

*Amelia Concourse*  
*Community Development District*

*November 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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November 8, 2022

Board of Supervisors  
Amelia Concourse Community Development District  
**Staff/Supervisor Call In #: 1-877-304-9269 Code 3537070**

Dear Board Members:

The Amelia Concourse Community Development District Board of Supervisors Meeting is scheduled to be held **Tuesday, November 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. Staff Reports (1)
  - A. District Engineer
  - B. Landscape Report
- IV. Approval of Minutes of the September 20, 2022 Meeting
- V. Consideration of Proposals for Landscape and Irrigation Maintenance Services
  - A. BrightView
  - B. Coastal Greenery
  - C. Trim All
- VI. Update on Phases II and III Easement Access
- VII. Ratification of Requisition No. 36
- VIII. Other Business
- IX. Staff Reports (2)
  - A. District Counsel
  - B. District Manager

- C. Field Operations Manager – Report
- X. Financial Reports
  - A. Balance Sheet and Statement of Revenues & Expenditures
  - B. Approval of Check Register
- XI. Supervisors’ Requests and Audience Comments
- XII. Discussion of Security Matters\*
- XIII. Next Scheduled Meeting – January 17, 2023 at 11:00 a.m. the Amelia Concourse Amenity Center
- XIV. Adjournment

\*Note: In accordance with Sections 119.071(3)(a) and 281.301, *Florida Statutes*, a portion of the meeting may be closed to the public, as it relates to details of the District’s security system plan. The closed session may occur at any time during the meeting and is expected to last approximately thirty (30) minutes but may end earlier or extend longer.

# *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, September 20, 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
Kimberley Chamerda	Supervisor
Fred Eichmann	Supervisor

Also present were:

Daniel Laughlin	District Manager
Jennifer Kilinski	District Counsel (by phone)
Mike Yuro	District Engineer
Tony Shiver	First Coast CMS

The following is a summary of the discussions and actions taken at the September 20, 2022 meeting.

**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**

Ms. Dayna Rickerson, 95310 Snapdragon Drive, asked if an injunction was received if there is a timeframe for the fence to be moved, or if there's leniency if a family is experiencing hardship. Ms. Kilinski stated the injunctions were filed five days ago and the parties have 20 days to respond to the court filing from the time a summons is issued and pursuant to the rules of civil procedure. If at any time prior to the hearing a resident contacts the District and identifies that their fence has been removed or that they intend to remove their fence with proof on the date for such removal, the Board can confirm that it would be agreeable to drop the injunction as to



Board asked for a summarized apples to apples comparison for consideration at the next meeting. This item was tabled.

**SIXTH ORDER OF BUSINESS**

**Acceptance of the Fiscal Year 2021 Audit Report**

Mr. Laughlin provided a brief overview of the audit report for Fiscal Year 2021 noting there were no deficiencies in internal control or findings to report.

On MOTION by Mr. Snow seconded by Mr. Greenberg with all in favor the Fiscal Year 2021 audit report was accepted.
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**SEVENTH ORDER OF BUSINESS**

**Update on Phases II and III Easement Access**

Ms. Kilinski informed the Board that injunctions have not yet been filed for three properties in Phase 3 that recently installed fences blocking easements. Letters were sent earlier in the week to provide ample time to remove the fencing, consistent with the timeframe afforded other affected residents. As stated earlier in the meeting, injunctions were filed for Phase 2 and a portion of Phase 3 properties.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Approval of Retaining Wall Installation in Phase III**

Requests for installation of retaining walls provided by the HOA were included in the agenda package for the Board's review. Mr. Yuro reviewed the requests and stated that the walls are designed to be on the homeowner's properties, so it is not encroaching on the conservation easement, however there is a drainage easement going down the lot line between lots 44 and 45. The owner of lot 45 said the wall would not be tying into the neighbor's wall, however all three owners submitted the same overall site plan that shows one continuous wall. If it is one continuous wall it will cross a 15-foot drainage easement that has a stormwater pipe underneath. For that reason, he recommends entering into an agreement that includes language that says if the CDD ever has an issue that requires maintenance of the pipe, replacement of the wall will be at the expense of the homeowner.

On MOTION by Mr. Snow seconded by Mr. Eichmann with Mr. Greenberg, Mr. Eichmann, Ms. Chamerda and Mr. Snow in favor and Mr. Toohey opposed, the requests for approval of retaining
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wall installation was approved subject to entering into agreements with the homeowners.

**NINTH ORDER OF BUSINESS**

**Update on Classes and Activities to be Offered at the Amenity Center**

Mr. Laughlin pointed the Board’s attention to a draft license agreement included in the agenda package. Ms. Kilinski provided two options, with one being that anyone that asks to provide classes out of the District’s amenity center would come before the Board. The second being that the Board could provide authority to Mr. Shiver to approve such requests so long as the person or entity making the request signs the form of license agreement and provides proof of insurance. The Board members agreed to Mr. Shiver managing the facility use requests and made the following motion.

On MOTION Mr. Toohey seconded by Ms. Chamerda with all in favor authorizing Mr. Shiver approve facility use requests subject to agreements with the requesting parties was approved.

**TENTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports (2)**

**A. District Counsel**

There being nothing further to report, the next item followed.

**B. District Manager**

There being nothing further to report, the next item followed.

**C. Field Operations Manager – Report**

A copy of Mr. Shivers report was included in the agenda package for the Board’s review. He informed the Board the marcite in the kid’s activity pool is chipping in several places so he has reached out to the original contractor that handled the last marcite project. The marcite should be covered under a five-year application warranty, so the pool contractor is reaching out to Tempool to schedule those repairs.

Mr. Shiver also noted he’s working on getting pricing to purchase spare parts to keep on hand for future pool repairs.

He also informed the Board the air conditioner has been repaired recently, and the contractors warned that the air conditioner unit is on its last leg. He provided quotes for a 3.5-ton unit from Arctic Air totaling \$6,588 and Ed's Comfort Solution totaling \$7,376. Following a discussion on whether to obtain more quotes, what the warranty will be and what the brands of the units are, the Board made the following motion to approve the quote from Arctic Air.

On MOTION by Mr. Toohey seconded by Mr. Snow with Mr. Toohey, Mr. Eichmann, Ms. Chamerda and Mr. Snow in favor and Mr. Greenberg opposed, the quote from Arctic Air totaling \$6,588 was approved.

Lastly, Mr. Shiver informed the Board he has received a proposal to update some of the electrical at the main entrance to accommodate gemstone lights. He is awaiting proposals from two other contractors. The quote from Johnny's Electrical to install outlets as needed and to upgrade the electrical on both sides and in the center island totals \$2,177. He asked the Board to approve a not to exceed amount to move forward once the remaining quotes are received.

On MOTION Mr. Greenberg seconded by Mr. Toohey with all in favor electrical improvements at the entrance were approved at an amount not to exceed \$2,100.

Mr. Greenberg asked if there have been any issues since the change in refuse companies. Mr. Shiver responded no.

Mr. Eichmann asked if there have been any more issues with vandalism and break-ins. Mr. Shiver responded no.

## **TWELFTH 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 \$65,526.15 was included in the agenda package. Mr. Laughlin noted the majority of that amount is due to a transfer to the capital reserve fund and the payment for liability insurance for the year.

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

**THIRTEENTH ORDER OF BUSINESS      Supervisors'      Requests      and      Audience  
Comments**

**Supervisor Requests**

There being none, the next item followed.

**Audience Comments**

Mr. Rich Wheeler asked if the wooded area between the Phase 3 fence and the sidewalk on Amelia Concourse is the builder's responsibility. Mr. Laughlin responded that it is currently, and eventually it will be taken on by the District. Mr. Wheeler then asked if the District would accept it as-is. Mr. Laughlin responded that Dream Finders will work with the County on a list of items to take care of prior to the project getting turned over to the District.

In regard to the request for the retaining wall installations, Mr. Wheeler asked if the Southwest Florida Water Management District needs to be considered in the request. Mr. Yuro responded that St. Johns Water Management District is the governing entity, however there are no changes being proposed to the stormwater pipe or systems, so they would not need to be involved.

Mr. Snow asked how far the CDD owns from the fence line to the Concourse. Mr. Shiver responded that he believes it owns up to the sidewalk.

Mr. Robert Brown, 95252 Orchid Blossom Trail, stated that a month or so ago he sent pictures of instances of flooding behind lots 52 and 102, which are located near a pond. Mr. Yuro stated that he reached out to the developer to point out the issue and they responded that they are aware of the need for the area to be regraded. Mr. Laughlin stated that he would add the issue to the list of items that need to be resolved prior to the developer turning the property over to the District.

Ms. Dayna Rickerson asked who the letter regarding the injunction should be sent to. Ms. Kilinski stated that if someone knows they're going to fix the easement obstruction issue, they

should notify the CDD through her office or Mr. Laughlin's office and they can consult with the Chairman.

**FOURTEENTH ORDER OF BUSINESS**      **Next Scheduled Meeting – November 15, 2022 at 11:00 a.m. at the Amelia Concourse Amenity Center**

**FIFTEENTH ORDER OF BUSINESS**      **Adjournment**

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

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Chairman / Vice Chairman

*FIFTH ORDER OF BUSINESS*

**Amelia Concourse CDD Landscape Bid Comparison**

VENDOR	NUMBER OF VISITS	BASE PRICE	WATER MANAGEMENT	TURF APPLICATION	PALM PRUNING	MULCH	ANNUALS	MISC	TOTAL	Billable rate	NOTES
Coastal Greenery	44	32,858.32	3964.44	5382.48	953.16	3490.44	9,438.57	1212.59	57,300	\$70	Misc is soil test and monthly flower maint/fert
Trim All	44	16996.2	1020	2700	820	3152.5	3642		28,330.70	\$170	Price for Annuals/Palms not provided - list 2021-2022 cost
Brightview	52	27,180	1560	2676	660		4560		36636		Mulch quoted at \$58 per cubic yard

Phase 3 Pond Banks  
 Coastal Greenery 273.75 monthly  
 Trim All NOT Provided  
 Brightview 205 Monthly

*A.*



**Amelia Concourse CDD**  
**Landscaping Services**

# WHAT'S INSIDE

- I. Ameila Concourse Landscape Maintenance Proposal**
  - a. Bidder's Qualifications Experience**
    - i. Cover Letter
    - ii. Competitive Pricing
    - iii. Solutions That Make a Difference
    - iv. Senior Leadership Team
    - v. On-Site Personnel Job Descriptions
    - vi. Experience the Difference in Quality
    - vii. Communication Catered to Your Style
    - viii. Responsive Communication
    - ix. Consistency in Quality Efficiently Delivered
    - x. Training Your Team / Safe Community
    - xi. Preserving the Value of Your Assets
    - xii. Emergency Response
    - xiii. Protecting Your Trees
    - xiv. Envision the Possibilities
    - xv. Your Full Service Landscape Expert
    - xvi. Customers Sold On BrightView
    - xvii. Equipment List
  
- II. Licensing Information**
  - Sample Certificate of Insurance
  - W-9
  - Irrigation License
  - CPO License

September 9, 2022

Mr. Daniel Laughlin  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092

**RE: Ameila Concourse Landscape Maintenance**

Dear Ameila Concourse CDD Board:

BrightView is pleased to submit a professional landscape proposal for the landscape maintenance for Ameila Concourse. Based on our history servicing hoa's and CDD's similar in size and scope to Ameila Concourse. We will focus on being pro-active, providing consistent, high-quality service, maintaining plant material health, dedicated and innovative communication, and providing a sense of urgency to meet county needs. I would highly recommend checking out our website at [www.brightview.com](http://www.brightview.com) for company information!

The enclosed proposal was developed based on feedback and our experience. Our skilled team will continue to achieve your landscape goals and keep your property looking its best. Again, our service commitment will include these areas as a high priority:

**Priority item #1: Plant Material Health screams "Curb Appeal" to Current and Prospective Employees and Visitors as well as Management.** BrightView feels and understands your concern when employees and visitors notice the lack of green color in the turf, dead plants, bed weeds and the like.. Healthy turf is a deep, dark green color signifying proper nutrients, appropriate irrigation and fertilization, as well as the care and pride of the community. We also understand the concern for following the " Best Management Practices " directives established by the University of Florida. Items such as proper fertilization techniques, minimizing grass clippings into retention ponds, proper mowing and trimming techniques, and community landscape enhancement plantings. We further understand that trees and shrubs are expected to be healthy, upright, vigorous and colorful. To these ends, we will use the latest fertilizer formulations, irrigation techniques and Florida Friendly maintenance practices to achieve this high level curb appeal, with details presented later in this proposal.

**Priority item #2: Communication.** Communication between you and BrightView will either make or break our contract. All the best intentions and service capabilities are useless if we do not communicate clearly with you. Our proposal will refer to specific reporting tools such as property management reports, irrigation inspection reports, and site specific enhancement ideas. These written reports, along with monthly property walks, will demonstrate not only our ability to keep you informed of our services, but demonstrate our care and concern to constantly

improve the landscape.

**Priority item #3: Vendor Capabilities and Pricing.** Vendor Capabilities and Pricing together reflect the Ultimate Outcome of your Satisfaction. Too few hours on the job means services go missed. Inadequate training and service practices result in unsightly "curb appeal". Rest assured, BrightView has extensive employee training, initial job assessment techniques, and a "value-driven" pricing program that results in a quality performance and customer satisfaction level second to none in the industry. All of this means our price and our service level is driven by your desired outcome for the property. Please note that our pricing that follows will be tied directly to your service expectations.

As an experienced partner delivering both local expertise and national resources, we understand how a well-maintained landscape attracts people, adds to your property value and contributes to your success. When you partner with BrightView, you will have a team of local professionals dedicated to the careful stewardship of your landscape and its enduring beauty and value.

Thank you for the opportunity to submit this proposal. I will follow up with you in the next few days to answer any questions you may have. Feel free to contact me at (904) 699-8153 or by email at [George.Rugen@brightview.com](mailto:George.Rugen@brightview.com).

Sincerely,

A handwritten signature in blue ink that reads "George Rugen".

George Rugen  
Business Developer



**AVAILABLE BUT NOT INCLUDED**

SERVICE	PRICE	NOTES
MULCH	\$58.00	\$58.00 PER CUBIC YARD INSTALLED
FLOWERS	\$4,560.00	4 CHANGEOUTS OF 504 ANNUALS (2,016J) TOTAL AMOUNT INSTALLED PER YEAR. UNIT PRICE IS \$2.25 PER FLOWER
PALMS	\$660.00	PRUNING 1X PER YEAR (10 WASHINGTONIANS, 6 SABALS)
PHASE III PONDS	\$1,404.00	MOWING FOR PHASE III

## Solutions That Make a Difference

During the proposal process, you provided a scope to maintain Ameila Concourse. In order to best serve these areas BrightView will provide consistency with maintenance, proactive communication, and a long term partner. Because your 100% satisfaction is important to us, we have already formulated solutions that will show fast improvement as noted below. Additionally, we will be your eyes on the ground to look out for problems as they arise and offer creative solutions that achieve your goals while providing the safest, most cost-efficient and aesthetically appealing landscape possible.

Our solutions for the current high priority problems you identified include:

### **Consistency with Maintenance**

All our Mowing crews spend hours training, and then demonstrating their knowledge, of how to properly handle walk behind mowers, especially around retention ponds. Not only making certain that guards and shields are in place and in proper working order, but also to mow in a specific direction so as to minimize any grass clippings debris even towards a pond. They further train to be aware of pond bank erosions to avoid any additional damage to the pond banks, and to maintain a safe environment for their work. Brooks Rehabilitation should have a consistent clean look. This is accomplished by having a plan in place to service the entire property every week. BrightView uses a production system to ensure that the whole property is serviced. This system is used from the crew mowing the property to the detail and even the fertilization and winter cut backs.

### **Communicating Issues Proactively**

We use multiple forms of communication to proactively handle landscape issues that arise. Account Manager cell phone numbers, and email addresses are provided to all consultants and landscape committee members so immediate issues can be shared and addressed quickly. Follow up to all issues is assured with responses that include, but are not limited to;

- 1) Site Inspections
- 2) Monthly Property Walks
- 3) Landscape Communication Forms

We will utilize all forms of communication, more specifically identified below, to make sure that we proactively keep landscape issues in front of all responsible community individuals.

## Senior Leadership Team

### **Richard Craig** **Branch Manager**

#### **Experience and Job Duties**

- Years Working in Jacksonville: 30 years
- Years at BrightView: 20 years
- Years in Landscape Industry: 25 years
- Specializes in Bermuda Turf Care
- Certified Pest Operator
- University of Florida – Best Management Practices
- Develop long-term relationships and communicate on a regular basis with key clients.
- Inspect key client properties to monitor performance and overall job quality.
- Coordinate and manage client service teams.
- Ensure all contracts are executed correctly.
- Identify staffing needs
- Monitor branch safety record and implement methods to improve safe workplace practices.
- Monitor and guide Supervisors as they train Crew Leaders and Crew Members..
- Communicate with, counsel, train, discipline, review, and develop growth plan(s) for employees



### **Jesse Knaust** **Account Manager**

#### **Experience and Job Duties**

- Years Working in Jacksonville: 20 years
- Years at BrightView: 6 years
- Years in Landscape Industry: 15 years
- A.S. Degree Landscape Design and Architecture Ashworth College
- Biology / Plant Sciences Palm Beach Atlantic University
- Licensed Spray Certification
- University of Florida – Best Management Practices
- Member of the FNGLA – Ornamental Horticulture
- Develop and maintain long-term relationships with customers, focusing on both the main contact as well as the next level above and below.
- Develop and maintain a schedule to perform site walkthroughs during formal meetings with customers to ensure quality and service expectations are met.
- Lead and facilitate or assist in the resolution of customer problems or concerns.
- Proactively present site enhancement ideas to existing customers.
- Supervise the Production Specialist in conduct of field operations.
- Communicate regularly with the Production Specialist to ensure client needs and expectations are consistently met or exceeded.
- Manage service delivery to specified scope of work.
- Coordinate consistent and timely site visits with Production Specialist.



**Jennifer Mabus**  
**Enhancement / Tree Care**  
**Manager**

**Experience**

- Years Working in Jacksonville: 20 years
- Years at BrightView: 20 years
- Years in Landscape Industry: 20 years
- Certified Arborist # (FL-5585AT)
- Education Michigan State University, B.S. Horticulture Design / Build
- University of Florida, Athletic Field Maintenance / Irrigation
- University of Florida, Best Management Practices
- Licenses
- Certified Pest Control Operator, State of Florida, DACS
- Certified Instructor Best Management Practices, IFAS, UF, SJRWM



## On-Site Personnel Job Descriptions

### **Production Manager**

Responsible for the day to day implementation of overall job functions and quality control standards. This person is onsite working with the crew the majority off his/her time. Production Managers are skilled both in horticulture applications as well as managerial application. The production manager will have a four year degree in a landscape related field in order to provide the best possible service.

### **Crew Leader**

The crew leader schedules the workload for his crew. They insure the readiness of their workers, tools and materials. Maintains safe-working conditions at all times, including job site and crew operation. Responsible for maintaining a 90% or higher rating score on Quarterly Quality Evaluation (QQE) reviews. Trains field personnel to do required chores effectively and efficiently. They can effectively communicate in Spanish and English.

### **Leadman**

The Leadman can manage the crew and its workload in the absence of the crew leader. This person knows the production schedule and the necessities of the account to perform the necessary tasks in order to get the job done.

### **Trained Gardener**

Gardeners are responsible for the compliance of job specifications. They have knowledge of all materials (plants, irrigation, fertilizers, chemicals, etc.), equipment, and safety programs. They maintain consistent quality standards set by the Company. Have a pro-active plan for dealing with and staying ahead of potential problems. Maintain all equipment pertinent to his/her duty (hand tools, truck, etc.). Maintain safe working conditions at job site. They also inspect job site for unsafe working conditions and potential liabilities to clients.

## Experience the Difference in Quality

We strive to be the landscape service provider of choice in Jacksonville. In large part, our ability to offer unmatched quality to our customers has been attributed to the tools and systems we have developed over our history. The primary systems that support our quality standards include:

### **Communication Systems**

Proactive communication that allows us to be highly responsive to emergencies, special requests and acts of nature

### **Quality Evaluations**

Management led evaluations that ensure our internal quality standards are met and our employees can achieve continuous improvement

### **Customer Satisfaction**

Empirically measured customer satisfaction that is taken seriously. Our goal is 100% satisfied customers

### **Training Programs**

Intensive skills, customer relations, and quality training ensure our team can consistently exceed your expectations

### **Safety Standards**

Training and incentive programs ensure your property remains hazard free and our employees can return home safely.

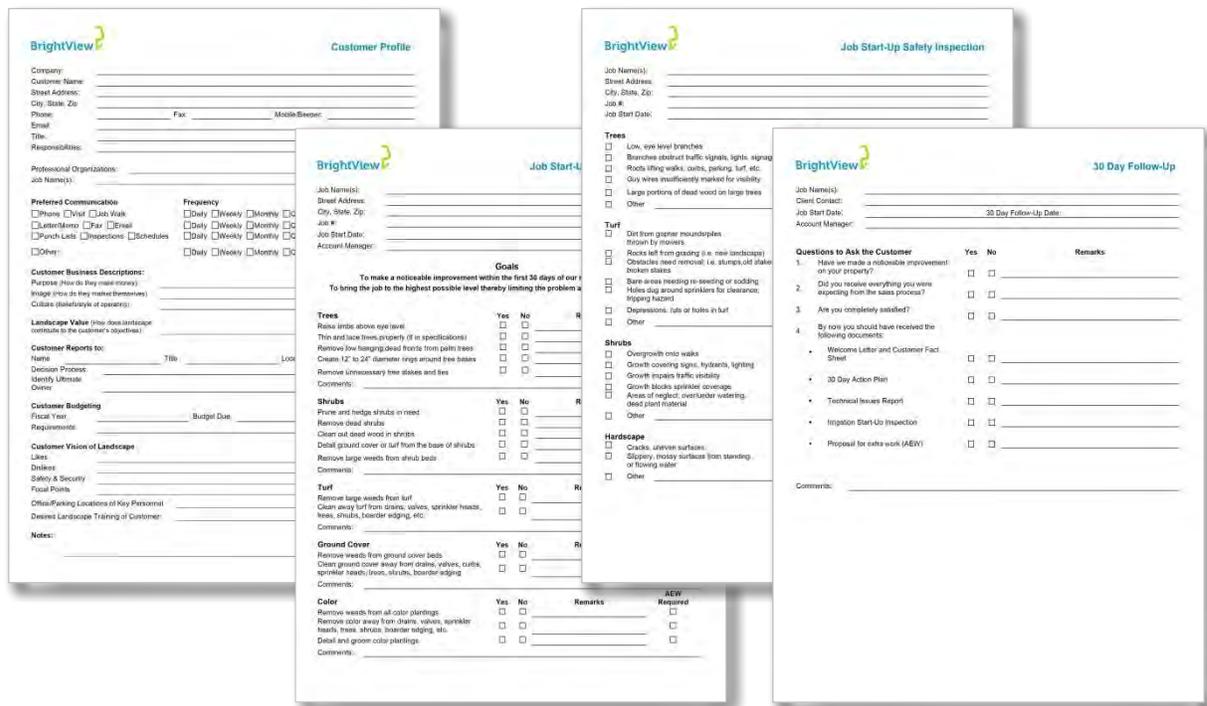
Details on our quality assurance programs can be found on the pages that follow.

# Communication Catered to Your Style

To ensure a successful partnership, effective communication is one of our top priorities. We have found the best way to keep our customers highly satisfied is to always make sure we understand your current needs and priorities. We believe strongly in being proactive in our communication and have designed several forms and checklists our customers find valuable for staying apprised of their landscape status and maintenance activity. Additionally, we are equipped to respond quickly to new and unexpected needs as they arise.

## Proactive Communication

- Walk your property with you to continually be aware of your priorities
- Report our daily maintenance activities as often as you prefer
- Provide digital photos to verify technical issues, damage and plant and tree health
- Digital Design studio to provide state of the art imaging for your enhancement projects



## Responsive Communication

- We will keep you informed when addressing unknown factors that occur from Mother Nature
- You will have 24/7 access to your Account Manager, Jesse Knaust, by telephone (904) 200-6817 and email [jesse.knaust@brightview.com](mailto:jesse.knaust@brightview.com). Our gardeners and irrigation specialists are also available around the clock.
- Emergencies that occur outside of regular business hours will be dealt with depending on the severity of the situation.
  - For minor irrigation issues, we will do everything possible to turn off the water supply within two hours or less of being notified and fix the problem the next business day.
  - All safety hazards will be resolved at the time we are notified.
  - You can expect a response and proposed solutions to after hours emergencies within two hours or less
  - The following are your 24-hour emergency contacts.

Jesse Knaust	Account Manager	(904) 200-6817
Jeff Nunamaker	Irrigation Manager	(904) 704-8998
Richard Craig	Branch Manager	(904) 962-1221



## Equipment List

### Route Trucks

- (26) Ford F150 ½ Ton Pick Ups
- (20) Ford F250 ¾ Ton Pick Ups
- (4) Ford F550 –Trucks

### Spray Trucks

- (1) Ford F250 Spray Truck 200 Gallon
- (1) Ford 450 RC Spray Truck with 2 Lesco skid mounted sprayers -300 gallons
- (4) 50 gallon Lesco Sprayer Skid Mount
- (5) Ride on z-sprayers
- (2) Toro ride on boom sprayers
- (1) Vortex spreader ornamental fertilizer

### Irrigation Truck

- (3) Ford F250 SC XL
- (9) F150

### Dump Body Trucks

- (3) Ford F450 Trucks
- (8) Isuzu Dump Trucks

### Trailers

- (12) Custom Built Equipment Trailer
- (2) Weld Rite 16' Batwing Trailer
- (1) 10' Flatbed
- (1) Ray side 16'x6'
- (1) Weld Rite 16'x6'
- (9) 20' Enclosed Trailer



### Mower Equipment

- (8) 48" Walk behind mowers
- (15) 52" Stand on mower
- (2) 11' Batwing Mowers
- (30) 61" Riding Mowers



### Field Equipment (400 units)

- Gas articulating shears
- Hand shears
- Straight shears
- Back pack sprayers
- Fertilizer spreaders
- Hand spreaders
- Walk behind spreaders
- Riding fertilizer spreaders



### Large Equipment

- (1) Polecat Aerial Lift
- (3) Bandit 1590 Brush Chipper
- (1) Skid Steer Loaders
- (2) Aerial Lift Trucks

### Utility Vehicle

- (6) John Deere Gators

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## Consistency in Quality Efficiently Delivered

Our goal is to consistently offer the best value in the marketplace by providing unmatched service, a customized approach focused on your specific priorities and a well maintained landscape you and the community are proud of – all while meeting your predetermined budget parameters. Doing this requires operational excellence. The operational practices that allow us to consistently meet our customers' expectations include:

- **The industry's top talent** – When selecting teams for each property, we match the specific landscape needs with our most appropriately experienced talent. At BrightView, we have a deep pool of talent. We recruit from the top horticultural and landscape schools in the country and have an all-encompassing training program that ensures our crews perform at their peak year round.
- **State-of-the-art equipment** – Our crews operate high quality and well-maintained equipment and are trained to use the most effective tool for each task on your property. The result – a better end product achieved with greater efficiency and fewer injuries.
- **Horticultural excellence** – Plant material looks and performs its best when maintained properly. Our horticultural experts understand the science of landscape maintenance and will ensure the plant material on your property receives the proper care for each season and as unexpected circumstances arise.
- **Innovation** – Lead or follow; we choose to lead. BrightView seeks out and tests the latest technology so we can help our customers reduce operating costs, benefit from greater efficiencies and have all around healthier and higher performing plant material.
- **Systematic operations** – We deploy to ensure our crews focus on your priorities and important details are not overlooked. Our approach is to design the most effective path of motion for the work to be performed, specify the equipment to be used and supply our crew with detailed site plans that show their daily, weekly and monthly activities.
- **Continuous improvement** – We routinely evaluate for safety, quality and effectiveness in a persistent effort to be better today than we were yesterday.

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## Training Your Team to Exceed Your Expectations

We understand that well trained and tenured team members provide outstanding quality and customer service. Every Gardener on your team is required to complete our certification program, which prepares your crew with the skills to perform quality work, safely and to your complete satisfaction.

Gardeners are offered training to progress along a career track within BrightView. We have found that our career progression opportunities and training motivates our team members to perform at their peak and remain committed to our company and our customers.

## A Safe Community and Workplace is Our Priority

The safety and well being of our customers, your property visitors, the general public, and our employees is of paramount importance to our operation. Below are measures we employ to maintain a safe working environment on and off your property.

### Preserving a safe environment

- Criminal background checks
- Initial and random driving record checks
- Initial and random drug/alcohol screenings
- Fully uniformed crews with safety vests
- BrightView logo clearly displayed on vehicles
- “How’s my driving?” stickers on vehicles
- Required use of cones to demark safety zone

### Crew Safety

- Extensive driver safety certification program
- New hire safety orientation
- Certification required to use all power equipment
- Reward system for safety compliance
- Mandatory weekly field crew safety meetings
- Weekly management safety calls

## Preserving the Value of Your Asset

The leader in innovative landscape maintenance solutions, we seek out ways to help our customers save money through more efficient and healthier landscapes. Our integrated practice allows us to offer our customers additional services that protect the landscape and add value to the asset. This provides you with the ease of working with your one trusted service provider, BrightView, and frees you up from having to manage multiple third-party consultants saving you time and money. Value-added services we offer that could benefit your property include:

- Highest percentage of Best Management Practices Certified Personnel in the industry
- Multiple Certified and Licensed Irrigation Managers
- 24 Hour Emergency Response
- Licensed Pest Control Services provider
- Digital Design Studio
- In-house nationally certified Tree Arborists



## Emergency Response Team Ready When You Need Us

With hundreds of locations, we can dispatch faster than other landscape service providers in the event of a catastrophic situation, including but not limited to hurricanes, tornadoes / water spouts, and severe weather.

When a catastrophe occurs, your local Branch Manager, Richard Craig, will personally draw on resources and pull equipment from within the BrightView network to ensure your property is quickly, properly and safely serviced.

Resources from branch offices will be available in the event of an emergency to ensure our customers have access to crews and equipment quickly.



## Protecting Your Trees One of Your Most Important Investments

You can count on us to preserve your trees, enhance their appearance, increase their production, improve safety and reduce liability – all to protect one of your most important investments on your sites. Our ISA Certified Arborists offer a comprehensive set of services and will be available to you for everything you may need to keep your trees healthy and beautiful. Tree Care services include:

- Tree pruning
- Soil and tissue analysis
- Annual and 3-5-year budget planning
- Cabling and bracing
- Emergency storm clearance
- Tree removal and stump grinding
- Inventory and management plans
- Insect and disease control
- Nutrient management
- Fertilization
- Transplant and relocation
- Nuisance fruit production control
- Hazard evaluation and management



Tree trimmed for proper building clearance

# ENVISION THE POSSIBILITIES

BrightView can provide the use of computer imaging. Included is a sample of how a conceptual image of the final design can be looked at prior to any shovel ever slicing the dirt. These design services are **free** to all BrightView customers!

