## Amelia Concourse

Community Development District

March 19, 2024



### Amelia Concourse Community Development District

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

March 12, 2024

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, March 19, 2024 at 11:00 a.m. at the Amelia Concourse Amenity Center, 85200 Amaryllis Court, Fernandina Beach, Florida 32034.

Following is the <u>revised</u> agenda for the meeting:

- I. Call to Order
- II. Public Comment
- III. Staff Reports (1)
  - A. District Engineer
  - B. Landscape Team
    - 1. Consideration of Proposal to Clean Up Landscaping on Orchid Blossom Trail
    - 2. Consideration of Proposal to Replace Declining Roses at Entrance
    - 3. Consideration of Proposal to Remove Built Up Mulch at Community Entrance and Around Pool Area
    - 4. Consideration of Proposal to Add Mulch to Entrance, Amenity Center, and JEA Lift Station
- IV. Approval of Minutes of the January 16, 2024 Meeting
- V. Update on Utility/Storage Building
- VI. Discussion of Dream Finders Easement Request
- VII. Consideration of Resolution 2024-05, Instructing the Nassau County Supervisor of Elections Office to Conduct the District's 2024 General Election

- VIII. Discussion of Facility Rental Procedures and Deposits; Consideration of Resolution 2024-06, Setting a Public Hearing
  - IX. Staff Reports (2)
    - A. District Counsel
    - B. District Manager
    - C. Field Operations Manager Report
  - X. Financial Reports
    - A. Financial Statements as of January 31, 2024
    - B. Approval of Check Register
  - XI. Supervisors' Requests and Audience Comments
- XII. Discussion of Security Matters\*
- XIII. Next Scheduled Meeting April 16, 2024 at 11:00 a.m. at 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.









# Proposal for Extra Work at Amelia Concourse CDD

Property Name Amelia Concourse CDD Contact Daniel Laughlin

Property Address 85200 Amaryllis Ct To Amelia Concourse CDD

Fernandina Beach, FL 32034 Billing Address GMS North Florida LLC 475 W Town

Place Ste 114

St Augustine, FL 32092

Project Name From Orchid Blossom Tr east to previously cleaned out palmettos

Project Description Remove small weeds and trees 2 inches or less in caliper and clean palmettos

**Scope of Work** 

QTY	UoM/Size	Material/Description
1.00	LUMP SUM	Remove small weeds and trees 2 inches or less in caliper and clean palmettos. Planted trees will remain

For internal use only

 SO#
 8275433

 JOB#
 346108408

 Service Line
 300

#### **TERMS & CONDITIONS**

- The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
- Work Force. Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
- 3. License and Permits. Contractor shall maintain a Landscape. Contractor's license, if required by State or local law, and will comply with all other license requirements of the City. State and Federal Governments, as we I I as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law. Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
- Taxes, Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
- Insurance: Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
- 6. Liability: Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
- Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Clustomer or not under Clustomer management and control shall be the sole responsibility of the Clustomer
- Subcontractors: Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
- Additional Services: Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
- 10. Access to Jobsite: Customer shall provide all utilities to perform the work. Customer shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions it at at eld thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the Customer makes the site available for performance of the work.
- Payment Terms: Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise, agreed to in writing.
- Termination This Work Order may be terminated by the either party with or without cause, upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
- 13. Assignment. The Customer and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company, which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
- 14. Disclaimer: This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for it the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hild dein defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering; architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer if the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

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- Waiver of Liability Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (international Society of Arboricultural) standards will require a signed waiver of liability.

#### Acceptance of this Contract

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor shall be entitled to all costs of collection including reasonable attorneys fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Customer, interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 15 days after billing.

NOTICE FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY.

Cimiomer

Signature Title

Daniel Laughlin February 21, 2024

Printed Name Date

BrightView Landscape Services, Inc. "Contractor"

Enhancement Manager

Signature

Jennifer L. Mabus February 21, 2024

Printed Name Date

Job #: 346108408

SO #: 8275433 Proposed Price: \$4,794.00

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# Proposal for Extra Work at Amelia Concourse CDD

Property Name Amelia Concourse CDD Contact Daniel Laughlin

Property Address 85200 Amaryllis Ct To Amelia Concourse CDD

Fernandina Beach, FL 32034 Billing Address GMS North Florida LLC 475 W Town

Place Ste 114

St Augustine, FL 32092

Project Name Replacement of declining roses in entrance island

Project Description Replacement of declining roses in entrance island

#### **Scope of Work**

	QTY	UoM/Size	Material/Description	
	1.00	EACH	Labor to remove existing plant material and prep bed space; including debris disposal	
	26.00	EACH	Installation of new 3gallon Loropetalum plants	
1.00		LUMP SUM	Retrofit of irrigation system to ensure proper coverage of newly planted material; adjustments to existing heads as necessary; programming of timer	

#### **Images**

#### Loropetalum



For internal use only

 SO#
 8355077

 JOB#
 346108408

 Service Line
 130

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- Taxes. Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
- Insurance: Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
- 6. Liability: Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
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Cimiomer

Signature Title

Daniel Laughlin March 06, 2024

Printed Name Date

BrightView Landscape Services, Inc. "Contractor"

Account Manager - Exterior

Signature

Royce Peaden March 06, 2024

Printed Name Date

Job #: 346108408

SO #: 8355077 Proposed Price: \$1,574.13





# Proposal for Extra Work at Amelia Concourse CDD

Property Name Amelia Concourse CDD Contact Daniel Laughlin

Property Address 85200 Amaryllis Ct To Amelia Concourse CDD

Fernandina Beach, FL 32034 Billing Address GMS North Florida LLC 475 W Town

Place Ste 114

St Augustine, FL 32092

Project Name Removal of built up mulch in community entrance island and around pool area ahead of fresh install

Project Description Removal of built up mulch in community entrance island and around pool area

ahead of fresh install

### **Scope of Work**

QTY	UoM/Size	Material/Description	Total
1.00	EACH	Please note - Removal of built-up mulch will improve aesthetic of plant beds as mulch will not fall out onto road and will promote healthy plant growth by allowing additional oxygen to reach the root zones of plants	
Entrance Isl	land		\$1,969.20
1.00	LUMP SUM	Removal of approximately 18 yds of built up mulch in center entrance island; disposal of debris; deep edge bed ahead of new mulch installation	
Pool area			\$2,722.80
1.00	LUMP SUM	Removal of approximately 26 yds of built up mulch in center entrance island; disposal of debris; deep edge bed ahead of new mulch installation	

For internal use only

 SO#
 8355072

 JOB#
 346108408

 Service Line
 130

#### **TERMS & CONDITIONS**

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Cimiomer

Signature Title

Daniel Laughlin March 06, 2024

Printed Name Date

BrightView Landscape Services, Inc. "Contractor"

Account Manager - Exterior

Signature

Royce Peaden March 06, 2024

Printed Name Date

Job #: 346108408

SO #: 8355072 Proposed Price: \$4,692.00

4.



