>				<b>\$3,561.46</b>
<b>Total Amount Outstanding</b>				<b>\$3,561.46</b>

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

Please pay within 30 days.



Fernandina Office 904-225-9425

PO Box 1330

Yulee, FL 32041-1330

[www.naderspestraiders.com](http://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: 02/01/22 Payment Due Upon Receipt

Date	Invoice #	Description	Amount	Tax	Balance
Service Address: 85200 Amaryllis Ct, Fernandina Beach, FL 32034-9716					
01/24/22	44813144	Fire Ant Service	\$77.00	\$0.00	\$77.00

RECEIVED FEB 08 2022

1.320.538.45513

82A

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](http://www.naderspestraiders.com)

\*\*\*\*\*AUTO\*\*MIXED AADC 300

AMELIA CONCOURSE AMENITIES CENTER 7  
 TONY SHIVER 1212  
 393 PALM COAST PKWY SW UNIT 4  
 PALM COAST FL 32137-4774



Please check Invoice(s) paid below.			
	Invoice #	Amount	
<input type="checkbox"/>	44813144	\$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: 02/01/22  
 Customer Number: 1328696

Balance Forward: \$0.00

Amount: \_\_\_\_\_

Amount Due: \$77.00

Check # \_\_\_\_\_



Engineering / Permitting  
Development Services  
Property Management  
Construction Management  
ADA Consulting

# Invoice

Date	Invoice #
2/17/22	3009 JAN

<b>Bill To</b>	
Governmental Management Services Daniel Laughlin Amelia Concourse CDD - District Manager 475 West Town Place, Suite 114 St. Augustine, FL 32092	
<b>P.O. No</b>	

112A

1.310.513.311

<b>Yuro &amp; Assoc. - Job No.</b>
Y20-910

Item	Date	Description	Hours	Rate	Amount
Amelia Conc...	12/15/21	December 2021 Engineering Services review and respond to resident wetland impact issue	2	135.00	270.00
Amelia Conc...	1/13/22	January 2022 Engineering Services review another possible resident wetland impact	1	135.00	135.00
Amelia Conc...	1/17/22	Review attorney letter to residents regarding wetland impacts	0.5	135.00	67.50
Amelia Conc...	1/18/22	CDD Meeting	3.5	135.00	472.50

**Total** ~~\$945.00~~  
\$270.00

145 Hilden Road, Unit 108 Ponte Vedra, FL 32081  
(904) 342-5199 \* myuro@mjyuro.com



Engineering / Permitting  
Development Services  
Property Management  
Construction Management  
ADA Consulting

# Invoice

Date	Invoice #
2/17/22	3009 DEC

<b>Bill To</b>
Governmental Management Services Daniel Laughlin Amelia Concourse CDD - District Manager 475 West Town Place, Suite 114 St. Augustine, FL 32092

<b>P.O. No</b>

112A

1.310.513.311

<b>Yuro &amp; Asssoc. - Job No.</b>
Y20-910

Item	Date	Description	Hours	Rate	Amount
Amelia Conc...	12/15/21	December 2021 Engineering Services review and respond to resident wetland impact issue	2	135.00	270.00
Amelia Conc...	1/13/22	January 2022 Engineering Services review another possible resident wetland impact	1	135.00	135.00
Amelia Conc...	1/17/22	Review attorney letter to residents regarding wetland impacts	0.5	135.00	67.50
Amelia Conc...	1/18/22	CDD Meeting	3.5	135.00	472.50

**Total**

\$945.00  
\$675.00

145 Hilden Road, Unit 108 Ponte Vedra, FL 32081  
(904) 342-5199 \* myuro@mjyuro.com

145 Hilden Road, Unit 108 Ponte Vedra, FL 32081  
(904) 342-5199 \* [myuro@mjyuro.com](mailto:myuro@mjyuro.com)