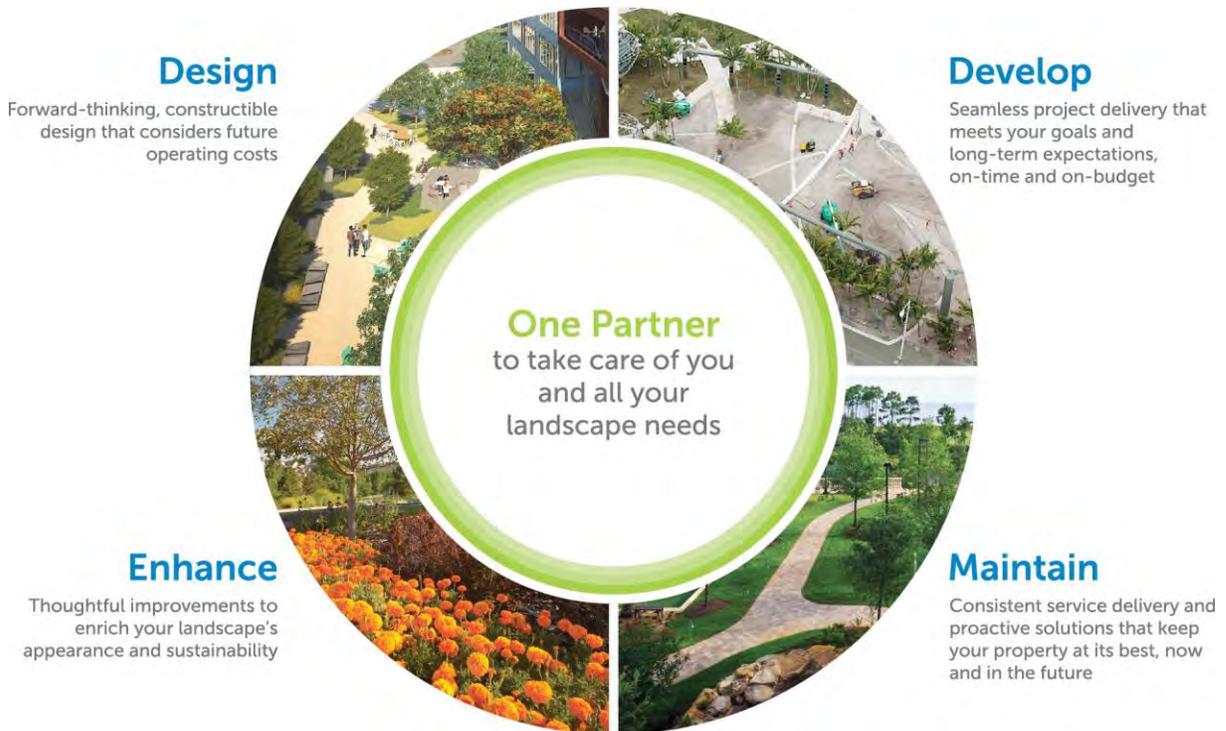


# Your Full Service Landscape Expert

BrightView takes pride in providing the highest-quality landscape and snow services with a worry-free, dependable service commitment. As the nation’s leading landscape services company, we consistently bring excellent landscapes to life at thousands of clients’ properties, fostering collaborative relationships to drive clients’ success.

A full service landscape company, BrightView can mobilize quickly to respond to special requests that may fall outside of the scope of landscape maintenance. In addition to landscape maintenance, our expertise extends to:

At every stage of your property’s lifecycle, BrightView is here to take care of your landscape.



Design	Develop	Maintain	Enhance
<ul style="list-style-type: none"> <li>• Landscape Architecture &amp; Planning</li> <li>• Design Build</li> <li>• Program Management</li> </ul>	<ul style="list-style-type: none"> <li>• Planting</li> <li>• Hardscaped</li> <li>• Pools &amp; Water Features</li> <li>• Compliance</li> <li>• Tree Growing &amp; Moving</li> </ul>	<ul style="list-style-type: none"> <li>• Landscape</li> <li>• Tree Care</li> <li>• Snow &amp; Ice</li> <li>• Specialty Turf</li> <li>• Exterior Maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• Enhancements</li> <li>• Sustainability</li> <li>• Water Management</li> </ul>

## Customers Sold on BrightView

In our effort to provide the best possible landscape service in town, our customers have become raving fans. But don't take our word for it. Ask them yourself!

### Fleet Landing

Naval Continuing Care Retirement  
Atlantic Beach, Florida  
Contact: Brian Weiss  
Phone: (904) 504-8373

Email: [bweiss@fleetlanding.com](mailto:bweiss@fleetlanding.com)

BrightView Customer for 13 years



### Mid-America Apartment Communities

Contact: Will Pescara  
Phone: (214) 534-1611

Email: [William.Pescara@maac.com](mailto:William.Pescara@maac.com)

BrightView Customer for 5 years

### Epping Forest Yacht and Country Club

Jacksonville, Florida  
Contact: Terry Banning, Property Manager  
Phone: (904) 730-7071  
Email: [BMI@BanMgtInc.comcastbiz.net](mailto:BMI@BanMgtInc.comcastbiz.net)  
BrightView Customer for 15 years





### Marsh Creek

Contact: Dottie Kriner  
Phone: (904) 461-9708

Email: [dkriner@mavresort.com](mailto:dkriner@mavresort.com)

BrightView Customer for 2 years





## CERTIFICATE OF LIABILITY INSURANCE

DATE(MMDDYYYY)  
06252020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Aon Risk Services Northeast, Inc. New York NY office One Liberty Plaza 165 Broadway, Suite 3201 New York NY 10006 USA	<b>CONTACT</b> NAME: PHONE (INC. NO. EXT): (866) 283-7122      FAX (800) 363-0105 E-MAIL ADDRESS:  INSURER(S) AFFORDING COVERAGE      NAIC # INSURER A: ACE American Insurance Company      22667 INSURER B: American Guarantee & Liability Ins Co      26247 INSURER C: INSURER D: INSURER E: INSURER F:
<b>INSURED</b> Brightview Landscape Services, Inc. Location #34610 11530 Davis Creek Court Jacksonville FL 32256 USA	

**COVERAGES**      **CERTIFICATE NUMBER:** 570083587448      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. Limits shown are as requested

INSTR	TYPE OF INSURANCE	ACORD	SUBR	POLICY NUMBER	POLICY EFF	POLICY EXP	LIMITS
*	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			XSLG71078383 SIR applies per policy terms & conditions	10/01/2019	10/01/2020	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED EQUIPMENT (Per occurrence) \$2,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000
*	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED/AUTOB ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			ISA H09093722	10/01/2019	10/01/2020	COMBINED SINGLE LIMIT (Per accident) \$5,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
*	<input checked="" type="checkbox"/> UMBRELLA LIA <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIA <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DEF <input type="checkbox"/> RETENTION			AUC508596815	10/01/2019	10/01/2020	EACH OCCURRENCE \$1,000,000 AGGREGATE \$3,000,000
*	WORKERS COMPENSATION AND EMPLOYERS LIABILITY <input checked="" type="checkbox"/> ANY PROVISION (PARTIAL / EXCLUSIVE / PROFESSIONAL EXCLUSIONS) (Mandatory in NH) If WA, describe any DESCRIPTION OF OPERATIONS below:		N/A	WLRC50800179 WC - ADS SCFC50800192 WC - WE	10/01/2019	10/01/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH EL EACH ACCIDENT \$2,000,000 EL DISEASE-CA EMPLOYEE \$2,000,000 EL DISEASE POLICY LIMIT \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  <div style="border: 1px solid black; padding: 20px; text-align: center; font-size: 24px; margin: 10px 0;">SAMPLE</div>	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE  <div style="text-align: center; font-family: cursive; font-size: 18px; margin-top: 10px;">Aon Risk Services Northeast, Inc.</div>
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**Form W-9**  
 (Rev. October 2018)  
 Department of the Treasury  
 Internal Revenue Service

**Request for Taxpayer Identification Number and Certification**

➔ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**BrightView Landscape Services Inc.**

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC  
 C Corporation  S Corporation  Partnership  Trust/estate  
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ➔ \_\_\_\_\_  
 Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  
 Other (see instructions) ➔ \_\_\_\_\_

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  
 Exempt payee code (if any) \_\_\_\_\_  
 Exemption from FATCA reporting code (if any) \_\_\_\_\_  
 (Applies to accounts established outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.  
**P.O. Box 740655**

6 City, state, and ZIP code  
**Atlanta, GA 30374-0655**

7 List account number(s) here (optional)

Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see how to get a TIN, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see What Name and Number To Give the Requester for guidelines on whose number to enter.

Social security number  
 [ ] [ ] [ ] - [ ] [ ] [ ] - [ ] [ ] [ ] [ ]

OR  
 Employer identification number  
 [ ] [ ] [ ] [ ] - [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ➔  Date ➔ **1/4/2022**

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



State of Florida  
Department of Agriculture and Consumer Services  
Division of Consumer Services  
2005 Apalachee Pkwy  
Tallahassee, Florida 32399-6500

Registration No.: **AD609**  
Issue Date: May 2, 2022  
Expiration Date: April 11, 2023

POST CERTIFICATE  
CONSPICUOUSLY

### License as Dealer in Agriculture Products

Section 604.15-604.30, Florida Statutes

**BRIGHTVIEW LANDSCAPE SERVICES, INC.**  
415 27TH ST SE  
RUSKIN, FL 33570-5230

*Nicole Fried*

NICOLE "NIKKI" FRIED  
COMMISSIONER OF AGRICULTURE

STATE OF FLORIDA  
Department of Agriculture and Consumer Services  
BUREAU OF LICENSING AND ENFORCEMENT

Date	File No.	Expires
November 16, 2021	LF211297	November 25, 2025

THE LTD COMMERCIAL FERTILIZER APPLICATOR HOLDER  
NAMED BELOW HAS REGISTERED UNDER THE PROVISIONS OF  
CHAPTER 4B2 FOR THE PERIOD EXPIRING: November 25, 2025

MARK A BARDELL  
224 NW EMERALD LAKES DR  
LAKE CITY, FL 32055

*Mark A. Bardell*

*Nicole Fried*  
NICOLE "NIKKI" FRIED, COMMISSIONER



*B.*



***Relationships – the Roots of Our Business!***

Amelia Concourse Community Development District

RE: Amelia Concourse Community Development District Landscape Maintenance Portfolio

Thank you for the opportunity to bid the Landscape Maintenance at Amelia Concourse. Attached to this letter is the Landscape Maintenance Contract. It includes the contract, references, and insurance certificate, and business license.

Established in 1994, Coastal Greenery, Inc. began leading the market in providing the finest in landscape management services to the Golden Isles. Although the company grows with the passing of each year, Coastal Greenery has always kept quality work and relationships as the cornerstone of the business.

All employees of Coastal Greenery wear company uniforms with company logo affixed to the jackets and shirts which identifies all Coastal Greenery personnel on site. The same logo is affixed to all equipment, trucks and trailers which allows clients of Amelia Concourse Community Development District to identify us for questions or concerns.

Currently, Coastal Greenery employs 93 persons on our staff. Amelia Concourse Community Development District will require one Crew to perform all mowing, pruning, and general weekly services. Annually, we will raise the tree skirts for an even sight line, prune the crepe myrtles, and pick up leaf debris. These services will be performed during the week (Monday- Thursday) from 7:30am – 5:00pm. Friday will be used for a makeup day in case of rain or holiday. Amelia Concourse landscape maintenance will require one additional person 1 time per month to perform all fertilizations and insect control to the turf. All above Coastal Greenery personnel will be under the supervision of 1 Client Relations Manager (Don Locklin) who will be your Coastal Greenery representative for the Communities.

Our irrigation clocks allow us to monitor irrigation systems 24/7 with the ability to shut off or on valves from our mobile device. This allows us to save time and money by preventing dry spots or over watering for prolonged periods of time. The clocks are covered under warranty from theft, lightening, and vandalism as long as Coastal Greenery is under contract.

Several pieces of equipment will be used to perform the Landscape duties:

- 1 Ford F-250 with Enclosed Trailer containing all Landscape maintenance equipment.
- 1 Isuzu NPR truck with a 600-gallon spray unit and 600' hose reels
- 1 Ford F-250 Truck with Enclosed Trailer with Z Spray Unit

**1242 Old Jesup Road | Brunswick, GA 31520 | 912.261.8171 | 912.261.1807 fax**  
www.coastalgreenery.com | info@coastalgreenery.com



***Relationships – the Roots of Our Business!***

- 1 Ford F-250 truck and 1-Ford F-450 truck with a landscape Dump Body
- 2 Enclosed 7x16 foot cargo trailer, 2-Ford F150
- 2 Gravely zero turn mowers

In addition, several small weed eaters, edgers, blowers, tillers, fertilizer spreaders, chainsaws, rakes, shovels, etc.

All personnel at Coastal Greenery are either United States Citizens or work legally under a government program (H2B) and possess valid work permits authorized to work in the United States. All crew leaders are English speaking. Currently 26 employees have State of Georgia Pesticide (category 24) and State of Georgia Soil and Erosion License. All 93 employees at Coastal Greenery have valid drug cards and/or American Red Cross First Aid and CPR License.

Coastal Greenery complies with all State agencies and possesses a Business License, Department of Agriculture Plant handlers License and trains weekly with OSHA standards of safety.

Our Goal at Coastal Greenery is to protect our clients with a great program such as dedicated on – site managers, quality horticulture practices, proper insurance and State certifications. We take pride giving our clients *a Great Look with Cost Control.*

Please reach out to me with any questions 912-223-0782.

Again, thank you for the opportunity,

*Vanneza Stubbs*

Vanneza Stubbs  
*Coastal Greenery, Inc.*



# CLIENT AGREEMENT

## THE TOTAL CARE PROGRAM

Prepared for: Amelia Concourse Community Development District

Prepared by: Vanneza Stubbs

Date: September 10, 2022





## Amelia Concourse Community Development District

### Maintenance Proposal

Thank you for your interest in Coastal Greenery, Inc. Over the past 28 years, we have been privileged to be a part of many clients' mission to fulfill their individual landscape needs. With this being said, I want you to feel confident in your decision to allow our team to serve you in this venture. The Coastal Greenery Team possesses the education, training, and hands-on experience to manage your landscape with each service we offer. Our team strongly believes that communicating with the client and educating the client are the keys to a great working relationship. We want you to feel confident that our team's number 1 goal is to provide you with the finest landscape services possible while working in the safest manner possible. We are looking forward to building a lasting relationship with you as well as meeting all of your landscape needs.

*-Jeffrey Johns*

### **Landscape Maintenance Agreement**

**THIS AGREEMENT is made this day 9/10/2022 12:00:00 AM , by and between:**

**Amelia Concourse Community Development District**

**85177 Amaryllis Ct**

**Fernandina Beach , Florida 32034**

(hereinafter referred to as "the Client")

and

**Coastal Greenery, Inc.**

(hereinafter referred to as "the Contractor")

NOW, IN CONSIDERATION of the mutual promises contained in this agreement, the parties agree as follows: The term of this agreement shall commence on November 1, 2022 , and shall continue until October 31, 2025 unless sooner terminated by either party with 30 days written notice. Written notice of termination shall be addressed as follows:

Coastal Greenery Inc.  
1242 Old Jesup Road  
Brunswick, Georgia 31520

## **Weekly Landscape Maintenance**

**Mowing, Edging and Trimming:** All turf areas shall be mowed during the growing season not to exceed the specified number of visits per year. During the dormant season, mowing will be done as needed. Clippings will be left on the lawn with no visible clumps remaining on the surface 24 hours after mowing. All hardscape areas (sidewalks, fences, driveways, parking areas) and softscape areas (tree rings, plant beds) will be edged with a steel blade edger, monofilament line trimmers and/or chemicals twice per month during the growing season. Grass clippings will be blown from sidewalks, curbs, and roadways after mowing and/or trimming. In periods of drought stress or dormancy, mowing, edging, and weedeating may be suspended.

**Pruning (Growing Season):** Plants and shrubs will be pruned during the growing season as intended to remove new growth only and to maintain the intended shape of the plant. Pruning is done by hand snips or powered shears. Tree pruning will be done once per year and is limited to branches below Seven (7) feet height. Additional fees will apply to pruning of trees over Seven (7) feet height. For safety, no trees will be pruned in or under utility lines. Branches will be pruned just outside the branch collar. Pruning paint will not be applied. Sucker growth will be removed by hand from the base of trees. No herbicides will be used for this purpose.

**Pruning (Dormant Season):** Pruning during the dormant season is intended to reshape, thin or invigorate plant material. Evergreen hedges, hollies, roses, etc. will be hard pruned as needed. Crape Myrtles, if needed, will be pruned by only removing cross branches and seed heads. Perennials will be cut back to promote spring growth. No guarantee that perennials will flush. Ornamental grasses such as Miscanthus, Muhly, and Pampas grass will be cut back to promote new growth. This type of pruning will be done January- March.

**Weed Control:** Weeds will be treated with post-emergent applications of herbicides in all plant beds or mulched areas using a target spray technique and/ or hand pulling. Weeds in hard surfaces (paved) areas will be controlled with line string trimmers or chemical treatments.

**Blowing:** Blowers are used to clean hard and soft surfaces of particle debris. Any debris that will not be absorbed will be picked up.

**Spring Leaf Removal:** Leaves on lawn areas, in shrubs, groundcovers and along curb lines will be picked up. During leaf drop all surfaces will be cleaned. Disposal of debris and leaves will conform to the client's desire. No on-site disposal will be done without prior approval.

## **Water Management Services**

**Weathermatic SmartLink Water Management System:** Coastal Greenery Inc. will install a Weathermatic SmartLink water and site management systems irrigation controller and weather sensor. This system will become property of the client. Included in the Weathermatic SmartLink Controller is a Total Equipment Protection Warranty which is an all-inclusive warranty that includes protection against lightning, theft or physical damage and provides a fixed cost of ownership. This warranty is valid as long as the client is a customer of Coastal Greenery Inc.

**24 Hour System Management** - Coastal Greenery Inc. will install a cellular Air Card and will monitor on a 24-hour basis and will contact the Client and/or Client Agent if there are any issues with water allocation. Coastal Greenery Inc. will program the system in a manner that promotes efficient use of water and healthy plant growth. Coastal Greenery Inc. retains ownership of the cellular communication equipment (Air Card).

**Quarterly Inspections**- Coastal Greenery Inc. will check the client's water system, quarterly using a SmartLink mobile inspection app. Every valve is opened, and the system is inspected thoroughly. At this time, Coastal Greenery Inc. will reset zone times according to seasonal changes. Coastal Greenery Inc. will provide the Client with photos documenting any major repair items needed and will note and report to client any symptoms of inadequate or excessive irrigation, drainage problems, etc.

**Annually** - Coastal Greenery Inc. will recalibrate each zone following Cooperative Extension Service recommendations.

Repairs or system service beyond the above scope will require a charge at an hourly rate per man plus materials. The client or client's agent will be notified, and approval given before repairs beyond the above scope are made. The Client understands that for Coastal Greenery Inc. to perform routine maintenance and repairs to the water system, it may be necessary to operate the system during Coastal Greenery Inc's. regular business hours. It is further acknowledged by Client that this is also the case when certain fertilizers and chemicals are applied. Coastal Greenery Inc. shall not be held liable for cleaning vehicles or any other items that get wet during operation of the irrigation system.

### **Turf Healthcare Application - FL**

Turf Healthcare plan includes (8) visits during an annual year while using the best Horticulture techniques available. Our plan includes turf fertilizations, insecticides, herbicides and micro nutrients following Best Methods for Integrated Pest Management (IPM). Applications will be granulated and liquid products. Includes turf around pool/clubhouse, main entrance, and 200ft from either side of Daisey Road and Amelia Concourse intersection.

### **Soil Test**

In the month of December a soil test will be completed on your landscape. The soil will be sent to a certified lab to analyze proper fertilization and pest requirements for your landscape in the upcoming season. A copy of the results will be provided.

### **Palm Pruning**

All Sabal (Cabbage) Palms and Washingtonia Palms over seven (7) feet in height will be trimmed once per year after seed heads have produced in the months of August and September. Trimming includes removal of seed heads, low hanging palm fronds and dead. Shucking of the

tree bark will be completed at an additional charge if necessary. For safety, no palm trees will be pruned in or under utility lines. Palm trees with two (2) or more years of growth will require an additional upfront fee for pruning. Palms over twenty-two (22) feet in height will be an additional charge/fee.

### **Fall Mulching**

All mulched areas shall be replenished with Wood Mulch at a depth not to exceed two (2) inches. Fall mulch will be installed during the months of September/October/November. Excess old mulch will not be removed. If this is needed, additional fees may result.

### **Spring Seasonal Color Install/Design**

Replacement of existing annuals shall be done during the Spring Season in the month of April. Our color program creates a pleasant, professional environment for residents, tenants or visiting clients. Installation of annuals/bedding plants will include design, soil preparation of soil mixes, fertilizers, fungicides incorporated in the plant beds at planting, plant material and shredded pine bark mulch.

### **Fall Seasonal Color Install/Design**

Replacement of existing annuals shall be done during the Fall Season in the month of September. Our color program creates a pleasant, professional environment for residents, tenants or visiting clients. Installation of annuals/bedding plants will include design, soil preparation of soil mixes, fertilizers, fungicides incorporated in the plant beds at planting, plant material and shredded pine bark mulch.

### **Winter Seasonal Color Install/Design**

Replacement of existing annuals shall be done during the Spring Season in the month of January. Our color program creates a pleasant, professional environment for residents, tenants or visiting clients. Installation of annuals/bedding plants will include design, soil preparation of soil mixes, fertilizers, fungicides incorporated in the plant beds at planting, plant material and shredded pine bark mulch.

### **Seasonal Color Maintenance**

Maintenance of seasonal color plant beds will be completed Twelve (12) times per year. Each visit will include hand weeding, fertilizer applications, bloom dead-heading, and replenishing of pine bark mulch as needed. Fertilizer applications will include Half (1/2) Pound Nitrogen per Thousand (1,000) square feet of bed area with a slow release product. No herbicides will be used.

## Agreement Terms and Conditions

### I. CONTRACTOR'S RESPONSIBILITY:

**A. Performance:** The Contractor shall be responsible for the performance of all work contracted for in accordance with the "Scope of Work" but shall not be responsible for any condition caused by an act of God i.e. tropical storms, hurricanes, or any unforeseen intervening factor which may arise during the term of this contract, or subsequent time thereafter. In the event that weather prevents work from being performed on any day or date agreed to in this contract, the Contractor will strive to perform the work as soon thereafter as the Contractor is reasonably able to perform.

The Contractor reserves the right to amend the contract when the Scope of Work is affected by changes to any local, state, and/or federal law, regulation or ordinance that goes into effect after the contract is signed.

The Contractor shall amend the contract, in writing, when any additions or deletions occur to the landscape and /or irrigation system within the Scope Of Work set forth within this contract. The Contractor will obtain written or verbal permission before performing any additional work outside the Scope of Work and the contractor will invoice the Client accordingly.

The Contractor will schedule the Scope of Work according to the requirements of the Client and will in no way interfere with the normal routine of the Clients tenants, visitors, and/or employees.

**B. Workforce:** The Contractor shall assign a trained workforce with experience in the Scope of Work being provided. The workforce will be presentable and identifiable at all times. The workforce shall be competent, qualified, drug-free, and U.S. citizens or legally authorized to work in the United States. The Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.

**C. Materials:** All materials shall conform the bid specifications. The contractor will meet and comply with all agricultural licensing and reporting requirements. The contractor shall pay all sales taxes on materials where applicable.

**D. Licenses and Permits:** The Contractor will maintain the State of Georgia Level 1A Soil and Erosion License and the State of Georgia Category 24 Ornamental & Turf Pest Control License as required by law, and state certification in CPR & First Aid from the American Red Cross. Furthermore, the Contractor will comply with all other licenses and permits required by county, state and federal governments whereas the Scope of Work necessitates.

**E. Insurances:** The Contractor will maintain \$2,000,000 General Liability Insurance and Full Workers Compensation Insurance on all workforce and any other insurance at the discretion of the Contractor or required by law. Additionally, the Contractor will require the

same of any sub-contractor and will provide certificates of insurance upon Client request.

**F. Liability:** It is understood and agreed that the Contractor is not liable for any damage of any kind that is not caused by the negligence of the contractor, its agents, contractors, or employees, including but not limited to: death or decline of plant material due to improper selection, placement, planting or maintenance before the time of this contract; damage due to improper irrigation components in existence at the time of contract execution; exposed cables/wires or sprinkler components/lines normally found below the surface of the lawn; flooding, storm or wind damage; disease or damage to lawns or landscape plants caused by excessive irrigation or lack of water due to inoperative components provided it reported these to the Client, irrigation restrictions imposed by local water management authorities or civil authorities or lack of irrigation and/or coverage; damage caused by any item hidden in the landscape and not clearly guarded or marked; and damage due to vandalism. Notwithstanding anything to the contrary herein, Contractor shall at all times be liable for the negligence and willful misconduct of its agents, employees, representatives, and contractors.

**G. Underground Utilities:** The Contractor will notify the appropriate Utilities Protection Agency prior to any installation project for the purpose of marking underground public utilities. Every effort will be made to avoid damaging any underground utilities. The Contractor will not be held liable for damage to telephone, electric, gas or water lines if they are not located where marked. Furthermore, the Contractor will not be held liable for damage to invisible fencing, irrigation systems, cable, phone, or private utilities such as, but not limited to, lamppost and outdoor lighting lines if these are not properly marked. Fees to repair any damage will be the responsibility of the Client. Non-public utility lines may be marked by the contractor who installed them.

**H. Invoicing:** The Contractor will submit monthly invoices for work performed within the Scope of Work included in this contract. All work will be invoiced on a per contract basis and are due Thirty (30) days from the date of the invoice.

Any services performed outside the Scope of Work specified in this contract will be approved, completed, and invoiced separately. All additional work performed will be invoiced and due on receipt of the invoice.

## II. CLIENT'S RESPONSIBILITY:

**A. Utility Usage:** The Client shall allow the Contractor, its agents and employees, the usage of the utilities on site if needed. Utilities used but not limited to: water and electricity.

**B. Payment:** Client will be invoiced every month, for the month's service and the invoice is due Thirty (30) days from the date on the invoice. Any additional services outside of this agreement, approved by the Client, will be billed separately. This payment plan is considered to be a "Balanced Billing Plan" and doesn't necessarily reflect the amount of work performed during the month that it was invoiced. Should a cancellation of this agreement occur, a reconciliation of services rendered shall be provided to the Client and any services rendered and not paid shall be paid in full to the Contractor within Thirty (30)

days of the cancellation date.

The Client is considered delinquent if the payment has not reached the Contractor's office by the due date on the invoice. If an invoice becomes forty-five (45) days past due, the Contractor reserves the right to suspend services immediately by giving written notice of action for nonpayment. After sixty-five (65) days past due, the Contractor will proceed with legal action deemed necessary to collect the balance due on the Client's account. The Client will then be responsible for the balance on the account plus all expenses associated with collections, but not limited to court filings and attorney fees.

**C. Corrections:** The Client shall give the Contractor at least thirty (30) days to correct any problem or defect discovered in the performance of the Scope of Work contained in this contract. The Contractor may provide compensation at its discretion if defects are not correctable to the satisfaction of the Client.

### III. OTHER TERMS:

**A. Renewal:** This agreement is good for three (3) consecutive years with all of its terms and conditions, unless other arrangements are stated. A three percent (3%) annual increase will occur after the first 12 months of service and another three percent (3%) after the first 24 months of of service.

**B. Wind/Hurricane Damage:** Damage to landscape caused by winds, tidal surges, and or flooding such as broken limbs, down trees, and yard debris will be cleaned by the Contractor at an additional cost to the Client. This work will be invoiced at an hourly rate plus debris hauling and waste removal fees.

**C. Quoted Price:** The quoted contract price within this contract shall be valid for a period of thirty (30) days from the date submittal.

**D. Cancellation:** This contract may be cancelled by either party upon a thirty (30) day written notice. In the event the maintenance agreement is terminated by the Client within the first 12-months of the Smart Water Management Upgrade, a balance of five hundred dollars (\$500.00) will become due and payable to the Contractor. In the event of the maintenance termination, the property would retain the smart controller(s) and weather station(s) which will continue to function in the same intelligent way, yet no longer have the cloud-based software, data/reporting and remote connectivity capabilities.

**E. Independent Contractor:** It is the express intention of the parties that the Contractor is an independent contractor and is not an employee, agent, joint venture or partner of the Client. Nothing in the Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between Client and Contractor or any employee or agent of Contractor or for any other purpose. Contractor and its agents are not entitles to participate in any benefits that the Client provides for its employees. Contractor shall retain the right to contract for similar services to be performed for others while it is under contract with the Client. Because of the Contractor's independent contractor status, no tax withholding shall be made from the payments contemplated in this

Agreement. Contractor is responsible for paying all state and federal taxes as required by law.

**F. Governing Law:** This Agreement shall be governed by the laws of the State of Georgia without regard to conflict of laws principles.

**G. Escalation Clause:** Should material and/or fuel costs escalate fifteen percent (15%) above the current days price, the Contract reserves the right to pass the cost along to the Client.