# Proposal for Extra Work at Amelia Concourse CDD

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Property Address 85200 Amaryllis Ct To Amelia Concourse CDD

Fernandina Beach, FL 32034 Billing Address GMS North Florida LLC 475 W Town

Place Ste 114

St Augustine, FL 32092

Project Name Fresh Mulch Application

Project Description Fresh mulch to dress up the entry way, amenity center, and jea lift station

**Scope of Work** 

QTY	UoM/Size	Material/Description	Unit Price	Total
40.00	CUBIC YARD	Gold Mulch - Blown-Into the beds at the entry way, amenity center, and jea lift station	\$58.00	\$2,320.00

For internal use only

 SO#
 8355060

 JOB#
 346108408

 Service Line
 160

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Cimiomer

Signature Title

Daniel Laughlin March 06, 2024

Printed Name Date

BrightView Landscape Services, Inc. "Contractor"

Account Manager - Exterior

Signature

Royce Peaden March 06, 2024

Printed Name Date

Job #: 346108408

SO #: 8355060 Proposed Price: \$2,320.00



## MINUTES OF MEETING AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT

A regular meeting of the Board of Supervisors of the Amelia Concourse Community Development District was held Tuesday, January 16, 2024 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
William Busby Supervisor

#### Also present were:

Daniel LaughlinDistrict ManagerLauren GentryDistrict CounselChip DellingerOperations Manager

Terry Glynn GMS
Jordan Creel BrightView

Mary Grace Henley Kilinski | Van Wyk

The following is a summary of the discussions and actions taken at the January 16, 2024 meeting.

#### FIRST ORDER OF BUSINESS Roll Call

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

Ms. Gentry informed the Board of a new requirement for CDD board members to complete four hours of ethics training by the end of each year, addressed electronic filing requirements for Form 1, and clarified that Form 6 is not required to be filed by CDD Supervisors.

#### SECOND ORDER OF BUSINESS Public Comment

There being none, the next item followed.

#### THIRD ORDER OF BUSINESS

#### **Organizational Matters**

#### A. Acceptance of Resignation of Fred Eichmann

On MOTION by Ms. Chamerda seconded by Mr. Snow with all in favor Fred Eichmann's resignation was accepted.

#### B. Consideration of Appointing a New Supervisor to Fill the Vacancy

Mr. Laughlin stated that staff can send an e-blast regarding the vacancy to solicit resumes from interested candidates unless the Board already has someone they are interested in appointing.

Mr. Greenberg asked the Board to consider appointing William Busby. A motion followed.

On MOTION by Mr. Snow seconded by Mr. Toohey with all in favor appointing William Busby to the Board of Supervisors was approved.

#### C. Oath of Office for New Supervisor

Mr. Laughlin, being a notary for the State of Florida, administered an oath of office to William Busby.

Ms. Gentry gave an overview of the Sunshine Law, public records law and ethics requirements. She also recommended setting up a different email address for District business, or keeping a separate folder for any District emails in the event there is a public records request.

#### D. Consideration of Resolution Designating Officers

The Board made the motion below to leave the slate of officers the same with the exception of adding Mr. Busby as an Assistant Secretary.

On MOTION by Mr. Toohey seconded by Mr. Snow with all in favor Resolution 2024-04, designating officers was approved with the slate of officers to remain with exception of adding Mr. Busby as Assistant Secretary.

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### FOURTH ORDER OF BUSINESS Staff Reports (1)

#### A. District Engineer

Mr. Laughlin informed the Board that Mr. Yuro has provided an update on the Dream Finders easement request noting Dream Finders has not responded to the Board's request that they provide a timeframe of the projects in which they will be undertaking in writing, and that they obtain homeowner's consent to use access easements off their property.

#### B. Landscape Report

Mr. Creel stated that this time of year mowing is done as needed, so crews are focusing on clean-ups, pruning, cutting back grasses and trimming shrubs.

Mr. Greenberg asked how often BrightView is onsite currently.

Mr. Creel responded that the full crew is onsite every other Tuesday and on the weeks they are not onsite, a representative will drive through to see if there is anything that needs to be done.

Mr. Greenberg stated that when the contract was negotiated, one of the requirements is 52 weeks a year and this time of year, that would be used for things that the busy season doesn't provide time for. He also stated that it appears that there have been weeks that crews have not been onsite. Additionally, a written report of everything that has been done each week is supposed to be provided. He asked for better communication going forward.

Ms. Chamerda stated that sod was laid between the cut through between Snap Dragon and Windflower and BrightView is responsible for mowing that area.

Mr. Laughlin stated that he does not believe that area is in the contract yet, so staff will keep an eye on it to see what needs to be done.

#### FIFTH ORDER OF BUSINESS

Approval of Minutes of the November 14, 2023 Meeting

There being no comments on the minutes, a motion followed.

On MOTION by Mr. Snow seconded by Ms. Chamerda with all in favor the minutes of the November 14, 2023 meeting were approved as presented.

#### SIXTH ORDER OF BUSINESS

## Consideration of Structural Engineering Proposals for Utility/Storage Building

Copies of proposals from structural architect firms were included in the agenda package for the Board's review. Mr. Dellinger also informed the Board that Wyatt Construction has connected him with a structural engineer that has provided rough drawings, however more firm drawings are needed. He noted that the condition of the building is rapidly declining.

Mr. Greenberg suggested tabling this item as there are circumstances that will be discussed later that will impact the need or ability to proceed with a proposal. This item will be added to the next agenda.

#### TENTH ORDER OF BUSINESS Staff Reports (2)

#### A. District Counsel – Update on AT&T Utility Discussion

Ms. Gentry informed the Board that a letter was sent to AT&T with their corporate counsel copied as well as a gentleman who signed the community agreement many years ago, although it's unclear if he is still with the company. They have not yet responded regarding the issue of the boxes on the District's property without an easement in place, however an insurance adjuster as reached out on their behalf regarding the utility building, so staff is working on getting some updated photos and information to send them and then the next step would be to schedule an onsite inspection. She also reported on easements that were granted on the plat to FPL, which granted FPL the right to construct, operate and maintain electric utilities and to permit other firms and corporations to connect to their facilities and lay conduit for communications purposes. She will continue to update the Board on these matters.

Next the Board discussed the methods the board members can use to complete the ethics training requirement including in-person training during the regular board meetings, adding shorter Q&A sessions during board meetings in conjunction with training on their own time, or scheduling a separate workshop for the training. The Board expressed their desire to discuss scheduling a workshop for an interactive ethics training session later in the year.

Next Ms. Gentry reminded the Board that at the last meeting she was instructed to reach out to Nassau County regarding the state of the roadways in Phase 3. She did reach out and the County responded that they accepted the roadways in January 2023. They have asked for updated photos of any issues so that the public works can address those. She stated that she has

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the photos from the report that was initially compiled, but requested that any recent photos be forwarded to her to provide to the County.

## SEVENTH ORDER OF BUSINESS Discussion of Dream Finders Easement Request

This matter was discussed under the engineer's report. Mr. Laughlin noted this item will remain on the agenda for any further updates.

#### EIGHTH ORDER OF BUSINESS Discussion of County Traffic Survey Results

Mr. Laughlin thanked Joe for working with Commission Huppmann on this matter.

Mr. Greenberg reported that the County will be redoing the traffic survey due to an equipment malfunction.

Mr. Snow asked if the District can request they perform the survey in a different location.

Mr. Toohey stated that it is already in progress.

Charles Gay stated he told the county it should be done farther down Snap Dragon.

Mr. Laughlin stated that he could reach out to the county regarding the location in which they perform the survey.

#### NINTH ORDER OF BUSINESS

Consideration of Resolution 2024-03, Amending the Fiscal Year 2024 Debt Service Fund Budgets and Authorizing a Corresponding Amendment in the Assessments Certified for Collection

Mr. Laughlin noted this amendment does not affect the assessments being collected. The District currently receives a comment in the audit report each year related to the defaulted bonds from 2007. This amendment will correct the defaulted status.