#### IV. CONTRACT PRICING AND SIGNATURES:

*Payments are to be made over 12 monthly installments.*

##### CONTRACT SUMMARY

<b>SERVICES</b>	<b>OCCURS</b>	<b>PRICE</b>
Weekly Landscape Maintenance	44	\$30,907.80
Water Management Services	4	\$3,802.16
Turf Healthcare Application - FL	8	\$4,055.60
Soil Test	1	\$108.74
Palm Pruning	1	\$772.26
Fall Mulching	1	\$4,339.97
Spring Seasonal Color Install/Design	1	\$3,477.85
Fall Seasonal Color Install/Design	1	\$3,477.85
Winter Seasonal Color Install/Design	1	\$4,450.25
Seasonal Color Maintenance	12	\$1,847.52
<hr/>		
	<b>TOTAL</b>	<b>\$57,240.00</b>

**PAYMENT SCHEDULE**

<b>INVOICE MONTH</b>	<b>PRICE</b>
November	\$4,770.00
December	\$4,770.00
January	\$4,770.00
February	\$4,770.00
March	\$4,770.00
April	\$4,770.00
May	\$4,770.00
June	\$4,770.00
July	\$4,770.00
August	\$4,770.00
September	\$4,770.00
October	\$4,770.00
<hr/> <b>TOTAL ANNUAL COST</b>	
	<b>\$57,240.00</b>

**Coastal Greenery, Inc.**

**Amelia Concourse Community  
Development District**

By   
Vanneza Stubbs

By \_\_\_\_\_

Date 9/10/2022

Date \_\_\_\_\_

**BILLING INFORMATION:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Billing Address: \_\_\_\_\_

*\*\*All invoices are emailed unless specified\*\**



*Relationships - the Roots of Our Business!*

**Client References**

**Apartments & Condominiums:**

Name	Address	City	Contact
<i>Park Place Apartment Homes</i>	<i>11919 Colerain Rd.</i>	<i>St. Mary's, GA</i>	<i>Trisha North: 912-673-6001</i>
<i>Sandcastles at Amelia Island Condo Association</i>	<i>Amelia Island</i>	<i>Amelia Island, FL</i>	<i>Kari Gaddis: 912-556-2209</i>
<i>Village at Winding Road</i>	<i>301 Carnegie Dr.</i>	<i>St. Mary's, GA</i>	<i>Tara Friedman 912-510-0001</i>

**Churches and Cemeteries:**

Name	Address	City	Contact
<i>Allison Memorial Funeral Home</i>	<i>10141 Colerain Rd</i>	<i>St. Mary's, GA</i>	<i>Sloan Tindall: 912-729-5000</i>

**Retirement Communities:**

Name	Address	City	Contact
<i>Magnolia Manor</i>	<i>4695 Charlie Smith Sr. HWY</i>	<i>St. Mary's, GA</i>	<i>Lisa Battistelli: 912-673-7713</i>

**Homeowners Associations:**

Name	Address	City	Contact
<i>Brookshire Retreat</i>	<i>130 N Gross</i>	<i>Kingsland, GA</i>	<i>Victoria Pashcal: 912-673-0066</i>
<i>Lofton Pointe</i>	<i>Amelia Concourse</i>	<i>Yulee, FL</i>	<i>Alice Hubbard: 904-717-9223</i>
<i>Lumber Creek</i>	<i>77321 Lumber Creek Blvd</i>	<i>Yulee, FL</i>	<i>Alice Hubbard: 904-717-9223</i>
<i>Pine Bluff</i>	<i>Scrubby Bluff Road</i>	<i>Kingsland, GA</i>	<i>Melodye Pitts: 912-729-4336</i>
<i>Water's Edge</i>	<i>Water's Edge Drive</i>	<i>Kingsland, GA</i>	<i>Cindy Bowen: 912-729-3564</i>
<i>Winding River</i>	<i>102 Meandering Way</i>	<i>St. Mary's, GA</i>	<i>Heather Reitz: 912-673-8874</i>
<i>Northshore POA</i>	<i>Northshore Drive GA HWY 40</i>	<i>Kingsland, GA</i>	<i>Patrick Thompson 912-638-4590 x 3</i>
<i>NSB Kings Bay</i>	<i>1083 USS Andrew Jackson Bldg 180</i>	<i>Kings Bay, GA</i>	<i>Terri Woods 912-882-1211</i>



*Relationships - the Roots of Our Business!*

**General Commercial:**

Name	Address	City	Contact
<i>Readdick Construction</i>	<i>47 Readdick Road</i>	<i>Kingsland, GA</i>	<i>Trevor Readdick: 912-729-5555</i>
<i>Hodnett Cooper</i>	<i>2353 Village Dr</i>	<i>Kingsland, GA</i>	<i>Missy Neu: 912-269-0608</i>
<i>The Club at Osprey Cove</i>	<i>123 Osprey Drive</i>	<i>St. Mary's, GA</i>	<i>Miranda Newmans: 912-673-9931</i>
<i>Kingsbay Naval Submarine Base</i>	<i>1083 USS Andrew Jackson Bldg 180</i>	<i>Kingsbay, GA</i>	<i>Terri Woods 912-882-1211</i>

**Medical:**

Name	Address	City	Contact
<i>Southeast Georgia Health System</i>	<i>2000 Dan Proctor Drive</i>	<i>St. Mary's, GA</i>	<i>Craig Stuckless: 912-466-3299</i>

**Educational Institutions:**

Name	Address	City	Contact
<i>College of Coastal Georgia</i>	<i>8001 Lakes Blvd.</i>	<i>Kingsland, GA</i>	<i>Paul Melchor: 912-279-5833</i>
<i>Coastal Pines</i>	<i>100 Keith Dixon Way</i>	<i>Kingsland, GA</i>	<i>Chad Boyett: 912-288-7737</i>

*Updated: 7/25/2022*



LICENSE NO. OCC1121  
EFFECTIVE DATE 02/04/1998  
EXPIRATION DATE 12/31/2022

2022

REQUIRES STATE LICENSE

**GLYNN COUNTY OCCUPATIONAL TAX CERTIFICATE**  
**COASTAL GREENERY, INC.**

Landscaping Services

Location:

1242 Old Jesup Rd  
Brunswick, GA 31520

Primary Licensee:

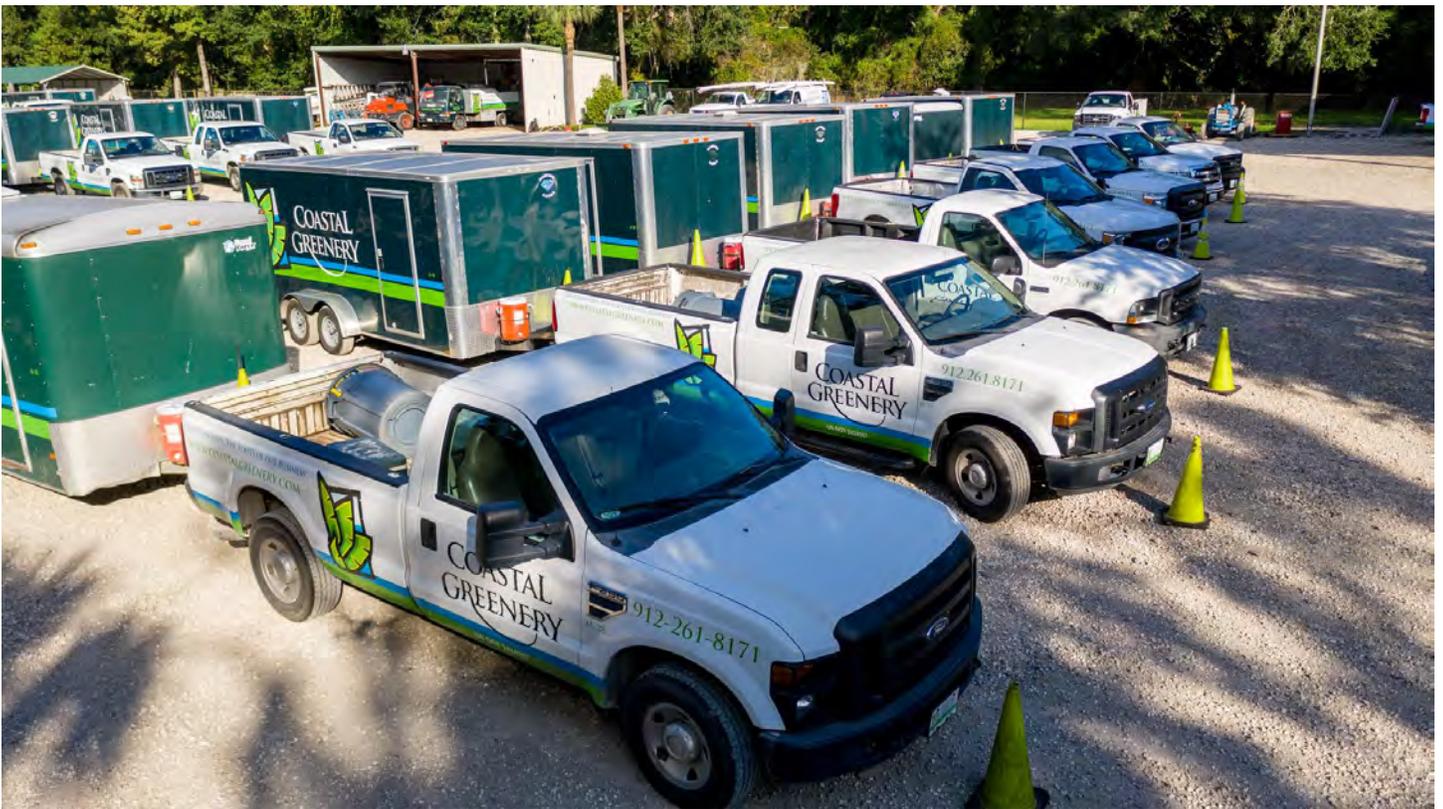
Jeffrey Johns Jeffrey Jojns

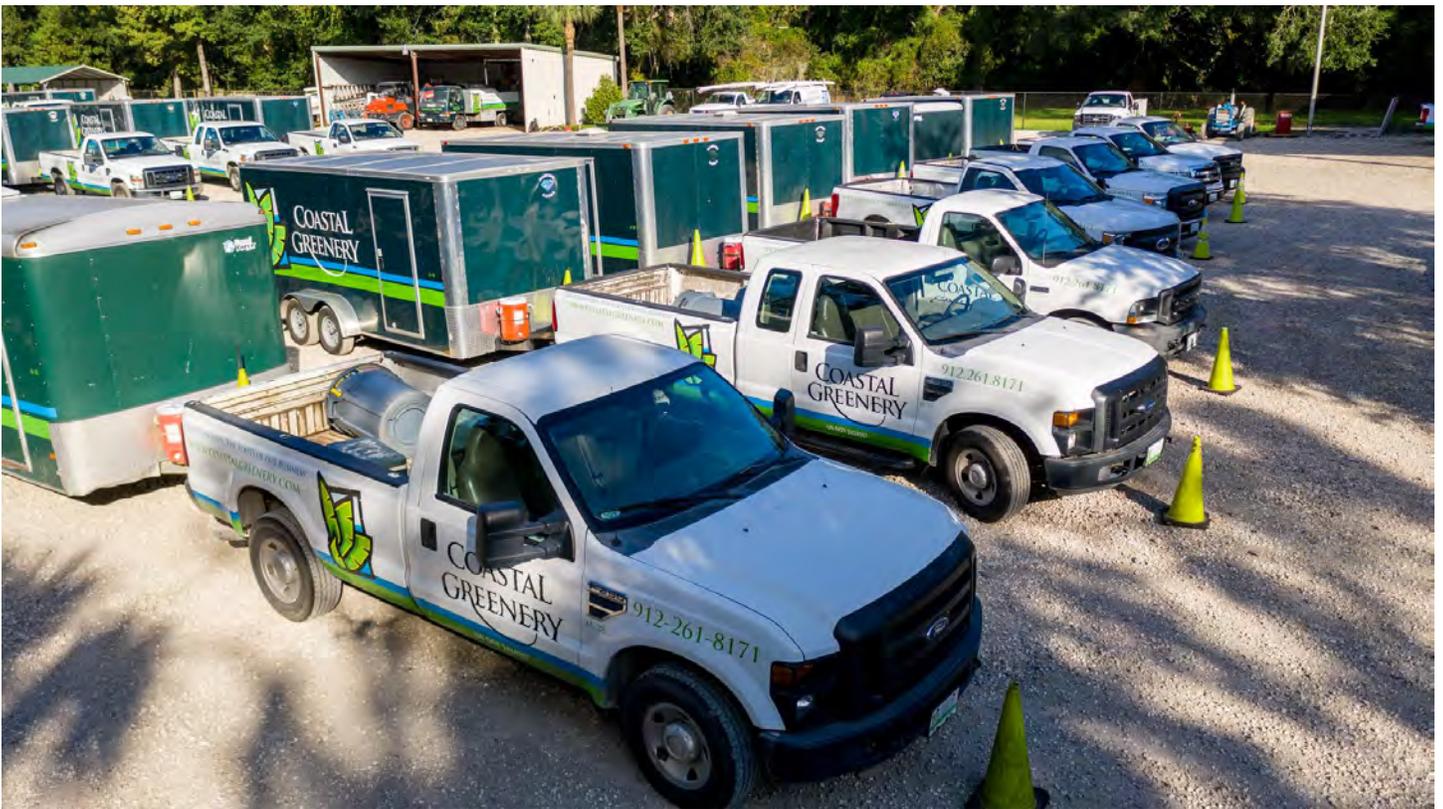
This business has paid the required Tax of the Glynn County Occupation Tax Ordinance and is subject to the applicable laws of the State of Georgia and all the terms and conditions of the Glynn County Occupation Tax ordinance adopted by the Glynn County Board of Commissioners.

Trina Rankin - Occupation Tax Coordinator

POST IN A NOTICEABLE LOCATION - ANY CHANGE MUST BE REPORTED IMMEDIATELY

Printed 05/13/2022 12:23 pm





*C.*

**INFORMAL  
PROJECT MANUAL**

**FOR**

**LANDSCAPE & IRRIGATION MAINTENANCE  
SERVICES**

**AMELIA CONCOURSE  
COMMUNITY DEVELOPMENT DISTRICT**

Issued Aug 29th, 2022

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LANDSCAPE AND IRRIGATION MAINTENANCE SERVICES  
REQUEST FOR PROPOSALS  
AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT  
Nassau County, Florida

Notice is hereby given that the Amelia Concourse Community Development District (“**District**”) will accept proposals from qualified firms (“**Proposers**”) interested in providing landscape and irrigation maintenance services, including routine mowing services for maintenance of turf, ground cover, and related services all as more specifically set forth in the Project Manual. The Project Manual, including among other materials, contract documents, project scope and any technical specifications, will be available for public inspection and may be obtained via electronic mail from Daniel Laughlin, District Manager, at [dlaughlin@gmsnf.com](mailto:dlaughlin@gmsnf.com).

In order to submit a proposal, each Proposer must be authorized to do business in Florida and hold all required state and federal licenses in good standing. The District reserves the right in its sole discretion to make changes to the Project Manual. **This is an informal bid. No protest rights or other procurement rights will be afforded to any Proposer.**

Firms desiring to provide services for this project must submit proposals no later than Sept 10th, 2022 at 12:00 p.m. (EST) to the offices of GMS – North Florida LLC, 475 West Town Place, Suite 114, St. Augustine, FL 32092, Attention: Daniel Laughlin, District Manager. Proposals may be submitted in person or sent via email; provided, however, it is the Proposers responsibility to ensure timely delivery of said proposal. Any proposal not completed as specified or missing the required proposal documents may be disqualified in the District’s discretion.

Rankings will be made based on the Evaluation Criteria contained within the Project Manual. Price will be one factor used in determining the proposal that is in the best interest of the District, but the District explicitly reserves the right to make such award to other than the lowest price proposal. **The District has the right to reject any and all proposals and waive any technical errors, informalities or irregularities if it determines in its discretion it is in the best interest of the District to do so.** Any and all questions relative to this project shall be directed in writing by e-mail only to Daniel Laughlin, [dlaughlin@gmsnf.com](mailto:dlaughlin@gmsnf.com).

Amelia Concourse Community Development District  
District Manager

**AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT**  
**Landscape & Irrigation Maintenance Services**  
Nassau County, Florida

**Instructions to Proposers**

1. **DUE DATE.** Sealed proposals (“**Proposals**”) must be received by interested parties (“**Proposer**”) no later than September 10th at 12:00 p.m. at the offices of GMS – North Florida LLC, 475 West Town Place, Suite 114, St. Augustine, FL 32092, Attention: Daniel Laughlin. Proposals received after the time and date stipulated may not be considered.

2. **SUMMARY OF SCHEDULE.** The District anticipates the following RFP schedule, though certain dates may be subject to change:

<b>DATE</b>	<b>EVENT</b>
August 28th, 2022	RFP package available.
Generally available up until project closing.	Site is available for Proposers to visit/inspect on your own.
September 10, 2022	Deadline for questions.
September 10, 2022	Proposals submittal deadline.
September 20, 2022	Anticipated Award

3. **SIGNATURE ON PROPOSAL.** Each Proposer must correctly execute all forms, affidavits, and acknowledgments for which signature and notary blocks are provided. Anyone signing the Proposal as agent shall file with the Proposal legal evidence of his authority to do so.

4. **FAMILIARITY WITH THE PROJECT.** The Proposer, by and through the submission of the Proposal, agrees that he shall be held responsible for having heretofore examined the project site, the location of all proposed work and for having satisfied himself from his own personal knowledge and experience or professional advice as to the character, conditions, and location of the site, the nature of the turf, vegetation, weeds, sprinklers and irrigation systems, roads, sidewalks and paved paths, ground, surface and subsurface, and any other conditions surrounding and affecting the work, any obstruction, the nature of any existing construction, and all other physical characteristics of the job, in order that the Proposer may include in the prices which the Proposer proposes all costs pertaining to the work and thereby provide for the satisfactory landscape and irrigation maintenance thereof. The Proposer understands that the project site is open and that he may visit it independently to evaluate the project site. The Proposer agrees to accept the site in an “as is” condition and hold its prices for the period set forth in this proposal package. The Proposer, in preparing the Proposal, shall take into consideration that work by other contractors may be in progress at or near the site and that the Proposer shall not interfere with work done by such other contractors.

5. **FAMILIARITY WITH THE LAW.** By submitting a Proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work as well as the District’s operating rules and procedures. Ignorance on the

part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

**6. PROJECT MANUAL.** The “Project Manual” and any addenda thereto, may be obtained from the District Manager at [dlaughlin@gmsnf.com](mailto:dlaughlin@gmsnf.com). Upon receiving the Project Manual, Proposers shall contact the District Manager at [dlaughlin@gmsnf.com](mailto:dlaughlin@gmsnf.com) and confirm their receipt of the entirety of the Project Manual, as determined by comparing the contents of the Project Manual with the Table of Contents.

**7. QUALIFICATIONS OF PROPOSER.** The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience to do the work specified herein at the sole and absolute discretion of the District. The Proposer shall submit with its Proposal satisfactory evidence of experience in similar work and show that it is fully prepared with the necessary organization, capital, and equipment to complete the work to the satisfaction of the District.

**8. SUBMISSION OF ONLY ONE PROPOSAL.** Proposers shall be disqualified, and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

**9. INTERPRETATIONS AND ADDENDA.** All questions about the meaning or intent of the Project Manual are to be directed in writing, via e-mail only, to [dlaughlin@gmsnf.com](mailto:dlaughlin@gmsnf.com). Additionally, the District reserves the right in its sole discretion to make changes to the Project Manual. Interpretations or clarifications considered necessary in response to such questions will be issued by Addenda to all parties. Questions received after September 10th at 12:00 p.m. may not be answered. Answers to all questions will be provided to all Proposers by e-mail. Only questions answered by formal written Addenda will be binding. No interpretations will be given verbally.

**10. SUBMISSION OF PROPOSAL.** Submit one (1) digital PDF copy along with other requested attachments, at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the project title and name and address of the Proposer and accompanied by the required documents. If the Proposal is sent through the mail or other delivery system, the sealed envelope shall be enclosed in a separate envelope with a notation “RESPONSE TO REQUEST FOR PROPOSALS (Amelia Concourse Community Development District – Landscape & Irrigation Maintenance) ENCLOSED” on the face of it. All costs to prepare and submit a response shall be borne by the Proposer.

**11. MODIFICATION AND WITHDRAWAL.** Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where Proposals are to be submitted at any time prior to the time and date the proposals are due.

**12. PROPOSAL FORMS.** The Proposal shall contain an acknowledgment of receipt of all Addenda. In making its Proposal, each Proposer represents that it has read and understands the Project Manual and that the Proposal is made in accordance therewith, including verification of the contents of the Project Manual against the Table of Contents. Proposer shall provide in the Proposal a complete breakdown of both unit quantities and unit costs for each separate item

associated with landscaping & irrigation maintenance plan and technical specifications. The quantities and unit costs for landscaping materials shall be provided by the Proposer in accordance with the Project Manual.

**13. PROPOSAL INFORMATION.** All Proposals should include the following information, among other things described herein:

- A. A completed and executed Proposal Form, with all of its parts and any attachments, as well as executed copies of the Affidavit Regarding Proposal, the Sworn Statement Regarding Public Entity Crimes, and the Sworn Statement Regarding Scrutinized Companies.
- B. Proposer's organizational chart.
- C. A listing of the position / title and corporate responsibilities of key management or supervisory personnel (forms attached). Include resumes for each person listed, and list years of experience in present position for each party listed and years of related experience.
- D. Describe proposed staffing levels, including information on current operations, administrative, maintenance and management staffing of both a professional and technical nature, including resumes for staff at or above the project manager level.
- E. Information related to other projects of similar size and scope for which Proposer has provided, or is currently providing, landscape and irrigation (and preferably sump) maintenance services over the past three years (forms attached), including the scope of services provided, the name of the project owner, and a contact name and phone number.
- F. A list of the total annual dollar value of work completed for the last three (3) years.
- G. A list of all other contracts related to the provision of services by the Proposer in which the company is presently engaged.
- H. At least three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person. The references may, but are not required to, overlap with the projects or current contracts as listed under items E. and G.
- I. A narrative description of the Proposer's approach to providing the services as described in the scope of services provided herein (limited to five (5) pages).
- J. Completed proposal pricing sheet. All responses must provide unit prices for each of the items described in the Project Manual. If additional services are added

during the term of the contract, compensation for such services shall be based on the unit prices provided.

- K. A current certificate of insurance.
- L. A list of any and all lawsuits that the Proposer is or has been a party to in the past five (5) years.
- M. A list of any and all licensure disciplinary actions the Proposer or its employees is or has been a party to in the past five (5) years.

**14. INSURANCE.** All Proposers shall include as part of their proposal a current Certificate of Insurance demonstrating that the company's ability to meet the insurance coverage requirements set forth in the attached contract form provided herein. In the event the Proposer is notified of award, it shall provide proof of the insurance coverage identifying the District, its officers, employees and agents as additional insureds, as stated in the Contract form provided herein, within fifteen (15) calendar days after notification, or within such approved extended period as the District may grant. Failure to provide proof of insurance coverage shall constitute a default.

**15. FINANCIALS.** In evaluating and scoring the proposals, the District will consider the financial capability of each Proposer, and as such each Proposer should submit relevant information regarding financial capability. In the event the Proposer is notified of award, the District may in its sole discretion require that the Proposer provide sufficient proof of financial capability, including, if requested, audited financial statements from the last three years.

**16. BASIS OF AWARD/RIGHT TO REJECT.** The District reserves the right to reject any and all proposals, in its sole and absolute discretion, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District. This is an informal request for proposals process because it is anticipated the amount of work required falls under public procurement thresholds.

**17. CONTRACT AWARD.** Within fifteen (15) days of receipt of the Notice of Award from the District or as otherwise extended by the District, the Proposer shall enter into and execute a contract. The District and the selected contractor ("**Contractor**") will execute a contract for a specified term. Upon expiration or termination of any existing contract for landscape and irrigation maintenance services, Contractor, if requested by the District, agrees to perform the services on a month-to-month basis until either party has provided the other party written notice of its election to renew or terminate the contract agreement. This RFP does not guarantee that a contract will be awarded. The District reserves the exclusive right to reject any and all Proposals. The District reserves the right to award by items, groups of items, or total proposal.

**18. MANDATORY AND PERMISSIVE REQUIREMENTS.** Notwithstanding anything else within the Project Manual, the only mandatory requirements of this Project Manual are that each Proposer must be authorized to do business in Florida and hold all required state and federal

licenses in good standing. All other requirements set forth in the Project Manual shall be deemed “permissive,” in that a Proposer’s failure to meet any requirement described in mandatory terms such as “shall,” “will,” “mandatory,” or similar language does not automatically disqualify the Proposer’s Proposal, but instead in the Board’s discretion may result in the disqualification of a Proposal or alternatively may be taken into account in the evaluation and scoring of the Proposal.

**19. INDEMNIFICATION.** The successful Proposer shall fully indemnify, defend and hold harmless the District and its officers, agents, and employees from and against all claims, damages, costs and losses arising, in whole or in part, from Contractor’s negligence or breach of contract, as more fully set forth in the agreement form, provided herein.

**20. LIMITATION OF LIABILITY.** Nothing herein shall be construed as or constitute a waiver of District’s limitations on liability contained in section 768.28, Florida Statutes, or other statute or law.

**21. COLLUSION.** Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

**22. PRICING.** Proposers shall submit their price information on the supplied forms with all blank spaces completed. Proposers shall also sign the required form. Each line item shall be clearly stated and cover all charges including incidental expenses, applicable taxes, insurance, overhead and profit. Proposers shall guarantee that their pricing to the District shall not increase throughout the term of the contract agreement executed.

**23. ADDITIONAL TERMS AND CONDITIONS.** No additional terms and conditions included with the proposal response shall be evaluated or considered and any and all such additional terms and conditions shall have no force and effect and are inapplicable to this proposal. If submitted either purposefully through intent or design or inadvertently appearing separately in transmitting letters, specifications, literature, price lists or warranties, it is understood and agreed the general and special conditions in this solicitation are the only conditions applicable to this proposal and the Proposer’s authorized signature affixed to the proposal attests to this.

**AMELIA CONCOURSE  
COMMUNITY DEVELOPMENT DISTRICT**

**REQUEST FOR PROPOSALS  
LANDSCAPE AND IRRIGATION MAINTENANCE SERVICES**

**EVALUATION CRITERIA**

**1. Personnel & Equipment (20 Points Possible) ( \_\_\_\_ Points Awarded)**

This category addresses the following criteria: skill set and experience of key management and assigned personnel, including the project manager and other specifically trained individuals who will manage the property; present ability to manage this project; proposed staffing levels; capability of performing the work; geographic location; subcontractor listing; inventory of all equipment; etc. Skill set includes certification, technical training, and experience with similar projects. Please include resumes, certifications, etc., with proposal. Please also provide evidence of the proposer's ability to meet deadlines and be responsive to client needs.

**2. Experience (20 Points Possible) ( \_\_\_\_ Points Awarded)**

This category addresses past & current record and experience of the Proposer in similar projects, including sump maintenance; volume of work previously awarded to the firm; past performance in any other contracts; etc.

**3. Understanding Scope of RFP (15 Points Possible) ( \_\_\_\_ Points Awarded)**

This category addresses the following issues: Does the proposal demonstrate an understanding of the District's needs for the services requested? Does it provide all information as requested by the District including pricing, scheduling, staffing, etc.? Does it demonstrate clearly the ability to perform these services? Were any suggestions for "best practices" included? Does the proposal as a whole appear to be feasible, in light of the scope of work? Did the contractor use the forms provided from the Project Manual in responding to the proposal?

**4. Financial Capacity (5 Points Possible) ( \_\_\_\_ Points Awarded)**

This category addresses whether the Proposer has demonstrated that it has the financial resources and stability as a business entity necessary to implement and execute the work. Proposer should include proof of ability to provide insurance coverage as required by the District as well as audited financial statements, or similar information.

**5. Price (25 Points Possible) ( \_\_\_\_ Points Awarded)**

A full twenty-five (25) points will be awarded to the Proposer submitting the lowest bid for Parts 1 - 4 (the Contract Amount). AN AVERAGE OF ALL THREE YEARS PRICING IS TO BE CONSIDERED WHEN AWARDING POINTS FOR PRICING - THE INITIAL TERM AND THE FIRST AND SECOND ANNUAL RENEWALS. All other proposers will receive a percentage of this amount based upon a formula which divides the low bid by the proposer's bid and is then multiplied by the number of points possible in this part of the Price evaluation. \*

\* Contractor "A" turns in a bid of \$210,000 and is deemed to be low bid and will receive the full 25 points. Contractor "B" turns in a bid of \$265,000. Bid "A" is divided by Bid "B" then multiplied by the number of points possible (25).  $(210,000/265,000) \times 25 = 19.81$ , therefore, Contractor "B" will receive 19.81 of 25 possible points. Contractor "C" turns in a bid of \$425,000. Bid "A" is divided by Bid "C" then multiplied by the number of points possible (25).  $(210,000/425,000) \times 25 = 12.35$ , therefore, Contractor "C" will receive 12.35 of 25 points.

**6. Reasonableness of ALL Numbers (15 Points Possible) (\_\_\_\_ Points Awarded)**

Up to fifteen (15) points will be awarded as to the reasonableness of ALL numbers, quantities & costs (including, but not limited to fertilizer quantities, mulch quantities based on Contractor's field measurements) provided, including Parts 1, 2, 3, 4, 5 and 6 as well as unit costs from the additional schedules.

**Proposer's Total Score (100 Points Possible) (\_\_\_\_ Points Awarded)**

**END**

\*\*Please note that while the Board intends to use these evaluation criteria to score the proposals, this is an informal bid and the Board may elect to move forward with the Proposer it deems to be in the District's best interests without regard to using the evaluation criteria set forth herein.

**AFFIDAVIT REGARDING PROPOSAL**

STATE OF Florida  
COUNTY OF Nassau

Before me, the undersigned authority, appeared the affiant, Jason Lee, and having taken an oath, affiant, based on personal knowledge, deposes and states:

1. I am over eighteen (18) years of age and competent to testify as to the matters contained herein. I serve in the capacity of President for Trim All Lawn Service, Inc. ("Proposer"), and am authorized to make this Affidavit Regarding Proposal on behalf of Proposer.

2. I assisted with the preparation of, and have reviewed, the Proposer's proposal ("Proposal") provided in response to the Amelia Concourse Community Development District's ("District") request for proposals for landscape and irrigation maintenance services. All of the information provided therein is full and complete, and truthful and accurate. I understand that intentional inclusion of false, deceptive or fraudulent statements, or the intentional failure to include full and complete answers, may constitute fraud; and, that the District may consider such action on the part of the Proposer to constitute good cause for rejection of the proposal.

3. I do hereby certify that the Proposer has not, either directly or indirectly, participated in collusion or proposal rigging.

4. The Proposer agrees through submission of the Proposal to honor all pricing information for ninety (90) days from the opening of the proposals, and if awarded the contract on the basis of this Proposal to enter into and execute the contract in the form included in the Project Manual.

5. The Proposer acknowledges the receipt of the complete Project Manual as provided by the District and as described in the Project Manual's Table of Contents, as well as the receipt of the following Addendum No.'s: \_\_\_\_\_.

6. By signing below, the Proposer acknowledges that (i) the Proposer has read, understood, and accepted the Project Manual; (ii) the Proposer has had an opportunity to consult with legal counsel regarding the Project Manual; (iii) the Proposer has agreed to the terms of the Project Manual; (iv) this is an informal bid, and no protest rights or other procurement rights will be afforded to the Proposer; and (v) the Proposer has waived any right to challenge any matter relating to the Project Manual, including but not limited to any protest relating to the proposal notice, proposal instructions, the proposal forms, the contract form, the scope of work, the maintenance map, the specifications, the evaluation criteria, the evaluation process, or any other issues or items relating to the Project Manual.

7. The Proposer authorizes and requests any person, firm or corporation to furnish any pertinent information requested by the District, or its authorized agents, deemed necessary to verify

the statements made in the Proposal, or regarding the ability, standing, integrity, quality of performance, efficiency, and general reputation of the Proposer.

Under penalties of perjury under the laws of the State of Florida, I declare that I have read the foregoing Affidavit Regarding Proposal and that the foregoing is true and correct.

Dated this 7th day of September, 2022.

Proposer: *Jason Lee*  
By: Jason Lee  
Title: President of Trim All Lawn Service, Inc.

STATE OF Florida  
COUNTY OF Nassau

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this 7th day of September, 2022, by Jason Lee of Trim All Lawn Service, who is  personally known to me or  who has produced as identification, and  did or  did not take the oath.



*Carrie Darlington*  
Notary Public, State of Florida  
Print Name: Carrie Darlington  
Commission No.: GG 225968  
My Commission Expires: September 30, 2022

**PROPOSAL FORM**  
**PART I – GENERAL INFORMATION**

• *Proposer General Information:*

Proposer Name Trim All Lawn Service, Inc.

Street Address 942360 Old Nassauville Road

P. O. Box (if any) \_\_\_\_\_

City Fernandina Beach State Florida Zip Code 32034

Telephone (904) 491-3232 Fax no. \_\_\_\_\_

1st Contact Name Cassandra Faulk Title Account Manager

2nd Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Parent Company Name (if any) \_\_\_\_\_

Street Address \_\_\_\_\_

P. O. Box (if any) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax no. \_\_\_\_\_

1st Contact Name \_\_\_\_\_ Title \_\_\_\_\_

2nd Contact Name \_\_\_\_\_ Title \_\_\_\_\_

• *Company Standing:*

Proposer's Corporate Form: Corporation  
(e.g., individual, corporation, partnership, limited liability company, etc.)

In what State was the Proposer organized? Florida Date 04/16/2004

Is the Proposer in good standing with that State? Yes  No

If no, please explain \_\_\_\_\_

\_\_\_\_\_

Is the Proposer registered with the State of Florida, Division of Corporations and authorized to do business in Florida? Yes  No

If no, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- *What are the Proposer's current insurance limits?*

General Liability	\$ 2,000,000.00	Umbrella Liability	\$ 3,000,000.00
Automobile Liability	\$ 1,000,000.00		
Workers Compensation	\$ 1,000,000.00		
Expiration Date	01/01/2023		

- *Licensure* – Please list all applicable state and federal licenses, and state whether such licenses are presently in good standing:

Pest Control Company - FDACS License Expires 4/30/2023  
Pest Control Operator (Jason Lee) - FDACS License Expires 6/1/2023  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROPOSAL FORM**  
**PART II – PERSONNEL AND EQUIPMENT**

- *List the location of the Proposer's office, which would perform work for the District.*

Street Address 942360 Old Nassauville Road  
P. O. Box (if any) \_\_\_\_\_  
City Fernandina Beach State Florida Zip Code 32034  
Telephone (904) 491-3232 Fax no. \_\_\_\_\_  
1st Contact Name \_\_\_\_\_ Title \_\_\_\_\_  
2nd Contact Name \_\_\_\_\_ Title \_\_\_\_\_

- *Proposed Staffing Levels - Landscape and irrigation maintenance staff will include the following:*

\_\_\_\_\_ Supervisors, who will be onsite \_\_\_ days per week;  
 \_\_\_\_\_ Technical personnel, who will be onsite \_\_\_ days per \_\_\_\_; and  
 \_\_\_\_\_ Laborers, who will be onsite \_\_\_ days per week.

- *Officers and Supervisory Personnel – Please complete the pages that follow at the end of this Part regarding the Proposer’s Officers and Supervisory Personnel, and attach resumes for any individuals listed.*
- *Technical Personnel – Does the Proposer currently employ any other technical personnel who have expertise in pesticide application, herbicide application, arboriculture, horticulture, or other relevant fields of expertise? Yes \_\_\_ No \_\_\_ If yes, please provide the following information for each person (attach additional sheets if necessary):*

Name: \_\_\_\_\_

Position / Certifications: \_\_\_\_\_

Duties / Responsibilities: \_\_\_\_\_

% of Time to Be Dedicated to This Project: \_\_\_\_\_ %

Please describe the person’s role in other projects on behalf of the Proposer:

Project Name/Location: \_\_\_\_\_

Contact: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Project Type/Description: \_\_\_\_\_

Duties / Responsibilities: \_\_\_\_\_

Dollar Amount of Contract: \_\_\_\_\_

Proposer’s Scope of Services for Project: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Dates Serviced: \_\_\_\_\_

- *Subcontractors – Does the Proposer intend to use any subcontractors in connection with the work? Yes \_\_\_ No \_\_\_ For each subcontractor, please provide the following information (attach additional sheets if necessary):*

Subcontractor Name \_\_\_\_\_

Street Address \_\_\_\_\_

P. O. Box (if any) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax no. \_\_\_\_\_

1st Contact Name \_\_\_\_\_ Title \_\_\_\_\_

2nd Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Proposed Duties / Responsibilities: \_\_\_\_\_

Please describe the subcontractor's role in other projects on behalf of the Proposer:

Project Name/Location: \_\_\_\_\_

Contact: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Project Type/Description: \_\_\_\_\_

Dollar Amount of Contract: \_\_\_\_\_

Proposer's Scope of Services for Project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates Serviced: \_\_\_\_\_

- *Security Measures - Please describe any background checks or other security measures that were taken with respect to the hiring and retention of the Proposer's personnel who will be involved with this project, and provide proof thereof to the extent permitted by law:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- *Equipment – Please complete the pages that follow at the end of this Part regarding the Proposer's Equipment that will be used in connection with this project.*

**OFFICERS**

PROPOSER: Trim All Lawn Service

DATE: 09/07/2022

Provide the following information for key officers of the Proposer and parent company, if any.