Ms. Gentry added that based on her discussions with District staff she understands that the amendment also accounts for any prepayments made since the budget was adopted.

On MOTION by Mr. Snow seconded by Ms. Chamerda with all in favor Resolution 2024-03, amending the Fiscal Year 2024 debt service budgets and authorizing a corresponding amendment in the assessments certified for collection was approved.

#### TENTH ORDER OF BUSINESS

**Staff Reports (2) Continued** 

#### B. District Manager – Update on Potholes

Mr. Laughlin informed the Board that now that the roads are owned by the county, potholes can be reported to the public works department. He will have a link posted to the District's website that the residents can use to report any roadway issues. Mr. Laughlin also stated that he will be reaching out to Dream Finders regarding a sidewalk that was laid but the sod on either side has not been repaired.

#### C. Field Operations Manager – Report

Mr. Dellinger presented the operations report, a copy of which was included in the agenda package. He is working on gathering some proposals to upgrade the security system and will present those at a future meeting.

Mr. Snow informed the Board he's requested a proposal to update the electrical work in the center median. The hope is the gemstone lights can then be installed prior to the upcoming holiday season.

#### **ELEVENTH ORDER OF BUSINESS** Financial Reports

#### A. Financial Statements as of November 30, 2023

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

#### B. Approval of Check Register

A copy of the check register totaling \$75,905.65 was included in the agenda package.

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

## TWELFTH ORDER OF BUSINESS Supervisors' Requests and Audience Comments

Charles Gay thanked Mr. Busby for joining the Board and Mr. Dellinger for doing a good job.

THIRTEENTH ORDER OF BUSINESS

Next Scheduled Meeting – March 19, 2024 at 11:00 a.m. at the Amelia Concourse Amenity Center

FOURTEENTH ORDER OF BUSINESS Adjournment

On MOTION by Mr. To favor the meeting was ad	pohey seconded by Mr. Busby with all in journed.
Secretary / Assistant Secretary	Chairman / Vice Chairman



#### **RESOLUTION 2024-05**

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT IMPLEMENTING SECTION 190.006(3)(A)(2)(c), FLORIDA STATUTES AND INSTRUCTING THE NASSAU COUNTY SUPERVISOR OF ELECTIONS TO CONDUCT THE DISTRICT'S GENERAL ELECTION; PROVIDING FOR COMPENSATION; SETTING FORTH THE TERMS OF OFFICE; AUTHORIZING NOTICE OF THE QUALIFYING PERIOD; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

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

WHEREAS, the Board of Supervisors of the District (the "Board") seeks to implement Section 190.006(3)(A)(2)(c), *Florida Statutes*, and to instruct the Supervisor of Elections for Nassau County, Florida ("Supervisor of Elections"), to conduct the District's elections by the qualified electors of the District at the 2024 general election ("General Election").

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

- 1. **GENERAL ELECTION SEATS.** Seat 1 and Seat 4 with terms expiring in November 2024 are scheduled for the General Election in November 2024. The District Manager is hereby authorized to notify the Supervisor of Elections of the seats subject to General Election for the current election year, and for each subsequent election year.
- **2. QUALIFICATION PROCESS.** For each General Election, all candidates shall qualify for individual seats in accordance with Section 99.061, *Florida Statutes*, and must also be a qualified elector of the District. A qualified elector is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Nassau County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, *Florida Statutes*.
- **3. COMPENSATION.** Each member of the Board is entitled to receive \$200 per meeting for their attendance; up to a maximum of \$4,800 per year.
- 4. **TERM OF OFFICE.** The term of office for the individuals to be elected to the Board in the General Election is four (4) years. The newly elected Board members shall assume office on the second Tuesday following the election.
- 5. REQUEST TO SUPERVISOR OF ELECTIONS. The District hereby requests that the Supervisor of Elections conduct the District's General Election in November 2024, and for each subsequent General Election unless otherwise directed by the District Manager. The

District understands that it will be responsible to pay for its proportionate share of the General Election cost and agrees to pay same within a reasonable time after receipt of an invoice from the Supervisor of Elections.

- **6. PUBLICATION.** The District Manager is directed to publish a notice of the qualifying period for each General Election, in a form substantially similar to **Exhibit A** attached hereto.
- 7. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.
  - **8. EFFECTIVE DATE.** This Resolution shall become effective upon its passage.

**PASSED AND ADOPTED** this 19th day of March 2024.

ATTEST:	AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT	
Secretary/Assistant Secretary	Chairperson/Vice Chairperson, Board of Supervisors	

Exhibit A: Notice of qualifying period

#### EXHIBIT A FORM OF NOTICE OF QUALIFYING PERIOD

#### NOTICE OF QUALIFYING PERIOD FOR CANDIDATES FOR THE BOARD OF SUPERVISORS OF THE AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given that the qualifying period for candidates for the office of Supervisor of the Amelia Concourse Community Development District will commence at noon on June 10, 2024, and close at noon on June 14, 2024. Candidates must qualify for the office of Supervisor with the Nassau County Supervisor of Elections located at 96135 Nassau Place, Suite 3, Yulee, FL 32097; (904) 491-7500. All candidates shall qualify for individual seats in accordance with Section 99.061, *Florida Statutes*, and must also be a "qualified elector" of the District, as defined in Section 190.003, *Florida Statutes*. A "qualified elector" is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Nassau County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, *Florida Statutes*.

The Amelia Concourse Community Development District has two (2) seats up for election, specifically Seats 1 and 4. Each seat carries a four-year term of office. Elections are non-partisan and will be held at the same time as the general election on November 5, 2024, and in the manner prescribed by law for general elections.

For additional information, please contact the Nassau County Supervisor of Elections.

Publish on or before May 27, 2024



#### **RESOLUTION 2024-06**

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT TO DESIGNATE THE DATE, TIME AND PLACE OF PUBLIC HEARING AND AUTHORIZE PUBLICATION OF NOTICE OF SUCH HEARING FOR THE PURPOSE OF ADOPTING AMENDED AMENITY RATES OF THE DISTRICT AND PROVIDING AN EFFECTIVE DATE.

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

**WHEREAS,** the District's Board of Supervisors ("**Board**") is authorized by Section 190.011(5), *Florida Statutes*, to adopt rules and orders pursuant to Chapter 120, *Florida Statutes*, and to authorize user charges or fees; and

WHEREAS, the Board finds it is in the District's best interests to set a public hearing to adopt the amended and restated rates, fees, and charges set forth in Exhibit A, which relate to the District's amenity facilities and operation of public improvements.

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

SECTION 1. A Public Hearing will be held to adopt amended and restated rates, fees, and charges of the District on May 21, 2024, at 11:00 a.m., at the Amelia Concourse Amenity Center, 85200 Amaryllis Court, Fernandina Beach, Florida 32034.

**SECTION 2**. The District Secretary is directed to publish notice of the hearing in accordance with Section 120.54, *Florida Statutes*.