NAME	POSITION OR TITLE	RESPONSIBILITIES	INDIVIDUAL'S RESIDENCE CITY, STATE
Jason Lee	President		Fernandina Beach, Florida
FOR PARENT COMPANY (if applicable)			



**COMPANY OWNED MAJOR EQUIPMENT  
TO BE USED IN CONNECTION WITH THE WORK**

PROPOSER: Trim All Lawn Service

DATE: 09/07/2022

QUANTITY	DESCRIPTION*	# OF PROJECTS DEDICATED TO	STORAGE AND WORK SITE LOCATIONS
23	Mowers		Office
74	Pieces of Stick Equipment		Office
38	Blowers - Backpack or Street		Office
100+	Various hand tools		Office

**PROPOSAL FORM  
PART III – EXPERIENCE**

- *Has the Proposer performed work for a community development district previously?  
Yes  No   
If yes, please provide the following information for each project (attach additional sheets if necessary):*

Project Name/Location: Amelia Walk CDD

Contact: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Project Type/Description: Lawn Maintenance

Dollar Amount of Contract: \_\_\_\_\_

Scope of Services for Project: Weekly lawn maintenance for common areas, entrance and amenity center. Fertilization and pest control of turf and ornamentals. Monthly inspections of irrigation system.

Dates Serviced: 01/01/2019 - to current

- *List the Proposer's total annual dollar value of landscape and irrigation services work completed for each of the last three (3) years:*

2021 =

2020 =

2019 =

- *Please provide the following information for each project that is similar to this project, currently undertaken, or undertaken in the past five years. The projects must include irrigation maintenance as well. Attach additional sheets if necessary.*

Project Name/Location: \_\_\_\_\_

Contact: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Project Type/Description: \_\_\_\_\_

Dollar Amount of Contract: \_\_\_\_\_

How was the project similar to this project? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your Company's Detailed Scope of Services for Project (i.e. mowing, pest control, weed control, sump maintenance, etc.): \_\_\_\_\_

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List of equipment used on site: \_\_\_\_\_

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List of subcontractors used: \_\_\_\_\_

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Is this a current contract? Yes \_\_\_ No \_\_\_

Duration of contract: \_\_\_\_\_

- *(Information regarding similar projects – continued)*

Project Name/Location: \_\_\_\_\_

Contact: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Project Type/Description: \_\_\_\_\_

Dollar Amount of Contract: \_\_\_\_\_

How was the project similar to this project? \_\_\_\_\_

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Your Company's Detailed Scope of Services for Project (i.e. mowing, pest control, weed control, sump maintenance, etc.): \_\_\_\_\_

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List of equipment used on site: \_\_\_\_\_

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List of subcontractors used: \_\_\_\_\_

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Is this a current contract? Yes \_\_\_ No \_\_\_

Duration of contract: \_\_\_\_\_

- *(Information regarding similar projects – continued)*

Project Name/Location: \_\_\_\_\_

Contact: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Project Type/Description: \_\_\_\_\_

Dollar Amount of Contract: \_\_\_\_\_

How was the project similar to this project? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your Company's Detailed Scope of Services for Project (i.e. mowing, pest control, weed control, sump maintenance, etc.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List of equipment used on site: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

List of subcontractors used: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Is this a current contract? Yes \_\_\_ No \_\_\_

Duration of contract: \_\_\_\_\_

- *Has the Proposer, or any of its principals or supervisory personnel (e.g., owner, officer, or supervisor, etc.), been terminated from any landscape or irrigation installation or maintenance contract within the past 5 years? Yes \_\_\_ No \_\_\_ For each such incident, please provide the following information (attach additional sheets as needed):*

Project Name/Location: \_\_\_\_\_

Contact: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Project Type/Description: \_\_\_\_\_

Dollar Amount of Contract: \_\_\_\_\_

Scope of Services for Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dates Serviced: \_\_\_\_\_

Reason for Termination: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- *Has the Proposer been cited by OSHA for any job site or company office/shop safety violations in the past five years? Yes \_\_\_ No*

If yes, please describe each violation, fine, and resolution \_\_\_\_\_

\_\_\_\_\_

What is the Proposer's current worker compensation rating? 1.30 \_\_\_\_\_

Has the Proposer experienced any worker injuries resulting in a worker losing more than ten (10) working days as a result of the injury in the past five years? Yes \_\_\_ No

If yes, please describe each incident \_\_\_\_\_

\_\_\_\_\_

- *Please state whether or not the Proposer or any of its affiliates are presently barred or suspended from proposing or contracting on any state, local, or federal contracts? Yes \_\_\_ No  If yes, please provide:*

The names of the entities \_\_\_\_\_

The state(s) where barred or suspended \_\_\_\_\_

The period(s) of debarment or suspension \_\_\_\_\_

Also, please explain the basis for any bar or suspension:

\_\_\_\_\_

\_\_\_\_\_

- *List any and all governmental enforcement actions (e.g., any action taken to impose fines or penalties, licensure issues, permit violations, consent orders, etc.) taken against the Proposer or its principals, or relating to the work of the Proposer or its principals, in the last five (5) years. Please describe the nature of the action, the Proposer's role in the action, and the status and/or resolution of the action.*

N/A

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- *List any and all litigation to which the Proposer or its principals have been a party in the last five (5) years. Please describe the nature of the litigation, the Proposer's role in the litigation, and the status and/or resolution of the litigation.*

N/A

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- *Has the Proposer or any of its affiliates (parents or subsidiaries), or any of the Proposer's officers or principal members, shareholders or investors filed for bankruptcy, either voluntary or involuntary, within the past 10 years? Yes ( ) No (✓) If yes, provide the following:*

Identify the Case # and Tribunal: \_\_\_\_\_

Describe the Nature of the Action: \_\_\_\_\_

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Describe the Proposer's Role in the Action and Describe the Status and/or Resolution:

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- *Has the Proposer or any of its affiliates (parents or subsidiaries), or any of the Proposer's officers or principal members, shareholders or investors executed an assignment for the benefit of creditors within the past 10 years? Yes ( ) No (✓) If yes, please explain:*
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- 
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- *Has the Proposer or any of its affiliates (parents or subsidiaries), or any of the Proposer's officers or principal members, shareholders or investors defaulted on a loan or other financial obligation (e.g., failing to pay subcontractors or materialmen) within the past 10 years? Yes ( )  
No (✓) If yes, please explain:*

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**PROPOSAL FORM  
PART IV - PRICING**

***NOTE: This pricing form is intended to cover pricing for the initial one-year term of the contract. It is assumed that prices will remain the same through each of the three potential annual renewal terms. If the Proposer intends to change pricing for any renewal term, then the Proposer should submit multiple pricing forms, one for each renewal term. Otherwise, the prices stated below will be binding for the initial one-year term, and any annual renewal terms.***

***Please complete the pricing form on the following page.***

**AMELIA CONCOURSE CDD  
LANDSCAPE & IRRIGATION MAINTENANCE  
REQUEST FOR PROPOSALS**

Having carefully examined the specifications and having thoroughly inspected said property, the undersigned proposes to furnish all labor, materials and proper equipment for the entire scope of work, in accordance with said specifications, for the sum of:

**PART 1**

**General Landscape Maintenance (Includes Mowing) \$ 16,996.20 Yr.**

- Storm Cleanup \$\_\_\_\_\_/hr.
- Tree Staking/Strapping Removal \$ \_\_\_\_\_ / lump sum (to the extent necessary, if any)
- Freeze Protection (description of ability) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\$ \_\_\_\_\_/application

- Hand Watering

\$ \_\_\_\_\_/hr. for employee with hand-held hose

\$ \_\_\_\_\_/hr. for water truck/tanker

**These prices are informational only and NOT to be included in General Landscape Maintenance Cost**

**PART 2**

**Fertilization (All labor and materials) \$ 2,700.00 Yr.**  
(Include any and all turf pesticide/herbicide mixtures you intend to use throughout the year)

ST. AUGUSTINE (per specifications in Part 2)				
MONTH	FORMULA	APPLICATION RATE (LBS. N/1000 SF)	TOTAL POUNDS PRODUCT TO BE APPLIED	COST PER APPLICATION
BAHIA (per specifications in Part 2)				

MONTH	FORMULA	APPLICATION RATE (LBS. N/1000 SF)	TOTAL POUNDS PRODUCT TO BE APPLIED	COST PER APPLICATION

The totals in the "Cost per application" column should equal your Total Fertilization Cost for the year. Please indicate if you think fertilization necessary for this Project.

**PART 3**

**Irrigation** (All labor and materials) \$ 1,020.00 /Yr.

**\*\* Please note the District does not have as-builts of the irrigation and is uncertain as to whether there is any irrigation and to what extent irrigation may be necessary for District owned areas.**

<p>Freeze Protection (description of ability) _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>\$ _____/application (do not include in Irrigation Total or Grand Total)</b></p> <p>After hours emergency service hourly rate \$ <u>170.00</u> /hr. (i.e. broken mainlines, pump &amp; wells, etc.)</p> <p>Contractor shall provide a list of additional charges and pricing for such items other than routine maintenance as a separate price from this bid.</p> <p>_____</p> <p>_____</p> <p>_____</p>
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**GRAND TOTAL (PARTS 1, 2, &3 This is what contract will be written for)**

\$ 20,716.20 /Yr.

FIRST ANNUAL RENEWAL \$ 21,337.70 /Yr.

SECOND ANNUAL RENEWAL \$ 21,977.85 /Yr.

PROPOSAL FORM – SIGNATURE PAGE

Contractor/Firm Name Trim All Lawn Service, Inc.

Firm Address 942360 Old Nassauville Road

City/State/Zip Fernandina Beach, Florida 32034

Phone Number (904) 491-3232 Fax Number \_\_\_\_\_

Name and Title of Representative Jason Lee President  
(Please Print)

Representative's Signature \_\_\_\_\_

Date 09/07/2022

Under penalties of perjury under the laws of the State of Florida, I represent that I have authority to sign this Proposal Form (including Parts I through IV) on behalf of Trim All Lawn Service, Inc. ("Proposer") and declare that I have read the foregoing Proposal Form (including Parts I through IV) and that all of the questions are fully and completely answered, and all of the information provided is true and correct.

Dated this 7th day of September, 2022.

Proposer: \_\_\_\_\_

By: Jason Lee

Title: President of Trim All Lawn Service, Inc.

STATE OF Florida

COUNTY OF Nassau

The foregoing instrument was sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization this 7th day of September, 2022, by Jason Lee of Trim All Lawn Service, who is  personally known to me or  who has produced as identification, and  did or  did not take the oath.



Carrie Darlington

Notary Public, State of Florida

Print Name: Carrie Darlington

Commission No.: GG 225968

My Commission Expires: September 30, 2022

**SWORN STATEMENT UNDER SECTION 287.133(3)(a),  
FLORIDA STATUTES, REGARDING PUBLIC ENTITY CRIMES**

***THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC  
OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.***

1. This sworn statement is submitted to Amelia Concourse Community Development District.
2. I am over eighteen (18) years of age and competent to testify as to the matters contained herein. I serve in the capacity of President for Trim All Lawn Service, Inc. ("Proposer"), and am authorized to make this Sworn Statement on behalf of Proposer.
3. Proposer's business address is 942360 Old Nassauville Road,  
Fernandina Beach, FL 32034
4. Proposer's Federal Employer Identification Number (FEIN) is 20-0142932  
  
(If the Proposer has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_.)
5. I understand that a "public entity crime" as defined in Section 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
6. I understand that "convicted" or "conviction" as defined in Section 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
7. I understand that an "affiliate" as defined in Section 287.133(1)(a), Florida Statutes, means:
  1. A predecessor or successor of a person convicted of a public entity crime; or,
  2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

8. I understand that a "person" as defined in Section 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which proposals or applies to proposal on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
9. Based on information and belief, the statement which I have marked below is true in relation to the Proposer submitting this sworn statement. (Please indicate which statement applies.)

Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity, have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity or an affiliate of the entity, has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (please indicate which additional statement applies):

\_\_\_\_\_ There has been a proceeding concerning the conviction before an Administrative Law Judge of the State of Florida, Division of Administrative Hearings. The final order entered by the Administrative Law Judge did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

\_\_\_\_\_ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before an Administrative Law Judge of the State of Florida, Division of Administrative Hearings. The final order entered by the Administrative Law Judge determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

\_\_\_\_\_ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Florida Department of Management Services.)

Under penalties of perjury under the laws of the State of Florida, I declare that I have read the foregoing Sworn Statement under Section 287.133(3)(a), Florida Statutes, Regarding Public Entity Crimes and all of the information provided is true and correct.

Dated this 7th day of September, 2022.

Proposer: *Jason Lee*  
By: Jason Lee  
Title: President of Trim All Lawn Service, Inc.

STATE OF Florida  
COUNTY OF Nassau

The foregoing instrument was sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization this 7th day of September, 2022, by Jason Lee of Trim All Lawn Service, who is  personally known to me or  who has produced as identification, and  did or  did not take the oath.



*Carrie Darlington*  
Notary Public, State of Florida  
Print Name: Carrie Darlington  
Commission No.: GG 225968  
My Commission Expires: September 30, 2022

**SWORN STATEMENT PURSUANT TO SECTION 287.135(5), FLORIDA STATUTES,  
REGARDING SCRUTINIZED COMPANIES WITH ACTIVITIES IN SUDAN LIST OR  
SCRUTINIZED COMPANIES WITH ACTIVITIES IN THE IRAN PETROLEUM ENERGY  
SECTOR LIST**

***THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC  
OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.***

1. This sworn statement is submitted to Amelia Concourse Community Development District (“District”).
2. I am over eighteen (18) years of age and competent to testify as to the matters contained herein. I serve in the capacity of President for Trim All Lawn Service (“Proposer”), and am authorized to make this Sworn Statement on behalf of Proposer.
3. Proposer’s business address is 942360 Old Nassauville Road,  
Fernandina Beach, FL 32034
4. Proposer’s Federal Employer Identification Number (FEIN) is 20-0142932  
  
(If the Proposer has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_.)
5. I understand that, subject to limited exemptions, Section 287.135, Florida Statutes, declares a company that at the time of proposing or submitting a proposal for a new contract or renewal of an existing contract is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473, Florida Statutes, is ineligible for, and may not proposal on, submit a proposal for, or enter into or renew a contract with a local governmental entity for goods or services of \$1 million or more.
6. Based on information and belief, at the time the Proposer submitting this sworn statement submits its proposal to the District, neither the Proposer, nor any of its officers, directors, executives, partners, shareholders, members, or agents, is listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.
7. If awarded the contract, the Proposer will immediately notify the District in writing if either the entity, or any of its officers, directors, executives, partners, shareholders, members, or agents, is placed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

Under penalties of perjury under the laws of the State of Florida, I declare that I have read the foregoing Sworn Statement and all of the information provided is true and correct.

Dated this 7th day of September, 2022.

Proposer: 

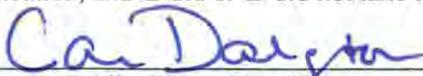
By: Jason Lee

Title: President of Trim All Lawn Service, Inc.

STATE OF Florida  
COUNTY OF Nassau

The foregoing instrument was sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization this 7th day of September, 2022, by Jason Lee of Trim All Lawn Service, who is  personally known to me or  who has produced as identification, and  did or  did not take the oath.



  
Notary Public, State of Florida  
Print Name: Carrie Darlington  
Commission No.: GG 225968  
My Commission Expires: September 30, 2022

## LANDSCAPE & IRRIGATION MAINTENANCE SERVICES AGREEMENT

THIS AGREEMENT (“Agreement”) is made and entered into this 1st day of October, 2022, by and between:

**Amelia Concourse Community Development District**, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, being situated in Nassau County, Florida, and whose mailing address is 475 West Town Place, Suite 114, St. Augustine, FL 32092 (the “District”); and

Trim All Lawn Service, Inc., a Florida Corporation, whose address is 942360 Old Nassauville Rd, Fernandina Beach, FL 32034 (“Contractor,” and collectively with the District, “Parties”).

### RECITALS

**WHEREAS**, the District was established for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure, including surface water management systems, portable water distribution and wastewater collection facilities, roadways, landscaping, and recreational facilities; and

**WHEREAS**, the District has a need to retain an independent contractor to provide, for certain landscape and irrigation maintenance services for the Maintenance Area within the District, as such Maintenance Area is set forth in **Exhibit A**, attached hereto and incorporated herein by this reference; and

**WHEREAS**, to solicit such services, the District conducted a competitive proposal process based on a “Project Manual,” and determined to make an award of a contract for landscape and irrigation maintenance services to the Contractor, based on certain proposal pricing provided by Contractor; and

**WHEREAS**, Contractor desires to provide such services, and represents that it is qualified to do so.

**NOW, THEREFORE**, in consideration of the mutual covenants contained in this Agreement, it is agreed that the Contractor is hereby retained, authorized, and instructed by the District to perform in accordance with the following covenants and conditions, which both the District and the Contractor have agreed upon:

1. **INCORPORATION OF RECITALS.** The recitals stated above are true and correct and are incorporated by reference as a material part of this Agreement.

2. **DESCRIPTION OF WORK AND SERVICES.**

A. The District desires that Contractor provide lawn and landscape maintenance services within professionally accepted standards. Upon all parties signing this Agreement, Contract shall provide the District with the specific services identified in the Scope of Services.

Agreement, Contract shall provide the District with the specific services identified in the Scope of Services.

- B. While providing the services identified in the Scope of Services, Contract shall assign such staff as may be required, and such staff shall be responsible for coordinating, expediting, and controlling all aspects to assure completion of the services.
- C. Contractor shall provide the specific professional services as identified in Paragraph Three (3) of this Agreement.

3. **SCOPE OF LANDSCAPE MAINTENANCE AND IRRIGATION SERVICES. DUTIES.** The duties, obligations, and responsibilities of Contractor are described in the Scope of Services, attached hereto as **Exhibit B**, within the Maintenance Area. Contractor shall be solely responsible for the means, manner, and methods by which its duties, obligations, and responsibilities are met to the satisfaction of the District.

4. **MANNER OF CONTRACTOR'S PERFORMANCE.** Contractor agrees, as an independent contractor, to undertake work and/or perform such services as specified in this Agreement or any addendum executed by the Parties or in any authorized written work order by the District issued in connection with this Agreement and accepted by Contractor. All work shall be performed in a neat and professional manner reasonably acceptable to the District and shall be in accordance with industry standards. The performance of all services by the Contractor under this Agreement and related to this Agreement shall conform to any written instructions issued by the District.

- A. Should any work and/or services be required which are not specified in this Agreement or any addenda, but which are nevertheless necessary for the proper provision of services to the District, such work or services shall be full performed by Contractor as if described and delineated in this Agreement.
- B. Contractor agrees that the District shall not be liable for the payment of any work or services unless the District, through an authorized representative of the District, authorizes Contract, in writing, to perform such work.
- C. The District Manager will initially act as the District's representative with respect to the services to be performed under this Agreement. The District's representative shall have complete authority to transmit instructions, receive information, interpret, and define the District's policies and decisions with respect to materials, equipment, elements, and systems pertinent to Contractor's services. If requested by the District Manager, Contractor agrees to meet with the District's representative no less than one (1) time per month to walk the property to discuss conditions, schedules, and items of concern regarding this Agreement.
- D. In the event that time is lost due to heavy rains ("Rain Days"), Contractor agrees to reschedule its employees and divide their time accordingly to complete all scheduled services during the same week as any Rain Days. Contractor shall

- E. Contractor shall use all due care to protect the property of the District, its residents, and landowners from damage. Contractor agrees to repair any damage resulting from Contractor's activities and work within twenty-four (24) hours.

Contractor in conducting the Work shall use all due care to protect against any harm to persons or property. If the Contractor's acts or omissions result in any damage to property within the District, including but not limited to damage to landscape lighting, irrigation system components, entry monuments, etc., the Contractor shall immediately notify the District and repair all damage – and/or replace damaged property – to the satisfaction of the District.

Contractor shall maintain at all times strict discipline among its employees and shall not employ for work on the project any person unfit or without sufficient skills to perform the job for which such person is employed. All laborers and foremen shall perform all Work on the premises in a uniform to be designed by the Contractor and shall maintain themselves in a neat and professional manner. No smoking in or around the buildings will be permitted. No Contractor solicitation of any kind is permitted on property.

## 5. COMPENSATION.

- A. In exchange for providing the Scope of Services identified in this Agreement, the District shall make twelve (12) monthly payments of \$1,726.35 for 12 months (the "Contract Price"). In addition, the District shall pay Contractor:

1) \$ 4.85 per bag of mulch installed (DO WE KNOW ESTIMATED AMOUNTS?) and \$ 6.85 per bale of pine straw installed.

2) \$ 2.35 per annual, four (4) times per year at Entrance (360 annuals each rotation) and Amenity Center (144 annuals each rotation.)

3) \$ 550.00 for trimming 10 Washington Palms (1 trimmings each year.)

4) \$270.00 for trimming 6 Cabbage Palms (1 trimmings each year.)

Any additional compensation for additional duties shall be paid only upon the written authorization of the District Manager or his designee in accordance with the detailed and/or spec pricing provided in Contractor's proposal to the District. Contractor shall provide the District with a monthly invoice before the last day of the contractual service month representing the monthly installment due for that month.

- B. If the District should desire additional work and/or services, or to add additional lands to be maintained, Contractor agrees to negotiate in good faith to undertake such additional work or services.
- C. The District may require, as a condition precedent to making any payment to Contractor that all subcontractors, material men, suppliers, or laborers be paid and require evidence, in the form of Lien Releases or partial Waivers of Lien, to be submitted to the District by those subcontractors, material men, suppliers, or laborers, and further

- C. The District may require, as a condition present to making any payment to Contractor that all subcontractors, material men, suppliers, or laborers be paid and require evidence, in the form of Lien Releases or partial Waivers of Lien, to be submitted to the District by those subcontractors, material men, suppliers, or laborers, and further require that Contractor provide an Affidavit relating to the payment of said indebtedness of Contractor, as to services to the District, has been paid and that Contractor has met all of the obligations with regard to the withholding and payment of taxes, Social Security payments, Workmen's Compensation, Unemployment Compensation contributions, and similar payroll deductions from the wages of employees.
- D. Contractor shall maintain records confirming to usual accounting practices. Further, Contractor agrees to render monthly invoices to the District, in writing. These monthly invoices are due and payable within thirty (30) days of receipt by the District. Each monthly invoice will include such supporting information as the District may reasonably require Contractor to provide.

6. **TERM.** This Agreement is effective as of the date first written above and shall continue for a period of twelve (12) months unless terminated. This contract may be renewed upon the end of the initial twelve (12) months term for no more than three (3) additional 12-month terms.

7. **INSURANCE.**

- A. At the Contractor's sole expense, the Contractor shall maintain throughout the term of this Agreement the following insurance:
  - 1) Workers' Compensation insurance in accordance with the laws of the State of Florida.
  - 2) Commercial General Liability insurance covering Contractor's legal liability for bodily injuries, with limits of not less than \$1,000,000.00 combined single limit bodily injury and property damage liability, and covering at least the following hazards:
    - i. Independent Contractors Coverage for bodily injury and property damage in connection with any subcontractors' operation.
  - 3) Employer's Liability Coverage with limits of at least \$1,000,000.00 per accident or disease.
  - 4) Automobile Liability insurance including bodily injuries with limits of not less than \$1,000,000.00 combined single limit bodily injury and property damage, providing coverage for any accident arising out of or resulting from the operation, maintenance, or use by Contractor of any owned, non-owned, or hired automobiles, trailers, or other equipment required to be licensed.
- B. The District, its staff, consultants, and supervisors shall be named as an additional insured. Contractor shall furnish the District with the Certificate of Insurance

evidencing compliance with this requirement. No certificate shall be acceptable to the District unless it provides that any change or termination within the policy periods of the insurance coverages, as certified, shall not be effective within thirty (30) days of prior written notice to the District. Insurance coverage shall be from a reputable insurance carrier, licensed to conduct business in the State of Florida, and such carrier shall have a Best's Insurance Reports rating at least A-VII.

- C. If the Contractor fails to have secured and maintained the required insurance, the District has the right (without any obligation to do so, however), to secure such required insurance in which event, the Contractor shall pay the cost for that required insurance and shall furnish, upon demand, all information that may be required in connection with the District's obtaining the required insurance.

**8. INDEMNIFICATION.**

- A. Obligations under this section shall include the payment of all settlements, judgments, damages, liquidated damages, penalties, forfeitures, back pay awards, court costs, arbitration and/or mediation costs, litigation expenses, attorney fees, and paralegal fees (incurred in court, out of court, on appeal, or in bankruptcy proceedings) as ordered.
- B. Contractor agrees to defend, indemnify, and hold harmless the District and its officers, agents, and employees from any and all liability, claims, actions, suits or demands by any person, corporation or other entity for injuries, death, property damage or of any nature, arising out of, or in connection with, the work to be performed by Contractor, including litigation or any appellate proceedings with respect thereto. Contractor further agrees that nothing herein shall constitute or be construed as a waiver of the District's limitations on liability contained in section 768.28, Florida Statutes, or other law.

**9. COMPLIANCE WITH GOVERNMENTAL REGULATION.** The Contractor shall keep, observe, and perform all requirements of applicable local, State, and Federal laws, rules, regulations, or ordinances. If the Contractor fails to notify the District in writing within five (5) days of the receipt of any notice, order, required to comply notice, or a report of a violation or an alleged violation, made by any local, State, or Federal governmental body or agency or subdivision thereof with respect to the services being rendered under this Agreement or any action of the Contractor or any of its agents, servants, employees, or materialmen, or with respect to terms, wages, hours, conditions of employment, safety appliances, or any other requirements applicable to provision of services, or fails to comply with any requirement of such agency within five (5) days after receipt of any such notice, order, request to comply notice, or report of a violation or an alleged violation, the District may terminate this Agreement, such termination to be effective upon the giving of notice of termination.

**10. LIENS AND CLAIMS.** The Contractor shall promptly and properly pay for all labor employed, materials purchased, and equipment hired by it to perform under this Agreement. The Contractor shall keep the District's property free from any materialmen's or mechanic's liens and claims or notices in respect to such liens and claims, which arise by reason of the Contractor's performance under this Agreement, and the Contractor shall immediately discharge any such claim or

lien. In the event that the Contractor does not pay or satisfy such claim or lien within three (3) business days after the filing of notice thereof, the District, in addition to any and all other remedies available under this Agreement, may terminate this Agreement to be effective immediately upon the giving notice of termination.

11. **DEFAULT AND PROTECTION AGAINST THIRD PARTY INTERFERENCE.** default by either party under this Agreement shall entitle the other to all remedies available at law or in equity, which may include, but not be limited to, the right of damages, injunctive relief, and/or specific performance. The District shall be solely responsible for enforcing its rights under this Agreement against any interfering third party. Nothing contained in this Agreement shall limit or impair the District's right to protect its rights from interference by a third party to this Agreement.

12. **CUSTOM AND USAGE.** It is hereby agreed, any law, custom, or usage to the contrary notwithstanding, that the District shall have the right at all times to enforce the conditions and agreements contained in this Agreement in strict accordance with the terms of this Agreement, notwithstanding any conduct or custom on the part of the District in refraining from so doing; and further, that the failure of the District at any time or times to strictly enforce its rights under this Agreement shall not be construed as having created a custom in any way or manner contrary to the specific conditions and agreements of this Agreement, or as having in any way modified or waived the same.

13. **SUCCESSORS.** This Agreement shall inure to the benefit of and be binding upon the heirs, executors, administrators, successors, and assigns of the Parties to this Agreement, except as expressly limited in this Agreement.

14. **TERMINATION.** The Contractor may terminate this Agreement with or without cause by providing sixty (60) days written notice of termination to the District; provided, however, that the District shall be provided a reasonable opportunity to cure any failure under this Agreement. The District may terminate this Agreement immediately with cause by providing written notice of termination to the Contractor. The District may terminate this Agreement without cause upon thirty (30) days written notice of termination. Upon any termination of this Agreement, the Contractor shall be entitled to payment for all work and/or services rendered up until the effective termination of this Agreement, subject to whatever claims or off-sets the District may have against the Contractor.

15. **PERMITS AND LICENSES.** All permits and licenses required by any governmental agency directly for the District shall be obtained and paid for by the District. All other permits or licenses necessary for the contractor to perform under this Agreement shall be obtained and paid for by the Contractor.

16. **ASSIGNMENT.** Neither the District nor the Contractor may assign this Agreement without the prior written approval of the other. Any purported assignment without such prior written approval shall be void.

17. **INDEPENDENT CONTRACTOR STATUS.** In all matters relating to this Agreement, the Contractor shall be acting as an independent contractor. Neither the Contractor nor employees of the Contractor, if there are any, are employees of the District under the meaning or application of any Federal or State Unemployment or Insurance Laws or Old Age Laws or otherwise. The Contractor agrees to assume all liabilities or obligations imposed by any one or more of such laws with respect to

18. **HEADINGS FOR CONVENIENCE ONLY.** The descriptive headings in this Agreement are for convenience only and shall neither control nor affect the meaning or construction of any of the provisions of this Agreement.

19. **ENFORCEMENT OF AGREEMENT.** In the event that either the District or the Contractor is required to enforce this Agreement by court proceedings or otherwise, then the prevailing party shall be entitled to recover all fees and costs incurred, including reasonable attorneys' fees and costs for trial, alternative dispute resolution, or appellate proceedings.

20. **AGREEMENT.** This instrument shall constitute the final and complete expression of this Agreement between the District and the Contractor relating to the subject matter of this Agreement.

21. **AMENDMENTS.** Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both the District and the Contractor.

22. **AUTHORIZATION.** The execution of this Agreement has been duly authorized by the appropriate body or official of the District and the Contractor, both the District and the Contractor have complied with all the requirements of law, and both the District and the Contractor have full power and authority to comply with the terms and provisions of this instrument.

23. **NOTICES.** All notices, requests, consents, and other communications under this Agreement ("Notices") shall be in writing and shall be delivered, mailed by First Class Mail, postage prepaid, or overnight delivery service, to the parties, as follows:

**A. If to the District:** Amelia Concourse Community Development District  
475 West Town Place, Suite 114  
St. Augustine, FL 32092  
Attn: District Manager

**With a copy to:** KE Law Group, PLLC  
2016 Delta Blvd, Suite 101  
Tallahassee, Florida 32303  
Attn: District Counsel

**B. If to Contractor:** Trim All Lawn Service, Inc.  
942360 Old Nassauville Road  
Fernandina Beach, FL 32034  
Attn: Cassandra Faulk

Except as otherwise provided in this Agreement, any Notice shall be deemed received only upon actual delivery at the address set forth above. Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day, shall be deemed received on the next business day. If any time for giving Notice contained in this Agreement would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays, and legal holidays recognized by the United States government shall not be regarded as business days. Counsel for the District and counsel for the Contractor may deliver Notice on behalf of the District and the Contractor. Any party or other person to whom Notices are to be sent or copied may notify the other parties and addressees of any change in name

giving Notice contained in this Agreement would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays, and legal holidays recognized by the United States government shall not be regarded as business days. Counsel for the District and counsel for the Contractor may deliver Notice on behalf of the District and the Contractor. Any party or other person to whom Notices are to be sent or copied may notify the other parties and addressees of any change in name or address to which Notices shall be sent by providing the same on five (5) days written notice to the parties and addressees set forth herein.

25. **THIRD-PARTY BENEFICIARIES.** This Agreement is solely for the benefit of the District and the Contractor and no right or cause of action shall accrue upon or by reason, to or for the benefit of any third party not a formal party to this Agreement. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or corporation other than the District and the Contractor any right, remedy, or claim under or by reason of this Agreement or any of the provisions or conditions of this Agreement; and all of the provisions, representations, covenants, and conditions contained in this Agreement shall inure to the sole benefit of and shall be binding upon the District and the Contractor and their respective representatives, successors, and assigns.