**SECTION 3.** This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 19th day of March, 2024.

ATTEST:	AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT		
Secretary	Chairman, Board of Supervisors		

**Exhibit A:** Proposed Amended and Restated Amenity Rates

# EXHIBIT A Proposed Amended Amenity Rates

## **Proposed Rates:**

Fee	Original	Proposed
Non-Resident Annual User Fee	\$3,000	No change
Lost Access Card Replacement	\$35	No change
Returned Check/insufficient Funds Fee	\$50	No change
Gathering Room Rental (Non- Refundable Fee; Patron)	\$50/4 hours	No change
Gathering Room Rental (Additional hours)	Adopted Range: \$20-\$150/hour Set at \$20/hour	No change
Gathering Room Rental (Non-refundable deposit)	\$125 (1-25 attendees) \$250 (more than 25 attendees)	For discussion



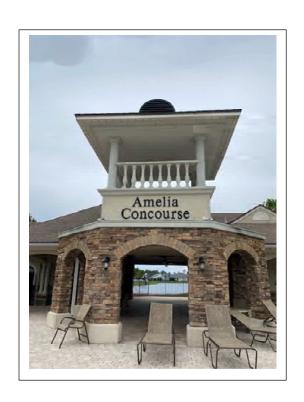
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# Amelia Concourse

3/19/2024

Community Development District

Amenity Management & Field Operations Report



## **Chip Dellinger**

FIELD OPERATIONS MANAGER GOVERNMENTAL MANAGEMENT SERVICES

# Amelia Concourse Community Development District

# Amenity & Field Operations Report February 19, 2024

To: Board of Supervisors

From: Chip Dellinger

Field Operations Manager

RE: Amelia Concourse Amenity & Field Operations Report

The following is a summary of items related to the amenity center, field operations & maintenance of Amelia Concourse CDD.

# **Communication**

- Any resident questions or concerns can be submitted by email to <u>Acmanager@gmsnf.com</u>
  - Any resident that needs to request an access card should reach out to above email. Many new residents have been doing sothe CDD email on the information center at the front of the community seems effective.
  - Going forward, GMS will provide a monthly newsletter email blast on months CDD meetings are not held in an effort to increase communication and transparency with residence.

# **Special Events**

- GMS looks forward to working with the Amelia Concourse Board of Supervisors and residents of the community to hold events that would be desired in this district at the direction of the Board of Supervisors.
   Past Events:
  - Holiday Golf Cart Parade
  - Community Entrance Holiday Decorations

# **Completed Projects – Amenity Center**





 Stacked stone veneer has been repaired around amenity center building.





- Christmas decorations have been taken down and stored in attic space.
- Women's bathroom vandalization has been cleaned up by GMS staff.
- Trees at community entrance have been trimmed back by Brightview.





# Completed Projects-Pool Deck

- Sun awnings have been bleached and pressure washed.
- The white vinyl fence has been soft washed.



- Damaged paint at entry gate has been repainted.
- The bike rack has been repainted.







# In Progress Projects-Amenity Center



- Received two quotes for paver auxiliary parking.
- Repairs have begun on failing foam bases around playground.
- Stacked stone repairs on fence "pillars" have begun.





Action Items Report			
Amelia Concourse CDD			1
Action Items Reported on:	Jpdated 13/12/202	4	By: Chip Dellinger
Action Items	Date Completed	Initials	Comments
Amenity Center - pool equipment area	1/28/2024	СВ	ComPac containers need repair - some need to be replaced. Repairs provided by GMS.
Amenity Center - pool equipment area	2/6/2024	CD	White Vinyl Fence needs cleaning. Cleaning provided by GMS
Amenity Center Aluminum Fence	1/25/2024	ĊĎ	Mag lock on main gate is rotating. Carriage bolt into aluminum failure. Fixed by GMS
Amenity Center Aluminum Fence	2/8/2024	СО	Fence needs to be cleaned, areas need to be painted. Repainted by GMS
Amenity Center- Parking Lot	2/8/2024	CD	Bike rack needs to be repainted. Repainted by GMS
Amenity Center- Pool Deck	2/12/2024	CD	Sun awnings are moldy and need to be cleaned. Bleached and pressure washed by GMS
Amenity Center	2/21/2024	CD	Stack stone veneer needs to be repaired or replaced. Repairs completed by GMS.
Community Entrance	2/29/2024	co	Christmas decorations need to be taken down and stored. Smaller storage containers purchased and stored in attic by GMS
Amenity Center - pool equipment area		In Progress	ComPac containers for pools need cleaning. Cleaning will be provided by GMS
Amenity Center Playground		In Progress	Foam pillar bases need repaired. In progress by GMS
Amenity Center - along walkway to entrance to clubhouse.		Bidding	Sod or landscape material needed to fill the void.
Amenity Center - Water Feature			Bottom steps appear to have mold, Rust on rails by steps need to be removed and area painted.
Amenity Center - Tower			Need cleaning and trim may need to be painted.
Amenity Center - Parking Lot			Stop Sign at exit of parking area is leaning and also slightly twisted.  Sign to be reset and leveled by GMS

# **Conclusion**

For any questions or comments regarding the above information please contact:

Chip Dellinger, Field Operations Manager, at <a href="mailto:acmanager@gmsnf.com">acmanager@gmsnf.com</a>

Respectfully, Chip Dellinger





A.

Community Development District

Unaudited Financial Reporting February 29, 2024



#### **Community Development District**

Combined Balance Sheet February 29, 2024

				1 001 44								
		General Fund	S	PE, LLC	D	ebt Service Fund	Сар	oital Reserve Fund	Сар	oital Project Fund	Gove	Totals rnmental Fund
Assets:												
Cash:												
Operating Account	\$	180,093	\$	-	\$	-	\$	-	\$	-	\$	180,093
Regions Bank		-		5,997		-		-		-		5,997
Accounts Receivable		31		-		-		-		-		31
Due from Debt Service Fund		4,471		-		-		-		-		4,471
Investments:												
State Board of Administration (SBA)		59,055		-		-		169,913		-		228,969
Custody (US Bank)		488,633		-		-		-		-		488,633
<u>Series 2007</u>												
Reserve		-		-		115,446		-		-		115,446
Revenue		-		-		176,190		-		-		176,190
Prepayment		-		-		11,277		-		-		11,277
Cost of Issuance		-		-		-		-		337		337
Construction		-		-		-		-		1		1
Deferred Cost		-		-		-		-		607		607
<u>Series 2016</u>												
Reserve		-		-		72,302		-		-		72,302
Revenue		-		-		177,515		-		-		177,515
Prepayment		-		-		184		-		-		184
Series 2019A												
Reserve		-		-		106,301		-		-		106,301
Revenue		-		-		183,131		-		-		183,131
Prepayment		-		-		1		-		-		1
Construction		-		-		-		-		5,971		5,971
<u>Series 2019B</u>												
Prepayment		-		-		247		-		-		247
Construction		-		-		-		-		627,003		627,003
Prepaid Expenses		3,722		-		-		-		-		3,722
Deposits		2,475		-		-		-		-		2,475
Total Assets	\$	738,480	\$	5,997	\$	842,593	\$	169,913	\$	633,918	\$	2,390,901
Liabilities:												
Accounts Payable	\$	6,224	\$	-	\$	-	\$	-	\$	-	\$	6,224
Accrued Expenditures		3,633		-		-		-		-		3,633
Due to General Fund		-		-		4,471		-		-		4,471
Total Liabilites	\$	9,858	\$	-	\$	4,471	\$	-	\$	-	\$	14,329
Fund Balance:												
Nonspendable:												
Prepaid Items	\$	3,722	\$	-	\$	-	\$	-	\$	-	\$	3,722
Deposits		2,475		-		-		-		-		2,475
Restricted for:												
Debt Service - Series		-		-		838,122		-		-		838,122
Capital Project - Series		-		-		· -		_		633,918		633,918
Assigned for:												, -
Capital Reserve Fund		-		-		-		169,913		_		169,913
Unassigned		722,425		5,997		-		-		-		728,423
Total Fund Balances	\$	728,622	\$	5,997	\$	838,122	\$	169,913	\$	633,918	\$	2,376,573
Total Liabilities & Fund Balance	\$	738,480	\$	5,997	\$	842,593	\$	169,913	\$	633,918	\$	2,390,901
Total Liabilities & Fullu Balalice	- ф	730,400	<b>—</b> •	3,997	ъ	042,393	- э	109,913	<b>–</b> J	033,910	<del>-</del> Т	2,390,901

#### **Community Development District**

#### **General Fund**

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

	Adopted	Pror	ated Budget		Actual		
	Budget		u 02/29/24	Thr	ı 02/29/24	V	ariance
_	J		, ,		, ,		
Revenues:							
Special Assessments - Tax Roll	\$ 439,044	\$	437,675	\$	437,675	\$	-
Interest Income	5,000		5,000		5,962		962
Other Income	500		500		825		325
Total Revenues	\$ 444,544	\$	443,175	\$	444,462	\$	1,287
Expenditures:							
General & Administrative:							
Supervisors	\$ 6,000	\$	2,500	\$	1,400	\$	1,100
FICA Expense	459		191		107		84
Travel	300		125		-		125
Engineering	7,500		3,125		1,823		1,303
Attorney Fees	30,000		12,500		6,772		5,728
Annual Audit	4,350		1,813		-		1,813
Dissemination	11,130		4,638		4,838		(200)
Assessment Roll	7,950		7,950		7,950		-
Property Appraiser	5,000		5,000		4,481		519
Trustee Fees	10,000		6,063		6,063		-
Arbitrage	1,800		750		-		750
Management Fees	50,085		20,869		20,869		-
Information Technology	2,120		883		883		(0)
Website Maintenance	1,060		442		442		0
Telephone	500		208		78		130
Postage	1,000		417		41		376
Insurance	11,189		11,189		10,527		662
Printing and Binding	750		313		189		124
Legal Advertising	2,500		1,042		322		720
Other Current Charges	1,000		417		500		(83)
Office Supplies	100		42		2		40
Dues, Licenses & Subscriptions	175		175		175		-
Total General & Administrative	\$ 154,968	\$	80,649	\$	67,460	\$	13,189
Operations & Maintenance							
Field:							
Contract Services:							
Landscape Maintenance	\$ 32,988	\$	13,745	\$	13,352	\$	393
Lake Maintenance	7,000		2,917		1,472		1,445
Management Company	30,000		12,500		11,667		833
Repairs & Maintenance:							
Repairs & Maintenance	18,000		7,500		3,832		3,668
Irrigation Repairs	4,000		1,667		-		1,667
Landscape Contingency	10,000		4,167		3,565		602
<u>Utilities:</u>							
Electric	35,000		14,583		10,118		4,466
Water & Sewer	19,000		7,917		4,398		3,519
Subtotal Field	\$ 155,988	\$	64,995	\$	48,403	\$	16,592

#### **Community Development District**

#### **General Fund**

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

	Adopted			ated Budget		Actual		
		Budget	Thr	u 02/29/24	Thr	u 02/29/24	V	ariance
Amenity Center:								
Insurance	\$	21,822	\$	21,822	\$	19,652	\$	2,170
Pool Maintenance		16,000		6,667		7,484		(818)
Pool Chemicals		13,000		5,417		4,258		1,159
Pool Permits		530		221		-		221
Cable		2,000		833		325		508
Janitorial		6,300		2,625		3,850		(1,225)
Facility Maintenance		5,000		5,000		6,486		(1,486)
Pest Control		1,000		417		395		22
Refuse		660		275		296		(21)
Holiday Decorations		2,000		833		769		64
Reserves:								
Capital Reserve Funding		65,276		-		-		-
Subtotal Amenity Center:	\$	133,588	\$	44,110	\$	43,516	\$	593
Total Operations & Maintenance	\$	289,576	\$	109,105	\$	91,919	\$	17,185
Total Expenditures	\$	444,544	\$	189,754	\$	159,379	\$	30,374
Excess (Deficiency) of Revenues over Expenditures	\$		\$	253,421	\$	285,082	\$	31,661
Other Financing Sources/(Uses):								
Transfer In/(Out)	\$	-	\$	-	\$	12	\$	-
Total Other Financing Sources/(Uses)	\$	-	\$	-	\$	12	\$	-
Net Change in Fund Balance	\$	-	\$	253,421	\$	285,095	\$	31,661
Fund Balance - Beginning	\$	-			\$	443,528		
Fund Balance - Ending	\$	-			\$	728,622		

# Community Development District Month to Month

						Month to Mon	un							
		Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:														
Special Assessments - Tax Roll	\$	- \$	26,380 \$	402,759 \$	5,241 \$	3,295 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	437,675
Interest Income		472	474	519	2,097	2,401		-	_	-	-	-	-	5,962
Other Income		-	50	-	500	275	-	-	-		-			825
Total Revenues	\$	472 \$	26,904 \$	403,278 \$	7,838 \$	5,971 \$	- s	- \$	- \$	- \$	- \$	- \$	- \$	444,462
Expenditures:		4	20,501	100,270 \$	7,050 \$	3,771 ¢	<u> </u>	Ψ	<u> </u>	111,102				
General & Administrative:														
Supervisors	\$	- \$	800 \$	- \$	600 \$	- S	- \$	- \$	- \$	- \$	- \$	- \$	- \$	1,400
FICA Expense	•	-	61	-	46	_	_	_	-	_	_	_	-	107
Travel		-	-	-	40	-	-	-	-	-	-	-	-	107
		540	810	270	203	-	-	-	-	-	-	-	-	
Engineering		785			203	-	-	-	-	-	-	-	-	1,823
Attorney Fees		/85	3,604	2,384	-	-	-	-	-	-	-	-	-	6,772
Annual Audit			-	-	-		-	-	-	-	-	-	-	
Dissemination		1,128	928	928	928	928	-	-	-	-	-	-	-	4,838
Assessment Roll		7,950	-	-	-	-	-	-	-	-	-	-	-	7,950
Property Appraiser		-	4,481	-	-	-	-	-	-	-	-	-	-	4,481
Trustee Fees		6,063	-	-	-	-	-	-	-	-	-	-	-	6,063
Arbitrage		-	-	-	-	-	-	-	-	-	-	-	-	-
Management Fees		4,174	4,174	4,174	4,174	4,174	-	-	-	-	-	-	-	20,869
Information Technology		177	177	177	177	177	-	-	-	-	-	-	-	883
Website Maintenance		88	88	88	88	88	-	-	-	-	-	-	-	442
Telephone		-	33	15	29	-	-	-	-	-	-	-	-	78
Postage		12	8	5	8	9	-	-	-	-	-	-	-	41
Insurance		10,527	-	_	_	-	_	-	-	-	-	-	-	10,527
Printing and Binding		66	12	47	9	56	_	-	-	-	-	-	_	189
Legal Advertising		322	-	_	-	_	_	_		_	-	_	_	322
Other Current Charges		-	_	500	_	_		_		_	_		_	500
Office Supplies		1	0	0	0	0								2
		175	-	-	U	U	-	-	-	-	-	-		175
Dues, Licenses & Subscriptions							-		-	•				
Total General & Administrative	\$	32,006 \$	15,175 \$	8,587 \$	6,260 \$	5,431 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	67,460
Operations & Maintenance														
Field:														
Contract Services:														
Landscape Maintenance	\$	2,618 \$	2,618 \$	2,618 \$	2,749 \$	2,749 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	13,352
Lake Maintenance		368	368	368	368	-	-	-	-	-	-	-	-	1,472
Management Company		2,333	2,333	2,333	2,333	2,333	-	-	-	-	-	-	-	11,667
Repairs & Maintenance:														
Repairs & Maintenance		2,614	-	1,218	-	-	-	-	-	-	-	-	-	3,832
Irrigation Repairs		-	-	-	-	-	-	-	-	-	-	-	-	-
Landscape Contingency		2,268	-	1,297	-	-	-	-	-	-	-	-	-	3,565
<u>Utilities:</u>														
Electric		1,525	1,429	2,720	1,612	2,832	-	-	-	-	-	-	-	10,118
Water & Sewer		1,155	986	791	666	801	-	-	-	-	-	-	-	4,398
Subtotal Field Expenditures	\$	12,882 \$	7,734 \$	11,344 \$	7,728 \$	8,716 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	48,403