26. **CONTROLLING LAW.** This Agreement and the provisions contained in this Agreement shall be construed, interpreted, and controlled according to the laws of the State of Florida.

27. **PUBLIC RECORDS.** The Contractor understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and, accordingly, Contractor agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, Florida Statutes. Contractor acknowledges that the designated public records custodian for the District is Daniel Laughlin, District Manager ("Public Records Custodian"). Among other requirements and to the extent applicable by law, the Contractor shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if the Contractor does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in Contractor's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by the Contractor, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (904) 940-5850 OR BY EMAIL AT DLAUGHLIN@GMSNF.COM, OR BY REGULAR MAIL AT 475**

29. **ARM'S LENGTH TRANSACTION.** This Agreement has been negotiated fully between the District and the Contractor as an arm's length transaction. The District and the Contractor participated fully in the preparation of this Agreement with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, the parties are each deemed to have drafted, chosen, and selected the language, and any doubtful language will not be interpreted or construed against any party.

30. **COUNTERPARTS.** This Agreement may be executed in any number of counterparts, each of which when executed and delivered shall be an original; however, all such counterparts together shall constitute, but one and the same instrument.

**IN WITNESS WHEREOF,** the Parties execute this Agreement as set forth below.

**ATTEST:**

**AMELIA CONCOURSE COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
By: \_\_\_\_\_  
 Secretary  
 Assistant Secretary

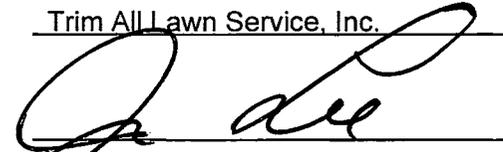
\_\_\_\_\_  
By: \_\_\_\_\_  
 Chairperson  
 Vice Chairperson

Date: \_\_\_\_\_

**ATTEST:**

Trim All Lawn Service, Inc.

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

  
\_\_\_\_\_  
By: Jason Lee  
Its: President of Trim All Lawn Service, Inc.

Date: September 7, 2022

- Exhibit A: Maintenance Area/Map**
- Exhibit B: Scope of Services**
- Exhibit C: Proposal Pricing**
- Exhibit D: Other Forms**

**EXHIBIT "A"**

**MAINTENANCE AREA/MAPS**



imagery ©2019 Google, Map data ©2019 Google 200%

-  Phase 1 Pond Banks
-  Phase 2 Pond Banks
-  CDD tracts/easements

**EXHIBIT “B”  
SCOPE OF SERVICES**

This exhibit is for contracted landscape maintenance and shall apply to all property governed or owned by Amelia Concourse Community Development District.

Currently, this scope includes the following areas:

1. Amenity Center
2. Main Entrance
3. Second Entrance
4. Phase 2 pond banks
5. Phase 1 pond banks
6. CDD owned tracts/easements along Amelia Concourse Blvd (See Map)
7. CDD owned tract at the intersection of Windflower Trail and Amaryllis Court

\*Note – Please provide cost to maintenance Phase 3 pond banks as a separate option/additional fee.

Services	Cost	Frequency
<i>Moving of grass</i> , no more than 4” high, removing no more than 1/3 of grass height with each mowing	Included	Weekly during growing season and as needed during the dormant season
<i>Weed control.</i> Pre-emergent and contact herbicides shall be applied and hand weeding will be performed.	Included	As needed to maintain clean appearance
<i>Pruning of plants, shrubs, and ground cover.</i> All plants, shrubs, and groundcovers (including palmettos in natural areas) will be pruned according to species and acceptable horticultural practices. Pruning will be performed to remove dead and damaged growth, to develop the natural form of the plant and to create the effect intended. Formal hedges will be pruned more regularly to maintain a hedge type appearance.	Included	2-3 times annually or as needed
<i>Edging</i> of plant beds, walkways, driveways, paved areas, and around installations such as signage, public utility equipment, valves, and sprinkler equipment.	Included	Weekly during growing season and as needed during dormant season
<i>All landscape size trees, palms, and evergreens</i> , in landscaped areas, shall be fertilized twice annually to stimulate root growth and the general vigor of the tree.	Included	As needed
<i>All palms are to be pruned once annually.</i>	<b>Provide cost</b>	Annually
<i>Removal of normal trash and debris</i> from streets, roads, parking areas, sidewalks, walkways, driveways, and the landscaped and natural areas within the area of scope.	Included	Weekly
<i>Minor erosion control.</i>	Included	As needed
<i>Air blowing</i> of sidewalks, pool, deck, and parking areas.	Included	Weekly
<i>Application of fertilizer to shrubs and ornamental beds.</i>	Included	As needed
<i>Application of pesticides to shrubs and ornamental beds.</i>	Included.	As needed
<i>Application of pesticides and fertilizer to turf.</i>	Included	Six times

<p><i>Winter (February-March)</i> Appropriate granular fertilizer; pre-emergent weed control to help prevent crabgrass and other summer weeds from emerging in the spring; post-emergency broadleaf weed control.</p> <p><i>Spring (March-April)</i> Post-emergency broadleaf weed control; turf-damaging insect control; fungus control (as needed.)</p> <p><i>Late Spring (May-June)</i> Liquid iron with micro-nutrients; turf damaging insect control; fungus control.</p> <p><i>Summer (June-July)</i> Appropriate granular fertilizer/nutrient; turf-damaging insect control; fungus control.</p> <p><i>Early Fall (August-September)</i> Granular control release fertilizer; turf damaging insect control; fungus control.</p> <p><i>Late Fall (October-November)</i> Muriate of Potash; pre-emergent weed control; post emergent weed control; fungus control (as needed.)</p>		annually or when appropriate
<b>Surface cleaning of storm drains.</b>	Included	As needed
<b>Emergency Repairs.</b> The contractor shall be available at all times necessary to prevent property damage or injury.	Included	As needed
<b>Application of cypress mulch and pine straw.</b>	<b>Provide Cost</b>	Bi-annually
<b>Inspection of the irrigation system</b> to provide proper water coverage of all plant material and proper clock operation. Contractor shall shut down the irrigation system when freezing weather is forecasted.	Included	Monthly
<b>Make repairs to the irrigation system</b> to keep it in proper working order.	Cost of parts and labor to be paid by CDD expect when damaged to heads caused by landscaper or landscaper equipment.	As needed
<b>Seasonal planning</b> of season flowers shall be planted by the contractor in the existing designated flower beds.	<b>Provide Cost</b>	Four times per year
<b>Monthly site inspection</b> to be performed by a member of the landscape team management and written report submitted each month for review.	Included	Monthly

**EXHIBIT "C"**  
**PROPOSAL PRICING**

**COMPOSITE EXHIBIT "D"  
FORMS**

**AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT  
DAILY WORK JOURNAL**

*(this form, or a similar form, must be filled out at the end of each daily visit and turned in to the District Representative)*

**DATE:** \_\_\_\_\_

**DESCRIPTION OF WORK PERFORMED TODAY:** \_\_\_\_\_

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**LOCATIONS:** \_\_\_\_\_

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**ISSUES REQUIRING ATTENTION:** \_\_\_\_\_

*(Please notify District Rep. if any)*

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**AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT**

**IRRIGATION REPAIR REQUEST FORM**

**DATE:** \_\_\_\_\_

**DAMAGE:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LOCATION:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**PROBABLE CAUSE OF DAMAGE:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ESTIMATED COST OF MATERIALS & LABOR REQUIRED FOR TREATMENT:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IRRIGATION TECHNICIAN'S NAME:** \_\_\_\_\_

**REPRESENTATIVE NAME:** \_\_\_\_\_

**THE INVOICE FOR THIS WORK MUST MATCH**

**LANDSCAPE & IRRIGATION MAINTENANCE SERVICES AGREEMENT**

**ADDITIONAL SERVICES ORDER NO. \_\_**

**THIS ADDITIONAL SERVICES ORDER** (“Order”) is presented according to the requirements of that certain Landscape & Irrigation Maintenance Services Agreement (“Agreement”), and is made and entered into this 1st day of October, 2022, by and between:

**Amelia Concourse Community Development District**, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, being situated in Nassau County, Florida, and whose mailing address is 475 West Town Place, Suite 114, St. Augustine, FL 32092 (the “District”); and

Trim All Lawn Service, Inc., a Florida Corporation, with an address of 942360 Old Nassauville Road, Fernandina Beach, FL 32034 (“Contractor”).

**SECTION 1. SCOPE OF SERVICES.** In addition to the Services described in the Agreement, any exhibits and amendments thereto, and any additional services orders authorized pursuant thereto, the Contractor shall provide the services set forth on the proposal attached hereto as **Exhibit A** and incorporated herein by reference (“Services”). The Agreement and this Order shall be controlling over any conflict between either document and the provisions of **Exhibit A**.

**SECTION 2. COMPENSATION.** Payment of compensation for the Services under this Order shall be based upon the Agreement and as set forth in **Exhibit A**.

**SECTION 3. ACCEPTANCE.** Acceptance of this Order will authorize the Contractor to complete the Services as specified in **Exhibit A**, and is indicated by the signature of the authorized representative of the District and the Contractor in the spaces provided below. Contractor shall perform the Services in accordance with the terms and conditions of the Agreement, which, except to the extent expressly altered or changed in this Order, remain in full force and effect.

**IN WITNESS WHEREOF**, the parties hereto have caused this Order to be executed the day and year first above written.

**Attest:**

**AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT**

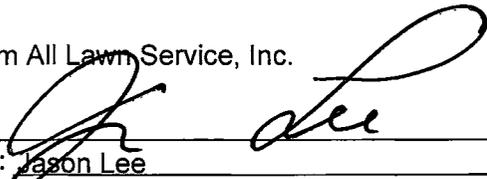
\_\_\_\_\_  
Assistant Secretary/Secretary

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: Chairman, Board of Supervisors

\_\_\_\_\_  
Print Name

Trim All Lawn Service, Inc.

\_\_\_\_\_  
Witness

  
\_\_\_\_\_  
By: Jason Lee  
Its: President of Trim All Lawn Service, Inc.

**Exhibit A:** Proposal

September 8, 2022

**TRIM ALL LAWN SERVICE  
Landscape Maintenance Agreement**

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

Trim All Lawn Service is a fully insured landscape maintenance company with fifteen years of experience in the greens industry. Our services include lawn maintenance, irrigation installation and repairs, pest control and fertilization of turf and ornamentals. Trim All Lawn Service maintains a drug- free work place.

Amelia Concourse CDD, hereinafter called the "Owner" and Trim All Lawn Service, hereinafter called the "Contractor," in consideration of the mutual covenants herein contained and of other good and valuable consideration, the receipt of which is hereby acknowledged, hereby agrees as follows:

1. **Duration of Agreement.** The contractor shall perform its services under this agreement, as set forth on Exhibit A, from October 1, 2022 until and including September 30, 2023. This agreement shall automatically renew on its anniversary date for same terms and conditions, and any price adjustments shall be made on anniversary date.
2. **Termination, Cancellation, and Nonrenewal of Contract:**  
This agreement may be terminated, at any time, with or without cause, by either party by giving the other written notice, 30 days in advance, of the termination.
3. **Services.** The Contractor, who shall be considered an independent contractor of the Owner, shall perform the services listed under description of services. The Contractor shall perform its services upon the premises of Owner located at Amelia Concourse CDD, 85200 Amaryllis Court, Fernandina Beach, FL 32034. All such services shall conform to the practices in the landscape maintenance industry and with applicable law. Contractor shall maintain the proper insurance in full force and effect for the duration of this contract.

4. **Payment.** The Owner shall pay to the Contractor for services under this Agreement the sum of **\$1,726.35** monthly due on the first day of the month after the service is performed. Additional services requested by Owner and performed by the Contractor beyond the scope of this contract for monthly maintenance, will be billed to Owner separately. Payments shall be remitted to: Trim All Lawn Service, 942360 Old Nassauville Road, Fernandina Beach, FL. 32034. If payment is delinquent, service will be placed on a temporary hold until payment is received in full. The owner may be subject to collection agency costs, attorney fees, court costs, filing fees and finance charges for late or non-payment.

The Parties have signed and agreed to this agreement as of the date set forth below.

\_\_\_\_\_  
Trim All Lawn Service  
Jason R. Lee, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Amelia Concourse CDD

\_\_\_\_\_  
Date

# Exhibit A

## Maintenance Program:

### Amenity Center, Maintenance Entrance, Second Entrance, Phase II Pond Bank, and CDD owned Tracts

- Mow weekly service during growing season and as needed during dormant period.
- Edge all walkways, flower beds, roadways, etc.
- Trim all shrubs as needed.
- Weeds in beds will be removed by manual or chemical application.
- Remove all landscape debris and blow property after every service.
- Trash pick-up prior to each cut.
- 52 weeks per year

**Cost of Maintenance: \$16,282.20 per year**

## Maintenance Program:

### Phase I Pond

- Mow weekly service during growing season and as needed during dormant period.
- Remove all landscape debris and blow property after every service.
- Trash pick-up prior to each cut.
- 52 weeks per year

**Cost of Maintenance: \$714.00 per year**

## Fertilization, Weed, and Pest Control of Turf:

- Insecticides will be applied as needed to keep insect populations down.
- Additional treatments, if needed, will be at an additional charge.
- Herbicides will be applied for broadleaf weeds.
- Fertilization will be a slow release type designed for professional use.
- All Fungicide treatments, if needed, will be at an additional charge.
- Turf will be treated 8 times per year.

## Fertilization and Pest Control of Ornamentals:

- Slow release fertilizers will be applied to all ornamental plant material.
- Insecticides will be added to control all insect activity.
- Ornamentals will be treated 2 times per year or as needed to promote healthy ornamental plants.

**Cost of Fertilization & Pest Control: \$2,700.00 per year**

## Irrigation System Checks:

- Activation of each zone and visually inspect for broken or out of adjustment irrigation heads monthly.
- Adjusting all sprinklers as needed.
- Adjusting all clocks to meet demand for turf and ornamental areas.
- All repairs necessary will be reported before work is to begin.
- All calls for irrigation problems will be addressed immediately.
- Additional sprinkler repairs will be completed on an hourly basis at a rate of \$85.00 per hour, plus parts.

**Cost of Irrigation: \$1,020.00 per year**

---

## Summary of Services

Maintenance: \$16,282.20 annually; \$1,356.85 per month

Maintenance of PHASE I POND: \$714.00 annually; \$59.50 per month

Fertilization & Pest Control: \$2,700.00 annually; \$225.00 per month

Irrigation: \$1,020.00 annually; \$85.00 per month

Total for All Services: \$20,716.20

---

## **Additional Services Available – Not Included in Contract**

Subject to change – current market price to be discussed prior to service being performed.

### **Palm Tree Trimming:**

- Trimming of (10) Washingtonian Palms at \$55.00 per palm – 1x per year.
- Trimming of (6) Cabbage Palms at \$45.00 per palm – 1x per year.
  - **Total cost of Palm Tree Trimming: \$820.00 per trimming**

### **Installation of Mulch:**

- Installation of (325) bags of Cypress mulch at \$4.85 per bag – 2x per year.
  - **Total cost of Mulch: \$1,576.25 per rotation**

### **Installation of Annuals:**

- Install (360) annuals at \$2.35 per annual at the Entrance – 4x per year.
- Install (144) annuals at \$2.35 per annual at the Amenities Center – 4x per year.
  - **Total cost of Annuals: \$1,184.40 per rotation**



12-0271-00  
ARTHUR J GALLAGHER RISK MANAGEMENT SER  
501 RIVERSIDE AVE STE 1000  
JACKSONVILLE FL 32202-4941

# *Auto-Owners* INSURANCE

LIFE • HOME • CAR • BUSINESS

PO Box 30660 • Lansing, MI 48909-8160  
517.323.1200

02-16-2022

Southern-Owners Insurance Company

You can view your policy, pay your bill, or change your paperless options at any time online at [www.auto-owners.com](http://www.auto-owners.com).

### ADDITIONAL WAYS TO PAY YOUR BILL

Pay Online  
[www.auto-owners.com](http://www.auto-owners.com)

Pay My Bill

Pay by Phone  
1-800-288-8740

Pay by Mail  
AUTO-OWNERS INSURANCE  
PO BOX 740312  
CINCINNATI, OH 45274-0312

TRIM ALL LAWN SERVICE INC  
GATA HOLDINGS LLC  
942360 OLD NASSAUVILLE RD  
FERNANDINA BEACH FL 32034-7005

Your agency's phone number is 904-354-3785.

RE: Policy 172322-78440445-22

Billing Account 015443903

Thank you for selecting Auto-Owners Insurance Group to serve your insurance needs! Feel free to contact your independent Auto-Owners agent with questions you may have.

Auto-Owners and its affiliate companies offer a full complement of policies, each of which has its own eligibility requirements, coverages and rates. In addition, Auto-Owners also offers many billing options. Please take this opportunity to review your insurance needs with your Auto-Owners agent, and discuss which company, program, and billing option may be most appropriate for you.

Auto-Owners Insurance Company was formed in 1916. Our A++ (Superior) rating by A.M. Best Company signifies that we have the financial strength to provide the insurance protection you need. The Auto-Owners Insurance Group is comprised of six property and casualty companies and a life insurance company.

*Serving Our Policyholders and Agents Since 1916*

INSURANCE COMPANY  
6101 ANACAPRI BLVD., LANSING, MI 48917-3999

### TAILORED PROTECTION POLICY DECLARATIONS

AGENCY ARTHUR J GALLAGHER RISK MANAGEMENT SER  
12-0271-00 MKT TERR 123 904-354-3785

Change Endorsement Effective 01-01-2022

**POLICY NUMBER 172322-78440445-22**

INSURED TRIM ALL LAWN SERVICE INC  
GATA HOLDINGS LLC

Company Use 78-23-FL-1701

ADDRESS 942360 OLD NASSAUVILLE RD  
FERNANDINA BEACH FL 32034-7005

Company  
Bill

Policy Term	
12:01 a.m.	12:01 a.m.
01-01-2022	to 01-01-2023

---

#### Description of Change

COMMERCIAL GENERAL LIABILITY COVERAGE AMENDED AS FOLLOWS:  
ADDED BLANKET ADDITIONAL INSURED FORM 55373 INCLUDING - PRODUCTS  
-COMPLETED OPS  
DELETED FORMS CG 2037 0413 ADD'L INS O/L/C AND CG 2010 0413 ADD'L INS  
EXCL PROD AND ALL ENTRIES

Transaction Number: 007

Endorsement Premium:  
PAID IN FULL DISCOUNT APPLIES

\$190.32  
RETURNED

The Paid in Full Discount does not apply to fixed fees, statutory charges or minimum premiums.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **BLANKET ADDITIONAL INSURED**

This endorsement modifies insurance provided under the following:

### **COMMERCIAL GENERAL LIABILITY COVERAGE PART**

- A. Under SECTION II - WHO IS AN INSURED** is amended. The following provision is added. A person or organization is an Additional Insured, only with respect to liability caused, in whole or in part, by "your work" for that Additional Insured by or for you:
  1. If required in a written contract or agreement; or
  2. If required by an oral contract or agreement only if a Certificate of Insurance was issued prior to the loss indicating that the person or organization was an Additional Insured.

- B. SECTION III - LIMITS OF INSURANCE** is amended. The following provision is added. The limits of liability for the Additional Insured are those specified in the written contract or agreement between the insured and the owner, lessee or contractor or those specified in the Certificate of Insurance, if an oral contract or agreement, not to exceed the limits provided in this policy. These limits are inclusive of and not in addition to the limits of insurance shown in the Declarations.

- C. SECTION IV - COMMERCIAL GENERAL LIABILITY CONDITIONS** is amended.
  1. The following condition is added to **4. Other Insurance**.  
This insurance is primary for the Additional Insured, but only with respect to liability caused,

in whole or in part, by "your work" for that Additional Insured by or for you. Other insurance available to the Additional Insured will apply as excess insurance and not contribute as primary insurance to the insurance provided by this endorsement.

- 2. The following condition is added.
 

**Other Additional Insured Coverage Issued By Us**

If this policy provides coverage for the same loss to any Additional Insured specifically shown as an Additional Insured in another endorsement to this policy, our maximum limit of insurance under this endorsement and any other endorsement shall not exceed the limit of insurance in the written contract or agreement between the insured and the owner, lessee or contractor, or the limits provided in this policy, whichever is less. Our maximum limit of insurance arising out of an "occurrence", shall not exceed the limit of insurance shown in the Declarations, regardless of the number of insureds or Additional Insureds.

All other policy terms and conditions apply.

*SEVENTH ORDER OF BUSINESS*

**REQUISITION**

**\$ 1,920,000.00**

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

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

- (A) Requisition Number: 36
  
- (B) Name of Payee: KE Law Group
  
- (C) Amount Payable: \$ 2,974.00
  
- (D) (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments and attach copies of relevant invoices as Exhibit A):  
  
See attached invoice #516 & #841 for details.
  
- (E) Fund or Account from which disbursement to be made:

Series 2019B-1 Acquisition and Construction Account

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

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

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

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

Dated: November 7, 2022

**AMELIA CONCOURSE COMMUNITY  
DEVELOPMENT DISTRICT**

BY:

  
Authorized Officer

**CONSULTING ENGINEER'S APPROVAL**

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



Consulting Engineer  
Michael J. Yuro, PE  
District Engineer



# INVOICE

Invoice # 841  
Date: 12/05/2021  
Due On: 01/04/2022

P.O. Box 6386  
Tallahassee, Florida 32314  
United States

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

## ACCDD-104

### Phase III Construction

Type	Date	Notes	Quantity	Rate	Total
Service	11/04/2021	Prepare phase 3 acquisition package and transmit to staff; discuss adding plat references.	2.20	\$225.00	\$495.00
Service	11/04/2021	Update Phase III project completion resolution to include Series 2019A Bonds.	0.50	\$250.00	\$125.00
Service	11/05/2021	Review redlines to phase 3 acquisition package; review Phase III plats for stormwater drainage ponds; prepare email to Dream Finders regarding acquisition.	0.80	\$225.00	\$180.00
Service	11/05/2021	Review/edit and update project completion resolution, engineers certificate and deferred costs/final costs affidavit; review/edit and disseminate Phase III acquisition documents and supporting materials and review plat on same;	1.30	\$280.00	\$364.00
Service	11/15/2021	Review project close out resolution status and engineers certificate; review requests for information related to same; confer with engineer and DM re: documentation and plat references; research same	0.90	\$280.00	\$252.00
Service	11/15/2021	Review/edit and update project completion resolution, engineers certificate and deferred costs/final costs affidavit; review draft agenda and provide edits; review/edit and disseminate Phase III acquisition documents and supporting materials and review plat on same;	0.60	\$280.00	\$168.00

*X* Total \$1,584.00 *X*

## Detailed Statement of Account

### Other Invoices

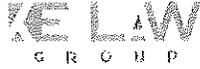
Invoice Number	Due On	Amount Due	Payments Received	Balance Due
516	12/05/2021	\$1,390.00	\$0.00	\$1,390.00

### Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
841	01/04/2022	\$1,584.00	\$0.00	\$1,584.00
			<b>Outstanding Balance</b>	<b>\$2,974.00</b>
			<b>Total Amount Outstanding</b>	<b>\$2,974.00</b>

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

Please pay within 30 days.



# INVOICE

Invoice # 516  
Date: 11/05/2021  
Due On: 12/05/2021

P.O. Box 6386  
Tallahassee, Florida 32314  
United States

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

## ACCDD-104

### Phase III Construction

Type	Date	Notes	Quantity	Rate	Total
Service	10/06/2021	Update project completion resolution based on information received from District Manager.	0.20	\$250.00	\$50.00
Service	10/07/2021	Update project completion resolution based on information received from District Manager; research project completion procedures under Chapter 170 Florida Statutes; confirm requisition amounts received from District Manager.	0.50	\$250.00	\$125.00
Service	10/08/2021	Review statutory citations for project close out requirements resolutions; confer with Gentry and GMS re: documentation and engineers certificate related to same; transmit indenture provision	0.80	\$280.00	\$224.00
Service	10/11/2021	Review Phase III ER; review requisition summary; confer re: outstanding trust amounts; transmit indenture language to DM for same and confer with engineer	0.70	\$280.00	\$196.00
Service	10/11/2021	Confer with Killinski regarding B-bonds and Phase III project completion.	0.20	\$250.00	\$50.00
Service	10/12/2021	Continue research on trust account completion agreement 2019 bond issuance and indenture provisions; transmit summary to district manager; review plats/easements and letters related to same and confer with DM on same.	1.20	\$280.00	\$336.00
Service	10/13/2021	Confer with Killinski regarding project completion and terms of Fourth Supplemental Indenture.	0.20	\$250.00	\$50.00
Service	10/26/2021	Review correspondence regarding acquisition of improvements in phase 3; prepare notes regarding same.	0.20	\$225.00	\$45.00
Service	10/27/2021	Discuss acquisition of improvements in phase 3; begin	0.40	\$225.00	\$90.00

to prepare acquisition package.

Service	10/27/2021	Confer re: acquisition documents for Phase 3 and back up documentation related to same	0.80	\$280.00	\$224.00
---------	------------	--	------	----------	----------

✳	<table border="0"> <tr> <td style="padding-right: 10px;"><b>Total</b></td> <td><b>\$1,390.00</b></td> </tr> </table>	<b>Total</b>	<b>\$1,390.00</b>	✳
<b>Total</b>	<b>\$1,390.00</b>			

### Detailed Statement of Account

#### Other Invoices

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
841	01/04/2022	\$1,584.00	\$0.00	\$1,584.00

#### Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
516	12/05/2021	\$1,390.00	\$0.00	\$1,390.00
			<b>Outstanding Balance</b>	<b>\$2,974.00</b>
			<b>Total Amount Outstanding</b>	<b>\$2,974.00</b>

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

Please pay within 30 days.

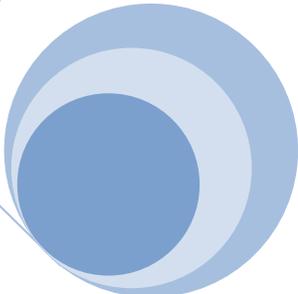
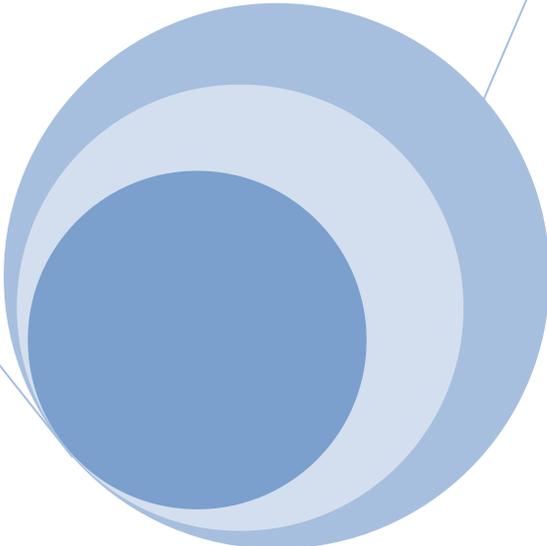
*NINTH ORDER OF BUSINESS*

*C.*

# Amelia Concourse CDD

Field Report Nov 2022

First Coast CMS LLC



## ***Swimming Pools***

At this time, there are a few outstanding maintenance with the pools.

We have ordered a replacement chlorine pump for the wading pool and will refill/open it once it arrives and is installed.

We have reached out again to Parry Pools regarding the surface of the Activity Pool and has not received any response.

## ***Maintenance and Facility***

We are continuing to have vandalism issues at the Amenity Center. We are requesting that security be discussed under a closed section of the Board Meeting

The Men's bathroom door needs to be repaired. We are going to attempt to reinstall the door. If we are unable to do so, we will need to solicit for bids to replace it.

At this time, we are waiting on the installation of the Gem Stone lights and do not have an install date yet. We anticipate this being completed prior to the upcoming Board meeting

## ***Landscaping***

WE have requested a report from Trim All and will forward to Management once received.