#### **Community Development District**

Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Amenity Center:													
Insurance	\$ 19,652 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	19,652
Pool Maintenance	1,433	1,580	1,604	1,433	1,433	-	-	-	-	-	-	-	7,484
Pool Chemicals	2,005	573	592	-	1,088	-	-	-	-	-	-	-	4,258
Pool Permits	-	-	-	-	-	-	-	-	-	-	-	-	-
Cable	0	162	0	-	162	-	-	-	-	-	-	-	325
Janitorial	770	770	770	770	770	-	-	-	-	-	-	-	3,850
Facility Maintenance	1,370	1,146	2,166	1,695	110	-	-	-	-	-	-	-	6,486
Pest Control	79	79	79	79	79	-	-	-	-	-	-	-	395
Refuse	57	57	62	62	59	-	-	-	-	-	-	-	296
Holiday Decorations	-	548	221	-	-	-	-	-	-	-	-	-	769
Reserves:													
Capital Reserve Fund	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Amenity Center:	\$ 25,367 \$	4,914 \$	5,495 \$	4,039 \$	3,702 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	43,516
Total Operations & Maintenance	\$ 38,248 \$	12,647 \$	16,839 \$	11,767 \$	12,418 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	91,919
Total Expenditures	\$ 70,254 \$	27,823 \$	25,426 \$	18,028 \$	17,849 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	159,379
Excess (Deficiency) of Revenues over Expenditures	\$ (69,782) \$	(919) \$	377,852 \$	(10,190) \$	(11,878) \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	285,082
Other Financing Sources/Uses:													
Transfer In/(Out)	\$ - \$	- \$	- \$	12 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	12
Total Other Financing Sources/Uses	\$ - \$	- \$	- \$	12 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	12
Net Change in Fund Balance	\$ (69,782) \$	(919) \$	377,852 \$	(10,178) \$	(11,878) \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	285,095

#### **Community Development District**

#### Amelia Concourse SPE, LLC

## Statement of Revenues, Expenditures, and Changes in Fund Balance

	Adopted Pr			ed Budget	A	Actual			
	Bud	lget	Thru 0	2/29/24	Thru	02/29/24	Vai	riance	
Revenues:									
Bondholders Contributions	\$	-	\$	-	\$	-	\$	-	
Total Revenues	\$	-	\$	-	\$	-	\$	-	
Expenditures:									
Annual Corporate Fees	\$	-	\$	-	\$	-	\$	-	
Bank Charges/Other Current		-		-		-		-	
Contingency/Miscellaneous		-		-		-		-	
Insurance - Liability		-		-		-		-	
Management Fees		-		-		-		-	
Total Expenditures	\$	-	\$	-	\$	-	\$	-	
Excess (Deficiency) of Revenues over Expenditures	\$	-	\$	-	\$	-	\$	-	
Net Change in Fund Balance	\$	-	\$	-	\$	-	\$	-	
Fund Balance - Beginning	\$	-			\$	5,997			
Fund Balance - Ending	\$	-			\$	5,997			

#### **Community Development District**

#### **Debt Service Fund Series 2007**

## Statement of Revenues, Expenditures, and Changes in Fund Balance

	I	Amended	Pror	ated Budget		Actual		
		Budget	Thr	u 02/29/24	Thr	u 02/29/24	V	ariance
Revenues:								
Special Assessments - Tax Roll	\$	111,295	\$	110,948	\$	110,948	\$	-
Interest Income		500		500		5,439		4,939
Total Revenues	\$	111,795	\$	111,448	\$	116,387	\$	4,939
Expenditures:								
Interest - 11/1	\$	31,769	\$	31,769	\$	31,769	\$	-
Interest - 5/1		31,769		-		-		-
Principal - 5/1		50,000		-		-		-
Total Expenditures	\$	113,538	\$	31,769	\$	31,769	\$	-
Excess (Deficiency) of Revenues over Expenditures	\$	(1,742)	\$	79,679	\$	84,618	\$	4,939
Other Financing Sources/(Uses):								
Transfer In/(Out)	\$	(100)	\$	(100)	\$	(235)	\$	(135)
Property Appraiser		(1,200)		(1,200)		(1,136)		64
Total Other Financing Sources/(Uses)	\$	(1,300)	\$	(1,300)	\$	(1,371)	\$	(71)
Net Change in Fund Balance	\$	(3,042)	\$	78,379	\$	83,247	\$	4,868
Fund Balance - Beginning	\$	93,152			\$	218,531		
Fund Balance - Ending	\$	90,110			\$	301,777		

#### **Community Development District**

#### **Debt Service Fund Series 2016**

## Statement of Revenues, Expenditures, and Changes in Fund Balance

	1	Amended	Pror	ated Budget		Actual		
		Budget	Thr	u 02/29/24	Thr	u 02/29/24	V	ariance
Revenues:								
Special Assessments - Tax Roll	\$	146,859	\$	146,400	\$	146,400	\$	-
Interest Income		2,000		2,000		3,962		1,962
Total Revenues	\$	148,859	\$	148,400	\$	150,362	\$	1,962
Expenditures:								
Interest - 11/1	\$	53,850	\$	53,850	\$	53,850	\$	-
Principal Prepayment - 11/1		5,000		5,000		5,000		-
Interest - 5/1		53,700		-		-		-
Principal - 5/1		35,000		-		-		-
Total Expenditures	\$	147,550	\$	58,850	\$	58,850	\$	-
Excess (Deficiency) of Revenues over Expenditures	\$	1,309	\$	89,550	\$	91,512	\$	1,962
Other Financing Sources/(Uses):								
Transfer In/(Out)	\$	(50)	\$	(21)	\$	-	\$	21
Property Appraiser		(1,500)		(1,500)		(1,499)		1
Total Other Financing Sources/(Uses)	\$	(1,550)	\$	(1,521)	\$	(1,499)	\$	22
Net Change in Fund Balance	\$	(241)	\$	88,030	\$	90,013	\$	1,984
Fund Balance - Beginning	\$	82,502			\$	158,487		
Fund Balance - Ending	\$	82,261			\$	248,501		