*TENTH ORDER OF BUSINESS*

*A.*

# Amelia Concourse

## Community Development District

Unaudited Financial Reporting  
October 31, 2022



**AMELIA CONCOURSE**  
**Community Development District**  
**Combined Balance Sheet**  
October 31, 2022

	<i>Governmental Fund Types</i>					<i>Totals</i>
	<i>General</i>	<i>SPE, LLC</i>	<i>Debt Service</i>	<i>Capital Projects</i>	<i>Capital Reserve</i>	<i>(Memorandum Only)</i>
<b>Assets:</b>						
Cash	\$101,650	---	---	---	---	\$101,650
Cash-Regions	---	\$516,568	---	---	---	\$516,568
Investments:						
<b>2007 Series</b>						
Reserve	---	---	\$85,869	---	---	\$85,869
Revenue	---	---	\$2,802,276	---	---	\$2,802,276
Prepayment	---	---	\$75,741	---	---	\$75,741
Construction	---	---	---	\$72,450	---	\$72,450
Cost of Issuance	---	---	---	\$1	---	\$1
Deferred Cost	---	---	---	\$7,557	---	\$7,557
<b>2016 Series</b>						
Reserve	---	---	\$73,389	---	---	\$73,389
Revenue	---	---	\$89,483	---	---	\$89,483
Prepayment	---	---	\$13,449	---	---	\$13,449
<b>2019A Series</b>						
Reserve	---	---	\$106,301	---	---	\$106,301
Revenue	---	---	\$79,012	---	---	\$79,012
Prepayment	---	---	\$16,951	---	---	\$16,951
Construction	---	---	---	\$403	---	\$403
<b>2019B Series</b>						
Reserve	---	---	\$30,056	---	---	\$30,056
Revenue	---	---	\$2,595	---	---	\$2,595
Interest	---	---	\$6,746	---	---	\$6,746
Prepayment	---	---	\$285,204	---	---	\$285,204
Construction	---	---	---	\$608,278	---	\$608,278
Investmnet - SBA	\$250,108	---	---	---	\$109,640	\$359,748
Investment - Custody	\$1,579	---	---	---	---	\$1,579
Due from General Fund	---	---	\$2,914	---	---	\$2,914
Due from Debt Service	\$12,935	---	---	---	---	\$12,935
Due from Capital Project Fund	\$8,859	---	---	---	---	\$8,859
Due from SPE	---	---	\$513,273	---	---	\$513,273
Due from Capital Reserve Fund	\$3,294	---	---	---	---	\$3,294
Electric Deposits	\$2,475	---	---	---	---	\$2,475
<b>TOTAL ASSETS</b>	<b>\$380,900</b>	<b>\$516,568</b>	<b>\$4,183,259</b>	<b>\$688,688</b>	<b>\$109,640</b>	<b>\$5,879,055</b>
<b>Liabilities:</b>						
Accounts Payable	\$2,652	\$38	---	---	---	\$2,690
Accrued Expenses	\$4,965	---	---	---	---	\$4,965
Due to General Fund	---	---	\$12,935	\$8,859	---	\$21,794
Due to Debt Service	\$2,914	---	---	---	---	\$2,914
Due to Other	---	\$20,578	---	---	---	\$20,578
Due to 07 Debt Service	---	\$493,864	---	---	---	\$493,864
Accrued Interest Payable	---	---	\$2,587	---	---	\$2,587
Accrued Principal Payable	---	---	\$225,000	---	---	\$225,000
<b>Fund Balances:</b>						
Restricted for Debt Service	---	---	\$3,942,737	---	---	\$3,942,737
Restricted for Capital Projects	---	---	---	\$679,829	---	\$679,829
Nonspendable	\$27,562	---	---	---	---	\$27,562
Unassigned	\$342,806	\$2,089	---	---	\$109,640	\$454,535
<b>Total Liabilities, Fund Equity, Other</b>	<b>\$380,900</b>	<b>\$516,568</b>	<b>\$4,183,259</b>	<b>\$688,688</b>	<b>\$109,640</b>	<b>\$5,879,055</b>

**AMELIA CONCOURSE**  
**Community Development District**  
**GENERAL FUND**  
Statement of Revenues & Expenditures  
For The Period Ending Ooctober 31, 2022

	Adopted Budget	Prorated Budget 10/31/22	Actual 10/31/22	VARIANCE
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**REVENUES:**

Special Assessment-Tax Roll	\$421,342	\$0	\$0	\$0
Interest Income	\$100	\$100	\$507	\$407
Rental Revenue/Miscellaneous Income	\$500	\$42	\$0	(\$42)
<b>TOTAL REVENUES</b>	<b>\$421,942</b>	<b>\$142</b>	<b>\$507</b>	<b>\$366</b>

**EXPENDITURES:**

**ADMINISTRATIVE:**

Supervisors	\$6,000	\$500	\$0	\$500
FICA Expense	\$459	\$38	\$0	\$38
Travel	\$300	\$25	\$0	\$25
Engineering	\$17,000	\$1,417	\$0	\$1,417
Attorney Fees	\$25,000	\$2,083	\$0	\$2,083
Annual Audit	\$4,350	\$363	\$0	\$363
Dissemination	\$10,500	\$875	\$875	\$0
Assessment Roll	\$7,500	\$7,500	\$7,500	\$0
Property Appraiser	\$2,175	\$181	\$0	\$181
Trustee Fees	\$10,000	\$5,563	\$5,563	\$0
Arbitrage	\$1,800	\$150	\$0	\$150
Management Fees	\$47,250	\$3,938	\$3,938	\$0
Information Technology	\$2,000	\$167	\$167	(\$0)
Website Maintenance	\$1,000	\$83	\$83	\$0
Telephone	\$500	\$42	\$6	\$36
Postage	\$1,000	\$83	\$21	\$62
Insurance	\$11,353	\$11,353	\$10,171	\$1,182
Printing and Binding	\$1,500	\$125	\$62	\$63
Legal Advertising	\$2,500	\$208	\$0	\$208
Other Current Charges	\$550	\$46	\$0	\$46
Office Supplies	\$150	\$13	\$0	\$13
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
<b>TOTAL ADMINISTRATIVE</b>	<b>\$153,062</b>	<b>\$34,927</b>	<b>\$28,560</b>	<b>\$6,367</b>

**FIELD:**

**Contract Services:**

Landscape Maintenance	\$25,000	\$2,083	\$1,469	\$615
Lake Maintenance	\$7,354	\$613	\$368	\$245
Management Company	\$7,639	\$637	\$595	\$42
<b>Subtotal Contract Services</b>	<b>\$39,993</b>	<b>\$3,333</b>	<b>\$2,432</b>	<b>\$901</b>

**Repairs & Maintenance:**

Repairs & Maintenance	\$16,800	\$1,400	\$0	\$1,400
Irrigation Repairs	\$1,000	\$83	\$0	\$83
Landscape Contingency	\$10,000	\$833	\$820	\$13
<b>Subtotal Repairs and Maintenance</b>	<b>\$27,800</b>	<b>\$2,317</b>	<b>\$820</b>	<b>\$1,497</b>

# AMELIA CONCOURSE

## Community Development District

### GENERAL FUND

Statement of Revenues & Expenditures  
For The Period Ending October 31, 2022

	Adopted Budget	Prorated Budget 10/31/22	Actual 10/31/22	VARIANCE
<b>Utilities:</b>				
Electric	\$30,800	\$2,567	\$2,608	(\$41)
Water & Sewer	\$19,250	\$1,604	\$1,236	\$368
<b>Subtotal Utilities</b>	<b>\$50,050</b>	<b>\$4,171</b>	<b>\$3,844</b>	<b>\$327</b>
<b>Amenity Center:</b>				
Insurance	\$16,156	\$16,156	\$14,548	\$1,608
Pool Maintenance	\$16,000	\$1,333	\$1,200	\$133
Pool Chemicals	\$13,728	\$1,144	\$0	\$1,144
Pool Permits	\$530	\$44	\$0	\$44
Cable	\$2,000	\$167	\$146	\$21
Janitorial	\$5,600	\$467	\$393	\$74
Facility Maintenance	\$10,000	\$833	\$110	\$723
Pest Control	\$1,500	\$125	\$0	\$125
Refuse	\$660	\$55	\$56	(\$1)
Holiday Decorations	\$5,500	\$458	\$0	\$458
<b>Subtotal Amenity Center</b>	<b>\$71,674</b>	<b>\$20,783</b>	<b>\$16,453</b>	<b>\$4,330</b>
<b>Reserves:</b>				
Capital Outlay	\$4,363	\$364	\$0	\$364
Capital Reserve Fund	\$75,000	\$0	\$0	\$0
<b>Subtotal Amenity Center</b>	<b>\$79,363</b>	<b>\$364</b>	<b>\$0</b>	<b>\$364</b>
<b>TOTAL FIELD</b>	<b>\$268,880</b>	<b>\$30,966</b>	<b>\$23,548</b>	<b>\$7,418</b>
<b>TOTAL EXPENDITURES</b>	<b>\$421,942</b>	<b>\$65,893</b>	<b>\$52,108</b>	<b>\$13,785</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$0</b>		<b>(\$51,600)</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$0</b>		<b>\$421,969</b>	
<b>FUND BALANCE - Ending</b>	<b>\$0</b>		<b>\$370,368</b>	



**AMELIA CONCOURSE**  
**Community Development District**  
**AMELIA CONCOURSE SPE, LLC**  
Statement of Revenues & Expenditures  
For The Period Ending October 31, 2022

	<b>Adopted Budget</b>	<b>Prorated Budget 10/31/22</b>	<b>Actual 10/31/22</b>	<b>VARIANCE</b>
<b>REVENUES:</b>				
Bondholders Contributions	\$25,650	\$0	\$0	\$0
<b>TOTAL REVENUES</b>	<b>\$25,650</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>EXPENDITURES:</b>				
Annual Corporate Fees	\$150	\$13	\$0	\$13
Bank Charges/Other Current	\$1,500	\$125	\$0	\$125
Contingency/Miscellaneous	\$2,500	\$208	\$0	\$208
Insurance - Liability	\$1,500	\$1,500	\$0	\$1,500
Management Fees	\$20,000	\$1,667	\$0	\$1,667
<b>TOTAL EXPENDITURES</b>	<b>\$25,650</b>	<b>\$3,513</b>	<b>\$0</b>	<b>\$3,513</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$0</b>		<b>\$0</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$0</b>		<b>\$2,089</b>	
<b>FUND BALANCE - Ending</b>	<b>\$0</b>		<b>\$2,089</b>	

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

**2007A DEBT SERVICE FUND**

Statement of Revenues & Expenditures  
For The Period Ending October 31, 2022

	Adopted Budget	Prorated Budget 10/31/22	Actual 10/31/22	VARIANCE
<b>REVENUES:</b>				
Special Assessments	\$116,683	\$0	\$0	\$0
Interest Income	\$500	\$500	\$4,208	\$3,708
Other Revenue Sources	\$394,893	\$0	\$0	\$0
<b>TOTAL REVENUES</b>	<b>\$512,076</b>	<b>\$500</b>	<b>\$4,208</b>	<b>\$3,708</b>
<b>EXPENDITURES:</b>				
<b>Series 2007A</b>				
Debt Service Obligation	\$511,375	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$511,375</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>OTHER SOURCES/(USES)</b>				
Interfund Transfer Out	\$0	\$0	(\$108)	(\$108)
Property Appraiser	\$701	\$58	\$0	(\$58)
<b>TOTAL OTHER SOURCES AND USES</b>	<b>\$701</b>	<b>\$58</b>	<b>(\$108)</b>	<b>(\$166)</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$1,402</b>		<b>\$4,100</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$0</b>		<b>\$3,242,205</b>	
<b>FUND BALANCE - Ending</b>	<b>\$1,402</b>		<b>\$3,246,305</b>	
			Reserve	\$85,869
			Revenue	\$2,802,276
			Prepayment	\$75,741
			Due from General Fund	\$1,050
			Due from SPE	\$513,273
			Due to General Fund	(\$4,317)
			Accrued Interest Payable	(\$2,587)
			Accrued Principal Payable	(\$225,000)
				<u>\$3,246,305</u>

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

**2016 DEBT SERVICE FUND**

Statement of Revenues & Expenditures  
For The Period Ending October 31, 2022

	Adopted Budget	Prorated Budget 10/31/22	Actual 10/31/22	VARIANCE
<b>REVENUES:</b>				
Special Assessments	\$149,500	\$0	\$0	\$0
Interest Income	\$50	\$50	\$217	\$167
<b>TOTAL REVENUES</b>	<b>\$149,550</b>	<b>\$50</b>	<b>\$217</b>	<b>\$167</b>
<b>EXPENDITURES:</b>				
<b>Series 2016</b>				
Interest Expense - 11/1	\$55,950	\$0	\$0	\$0
Principal Expense - 11/1 (Prepayment)	\$10,000	\$0	\$0	\$0
Interest Expense - 5/1	\$55,950	\$0	\$0	\$0
Principal Expense - 5/1	\$35,000	\$0	\$0	\$0
Principal Expense - 5/1 (Prepayment)	\$10,000	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$166,900</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>OTHER SOURCES/(USES)</b>				
Property Appraiser	\$931	\$78	\$0	\$78
<b>TOTAL OTHER SOURCES AND USES</b>	<b>\$931</b>	<b>\$78</b>	<b>\$0</b>	<b>\$78</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$16,419)</b>		<b>\$217</b>	<b>\$244</b>
<b>FUND BALANCE - Beginning</b>	<b>\$109,972</b>		<b>\$170,597</b>	
<b>FUND BALANCE - Ending</b>	<b>\$93,553</b>		<b>\$170,814</b>	

Reserve	\$73,389
Revenue	\$89,483
Prepayment	\$13,449
Due to General Fund	(\$7,372)
Due from General Fund	\$1,079
Due from Other	\$785
	\$170,814

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

**2019A DEBT SERVICE FUND**  
Statement of Revenues & Expenditures  
For The Period Ending October 31, 2022

	Proposed Budget	Prorated Budget 10/31/22	Actual 10/31/22	VARIANCE
<b>REVENUES:</b>				
Special Assessments	\$212,603	\$0	\$0	\$0
Interest Income	\$50	\$50	\$248	\$198
<b>TOTAL REVENUES</b>	<b>\$212,653</b>	<b>\$50</b>	<b>\$248</b>	<b>\$198</b>
<b>EXPENDITURES:</b>				
<b>Series 2019A</b>				
Interest Expense - 11/1	\$71,190	\$0	\$0	\$0
Principal Expense 11/1 (Prepayment)	\$45,000	\$0	\$0	\$0
Interest Expense - 5/1	\$71,190	\$0	\$0	\$0
Principal Expense - 5/1	\$40,000	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$227,380</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>OTHER SOURCES/(USES)</b>				
Property Appraiser	\$1,246	\$104	\$0	(\$104)
Interfund Transfer In/ (Out)	\$0	\$0	(\$131)	(\$131)
<b>TOTAL OTHER SOURCES AND USES</b>	<b>\$1,246</b>	<b>\$104</b>	<b>(\$131)</b>	<b>(\$235)</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$14,727)</b>		<b>\$117</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$85,939</b>		<b>\$200,900</b>	
<b>FUND BALANCE - Ending</b>	<b>\$71,212</b>		<b>\$201,018</b>	
			<b>Reserve</b>	\$106,301
			<b>Revenue</b>	\$79,012
			<b>Prepayment</b>	\$16,951
			<b>Due to General Fund</b>	(\$1,246)
				<u>\$201,018</u>

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

**2019B DEBT SERVICE FUND**  
Statement of Revenues & Expenditures  
For The Period Ending October 31, 2022

	Adopted Budget	Prorated Budget 10/31/22	Actual 10/31/22	VARIANCE
<b><u>REVENUES:</u></b>				
Special Assessments- Direct	\$118,350	\$0	\$0	\$0
Special Assessments- Prepayments	\$0	\$0	\$18,798	\$18,798
Special Assessments- Prepayment Interest	\$0	\$0	\$591	\$591
Interest Income	\$50	\$50	\$354	\$304
<b>TOTAL REVENUES</b>	<b>\$118,400</b>	<b>\$50</b>	<b>\$19,743</b>	<b>\$19,693</b>
<b><u>EXPENDITURES:</u></b>				
<b><u>Series 2019B-1</u></b>				
Interest Expense - 11/1	\$10,369	\$0	\$0	\$0
Interest Expense - 5/1	\$10,369	\$0	\$0	\$0
<b><u>Series 2019B-2</u></b>				
Interest Expense - 11/1	\$8,881	\$0	\$0	\$0
Interest Expense - 5/1	\$8,881	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$38,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b><u>OTHER SOURCES/(USES)</u></b>				
Interfund Transfer In/ (Out)	\$0	\$0	(\$37)	(\$37)
<b>TOTAL OTHER SOURCES AND USES</b>	<b>\$38,500</b>	<b>\$0</b>	<b>(\$37)</b>	<b>(\$37)</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$79,900</b>		<b>\$19,706</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$101,894</b>		<b>\$304,894</b>	
<b>FUND BALANCE - Ending</b>	<b>\$181,794</b>		<b>\$324,601</b>	
			<b>Reserve</b>	\$30,056
			<b>Interest</b>	\$6,746
			<b>Revenue</b>	\$2,595
			<b>Prepayment</b>	\$285,204
				<u>\$324,601</u>

**AMELIA CONCOURSE**  
**Community Development District**  
**CAPITAL PROJECTS FUND**  
Statement of Revenues & Expenditures  
For The Period Ending October 31, 2022

	Series 2007	Series 2019A	Series 2019B
<b><u>REVENUES:</u></b>			
Interest Income	\$113	\$0	\$1,050
<b>Total Revenues</b>	<b>\$113</b>	<b>\$0</b>	<b>\$1,050</b>
<b><u>EXPENDITURES:</u></b>			
Contracts Payable	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b><u>OTHER SOURCES/(USES)</u></b>			
Interfund Transfer In	\$108	\$131	\$37
Interfund Transfer Out	\$0	\$0	\$0
<b>Total Other Sources/(Uses)</b>	<b>\$108</b>	<b>\$131</b>	<b>\$37</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$221</b>	<b>\$132</b>	<b>\$1,087</b>
<b>FUND BALANCE - Beginning</b>	<b>\$79,786</b>	<b>(\$3,965)</b>	<b>\$602,569</b>
<b>FUND BALANCE - Ending</b>	<b>\$80,007</b>	<b>(\$3,834)</b>	<b>\$603,656</b>

**AMELIA CONCOURSE**  
**Community Development District**  
**Capital Reserve Fund**  
Statement of Revenues & Expenditures  
For The Period Ending Ooctober 31, 2022

	<b>Adopted Budget</b>	<b>Prorated 10/31/22</b>	<b>Actual 10/31/22</b>	<b>Variance</b>
<b>Revenues:</b>				
Interest	\$500	\$42	\$296	\$254
Capital Reserve Funding - Transfer In	\$75,000	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$75,500</b>	<b>\$42</b>	<b>\$296</b>	<b>\$254</b>
<b>Expenditures</b>				
Capital Outlay	\$20,000	\$1,667	\$0	\$1,667
<b>Total Expenditures</b>	<b>\$20,000</b>	<b>\$1,667</b>	<b>\$0</b>	<b>\$1,667</b>
<b>EXCESS REVENUE (EXPENDITURES)</b>	<b>\$55,500</b>		<b>\$296</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$89,253</b>		<b>\$109,345</b>	
<b>FUND BALANCE - Ending</b>	<b>\$144,753</b>		<b>\$109,640</b>	

**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:	\$377,667.25
Reserve Balance:	\$85,868.56
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)
Less: May 1, 2022 (Prepayment)	(\$200,000)
<b>Current Bonds Outstanding</b>	<b>\$5,375,000</b>

<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)
Less: May 1, 2022 (Prepayment)	(\$5,000)
Less: May 1, 2022 (Mandatory)	(\$30,000)
<b>Current Bonds Outstanding</b>	<b>\$1,865,000</b>

**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:	\$106,301.25
Reserve Balance:	\$106,301.25
Bonds outstanding - 03/20/2019	\$3,035,000
Less: May 1, 2020 (Mandatory)	(\$40,000)
Less: February 1, 2021 (Prepayment)	(\$40,000)
Less: May 1, 2021 (Prepayment)	(\$40,000)
Less: May 1, 2021 (Mandatory)	(\$40,000)
Less: August 1, 2021 (Prepayment)	(\$55,000)
Less: November 1, 2021 (Prepayment)	(\$85,000)
Less: February 1, 2022 (Prepayment)	(\$85,000)
Less: May 1, 2022 (Prepayment)	(\$35,000)
Less: May 1, 2022 (Mandatory)	(\$40,000)
Less: August 1, 2022 (Prepayment)	(\$55,000)
<b>Current Bonds Outstanding</b>	<b>\$2,520,000</b>

<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:	(\$21,237.50)
Reserve Balance:	(\$21,237.50)
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)
Less: May 1, 2022 (Prepayment)	(\$200,000)
Less: August 1, 2022 (Prepayment)	(\$170,000)
<b>Current Bonds Outstanding</b>	<b>\$395,000</b>

**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)
Less: May 1, 2022 (Prepayment)	(\$150,000)
Less: August 1, 2022 (Prepayment)	(\$125,000)
Current Bonds Outstanding	\$295,000

*B.*

**Amelia Concourse**  
**Community Development District**  
 Check Register Summary  
 September 1, 2022 through October 31, 2022

Fund	Date	Check #'s	Amount
<i>Payroll</i>	9/27/22	50180-50183	\$ 738.80
		Sub-Total	\$ 738.80
<i>General Fund</i>			
	9/2/22	2098-2100	\$ 9,871.79
	9/9/22	2101-2104	\$ 14,445.18
	9/19/22	2105-2106	\$ 31,737.62
	10/7/22	2107-2115	\$ 13,657.28
	10/14/22	2116-2118	\$ 12,490.38
	10/21/22	2119-2121*	\$ 261,688.83
		Sub-Total	\$ 343,891.08
<b>Total</b>			<b>\$ 344,629.88</b>

\* Check # 2119 for \$250,000 is investing funds with State Board of Administration.

CHECK #	EMP #	EMPLOYEE NAME	CHECK AMOUNT	CHECK DATE
50180	14	FRED C EICHMANN	184.70	9/27/2022
50181	12	JEFFRY A SNOW	184.70	9/27/2022
50182	13	KIMBERLY CHAMERDA	184.70	9/27/2022
50183	11	WILLIAM J TOOHEY	184.70	9/27/2022
TOTAL FOR REGISTER			738.80	

ACON AMELIA CONCOUR DLAUGHLIN

# Attendance Sheet

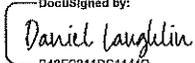
District Name: Amelia Concourse CDD

Board Meeting Date: September 20, 2022 Meeting

	<b>Name</b>	<b>In Attendance</b>	<b>Fee</b>
1	Fred Eichmann	<input type="checkbox" value="yes"/>	\$ 200
2	Harvey Greenberg	<input type="checkbox" value="yes"/>	N/A
3	Bill Toohey	<input type="checkbox" value="yes"/>	\$200
4	Kimberly Chamerda	<input type="checkbox" value="yes"/>	\$200
5	Jeffry Snow	<input type="checkbox" value="yes"/>	\$200

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

**Approved for Payment:**

DocuSigned by:  
  
848FC241DC1144D  
\_\_\_\_\_  
District Manager Signature

9/22/2022  
\_\_\_\_\_  
Date

**PLEASE RETURN COMPLETED FORM TO DANIEL LAUGHLIN**



Berger, Toombs, Elam,  
Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue  
Suite 200  
Fort Pierce, Florida 34950

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

*AMELIA CONCOURSE COMMUNITY DEVELOPMENT DIST.  
475 WEST TOWN PLACE, SUITE 114  
ST. AUGUSTINE,, FL 32092*

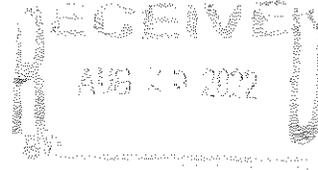
*Invoice No. 359561  
Date 08/22/2022  
Client No. 20166*

---

Services rendered in connection with the audit of the Basic Financial Statements  
as of and for the year ended September 30, 2021.

Total Invoice Amount \$ 4,050.00

641A  
1.310.513.322



Fort Pierce / Stuart

Member AICPA

Member AICPA Division for CPA Firms  
Private Companies practice Section

Member FICPA

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

Invoice 6941



**BILL TO**

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

DATE  
 08/01/2022

PLEASE PAY  
 \$2,188.00

DUE DATE  
 09/30/2022

**P.O. NUMBER**

Monthly Service

**MONTH OF SERVICE**

September 2022  
*August*

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

TOTAL DUE

\$2,188.00

*49A*

THANK YOU.

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



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

**INVOICE 6956**

DATE 08/01/2022 TERMS Net 60

DUE DATE 09/30/2022

**P.O. NUMBER**  
 Reimbursables

**MONTH OF SERVICE**  
 July 2022

DATE	ACTIVITY	QTY	RATE	AMOUNT
07/13/2022	Hawkins invoice #6234606 - pool chemicals			180.20
07/13/2022	Inyo Pools - cord ring for pool			80.93
07/27/2022	Lowes - pool chemicals			296.57
07/31/2022	Home Depot Pro - pool plumbing supplies			16.42
07/31/2022	Home Depot Pro - pool plumbing supplies			286.60
07/31/2022	Home Depot Pro - hardware			12.17
	<b>Purchasing Fee</b>	872.89	0.03	26.19
	3% purchase fee			

49A  
 1,320.572.620

**TOTAL DUE \$899.08**

1001 - 300.207.101





AC

Tony Shiver <tony@firstcoastcms.com>

# Inyo Pool Products Order Confirmation Order #1336846

1 message

InyoPools.com <inyo\_orders@inyopools.com>  
To: Tony@firstcoastcms.com

Mon, Jul 11, 2022 at 11:04 AM



[Chat with Us](#)

PARTS | PUMPS | MOTORS | CLEANERS | VIEW ALL

## Order Confirmation

Hello, Tony! Thank you for placing an order with INYOpools.com!

Here is a summary of your purchase.

**Order Number:** 1336846

**Order Date:** 07/11/2022

[Track Order](#)

### Order Items



Sta-Rite Cord Ring 270010061S

Shipping: Ground

Qty: 1

Price: \$75.99

Total: \$75.99

### Your Shipping Information

Attn: Tony Shiver  
First Coast CMS  
352 Perdido St  
JULINGTON CRK, FL 32259

<b>Subtotal:</b>	\$75.99
<b>Tax:</b>	\$4.94
<b>Shipping:</b>	\$0.00
<b>Handling:</b>	\$0.00
<b>TOTAL:</b>	<b>\$80.93</b>
<b>Payment:</b>	Visa

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

SALE -

TRANSA: 19934310 07-27-22

1262860 40-OZ CLOROX XTREME ALG 135.92

4 @ 33.98

4665047 18-LB HTH CHLOR GRANULES 139.96

\*MINIMUM RETAIL PRICE APPLIED TO THIS ITEM\*

2 @ 69.98

SUBTOTAL: 275.88

TAX: 20.69

INVOICE 19377 TOTAL: 296.57

VISA: 296.57

VISA: XXXXXXXXXXXX2679 AMOUNT:296.57 AUTHCD: 057356

CHIP REFID:247219109736 07/27/22 11:04:54

CUSTOMER CODE: ac

APL: CHASE VISA TUR: 0080008000

RID: A000000031010 TSI: E800

STORE: 2472 TERMINAL: 19 07/27/22 11:05:10

# OF ITEMS PURCHASED: 6

EXCLUDES FEES, SERVICES AND SPECIAL ORDER ITEMS





formerly Wilmar

PO BOX 2317  
Jacksonville FL 32203-2317

# INVOICE

Page 1 of 2

INVOICE DATE	06/02/2022
INVOICE NUMBER	688666577
ACCOUNT NUMBER	918852
ORDER NO.	44420768

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				
44420768		AC	THDPU-902				1%10 DAYS, NET 30	0.15				
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: 06/02/22												
Register#: 062 Trans#: 7374												
Cardholder: DAVE BYER												
Card Nickname: MAGNOLIA WEST STAFF CARD												
Card#: XXXX-XXXX-XXXX-1790												
1	HD254518	5	3/4"X2' PVC PIPE	1	1	0	EA	3.49		3.49		T
Receipt SKU: 611942112555												
2	HD368383	1	3/4" PVC CHECK VALVE SLIP	1	1	0	EA	6.70		6.70		T
Receipt SKU: 032888016040												
3	HD685741	19	3/4" SLIP X MHT FITTING	1	1	0	EA	2.18		2.18		T
Receipt SKU: 046878533615												
4	HD685707	19	3/4" SLIP X FHT FITTING	1	1	0	EA	2.98		2.98		T
Receipt SKU: 046878533608												
PRODUCT CATEGORY TOTALS (INCLUDES APPLICABLE SALES TAX)												
1-Plumbing Supplies 7.17												
<b>NET MERCHANDISE TOTAL</b>				<b>TAX TOTAL</b>				<b>SPECIAL CHARGES</b>			<b>INVOICE TOTAL</b>	
15.35				1.07				0.00			16.42	

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	688666577	06/02/2022	16.42
IF PAID BY 06/12/2022	AMT DUE: 16.27	IF PAID AFTER 06/12/2022	AMT DUE: 16.42
DEDUCT 0.15 IF PAID BY 06/12/22 *NO DISCOUNT ALLOWED FOR PAYMENTS MADE BY CREDIT CARD.			NET AMOUNT PAID
			NET DUE DATE 07/02/22

**SOLD TO:**

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

**REMIT TO:**

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



formerly Wilmar

PO BOX 2317  
Jacksonville FL 32203-2317

# INVOICE

Page 1 of 2

INVOICE DATE	06/02/2022
INVOICE NUMBER	688659317
ACCOUNT NUMBER	918852
ORDER NO.	44419203

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				
44419203		AC	THDPU-902				1%10 DAYS, NET 30	2.68				
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: 06/02/22												
Register#: 011 Trans#: 8529												
Cardholder: DAVE BYER												
Card Nickname: MAGNOLIA WEST STAFF CARD												
Card#: XXXX-XXXX-XXXX-1790												
1	HD700862	8	2"X48" PIPE REPAIR TAPE KIT	1	1	0	EA	11.95	11.95			T
Receipt SKU: 021449821124												
2	HD457712	19	5/8"X50' CONTINENTAL RUBBER HOSE	1	1	0	EA	44.98	44.98			T
Receipt SKU: 037256358784												
3	HD0002001374	11	1 GAL. POOL CHLORINATING LIQ (4-PK)	4	4	0	PK	17.98	71.92			T
Receipt SKU: 014746648228												
4	HD0002000355	1	1/3 HP AUTOMATIC SUBMERSIBLE PUMP	1	1	0	EA	139.00	139.00			T
Receipt SKU: 659847512881												
PRODUCT CATEGORY TOTALS (INCLUDES APPLICABLE SALES TAX)												
1-Plumbing Supplies 148.73												
NET MERCHANDISE TOTAL				TAX TOTAL				SPECIAL CHARGES		INVOICE TOTAL		
267.85				18.75				0.00		286.60		

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	688659317	06/02/2022	286.60
IF PAID BY 06/12/2022	AMT DUE: 283.92	IF PAID AFTER 06/12/2022	AMT DUE: 286.60
NET DUE DATE 07/02/22			
DEDUCT 2.68 IF PAID BY 06/12/22			NET AMOUNT PAID
*NO DISCOUNT ALLOWED FOR PAYMENTS MADE BY CREDIT CARD.			

### SOLD TO:

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

### REMIT TO:

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



formerly Wilmar

PO BOX 2317  
Jacksonville FL 32203-2317

# INVOICE

Page 1 of 1

INVOICE DATE	05/31/2022
INVOICE NUMBER	688141910
ACCOUNT NUMBER	918852
ORDER NO.	44353920

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				
44353920		AC	THDPU-902				1%10 DAYS, NET 30	0.11				
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: 05/31/22												
Register#: 062 Trans#: 7115												
Cardholder: DAVE BYER												
Card Nickname: MAGNOLIA WEST STAFF CARD												
Card#: XXXX-XXXX-XXXX-1790												
1	HD676948	8	1.75OZ THRD SEALANT NO. 5	1	1	0	EA	3.94	3.94	T		
Receipt SKU: 021449257909												
2	HD745355	3	1-1/4" PVC PLUG MPT	1	1	0	EA	3.58	3.58	T		
Receipt SKU: 611942038497												
3	HD745369	3	1-1/2" PVC PLUG MPT	1	1	0	EA	3.85	3.85	T		
Receipt SKU: 611942038503												
PRODUCT CATEGORY TOTALS (INCLUDES APPLICABLE SALES TAX)												
3-Lighting and Electrical										7.95		
8-Janitorial Supplies										4.22		
<b>NET MERCHANDISE TOTAL</b>				<b>TAX TOTAL</b>				<b>SPECIAL CHARGES</b>		<b>INVOICE TOTAL</b>		
11.37				0.80				0.00		12.17		

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	688141910	05/31/2022	12.17
IF PAID BY 06/10/2022 AMT DUE: 12.06		IF PAID AFTER 06/10/2022 AMT DUE: 12.17	NET DUE DATE 06/30/22
DEDUCT 0.11 IF PAID BY 06/10/22 *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

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



**BILL TO**

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

**INVOICE 6995**

**DATE 08/15/2022 TERMS Net 60**

**DUE DATE 10/14/2022**

**P.O. NUMBER**

Reimbursables

**MONTH OF SERVICE**

August 1-15

DATE	ACTIVITY	QTY	RATE	AMOUNT
08/02/2022	Amzn - DE powder			172.44
08/03/2022	Johnny's Electric Invoice 25540 - replacement of outlet and outdoor cover			182.50
08/03/2022	Compac Filtration inv#34990 - Temp install of VFC motor controller			450.00
08/08/2022	Hawkins invoice #6259752 - pool chemicals			548.90
08/10/2022	ECS - Invoice # 38605158 -			414.00
08/10/2022	Home Depot Pro - hardware			148.78
08/10/2022	Home Depot Pro - toilet paper			28.42
08/10/2022	Home Depot Pro - hardware RETURN			-65.40
08/10/2022	Home Depot Pro - pool chemicals			76.95
08/11/2022	Amzn - phosphate test kit			10.65
08/11/2022	PAP - pool supplies			17.19
08/11/2022	PAP - pool supplies			39.76
08/11/2022	PAP - pool supplies			48.34
	<b>Purchasing Fee</b>	2,072.53	0.03	62.18
	3% purchase fee			

49A  
 1,320.572.620  
 1,300.207.101

**TOTAL DUE \$2,134.71**



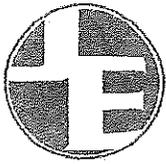
Final Details for Order #113-8519126-9350643

**Order Placed:** August 1, 2022  
**PO number :** Amelia Concourse  
**Amazon.com order number:** 113-8519126-9350643  
**Order Total:** \$172.44

Shipped on August 1, 2022	
<b>Items Ordered</b>	<b>Price</b>
3 of: <i>Perlite AquaPerl-12 4212 Filter Powder D.E. Alternative for Swimming Pools, 12-Pou, White (Package May Vary)</i>	\$53.97
Sold by: Amazon.com Condition: New	
<b>Shipping Address:</b> First Coast CMS, LLC 352 PERDIDO ST SAINT JOHNS, FL 32259-8756 United States	Item(s) Subtotal: \$161.91 Shipping & Handling: \$0.00 ----- Total before tax: \$161.91 Sales Tax: \$10.53 -----
<b>Shipping Speed:</b> FREE Prime Delivery	<b>Total for This Shipment:</b> \$172.44 -----

Payment information	
<b>Payment Method:</b> Visa   Last digits: 2679	Item(s) Subtotal: \$161.91 Shipping & Handling: \$0.00 -----
<b>Billing address</b> Tony Shiver 352 Perdido Street Saint Johns, FL 32259 United States	Total before tax: \$161.91 <b>Estimated Tax:</b> \$10.53 ----- <b>Grand Total:</b> \$172.44
<b>Credit Card transactions</b>	Visa ending in 2679: August 1, 2022: \$172.44

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



# JOHNNY'S ELECTRIC INC.

P.O. BOX 6296  
 FERNANDINA BEACH, FL 32035

(904) 491-1422

johnnyselectrici@bellsouth.net

## Invoice

Date	Invoice No.
7/26/2022	25540
Terms	Due Date
	7/26/2022

Bill To
AMELIA CONCOURSE AMENITY CENTER 85200 AMARYLIS COURT FERNANDINA BEACH, FL 32034

P.O. No.	JOB NAME

Activity	Quantity	Rate	Amount
SERVICE CALL THURSDAY 07/21/22	1	150.00	150.00
~ REPLACED GFI ON BACK OF AMENITY CENTER NEXT TO AC UNIT			
~ADDED BUBBLE COVER			
COLE/MICHAEL			
MATERIALS USED		32.50	32.50
(1) GFI			
(1) BUBBLE COVER			
**For ANY card payments (in office or over phone) there is a 3.5% processing fee.		0.00	0.00
~We recommend paying via check to our mailing address of: PO BOX 6296 FERNANDINA BEACH, FL 32035			

THANK YOU FOR CHOOSING JOHNNY'S ELECTRIC FOR ALL YOUR ELECTRICAL NEEDS !!!

<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$182.50



2020 West Beaver Street  
 Jacksonville, FL 32209  
 Phone: 904-356-4003

# Invoice

Date	Invoice Number
8/3/2022	34990

Bill To
First Coast CMS, LLC 3821 Miruelo Circle N Jacksonville, FL 32217

Ship To
First Coast CMS, LLC 352 Perdido St Saint Johns, FL 32259

*FOR AMELIA CONCOURSE*

SO Number
080222-1

Terms	PO Number	Project Name	WO Number	Quote Number	Due Date	Ship Via	Ship Date
Net 10	Ken Verbal	Amelia Concourse			8/13/2022		8/3/2022
Qty	Item	Description				Rate	Amount
1	Item Service	Authorization from Tony to install a temporary VFD to keep pool open while new panel is being built. First Coast CMS assumes responsibility for damage to new temporary VFD				450.00	450.00

Insufficient funds due to returned checks, wire transfers and/or credit cards will be subject to loss of customer discount and will incur a 1.5% finance charge compounded monthly until paid in full. Customer discount will be revoked and charged back to the Final Invoice if not paid within the specified terms. Please Note: 30 Days On Returns No Returns On Custom Made Items.

<b>Subtotal</b>	USD 450.00
<b>Sales Tax (0.0%)</b>	USD 0.00
<b>Additional Payments/Credits</b>	USD 0.00
<b>Balance Due</b>	USD 450.00

Original



Hawkins, Inc.  
2381 Rosegate  
Roseville, MN 55113  
Phone: (612) 331-6910

# INVOICE

Total Invoice	<b>\$548.90</b>
Invoice Number	6259752
Invoice Date	8/8/22
Sales Order Number/Type	3959429 SO
Branch Plant	74
Shipment Number	4634267

Sold To: 293028  
ACCOUNTS PAYABLE  
FIRST COAST CMS  
3434 Colwell Ave  
Suite 200  
Tampa FL 33614

Ship To: 295171  
FIRST COAST CMS AMELIA CONCOURS  
85164 Amaryllis Ct  
Fernandina Beach FL 32097

Net Due Date	Terms	FOB Description	Ship Via	Customer P.O.#	P.O. Release	Sales Agent #			
8/8/22	Credit Card	PPD Origin	HAWKINS SOUTHEAST FLEET			B74			
Line #	Item Number	Item Name/ Description	Tax	Qty Shipped	Trans UOM	Unit Price	Price UOM	Weight Net/Gross	Extended Price
1.000	42756	Filter Media 12 LB BG 1.6 cft Cela/Perlite	N	4.0000	BG	\$17.0000	BG	48.0 LB 52.0 GW	\$68.00
1.010	Fuel Surcharge	Freight	N	1.0000	EA	\$12.0000			\$12.00
2.000	51616	Hydrochloric Acid 31.45% 1 GA BT (4/CS)	N	4.0000	CA	\$18.0000	CA	154.6 LB 154.6 GW	\$72.00
3.000	43967	Ultra-Chlor (Sod. Hypo 12.5%) 1 GA BLK (Mini-Bulk)	N	210.0000	GA	\$1.8900	GA	2,118.9 LB 2,293.9 GW	\$396.90

\*\*\*\*\* Receive Your Invoice Via Email \*\*\*\*\*

Please contact our Accounts Receivable Department via email at [Credit.Dept@HawkinsInc.com](mailto:Credit.Dept@HawkinsInc.com)  
or call 612-331-6910 to get it setup on your account.

Page 1 of 1	Tax Rate	Sales Tax	Invoice Total	<b>\$548.90</b>
	0 %	\$0.00		

No Discounts on Freight or Containers  
IMPORTANT: All products are sold without warranty of any kind and purchasers will, by their own tests, determine suitability of such products for their own use. Seller warrants that all goods covered by this invoice were produced in compliance with the requirements of the Fair Labor Standards Act of 1938, as amended. Containers are to be paid for in full, as invoiced, and full refund will be made promptly, provided containers are returned to original point of shipment. Return freight charges to be prepaid. The containers returned must be the same originally shipped, and show no evidence of abuse, or use for purposes other than the storage of original containers. Seller specifically disclaims and excludes any warranty of merchantability and any warranty of fitness for a particular purpose.  
NO CLAIMS FOR LOSS, DAMAGE OR LEAKAGE ALLOWED AFTER DELIVERY IS MADE IN GOOD CONDITION.

Please Remit To: **Hawkins, Inc.**  
**P.O. Box 860263**  
**Minneapolis, MN 55486-0263**

This contractor and subcontractor shall abide by the requirements of 41 CFR §80-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

[www.hawkinsinc.com](http://www.hawkinsinc.com)

Job# 2410567

AC



Ed's Comfort Solutions Inc  
 85083 Deonas Way, Yulee, FL 32097 United States  
 (904) 225-5651

**BILL TO**

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

<b>INVOICE</b> 38605158	<b>INVOICE DATE</b> Aug 07, 2022
----------------------------	-------------------------------------

**JOB ADDRESS**

Amelia Concourse CDD  
 85200 Amaryllis Court  
 Fernandina Beach, FL 32034 USA

**Completed Date:** 8/9/2022  
**Payment Term:** Due Upon Receipt  
**Due Date:** 8/7/2022

**DESCRIPTION OF WORK**

Upon arrival found system was turned off. Turned system on checked operation and could not find anything wrong with system.  
 Returned and found unit to have a bad capacitor and start kit. Replaced and unit is working properly at this time.

TASK	DESCRIPTION	QTY	PRICE	TOTAL
AFTER HOURS Service Call Fee	AFTER-HOURS Service Call Fee for diagnosis of problem and provision of repair solution.	1.00	\$140.00	\$140.00
102003	Replaced dual run capacitor. Price covers 20/5 mfd - 40/5 mfd	1.00	\$105.00	\$105.00
116002	Installed new universal 2-wire start kit for high-torque units. Tested unit for proper operation.	1.00	\$169.00	\$169.00

PAID ON	TYPE	MEMO	AMOUNT
8/7/2022	Visa		\$140.00

POTENTIAL SAVINGS	\$25.00
SUB-TOTAL	\$414.00
TAX	\$0.00
<b>TOTAL DUE</b>	<b>\$414.00</b>
PAYMENT	\$140.00
<b>BALANCE DUE</b>	<b>\$274.00</b>

Thank you for choosing Ed's Comfort Solutions Inc

**CUSTOMER AUTHORIZATION**

This invoice is agreed and acknowledged. Payment is due upon receipt. A service fee will be charged for any returned checks, and a financing charge of 1% per month shall be applied for overdue amounts.



Sign here

Date 8/9/2022

**CUSTOMER ACKNOWLEDGEMENT**

I find and agree that all work performed by Ed's Comfort Solutions Inc has been completed in a satisfactory and workmanlike manner. I have been given the opportunity to address concerns and/or discrepancies in the work provided, and I either have no such concerns or have found no discrepancies or they have been addressed to my satisfaction. My signature here signifies my full and final acceptance of all work performed by the contractor.



Sign here

Date 8/9/2022

I authorize Ed's Comfort Solutions Inc to charge the agreed amount to my credit card provided herein. I agree that I will pay for this purchase in accordance with the issuing bank cardholder agreement.



Sign here

Date 8/7/2022



formerly Wilmar

PO BOX 2317  
Jacksonville FL 32203-2317

# INVOICE

Page 1 of 2

INVOICE DATE	06/17/2022
INVOICE NUMBER	691434443
ACCOUNT NUMBER	918852
ORDER NO.	44685950

FOR INQUIRIES CALL: (800) 345-3000

FAX: (800) 220-3291

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

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

### SOLD TO:

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

ENROLLMENT ACCOUNT #:	ENROLLMENT TOKEN
WIL918852	MSZ RLQ GVP

### SHIPPED TO:

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

ORDER NO.	CONTROL NO.	CUSTOMER P.O.	SHIPPED VIA				TERMS	CASH DISCOUNT AMT				
44685950		AC	THDPU-902				1%10 DAYS, NET 30	1.39				
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: 06/17/22 Register#: 062 Trans#: 9762 Cardholder: DAVE BYER Card Nickname: MAGNOLIA WEST STAFF CARD Card#: XXXX-XXXX-XXXX-1780												
1	HD0002001595	20	HDX POP-N-GO BLK NITRILE GLOVE 40 P	1	1	0	EA	14.98	14.98			T
Receipt SKU: 280651481377												
2	HD291029	3	2" PVC SLIDE REPAIR COUPLING	1	1	0	EA	24.63	24.63			T
Receipt SKU: 810053461051												
3	HD363693	3	2" PVC COMPRESSION COUPLING	1	1	0	EA	19.61	19.61			T
Receipt SKU: 820633976097												
4	HD232750	3	2" PVC COUPLING SXS	1	1	0	EA	2.11	2.11			T
Receipt SKU: 611942037643												
5	HD155705	8	8OZ PVC CEMENT WET/DRY	1	1	0	EA	10.43	10.43			T
Receipt SKU: 038753308913												
NET MERCHANDISE TOTAL			TAX TOTAL			SPECIAL CHARGES			INVOICE TOTAL			
139.05			9.73			0.00			148.78			

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

RETAIN THIS PORTION OF THE INVOICE FOR YOUR RECORDS

RETURN THIS PORTION WITH YOUR REMITTANCE TO THE REMIT ADDRESS BELOW



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ACCOUNT NUMBER	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT DUE
918852	691434443	06/17/2022	148.78
IF PAID BY 06/27/2022	AMT DUE: 147.39	IF PAID AFTER 06/27/2022	AMT DUE: 148.78
DEDUCT 1.39 IF PAID BY 06/27/22 *NO DISCOUNT ALLOWED FOR PAYMENTS MADE BY CREDIT CARD.			NET AMOUNT PAID
			NET DUE DATE 07/17/22

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

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



formerly Wilmar

PO BOX 2317  
Jacksonville FL 32203-2317

**INVOICE**

Page 2 of 2

INVOICE DATE	06/17/2022
INVOICE NUMBER	691434443
ACCOUNT NUMBER	918852
ORDER NO.	44685950

FOR INQUIRIES CALL: (800) 345-3000

FAX: (800) 220-3291

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

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<b>ENROLLMENT ACCOUNT #:</b>	<b>ENROLLMENT TOKEN</b>
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	
44685950		AC		THDPU-902				1%10 DAYS, NET 30		1.39	
LN	ITEM NO.	CAT	DESCRIPTION	ORDER	SHIP	B/O	UOM	LIST PRICE	PRICE	EXT. AMT.	TAX CODE
6	HD131227	8	5GAL HOMER BUCKET	2	2	0	EA		4.98	9.96	T
Receipt SKU: 084305355546											
7	HD529776	8	5GAL HOMER LEAKPROOF LID	2	2	0	EA		2.48	4.96	T
Receipt SKU: 084305355591											
8	HD0002001374	11	1 GAL. POOL CHLORINATING LIQ (4-PK)	2	2	0	PK		17.98	35.96	T
Receipt SKU: 014746648228											
9	HD242949	3	2" PVC UNION SLIPXSLIP SCH80	1	1	0	EA		16.41	16.41	T
Receipt SKU: 242949											
<b>PRODUCT CATEGORY TOTALS (INCLUDES APPLICABLE SALES TAX)</b>											
3-Lighting and Electrical			67.14								
8-Janitorial Supplies			27.13								
11-Pool Supplies			38.48								
20-Safety Equipment			16.03								



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Jacksonville FL 32203-2317

# INVOICE

Page 1 of 1

INVOICE DATE	06/16/2022
INVOICE NUMBER	691258305
ACCOUNT NUMBER	918852
ORDER NO.	44680195

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

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ENROLLMENT ACCOUNT #:	ENROLLMENT TOKEN
WIL918852	MSZ RLQ GVP

**SHIPPED TO:**

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 ASK FOR ADDRESS GATE CODE 7913  
 JACKSONVILLE FL 32217

ORDER NO.	CONTROL NO.	CUSTOMER P.O.	SHIPPED VIA				TERMS	CASH DISCOUNT AMT				
44680195		AC	THDPU-902				1%10 DAYS, NET 30	0.27				
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: 06/16/22 Register#: 061 Trans#: 6735 Cardholder: DAVE BYER Card Nickname: MAGNOLIA WEST STAFF CARD Card#: XXXX-XXXX-XXXX-1780 1 HD0002001759 8 HDX ULTR SOFT BATH TISSUE 12=54 2 2 0 EA 13.28 26.56 T Receipt SKU: 061328381202 PRODUCT CATEGORY TOTALS (INCLUDES APPLICABLE SALES TAX) 8-Janitorial Supplies 28.42												
<b>NET MERCHANDISE TOTAL</b>			<b>TAX TOTAL</b>			<b>SPECIAL CHARGES</b>			<b>INVOICE TOTAL</b>			
26.56			1.86			0.00			28.42			

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

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RETURN THIS PORTION WITH YOUR REMITTANCE TO THE REMIT ADDRESS BELOW



ACCOUNT NUMBER	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT DUE
918852	691258305	06/16/2022	28.42
IF PAID BY 06/26/2022	AMT DUE: 28.15	IF PAID AFTER 06/26/2022	AMT DUE: 28.42
DEDUCT 0.27 IF PAID BY 06/26/22 *NO DISCOUNT ALLOWED FOR PAYMENTS MADE BY CREDIT CARD.			NET AMOUNT PAID
			NET DUE DATE 07/16/22

**SOLD TO:**  
 FIRST COAST CONTRACT MAINT SVC  
 352 PERDIDO ST  
 SAINT JOHNS FL 32259-8756

**REMIT TO:**  
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 Atlanta GA 30384-4284



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Jacksonville FL 32203-2317

# CREDIT MEMO

Page 1 of 2

INVOICE DATE	06/17/2022
INVOICE NUMBER	691461958
ACCOUNT NUMBER	918852
INVOICE REF. NO.	44692735

FOR INQUIRIES CALL: (800) 345-3000  
FAX: (800) 220-3291

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customer@wilmar.com

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SAINT JOHNS FL 32259-8756

ENROLLMENT ACCOUNT #:	ENROLLMENT TOKEN
WIL918852	MSZ RLQ GVP

### SHIPPED TO:

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

INVOICE REF. NO.	CONTROL NO.	CUSTOMER P.O.	SHIPPED VIA	TERMS	WAREHOUSE							
44692735		AC	THDPU-902	1%10 DAYS, NET 30								
LN	ITEM NO.	CAT	DESCRIPTION	ORDER	SHIP	B/O	UOM	LIST PRICE	PRICE	EXT. AMT.	TAX	CODE
The Home Depot In Store Purchase Trans Type: Refund Store#: 6369 Date: 06/17/22 Register#: 014 Trans#: 0029 Cardholder: DAVE BYER Card Nickname: MAGNOLIA WEST STAFF CARD Card#: XXXX-XXXX-XXXX-1790 Original Invoice: 691434443 Original PO#: AC Original Receipt: 2022-06-17 6921 062 9752												
1	HD363693	3	2" PVC COMPRESSION COUPLING	-1			EA	19.61		-19.61		T
Receipt SKU: 820633976097												
2	HD242949	3	2" PVC UNION SLIPXSLIP SCH80	-1			EA	16.41		-16.41		T
Receipt SKU: 242949 Original Invoice: 690394440 Original PO#: FOX CREEK Original Receipt: 2022-06-12 6890 052 6002												
3	HD0002002821	12	PLC 16W 4FT T8 LED UNIVERSAL	-1			EA	24.98		-24.98		T
Receipt SKU: 046677539153												
MERCHANDISE CREDIT			TAX CREDIT			SPECIAL CHARGES			CREDIT TOTAL			
-61.00			-4.40			0.00			-65.40			

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

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ACCOUNT NUMBER	INVOICE NUMBER	INVOICE DATE	CREDIT TOTAL
918852	691461958	06/17/2022	-65.40
			NET AMOUNT PAID

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

TO APPLY THIS CREDIT, RETURN WITH YOUR REMITTANCE TO:

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



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PO BOX 2317  
Jacksonville FL 32203-2317

**INVOICE**

Page 1 of 1

INVOICE DATE	06/17/2022
INVOICE NUMBER	691465348
ACCOUNT NUMBER	918852
ORDER NO.	44693536

FOR INQUIRIES CALL: (800) 345-3000

FAX: (800) 220-3291

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customer-care@wilmar.com

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SAINT JOHNS FL 32259-8756

<b>ENROLLMENT ACCOUNT #:</b>	<b>ENROLLMENT TOKEN</b>
WIL918852	MSZ RLQ GVP

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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				
44693536		AMELIA CONCORDS	THDPU-902				1%10 DAYS, NET 30	0.72				
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: 06/17/22 Register#: 010 Trans#: 7737 Cardholder: NATHAN GOODE Card Nickname: NORTHSIDE POOL ROUTE Card#: XXXX-XXXX-XXXX-0781												
1	HD0002001374	11	1 GAL. POOL CHLORINATING LIQ (4-PK)	4	4	0	PK	17.98		71.92		T
Receipt SKU: 014746648228  PRODUCT CATEGORY TOTALS (INCLUDES APPLICABLE SALES TAX) 11-Pool Supplies 76.95												
<b>NET MERCHANDISE TOTAL</b>			<b>TAX TOTAL</b>			<b>SPECIAL CHARGES</b>			<b>INVOICE TOTAL</b>			
71.92			5.03			0.00			76.95			

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

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ACCOUNT NUMBER	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT DUE
918852	691465348	06/17/2022	76.95
IF PAID BY 06/27/2022 AMT DUE: 76.23		IF PAID AFTER 06/27/2022 AMT DUE: 76.95	NET DUE DATE 07/17/22
DEDUCT 0.72 IF PAID BY 06/27/22 *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



Details for Order #113-2832301-2894602

**Order Placed:** August 11, 2022  
**PO number :** Amelia concourse  
**Amazon.com order number:** 113-2832301-2894602  
**Order Total:** \$10.65

Not Yet Shipped	
<b>Items Ordered</b>	<b>Price</b>
1 of: <i>Ets Hach Company 562227 Phosphate Test Kit , White</i> Sold by: ExpressShip (seller profile) Condition: New	\$10.00
<b>Shipping Address:</b> First Coast CMS, LLC 352 PERDIDO ST SAINT JOHNS, FL 32259-8756 United States	
<b>Shipping Speed:</b> Standard Shipping	

Payment information	
<b>Payment Method:</b> Visa   Last digits: 2679	Item(s) Subtotal: \$10.00 Shipping & Handling: \$0.00
<b>Billing address</b> Tony Shiver 352 Perdido Street Saint Johns, FL 32259 United States	----- Total before tax: \$10.00 Estimated Tax: \$0.65 ----- Grand Total: \$10.65

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

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AC - Testing Reagent

**PENTAIR**  
**RAINBOW™**  
**CYANURIC ACID TEST**  
SEE SIDE PANELS  
1.0L

**PINCH A PENNY**  
**POOL-PA-10-SPA**  
The Perfect People For A Perfect Pool  
Like Us on Facebook  
For Our Special Offers!

Pinch A Penny 071  
700 Third Street South  
Jacksonville Beach, FL 32250  
Phone: 904-247-0928

**Sales Receipt**

Transaction #: 440873  
Account #: FIRST COAST CMS LLC.  
Date: 3/21/2022 Time: 9:20:06 AM  
Cashier: Ananda S Register #: 1

BILL TO: First Coast CMS LLC, First Coast CMS L

Item	Description	Amount
02920056	CYANURIC ACID REAGENT 8	\$15.99
	Sub Total	\$15.99
	Sales Tax	\$1.20
	Total	\$17.19
	SALE ON ACCT.	\$17.19
	Previous Balance	\$0.00
	New Balance	\$17.19
	Change Due	\$0.00

Pinch A Penny 071  
700 Third Street South  
Jacksonville Beach, FL 32250  
Phone: 904-247-0938

Anelita  
Cenkourse

# Sales Receipt

Transaction #: 443418  
Account #: FIRST COAST CMS LLC.  
Date: 4/21/2022 Time: 11:00:54 AM  
Cashier: Mike Barker Register #: 1

BILL TO: First Coast CMS LLC. First Coast CMS L

Item	Description	Amount
------	-------------	--------

02921971	NEW STYLE CONTROL VALVE	\$36.99
----------	-------------------------	---------

Sub Total	\$36.99
Sales Tax	\$2.77
Total	\$39.76

SALE ON ACCT.	\$39.76
Previous Balance	\$17.19
New Balance	\$56.95

# PINCH-A-PENNY POOL-PATIO-SPA

The Perfect People for A Perfect Pool



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Pinch A Penny 071  
700 Third Street South  
Jacksonville Beach, FL 32250  
Phone: 904-247-0936

## Sales Receipt

Transaction #: 447155  
Account #: FIRST COAST CMS LLC.  
Date: 5/31/2022 Time: 9:30:29 AM  
Cashier: Kayla Seals Register #: 1

BILL TO: First Coast CMS LLC. First Coast CMS L

Item	Description	Amount
00007022	ALGAE EATER PLUS 1 GAL.	\$14.99
00007022	ALGAE EATER PLUS 1 GAL.	\$14.99
00007022	ALGAE EATER PLUS 1 GAL.	\$14.99
Sub Total		\$44.97
Sales Tax		\$3.37
Total		\$48.34
SALE ON ADCT.		\$48.34
Previous Balance		\$56.95
New Balance		\$105.29
Change Due		\$0.00

Card #: \_\_\_\_\_  
Card Type: \_\_\_\_\_  
Auth Code: \_\_\_\_\_

Thank you for shopping  
Pinch A Penny 071  
We hope you'll come back soon!

# Grau and Associates

951 W. Yamato Road, Suite 280  
Boca Raton, FL 33431-  
www.graucpa.com

Phone: 561-994-9299

Fax: 561-994-5823

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

Invoice No. 23074  
Date 08/23/2022

---

SERVICE	AMOUNT
Project: Arbitrage - Series 2007 FYE 6/30/2022	
Arbitrage Services	\$ <u>600.00</u>
<b>Subtotal:</b>	<u>600.00</u>
Total	600.00
Current Amount Due	\$ <u>600.00</u>

16A  
1,310.573.321

0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Balance
600.00	0.00	0.00	0.00	0.00	600.00

Payment due upon receipt.

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



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

**INVOICE 6827**

**DATE 06/16/2022 TERMS Net 60**

**DUE DATE 08/15/2022**

**P.O. NUMBER**  
 Reimbursables

**MONTH OF SERVICE**  
 June 2022

49A

DATE	ACTIVITY	QTY	RATE	AMOUNT
06/03/2022	PVP Pipe Supplies - ball valve -	1.320.572.620		337.17
06/07/2022	Lowes - chlorine -	1.320.572.620		85.58
06/13/2022	Hawkins Invoice #6209149 - pool chemicals -	1.320.572.620		727.01
06/15/2022	Home Depot Pro - pool chemicals -	1.320.572.620		113.36
06/15/2022	Home Depot Pro - hose, pump -	1.320.572.620		124.10
06/15/2022	Home Depot Pro - urinal repair -	1.320.572.620		173.33
06/15/2022	Home Depot Pro - pool repair -	1.320.572.620		112.63
	<b>Purchasing Fee</b>			
	3% purchase fee 1.320.572.620	1,673.18	0.03	50.20

**TOTAL DUE \$1,723.38**

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

Invoice 7034



**BILL TO**

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

DATE  
 09/01/2022

PLEASE PAY  
 \$2,188.00

DUE DATE  
 10/31/2022

**P.O. NUMBER**

Monthly Service

**MONTH OF SERVICE**

October 2022

49A

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Amelia Concourse Contract:Janitorial Service Janitorial Services 1.320.572.460	1	393.00	393.00
	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
	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  
 lauren@firstcoastcms.com  
 www.firstcoastcms.com



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

INVOICE 7053

DATE 09/01/2022 TERMS Net 60

DUE DATE 10/31/2022

**P.O. NUMBER**  
 Reimbursables

**MONTH OF SERVICE**  
 August 2022

49A

DATE	ACTIVITY	QTY	RATE	AMOUNT
08/17/2022	PINCH A PENNY - Pool chlorine/supplies			239.57
08/19/2022	Amzn - hammerhead vacuum bag replacement			101.64
08/24/2022	Hawkins invoice #6272698 - pool chemicals			684.01
08/25/2022	Amzn - DE for pool filters			223.56
	Purchasing Fee	1,248.78	0.03	37.46
	3% purchase fee			

1,320,592.62

TOTAL DUE

\$1,286.24

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice**

Invoice #: 251  
Invoice Date: 9/1/22  
Due Date: 9/1/22  
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 - September 2022	1.310.519.340	3,750.00	3,750.00
Website Administration - September 2022	1.310.573.520	62.50	62.50
Information Technology - September 2022	1.310.573.351	156.25	156.25
Dissemination Agent Services - September 2022	1.310.573.324	750.00	750.00
Postage	1.310.573.1420	36.17	36.17
Copies	1.310.573.425	126.15	126.15
Telephone	1.310.573.410	11.59	11.59
Coastal Newspaper	1.310.573.480	3,876.90	3,876.90
<b>Total</b>			<b>\$8,769.56</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$8,769.56</b>

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

STATE OF FLORIDA  
COUNTY OF NASSAU:

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

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

2023 BUDGET NOTICE

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

07/13/2022 07/20/2022  
LEGAL DISPLAY

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

Sworn to and subscribed to before me  
This 20th day of July, A.D. 2022

Robert O. Fiege, Notary Public

Personally Known



## AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT

NOTICE OF PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE FISCAL  
YEAR 2022/2023 BUDGET; NOTICE OF PUBLIC HEARING TO CONSIDER THE  
IMPOSITION OF OPERATIONS AND MAINTENANCE SPECIAL ASSESSMENTS,  
ADOPTION OF AN ASSESSMENT ROLL, AND THE LEVY, COLLECTION, AND  
ENFORCEMENT OF THE SAME; AND NOTICE OF REGULAR BOARD OF  
SUPERVISORS MEETING.

### Upcoming Public Hearings and Regular Meeting

The Board of Supervisors ("Board") for the Amelia Concourse Community  
Development District ("District") will hold the following two public hearings and  
a regular meeting:

DATE: August 9, 2022  
HOUR: 11:00 am  
LOCATION: Amelia Concourse Amenity Center  
85200 Amaryllis Court  
Fernandina Beach, FL 32034

The first public hearing is being held pursuant to Chapter 190, Florida Statutes,  
to receive public comment and objections on the District's proposed budget  
("Proposed Budget") for the fiscal year beginning October 1, 2022 and ending  
September 30, 2023 ("Fiscal Year 2022/2023"). The second public hearing is  
being held pursuant to Chapters 190, 197, and/or 170, Florida Statutes, to consider  
the imposition of operations and maintenance special assessments ("O&M  
Assessments") upon the lands located within the District to fund the Proposed  
Budget for Fiscal Year 2022/2023; to consider the adoption of an assessment  
roll; and to provide for the levy, collection, and enforcement of assessments.  
At the conclusion of the hearings, the Board will, by resolution, adopt a budget  
and levy O&M Assessments as finally approved by the Board. A regular meeting  
of the District will also be held where the Board may consider any other District  
business.

### Description of Assessments

The District imposes O&M Assessments on benefitted property within the  
District for the purpose of funding the District's general administrative, operations,  
and maintenance budget. Pursuant to Section 170.07, Florida Statutes, a  
description of the services to be funded by the O&M Assessments, and the  
properties to be improved and benefitted from the O&M Assessments, are all set  
forth in the Proposed Budget. A geographic depiction of the property potentially  
subject to the proposed O&M Assessments is identified in the map attached  
hereto. The table below shows the schedule of the proposed O&M Assessments,  
which are subject to change at the hearing:

Assessment Type	Rate	Year	Amount
Single Family	45¢	1	\$989.21

The proposed O&M Assessments as stated include collection costs and/  
or early payment discounts, which Nassau County ("County") may impose on  
assessments that are collected on the County tax bill. Moreover, pursuant to  
Section 197.3632(4), Florida Statutes, the lien amount shall serve as the "maximum  
rate" authorized by law for O&M Assessments, such that no assessment hearing  
shall be held or notice provided in future years unless the assessments are  
proposed to be increased or another criterion within Section 197.3632(4), Florida  
Statutes, is met. Note that the O&M Assessments do not include any debt service  
assessments previously levied by the District and due to be collected for Fiscal  
Year 2022/2023.

For Fiscal Year 2022/2023, the District intends to have the County tax collector  
collect the assessments imposed on developed property within the District, but  
may elect to directly collect the assessments imposed on certain benefitted  
property by sending out a bill prior to, or during, November 2022. It is important  
to pay your assessment because failure to pay will cause a tax certificate to be  
issued against the property which may result in loss of title, or for direct billed  
assessments, may result in a foreclosure action, which also may result in a loss  
of title. The District's decision to collect assessments on the tax roll or by direct  
billing does not preclude the District from later electing to collect those or other  
assessments in a different manner at a future time.

### Additional Provisions

The public hearings and meeting are open to the public and will be conducted  
in accordance with the provisions of Florida law. A copy of the Proposed Budget,  
proposed assessment roll, and the agenda for the hearings and meeting may be  
obtained at the offices of the District Manager, located at 475 West Town Place,  
Suite 114, St. Augustine, Florida 32092, Ph: (904) 940-5850 ("District Manager's  
Office"), during normal business hours. The public hearings and meeting may be  
continued to a date, time, and place to be specified on the record at the hearings  
or meeting. There may be occasions when staff or board members may participate  
by speaker telephone.

Any person requiring special accommodations at this meeting because of  
a disability or physical impairment should contact the District Manager's Office  
at least forty-eight (48) hours prior to the meeting. If you are hearing or speech  
impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-  
8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's  
Office.

Please note that all affected property owners have the right to appear at the  
public hearings and meeting and may also file written objections with the District  
Manager's Office within twenty days of publication of this notice. Each person  
who decides to appeal any decision made by the Board with respect to any matter  
considered at the public hearings or meeting is advised that person will need a  
record of proceedings and that accordingly, the person may need to ensure that a  
verbatim record of the proceedings is made, including the testimony and evidence  
upon which such appeal is to be based.

District Manager

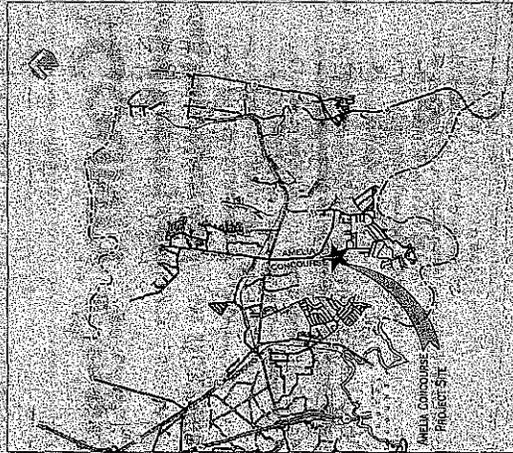
*[Handwritten Signature]*

Suite 114, St. Augustine, Florida 32082. Ph: (800) 948-9350. District Manager's Office during normal business hours. The public hearings and meeting may be continued to a date, time, and place to be specified on the record at the hearing or meeting. There may be occasions when staff or board members may participate by speaker telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1 or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

Please note that all affected property owners have the right to appear at the public hearings and meeting and may also file written objections with the District Manager's Office within twenty days of publication of this notice. Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearings or meeting is advised that person will need a verbatim record of the proceedings and that accordingly the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

District Manager



AVELA CONCEPTS  
PROJECT SITE



Venue Map  
AVELA CONCEPTS, COO  
AVELA CONCEPTS DEVELOPMENT, LLC

Exhibit 1



Tallahassee, FL 32308  
2498 Centerville Rd.