#### **Community Development District**

#### **Debt Service Fund Series 2019A**

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

	ı	Amended	Pror	ated Budget		Actual		
		Budget	Thr	u 02/29/24	Thr	u 02/29/24	V	'ariance
Revenues:								
Special Assessments - Tax Roll	\$	179,916	\$	179,354	\$	179,354	\$	-
Interest Income		2,500		2,500		4,528		2,028
Total Revenues	\$	182,416	\$	181,854	\$	183,882	\$	2,028
Expenditures:								
Interest - 11/1	\$	67,941	\$	67,941	\$	67,941	\$	(0)
Principal Prepayment - 11/1		5,000		5,000		5,000		-
Interest - 5/1		67,800		-		-		-
Principal - 5/1		40,000		-		-		-
Total Expenditures	\$	180,741	\$	72,941	\$	72,941	\$	(0)
Excess (Deficiency) of Revenues over Expenditures	\$	1,675	\$	108,913	\$	110,940	\$	2,027
Other Financing Sources/(Uses):								
Transfer In/(Out)	\$	(1,700)	\$	(1,700)	\$	(3,031)	\$	(1,331)
Property Appraiser		(1,900)		(1,900)		(1,836)		64
Total Other Financing Sources/(Uses)	\$	(3,600)	\$	(3,600)	\$	(4,868)	\$	(1,268)
Net Change in Fund Balance	\$	(1,925)	\$	105,313	\$	106,073	\$	760
	4	(=/>=0)	*				7	,,,,
Fund Balance - Beginning	\$	77,058			\$	181,524		
Fund Balance - Ending	\$	75,133			\$	287,596		
runu baiance - Enumg	Φ	73,133			Ф	207,370		

#### **Community Development District**

#### **Debt Service Fund Series 2019B**

## Statement of Revenues, Expenditures, and Changes in Fund Balance

	Adop	ted	Prorate	d Budget		Actual		
	Bud	get	Thru 0	2/29/24	Thru	ı 02/29/24	1	Variance
Revenues:								
Special Assessments - Tax Roll	\$	-	\$	-	\$	-	\$	-
Interest Income		-		-		278		278
Total Revenues	\$	-	\$	-	\$	278	\$	278
Expenditures:								
Interest - 11/1	\$	-	\$	-	\$	1,088	\$	(1,088)
Principal Prepayment - 11/1		-		-		30,000		(30,000)
Total Expenditures	\$	-	\$	-	\$	31,088	\$	(31,088)
Excess (Deficiency) of Revenues over Expenditures	\$	-	\$	-	\$	(30,810)	\$	(30,810)
Other Financing Sources/(Uses):								
Transfer In	\$	-	\$	-	\$	667	\$	667
Transfer (Out)		-		-		(30)		(30)
Total Other Financing Sources/(Uses)	\$	-	\$	-	\$	637	\$	637
Net Change in Fund Balance	\$	-	\$	-	\$	(30,173)	\$	(30,173)
Fund Balance - Beginning	\$	-			\$	30,420		
Fund Balance - Ending	\$	-			\$	247		

#### **Community Development District**

#### **Capital Reserve Fund**

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

			Prora	ated Budget		Actual		
		Budget	Thru	02/29/24	Thr	u 02/29/24	V	ariance
Revenues								
Capital Reserve Funding	\$	65,276	\$	-	\$	-	\$	-
Interest		2,500		2,500		3,848		1,348
Total Revenues	\$	67,776	\$	2,500	\$	3,848	\$	1,348
Expenditures:								
Capital Outlay	\$	20,000	\$	8,333	\$	-	\$	8,333
Repair and Replacements		50,000		20,833		-		20,833
Total Expenditures	\$	70,000	\$	29,167	\$	-	\$	29,167
Excess (Deficiency) of Revenues over Expenditures	\$	(2,224)			\$	3,848		
Other Financing Sources/(Uses)								
Transfer In/(Out)	\$	-	\$	-	\$	-	\$	-
Total Other Financing Sources (Uses)	\$		\$		\$		\$	-
Net Change in Fund Balance	\$	(2,224)			\$	3,848		
Fund Balance - Beginning	\$	133,830			\$	166,066		
Fund Balance - Ending	\$	131,606			\$	169,913		

## **Community Development District**

#### **Statement of Revenues and Expenditures**

## **Capital Projects Funds**

Description	SE	2007	Sl	E 2019A	SE 2019B
Revenues					
Interest Income Transfer In	\$	16 235	\$	93 2,364	\$12,898 18
Total Revenues	\$	252	\$	2,457	\$ 12,916
Expenditures					
Contracts Payable Capital Outlay Transfer Out	\$	- - -	\$	- - -	\$ 2,199 -
Total Expenditures	\$	-	\$	-	\$ 2,199
Excess Revenues (Expenditures)	\$	252	\$	2,457	\$ 10,718
Beginning Fund Balance	\$	693	\$	3,514	\$ 616,285
Ending Fund Balance	\$	945	\$	5,971	\$ 627,003

## **Community Development District**

#### Long Term Debt Report

Series 2007, Capital	Improvement Revenu	ie Bonds	
Optional Redemption Date		5/1/2017	
Interest Rate		5.75%	
Maturity Date		5/1/2038	
Reserve Fund Definition	7.0264% of Deemed	Outstanding	
Reserve Fund Requirement	\$	115,446	
Reserve Fund Balance		115,446	
Excess Funds Revenue Acc 11/2	Any law	ful Purpose	
Bonds outstanding - 9/30/2013			\$ 7,255,000
Less: November 1, 2013			-
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)
Less: August 8, 2023 (Partial Redemption)			(4,270,000)
Current Bonds Outstanding			\$ 1,105,000

Series 2016, Capital Improv	ement Revenue Bonds	
Optional Redemption Date	5/1/2026	
Interest Rate	6.00%	
Maturity Date	5/1/2047	
Reserve Fund Definition	50% of MADS	
Reserve Fund Requirement	\$ 72,302	
Reserve Fund Balance	72,302	
Excess Funds Revenue Acc 11/2	Any lawful Purpose	
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)
Less: November 1, 2022 (Prepayment)		(15,000)
Less: May 1, 2023 (Prepayment)		(20,000)
Less: May 1, 2023 (Mandatory)		(35,000)
Less: November 1, 2023 (Prepayment)		(5,000)
Current Bonds Outstanding	\$	1,790,000

## **Community Development District**

#### Long Term Debt Report

Series 2019A. Capital In	mprovement Revenue Bonds	
Optional Redemption Date	5/1/2029	
Interest Rate	5.65%	
Maturity Date	5/1/2049	
Reserve Fund Definition	50% of MADS	
Reserve Fund Requirement	\$ 106,301	
Reserve Fund Balance	106,301	
Excess Funds Revenue Acc 11/2	Any lawful Purpose	
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)
Less: November 1, 2022 (Prepayment)		(20,000)
Less: May 1, 2023 (Prepayment)		(35,000)
Less: May 1, 2023 (Mandatory)		(40,000)
Less: August 1, 2023 (Prepayment)		(20,000)
Less: November 1, 2023 (Prepayment)		(5,000)
Current Bonds Outstanding		\$ 2,400,000

Series 2019B-1, Capital Imp	Series 2019B-1, Capital Improvement Revenue Bonds					
Interest Rate	5.25%					
Maturity Date	5/1/2029					
Reserve Fund Definition	50% of Annual Interest					
Reserve Fund Requirement	\$ -					
Reserve Fund Balance	-					
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)			
Less: November 1, 2022 (Prepayment)			(155,000)			
Less: February 1, 2023 (Prepayment)			(170,000)			
Less: May 1, 2023 (Prepayment)			(35,000)			
Less: August 1, 2022 (Prepayment)			(35,000)			
Current Bonds Outstanding		\$	-			