**Invoice**

**Invoice #:** 370588  
**Invoice Date:** 09/01/2022  
**Completed:** 09/01/2022  
**Terms:** Due on Aging Date  
**Bid#:**

**Bill to:**  
Amelia Concourse CDD  
475 W Town Place  
Suite 114  
Saint Augustine, FL 32092  
[Click Here to Pay Online!](#)

475 W Town Place

approved

**HiTechFlorida.com**

Description	Qty	Rate	Amount
<i>11578 - Access Control System - Amelia Concourse CDD - 85200 Amaryllis Court, Fernandina Beach, FL</i>			
Alarm.com Cloud Access Control	1.00	\$20.00	20.00
ADC-Access-Door-Addon	1.00	\$40.00	40.00
Service Plan	1.00	\$50.00	50.00
Sales Tax			0.00
1.320.572.345			
127A			

Tech Resolution Note:

Alpha Dog is now powered by Hi-Tech System Associates, Inc. Welcome to Hi-Tech!

{Branch\_Message\_2}

To review or pay your account online, please visit our online bill payment portal at [Hi-Tech Customer Portal](#). You will need your customer number and billing zip code to create a new login.

<b>Total</b>	\$110.00
<b>Payments</b>	\$0.00
<b>Balance Due</b>	\$110.00

**Support@hitechflorida.com**  
**Office: 850-385-7649**



**Invoice**

7643 Gate Parkway  
 Suite# 104-167  
 Jacksonville, FL 32256

Date	Invoice #
9/1/2022	6566B

**Bill To**  
 Amelia Concourse CDD  
 Tony Shiver  
 352 Period St.  
 St. Johns, FL 32259

approved

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
	Monthly Lake Maintenance-4 Ponds-September  1.320.572.468 129A	368.00	368.00
		<b>Balance Due</b>	<b>\$368.00</b>

**INVOICE**



<b>Customer</b>	Amelia Concourse Community Development District
<b>Acct #</b>	276
<b>Date</b>	09/02/2022
<b>Customer Service</b>	Kristina Rudez
<b>Page</b>	1 of 1

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

Payment Information	
<b>Invoice Summary</b>	\$ 24,719.00
<b>Payment Amount</b>	
<b>Payment for:</b>	Invoice#16611
100122539	

Thank You

Please detach and return with payment



Customer: Amelia Concourse Community Development District

Invoice	Effective	Transaction	Description	Amount
16611	10/01/2022	Renew policy	Policy #100122539 10/01/2022-10/01/2023 Florida Insurance Alliance  Package - Renew policy Due Date: 9/2/2022  1.300.15500.10400 34A	24,719.00

<b>Total</b>
\$ 24,719.00

Thank You

*FOR PAYMENTS SENT OVERNIGHT:  
 Bank of America Lockbox Services, Lockbox 748555, 6000 Feldwood Rd. College Park, GA 30349*

Remit Payment To: Egis Insurance Advisors P.O. Box 748555 Atlanta, GA 30374-8555	(321)233-9939	<b>Date</b>
	scilmer@egisadvisors.com	09/02/2022





# INVOICE

Invoice # 3889  
Date: 09/08/2022  
Due On: 10/08/2022

## KE Law Group, PLLC

P.O. Box 6386  
Tallahassee, Florida 32314  
United States

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

### ACCDD-01

#### Amelia Concourse CDD - General

Type	Professional	Date	Notes	Quantity	Rate	Total
Service	GK	08/01/2022	Finalize Petition for Injunction and exhibits to 85451 Amaryllis Court.	0.40	\$250.00	\$100.00
Service	GK	08/01/2022	Finalize Petition for Injunction and exhibits to 95110 Snapdragon Drive.	0.40	\$250.00	\$100.00
Service	JK	08/01/2022	Review draft agenda; review budget appropriation and assessment resolutions and confer on direct billing and further refinement of SPE fund; finalize updates to Injunctions and confer with staff re: exhibits and supportive materials for same; confer re: status of Phase III acquisitions and polling data	1.40	\$280.00	\$392.00
Service	MG	08/01/2022	Review and compile Petitions for Mandatory Injunctions	1.20	\$150.00	\$180.00
Service	GK	08/02/2022	Review Florida Statutes regarding jurisdiction and rules of procedure for filing Petitions for Mandatory Injunction.	0.60	\$250.00	\$150.00
Service	JK	08/02/2022	Continue research and drafting summons, complaints and venue options for injunctions; review expedited hearing schedule	0.80	\$280.00	\$224.00
Service	MG	08/02/2022	Research filing of Petition for Mandatory injunctions; confer with Ibarra and attend call regarding same	1.00	\$150.00	\$150.00
Service	GK	08/03/2022	Research regarding petitioner's burden	1.80	\$250.00	\$450.00

✓  
1.310.513.315  
117A

			and elements of a permanent mandatory injunction.			
Service	GK	08/04/2022	Update Petition for Injunction for 85452 Amayllis Court to include additional facts for specificity as required under Florida caselaw.	0.90	\$250.00	\$225.00
Service	JK	08/05/2022	Confer re: pond easement options and other agenda items with district management and Chair	0.90	\$280.00	\$252.00
Service	JK	08/06/2022	Draft memo for encroachments and transmit to Board on same; confer re: assessment roll and meeting preparations	0.70	\$280.00	\$196.00
Service	JK	08/07/2022	Review agenda package and prepare for Board meeting; confer re: resident suspensions, pool opening, assessment roll and related documentation	0.60	\$280.00	\$168.00
Service	JK	08/08/2022	Confer with DM re: suspension/ termination notices, affidavits of publication and status of equipment for Board meeting	0.20	\$280.00	\$56.00
Service	JK	08/09/2022	Travel to/from and attend the Board meeting	5.60	\$280.00	\$1,568.00
Service	JK	08/10/2022	Confer re: HOA options for enforcement of ponds; edit suspension letter; continue Phase III drafting for injunctions; review public records request and confer with DM on same	0.50	\$280.00	\$140.00
Service	MO	08/10/2022	Begin preparing landscape proposal packet; Draft letter to resident re: privilege suspension	0.90	\$250.00	\$225.00
Service	JK	08/11/2022	Review/edit informal RFP for landscaping and transmit same; continue injunction drafting; review/edit and disseminate letter suspending privileges	1.00	\$280.00	\$280.00
Service	MO	08/12/2022	Draft deficiency letter to Trim All	0.50	\$250.00	\$125.00
Service	JK	08/12/2022	Confer re: notification w/photos on preserve areas and update letter on same	0.20	\$280.00	\$56.00
Service	JK	08/15/2022	Edit landscape deficiency letter and transmit same	0.30	\$280.00	\$84.00
Service	GK	08/15/2022	Complete research regarding timeline and next steps for injunctive and declaratory relief.	0.90	\$250.00	\$225.00

Service	GK	08/15/2022	Complete revisions to Petition for Injunction for 85452 Amaryllis Court regarding inclusion of request for injunctive relief.	2.10	\$250.00	\$525.00
Service	JK	08/21/2022	Confer with district manager re: status and process for easement purchase/ communication; transmit summary of same	0.20	\$280.00	\$56.00
Service	JK	08/22/2022	Confer re: status of easement contact/ discussion; confer re: status of Phase II ponds and notification to County and water management district re: Phase III and Phase I impairments; confer re: status of preserve area notifications; confer re: status of playground and proposals for security; transmit summary information on same; begin HOA notifications	0.60	\$280.00	\$168.00
Service	MO	08/22/2022	Review correspondence re: follow up on prior agenda items	0.10	\$250.00	\$25.00
Service	MG	08/22/2022	Draft landscape agreement	0.40	\$150.00	\$60.00
Expense	AL	08/23/2022	Mileage: Mileage for Amelia Concourse BOS - MO	68.00	\$0.625	\$42.50
Expense	AL	08/23/2022	Hotel: Hotel for BOS-JK	1.00	\$55.00	\$55.00
Expense	AL	08/23/2022	Gas: Gas for BOS -JK	1.00	\$39.12	\$39.12
Expense	AL	08/23/2022	Meals: Meals for BOS - JK	1.00	\$10.00	\$10.00
Service	JK	08/26/2022	Conference call with district manager re: deficiency letter to Trim All; review edits/ updates to same	0.20	\$280.00	\$56.00
Service	JK	08/29/2022	Review updated petitions for injunction; confer re: status of fence removal; review preserve letter and disseminate same; confer re: deficiency notice to landscaper	0.50	\$280.00	\$140.00
Service	MO	08/29/2022	Review correspondence re: homeowner clearing of preserve area; Begin drafting letter to homeowner re: preserve area; Begin drafting letters to Phase II and III HOAs re: easements and ARB language	1.20	\$250.00	\$300.00
Service	JK	08/30/2022	Finalize preserve letter; draft requisition documents; review playground correspondence; review deficiency final letter; continue work on Injunction status and review Shiver confirmation on same	0.70	\$280.00	\$196.00
				<b>Total</b>		<b>\$7,018.62</b>

## Detailed Statement of Account

### Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
3889	10/08/2022	\$7,018.62	\$0.00	\$7,018.62
			<b>Outstanding Balance</b>	<b>\$7,018.62</b>
			<b>Total Amount Outstanding</b>	<b>\$7,018.62</b>

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

Please pay within 30 days.

Disclosure Services LLC

1005 Bradford Way  
Kingston, TN 37763

# Invoice

Date	Invoice #
9/30/2022	15

Bill To
Amelia Concourse CDD C/O GMS

Terms	Due Date
Net 30	10/30/2022

81A

Description	Amount
Amortization Schedule Series 2016 11-1-22 Prepay \$15,000 1.310.513.324	100.00
Amortization Schedule Series 2019A 11-1-22 Prepay \$20,000 1.310.513.324	100.00

--

<b>Total</b>	\$200.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$200.00

Phone #
865-717-0976

E-mail
tcarter@disclosureservices.info

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



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

INVOICE 7084

DATE 09/24/2022 TERMS Net 60

DUE DATE 11/23/2022

**P.O. NUMBER**  
Vomit in pool

**MONTH OF SERVICE**  
Sept 2022

DATE	ACTIVITY	QTY	RATE	AMOUNT
09/20/2022	Misc. Labor After hours emergency pool treatment due to report of child vomiting in the pool	1	75.00	75.00

1. 320 572.460  
49A

TOTAL DUE \$75.00

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

Invoice 7101



**BILL TO**

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

DATE  
 10/01/2022

PLEASE PAY  
 \$2,188.00

DUE DATE  
 11/30/2022

**P.O. NUMBER**  
 Monthly Service

**MONTH OF SERVICE**  
 November 2022

Approved - Daniel Laughlin  
 49A

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Amelia Concourse Contract:Janitorial Service Janitorial Services 1.320.57200.46000	1	393.00	393.00
	Amelia Concourse Contract:Pool Service Pool cleaning service, three days a week for all three swimming pools 1.320.57200.45300	1	1,200.00	1,200.00
	Amelia Concourse Contract:Site Management Amenity Center site management 1.320.57200.34000	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  
 lauren@firstcoastcms.com  
 www.firstcoastcms.com



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

**INVOICE 7120**

DATE 10/03/2022 TERMS Net 60

DUE DATE 12/02/2022

**P.O. NUMBER**  
 Reimbursables

**MONTH OF SERVICE**  
 September 2022

491A

DATE	ACTIVITY	QTY	RATE	AMOUNT
08/20/2022	Azmn - bird spikes	"		35.82
08/31/2022	Lowe's - marquee board and letters	"		56.20
09/15/2022	HD Pro - drain cleaner & pipe coupler	1.320.572.620		44.61
09/15/2022	HD Pro - hardware	1.320.872.620		61.02
09/15/2022	HD Pro - chlorine	1.320.572.620		38.48
09/15/2022	HD Pro - chlorine	"		19.24
09/15/2022	HD Pro - chlorine	"		38.48
09/15/2022	HD Pro - janitorial supplies	"		144.70
09/15/2022	SCP - pump, debris bag	1.320.572.620		453.37
09/21/2022	Hawkins invoice #6281209	1.320.572.620		391.85
	Purchasing Fee	1,283.77	0.03	38.51
	3% purchase fee	1.320.572.620		

**TOTAL DUE**

**\$1,322.28**

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



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

INVOICE 7123

DATE 10/03/2022 TERMS Net 60

DUE DATE 12/02/2022

P.O. NUMBER  
Reimbursables

MONTH OF SERVICE  
August 2022

*49A*  
10/3 Approved

DATE	ACTIVITY	QTY	RATE	AMOUNT
08/09/2022	NE Florida Junk Removal - removal of old pool furniture and equipment from Amelia Concourse CDD Amenity Center (Verbal Quote)			200.00

*1,320,572.620*

TOTAL DUE \$200.00

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

# Invoice

Invoice #: 253  
Invoice Date: 9/15/22  
Due Date: 9/15/22  
Case:  
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Assessment Roll Certification - FY 2023  5A 1.310.513.313		7,500.00	7,500.00
<b>Total</b>			<b>\$7,500.00</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$7,500.00</b>



Tallahassee, FL 32308  
2498 Centerville Rd.

**Invoice**

Invoice #: 372333  
 Invoice Date: 10/01/2022  
 Completed: 09/30/2022  
 Terms: Due on Aging Date  
 Bid#:

**Bill to:**  
 Amelia Concourse CDD  
 475 W Town Place  
 Suite 114  
 Saint Augustine, FL 32092  
[Click Here to Pay Online!](#)

475 W Town Place

127A  
 1.320.572.345  
 Oct Cloud Access Control

**HiTechFlorida.com**

Description	Qty	Rate	Amount
<i>11578 - Access Control System - Amelia Concourse CDD - 85200 Amaryllis Court, Fernandina Beach, FL</i>			
Alarm.com Cloud Access Control	1.00	\$20.00	20.00
ADC-Access-Door-Addon	1.00	\$40.00	40.00
Service Plan	1.00	\$50.00	50.00
Sales Tax			0.00

Tech Resolution Note:

Welcome to the HI-Tech Family!

{Branch\_Message\_2}

To review or pay your account online, please visit our online bill payment portal at [Hi-Tech Customer Portal](#). You will need your customer number and billing zip code to create a new login.

**Support@hitechflorida.com**  
**Office: 850-385-7649**

<b>Total</b>	<b>\$110.00</b>
<b>Payments</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$110.00</b>



P.O. BOX 580210  
 CHARLOTTE, NC 28258-0210  
 904-849-5122

**Invoice**

Date	Invoice #
09/15/2022	2870601

*Bill To:*

C/O GMS INC AMELIA CONCOURSE CDD  
 85128 AMARYLLIS CT  
 FERNANDINA BEACH FL 32034

*Location:*

C/O GMS IN AMELIA CONCOURSE CDD  
 85200 AMARYLLIS CT  
 FERNANDINA BEACH FL 32034

DATE PAID \_\_\_\_\_

CHECK NO. \_\_\_\_\_

AMOUNT \_\_\_\_\_

**Due Date** 09/30/2022

**Account No.** 30-1201917 7

**Service Dates** 10/01/22--10/31/22

For proper credit please return top portion.

DATE	DESCRIPTION	QTY	TOTAL
09/15/22	95GL TRASH SERVICE # P/U: 1	1.00	27.50
09/15/22	95GL TRASH SERVICE # P/U: 1	1.00	27.50
	<p style="text-align: center;">128A            1.320 572.461</p> <p>9/19 approved</p>		
	<p>Your next invoice may reflect            a change in rates.            Online bill pay is available 24/7            visit <a href="http://www.MeridianWaste.com">www.MeridianWaste.com</a>            your access code is: 0640464</p>		
		Total Invoice	55.00

AGE	CURRENT	30 DAYS	60 DAYS	90 DAYS	Please Pay
AMOUNT	55.00	0.00	0.00	0.00	<b>\$55.00</b>



Please pay from this invoice. This includes your remittance portion.



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

INVOICE: 48177098  
DATE: 8/31/2022  
ORDER: 48177098

[1328696]  
Amelia Concourse Amenities Center  
Tony Shiver  
393 Palm Coast Pkwy SW  
Ste 4  
Palm Coast, FL 32137-4773

[1328696] 904-537-9034  
Amelia Concourse Amenities Center  
Tony Shiver  
85200 Amaryllis Ct  
Fernandina Beach, FL 32034-9716

10/5 Approved  
82A  
1.320.53800.45513

8/31/2022 01:29 PM

CJADAMS

Charley Adams

9/23/2022

RPC-FIRE ANT Fire Ant Service

Access Code to Pool Area- 7946#

	\$77.00
<hr/>	
SUBTOTAL	\$77.00
TAX	\$0.00
AMT. PAID	\$0.00
TOTAL	\$77.00
<hr/>	
AMOUNT DUE	\$77.00

*CA*

\_\_\_\_\_  
TECHNICIAN SIGNATURE

\_\_\_\_\_  
CUSTOMER SIGNATURE



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

INVOICE: 48556666  
DATE: 9/23/2022  
ORDER: 48556666

[1328696]  
Amelia Concourse Amenities Center  
Tony Shliver  
393 Palm Coast Pkwy SW  
Ste 4  
Palm Coast, FL 32137-4773

[1328696] 904-537-9034  
Amelia Concourse Amenities Center  
Tony Shliver  
85200 Amaryllis Ct  
Fernandina Beach, FL 32034-9716

10/5 Approved  
82A  
1. 320.53800.45573

9/23/2022 01:56 PM

CJADAMS

Charley Adams

9/23/2022

RPC-FIRE ANT Fire Ant Service

\$77.00

Access Code to Pool Area- 7946#

SUBTOTAL	\$77.00
TAX	\$0.00
AMT. PAID	\$0.00
TOTAL	\$77.00

AMOUNT DUE \$77.00

CS

TECHNICIAN SIGNATURE

CUSTOMER SIGNATURE



**Invoice**

7643 Gate Parkway  
 Suite# 104-167  
 Jacksonville, FL 32256

Date	Invoice #
10/1/2022	6705B

**Bill To**  
 Amelia Concourse CDD  
 Tony Shiver  
 352 Period St.  
 St. Johns, FL 32259

129A  
 1.320.572.468  
 Oct Lake Maint- 4 Ponds

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
	Monthly Lake Maintenance-4 Ponds-October	368.00	368.00
		<b>Balance Due</b>	<b>\$368.00</b>



Engineering / Permitting  
 Development Services  
 Property Management  
 Construction Management  
 ADA Consulting

# Invoice

Date	Invoice #
9/16/22	3153

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

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

Item	Date	Description	Hours	Rate	Amount
AMELIA CONCOURSE CDD - AUGUST ENGINEERING					
Amelia Conc...	8/9/22	CDD Meeting	4.5	135.00	607.50
Amelia Conc...	8/10/22	review grading complaint from 95252 Orchid Blossom Trail	1	135.00	135.00
Amelia Conc...	8/12/22	review complaint regarding wetland clearing	0.5	135.00	67.50
Amelia Conc...	8/15/22	grading plan for 95252 Amaryllis	4	135.00	540.00
Amelia Conc...	8/31/22	Correspondence with Daniel regarding pay requisitions 9/19 approved	1	135.00	135.00
112A 1.310.5B.311					
<b>Total</b>					<b>\$1,485.00</b>

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

Arctic Air of Northern Florida, LLC  
451688 State Road 200  
Callahan, FL 32011 US  
(904) 607-5777  
rachael@arcticalrofnorthernflorida.com



INVOICE # 12930  
DATE 09/21/2022  
DUE DATE 10/21/2022

**BILL TO**  
AMELIA CONCOURSE CDD  
85200 AMARYLLIS CT  
FERNANDINA BEACH, FL  
32034  
USA

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

**PROPERTY ADDRESS**  
85200 AMARYLLIS CT

014034	1	6,588.00	6,588.00
COMPLETE CHANGE OUT - 14 SEER 3.5 TON CARRIER HEAT PUMP SYSTEM 10 YEAR PARTS WARRANTY ON RESIDENTIAL IF REGISTERED TO THE HOME OWNER 1 YEAR LABOR WARRANTY **WARRANTY EXCLUDES HOME OWNER PREVENTATIVE MAINTENANCE i.e. filter and drain line issues**			

ONLY 50% (\$3294.00) DEPOSIT REQUIRED AT THIS TIME- THANK YOU, KENDI

BALANCE DUE **\$6,588.00**

*50% Deposit = \$3,294.00  
Due Now*

*Please mail ASAP!  
Thank you!!!*

*130A  
1.300.13100.10100*

PAY ONLINE TODAY WITH CREDIT CARD, DEBIT CARD OR CHECK! NO FEE TO PAY ONLINE!

A FINANCE CHARGE OF 1.5% PER MONTH IS ASSESSED ON ALL AMOUNTS IF PAYMENT IS NOT RECEIVED WITHIN 14 DAYS OF INVOICE.

WARRANTY WORK ONLY PROVIDED DURING NORMAL BUSINESS HOURS OF MONDAY-FRIDAY, 9 AM-4 PM.

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

# Invoice

Invoice #: 254  
 Invoice Date: 10/1/22  
 Due Date: 10/1/22  
 Case:  
 P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Management Fees - October 2022 <i>1. 510.578. 340</i>		3,937.50	3,937.50
Website Administration - October 2022 <i>520</i>		83.33	83.33
Information Technology - October 2022 <i>351</i>		166.67	166.67
Dissemination Agent Services - October 2022 <i>324</i>		875.00	875.00
Postage <i>420</i>		20.95	20.95
Copies <i>425</i>		61.80	61.80
Telephone <i>410</i>		6.08	6.08

RECEIVED OCT 04 2022

**Total** \$5,151.33

**Payments/Credits** \$0.00

**Balance Due** \$5,151.33

**TRIM ALL LAWN SERVICE, INC.**  
 942360 Old Nassauville Road  
 Fernandina Beach, FL 32034

Date	8/1/2022
Invoice #	54787

(904) 491-3232    Trimalllawn@gmail.com

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

Property Address

AUGUST MONTHLY MAINTENANCE	PO #	Terms
		Net 30
Description	Amount	
Monthly Maintenance	1,174.00	
Monthly Maintenance for Phase I pond <i>Aug</i>	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>		
	<i>PAID</i>	
	<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.		

**TRIM ALL LAWN SERVICE, INC.**  
 942360 Old Nassauville Road  
 Fernandina Beach, FL 32034

Date	8/10/2022
Invoice #	55038

E-mail Trimallawn@gmail.com

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

Project Name / Location	
P.O. #	Service Date: 8/9/2022

Terms	Due Date
Net 30	9/9/2022

Description	Amount						
Irrigation Repair required after inspection: Repaired broken riser by playground entrance.  <div style="text-align: center;">  <p>1.320.572.464 4019</p> </div>	50.55						
Thank you for your business.	<table border="1" style="width: 100%;"> <tr> <td><b>Total</b></td> <td style="text-align: right;">\$50.55</td> </tr> <tr> <td><b>Payments/Credits</b></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td><b>Balance Due</b></td> <td style="text-align: right;">\$50.55</td> </tr> </table>	<b>Total</b>	\$50.55	<b>Payments/Credits</b>	\$0.00	<b>Balance Due</b>	\$50.55
<b>Total</b>	\$50.55						
<b>Payments/Credits</b>	\$0.00						
<b>Balance Due</b>	\$50.55						

**TRIM ALL LAWN SERVICE, INC.**  
 942360 Old Nassauville Road  
 Fernandina Beach, FL 32034

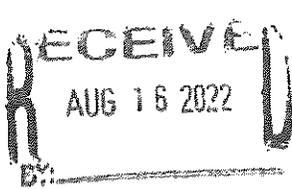
Date	8/15/2022
Invoice #	55044

E-mail Trimalllawn@gmail.com

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

Project Name / Location	
P.O. #	Service Date: 7/25/2022

Terms	Due Date
Net 30	9/14/2022

Description	Amount
Seasonal Flower Rotation- Installation of (450) Annuals includes initial installation and rototill. - Subsequent fertilization and maintenance program included.  <div style="text-align: center;"> <p>40A 1.320.572.463</p>  </div>	1,057.50
<b>Total</b>	<b>\$1,057.50</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$1,057.50</b>

Thank you for your business.

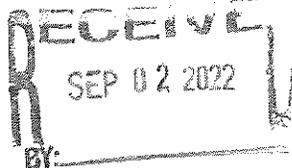
**TRIM ALL LAWN SERVICE, INC.**  
 942360 Old Nassauville Road  
 Fernandina Beach, FL 32034

Date	9/1/2022
Invoice #	55124

(904) 491-3232    Trimallawn@gmail.com

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

Property Address

SEPTEMBER MONTHLY MAINTENANCE	PO #	Terms
		Net 30
Description	Amount	
Monthly Maintenance	1,174.00	
Monthly Maintenance for Phase I pond <i>Sept</i>	59.50	
Treatment of Turf & Shrubs - Included in Contract	150.00	
Monthly Irrigation Inspection	85.00	
<p>40A            1.370.972.462</p> 		
<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.		







# INVOICE

Invoice # 4322  
Date: 10/11/2022  
Due On: 11/10/2022

## KE Law Group, PLLC

P.O. Box 6386  
Tallahassee, Florida 32314  
United States

10/14 D.L. Approved

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

117A

1,310.51300.31500

### ACCDD-01

### Amelia Concourse CDD - General

Type	Professional	Date	Notes	Quantity	Rate	Total
Service	GK	09/01/2022	Update Petitions for Injunctions.	0.60	\$250.00	\$150.00
Service	JK	09/01/2022	Finalize injunctions and research on same and begin filing preparations; review correspondence on Phase 3 improvement requests and options for same; confer with Laughlin re: preserve areas and impairments on same/options; confer re: landscape bid status	1.30	\$280.00	\$364.00
Service	JK	09/05/2022	Update injunctions with revised information	0.20	\$280.00	\$56.00
Service	MG	09/06/2022	Review injunctions to file	0.20	\$150.00	\$30.00
Service	GK	09/07/2022	Complete updating and finalizing Petitions for Injunctions for Phase 2 properties.	1.80	\$250.00	\$450.00
Service	GK	09/07/2022	Prepare Petitions for Injunction for Phase 3 properties.	2.30	\$250.00	\$575.00
Service	JK	09/08/2022	Review updated injunctions and warranty re: appurtenances; review TA and provide comments to same; confer re: status of construction	0.30	\$280.00	\$84.00
Service	JK	09/09/2022	Review updated petition and litigation exhibits; confer with district manager re: status of security proposals, HOA requests and engineering responses;	1.60	\$280.00	\$448.00

			confer re: electrical proposals and options for same			
Service	GK	09/09/2022	Research regarding classification of easements on deeds	1.60	\$250.00	\$400.00
Service	GK	09/09/2022	Compile Petitions for Injunction and exhibits for filing against Phase II properties.	0.50	\$250.00	\$125.00
Service	GK	09/09/2022	Review Phase III notice letters from District Manager in support of Petitions for Injunction and permit information from engineer	0.20	\$250.00	\$50.00
Service	GK	09/09/2022	Finalize Petitions for Injunction and compile exhibits for filing against Phase III properties; review HOA ARB's, easements and covenants; update application	3.10	\$250.00	\$775.00
Service	KI	09/09/2022	File injunction petitions.	0.90	\$150.00	\$135.00
Service	KI	09/10/2022	File injunction petitions.	0.70	\$150.00	\$105.00
Expense	AL	09/12/2022	Filing Fee: 4 Petitions for Injunctive Relief -KI	1.00	\$869.40	\$869.40
Expense	AL	09/12/2022	Filing Fee: 4 Petitions for Injunctive Relief-KI	1.00	\$1,749.15	\$1,749.15
Service	GK	09/12/2022	Finalize Petitions for Injunction for Phase III properties for filing.	0.40	\$250.00	\$100.00
Service	JK	09/12/2022	Review final phase 3 petitions; review summons; confer re: filing requirements; confer re: O&M permit information; confer re: pond impacts and Yuro options for same; draft Phase II and Phase III ARB letters	0.80	\$280.00	\$224.00
Service	GK	09/13/2022	Prepare Summons for Petitions for Injunctions.	0.70	\$250.00	\$175.00
Service	KI	09/13/2022	Prepare and file petitions and summonses.	1.40	\$150.00	\$210.00
Service	JK	09/13/2022	Continue review of Phase II HOA covenants, ARB guidelines, and ARB application, begin review of Phase III covenants and ARB guidelines, and continue drafting letter to HOAs re: easements; review updated HOA transmission letters	1.40	\$280.00	\$392.00
Service	JK	09/14/2022	Review summons status and confer with team re: filing/information	0.20	\$280.00	\$56.00

Expense	AL	09/15/2022	Filing Fee: 2 Petitions for Injunctive Relief phase 3 -KI	1.00	\$848.70	\$848.70
Service	JK	09/18/2022	Confer w/County re: roadways and improvement turnover	0.20	\$280.00	\$56.00
Service	GK	09/19/2022	Review Phase III notice letters sent by District Manager regarding easement obstructions.	0.20	\$250.00	\$50.00
Service	JK	09/20/2022	Prepare for Board meeting; review status of injunctions; attend Board meeting; meeting wrap up, including confer re: variance and builder issues2.1	2.10	\$280.00	\$588.00
Service	MG	09/20/2022	Confer with Ibarra regarding injunctions and summonses	0.70	\$150.00	\$105.00
Service	GK	09/21/2022	Review status of summons for Petitions for Injunction, next steps.	0.30	\$250.00	\$75.00
Service	JK	09/21/2022	Review summons information and confer with Godwin re: sheriff process server and review transmittals on same	0.30	\$280.00	\$84.00
Service	MG	09/21/2022	Review docket to obtain and assemble Petitions and Summonses to transmit to be served.	2.40	\$150.00	\$360.00
Expense	AL	09/22/2022	Sheriff: Summons for Petition for Mandatory Injunction -MG	1.00	\$600.00	\$600.00
Service	MO	09/22/2022	Begin drafting retaining wall variance request documents	0.80	\$250.00	\$200.00
Service	MG	09/22/2022	Obtain Petitions and Summonses; prepare for delivery and deliver	2.90	\$150.00	\$435.00
Service	MO	09/23/2022	Continue drafting retaining wall variance agreement and application	0.40	\$250.00	\$100.00
Service	JK	09/26/2022	Finalize variance application, agreement and recordable document and confer with staff on same; confer with DM re: pond bank fill response and options for same	0.60	\$280.00	\$168.00
Service	GK	09/27/2022	Review Return of Service for properties served.	0.40	\$250.00	\$100.00
Service	JK	09/27/2022	Draft letter to homebuilder re: fill/ impairments to District property; review status of litigation and confer re: summons/preparation for response to same	0.60	\$280.00	\$168.00
Service	MG	09/27/2022	Review docket for return of service	0.10	\$150.00	\$15.00

		regarding Petitions for Mandatory Injunctions				
Service	JK	09/28/2022	Field inquiries re: injunctions; transmit updated builder correspondence re: pond bank repairs and research for same; confer re: variance documentation requirements	0.40	\$280.00	\$112.00
Service	MG	09/28/2022	Review docket for Return of Service	0.10	\$150.00	\$15.00
Expense	AL	09/30/2022	UPS: Shipping	1.00	\$30.75	\$30.75
					<b>Total</b>	<b>\$11,633.00</b>

### Detailed Statement of Account

#### Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
4322	11/10/2022	\$11,633.00	\$0.00	\$11,633.00
			<b>Outstanding Balance</b>	<b>\$11,633.00</b>
			<b>Total Amount Outstanding</b>	<b>\$11,633.00</b>

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

Please pay within 30 days.



P.O. BOX 580210  
 CHARLOTTE, NC 28258-0210  
 904-849-5122

**Invoice**

Date	Invoice #
10/15/2022	2946598

*Bill To:*

C/O GMS INC AMELIA CONCOURSE CDD  
 85128 AMARYLLIS CT  
 FERNANDINA BEACH FL 32034

*Location:*

C/O GMS IN AMELIA CONCOURSE CDD  
 85200 AMARYLLIS CT  
 FERNANDINA BEACH FL 32034

DATE PAID \_\_\_\_\_ CHECK NO. \_\_\_\_\_ AMOUNT \_\_\_\_\_

**Due Date** 11/01/2022  
**Account No.** 30-1201917 7  
**Service Dates** 11/01/22--11/30/22

For proper credit please return top portion.

DATE	DESCRIPTION	QTY	TOTAL
10/15/22	95GL TRASH SERVICE # P/U: 1	1.00	27.50
10/15/22	95GL TRASH SERVICE # P/U: 1	1.00	27.50
10/15/22	LATE FEE		0.83
<p>1,320.572 00.46100            128A            Oct Refuse Service</p>			
Total Invoice			55.83

Your next invoice may reflect a change in rates.  
 Online bill pay is available 24/7  
 visit [www.MeridianWaste.com](http://www.MeridianWaste.com)  
 your access code is: 0640464

AGE	CURRENT	30 DAYS	60 DAYS	90 DAYS	Please Pay
AMOUNT	55.83	55.00	0.00	0.00	\$110.83



Please pay from this invoice. This includes your remittance portion.