## **Community Development District**

#### Long Term Debt Report

Series 2019B-2, Capital	Improvement Revenue Bonds	
Interest Rate	7.25%	
Maturity Date	5/1/2029	
Reserve Fund Definition	50% of Annual Interest	
Reserve Fund Requirement	\$ -	
Reserve Fund Balance	-	
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)
Less: November 1, 2022 (Prepayment)		(115,000)
Less: February 1, 2023 (Prepayment)		(125,000)
Less: May 1, 2023 (Prepayment)		(25,000)
Less: November 1, 2023 (Prepayment)		(30,000)
Current Bonds Outstanding		\$ -

# AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2024 ASSESSMENT RECEIPTS SUMMARY

		SERIES 2007	SERIES 2016	SERIES 2019A		
	# UNITS	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE		
ASSESSED	ASSESSED	ASMT	ASMT	ASMT	FY24 O&M ASMT	TOTAL
NET ASSESSED TAX ROLL	458	111,295.33	146,859.16	179,916.12	439,046.17	877,116.79
TOTAL NET ASSESSED	458	111,295.33	146,859.16	179,916.12	439,046.17	877,116.79

		SERIES 2007	SERIES 2016	SERIES 2019A		
		DEBT SERVICE	DEBT SERVICE	DEBT SERVICE		
DUE / RECEIVED	BALANCE DUE	PAID	PAID	PAID	O&M PAID	<b>TOTAL PAID</b>
TAX ROLL DUE / RECEIPTS	2,739.71	110,947.69	146,400.44	179,354.15	437,674.80	874,377.08
TOTAL DUE / RECEIVED	2,739.71	110,947.69	146,400.44	179,354.15	437,674.80	874,377.08

	S	SUMMARY OF TA	X ROLL RECEIPTS			
	DATE	AMOUNT	SERIES 2007	SERIES 2016	SERIES 2019A	
NASSAU COUNTY DISTRIBUTION	RECEIVED	RECEIVED	RECEIPTS	RECEIPTS	RECEIPTS	O&M RECEIPTS
1	11/03/23	2,769.99	351.48	463.79	568.19	1,386.53
2	11/22/23	49,931.26	6,335.66	8,360.19	10,242.01	24,993.40
3	12/05/23	788,552.70	100,057.64	132,030.53	161,749.66	394,714.87
4	12/22/23	16,070.75	2,039.18	2,690.79	3,296.47	8,044.31
5	01/08/24	10,470.30	1,328.55	1,753.08	2,147.69	5,240.98
6	02/07/24	6,582.08	835.18	1,102.06	1,350.13	3,294.71
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			-	-	-	-
			-	-	-	-
			-	-	-	-
			-	-	-	-
TOTAL TAX ROLL RECEIPTS		874,377.08	110,947.69	146,400.44	179,354.15	437,674.80
PERCENT COLLECTED TAX ROLL		99.69%	99.69%	99.69%	99.69%	99.69%



# **Community Development District**

Check Register Summary
January 1, 2024 through February 29, 2024

Fund	Date	Check #'s	Amount
Payroll	1/18/24	50212-50214	\$ 554.10
		Sub-Total	\$ 554.10
General Fund			
	1/12/24	2304-2316	\$ 20,794.32
	1/12/24	2317	110.00
	1/26/24	2318-2320	3,472.57
	2/16/24	2321-2327	13,181.82
		Sub-Total	\$ 37,558.71
Total			\$ 38,112.81

PR300R	PA	YROLL CHECK REGISTER	RUN	1/18/24	PAGE	1
CHECK #	EMP #	EMPLOYEE NAME	CHECK AMOUNT	CHE DA		
50212	12	JEFFRY A SNOW	 184.70	1/18/20	24	
50213	13	KIMBERLY CHAMERDA	 184.70	1/18/20	24	
50214		WILLIAM J TOOHEY	 184.70	1/18/20	24	
	TOT	AL FOR REGISTER	554.10			

ACON AMELIA CONCOUR DLAUGHLIN

# **Attendance Sheet**

District Name: Amelia Concourse CDD

Board Meeting Date: January 16, 2024 Meeting

	Name	In Attendance	Fee ke
1	<del>VACANT</del> Bill Busby	V	Fee ike of set and
2	Harvey Greenberg		N/A
3	Bill Toohey		\$200
4	Kimberly Chamerda		\$200
5	Jeffry Snow		\$200

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

Approved for Payment:

District Manager Signature

1/17/24 Date

PLEASE RETURN COMPLETED FORM TO DANIEL LAUGHLIN

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 3/05/24 PAGE 1
\*\*\* CHECK DATES 01/01/2024 - 02/29/2024 \*\*\* AMELIA CONCOURSE - GF

*** CHECK DATES	01/01/2024 - 02/29/2024 *** AMELIA CONCOURSE - GF BANK A AMELIA CON - GENERAL			
CHECK VEND# DATE	INVOICE EXPENSED TO VENDOR NAME DATE INVOICE YRMO DPT ACCT# SUB SUBCLASS	STATUS	AMOUNT	CHECK
1/12/24 00132	1/01/24 8728995 202401 320-57200-46200 JAN LANDSCAPE MAINTENANCE	*	2,749.00	
	BRIGHTVIEW LANDSCAPE SERVICES, INC			2,749.00 002304
1/12/24 00132	12/19/23 8722042 202312 320-57200-46300	*	1,296.62	
	INSTALL FLOWER ROTATION  BRIGHTVIEW LANDSCAPE SERVICES, INC			1,296.62 002305
1/12/24 00122	10/26/23 17734 202310 320-57200-62000 INSP/CERT EXTINGUISHERS	*	85.00	
	GATOR FIRE			85.00 002306
1/12/24 00005	1/01/24 284 202401 310-51300-34000 JAN MANAGEMENT FEES	*	4,173.75	
	1/01/24 284 202401 310-51300-52000 JAN WEBSITE ADMIN	*	88.33	
	1/01/24 284 202401 310-51300-35100 JAN INFO TECH	*	176.67	
	1/01/24 284 202401 310-51300-32400 JAN DISSEM AGENT SRVCS	*	927.50	
	1/01/24 284 202401 310-51300-51000 OFFICE SUPPLIES	*	.36	
	1/01/24 284 202401 310-51300-42000 POSTAGE	*	7.56	
	1/01/24 284 202401 310-51300-42500 COPIES	*	8.55	
	1/01/24 284 202401 310-51300-41000 TELEPHONE	*	29.34	
	GOVERNMENTAL MANAGEMENT SERVICES			5,412.06 002307
1/12/24 00005	1/01/24 285 202401 320-57200-34000 JAN CONTRACT ADMIN	*	1,166.67	
	1/01/24 285 202401 320-57200-35100 JAN FACILITY MANAGEMENT	*	1,166.67	
	1/01/24 285 202401 320-57200-46000 JAN JANITORIAL	*	770.00	
	1/01/24 285 202401 320-57200-45300	*	1,433.33	
	GOVERNMENTAL MANAGEMENT SERVICES			4,536.67 002308
1/12/24 00005	12/14/23 283 202311 320-57200-46500 NOV HOLIDAY DECORATIONS	*	547.81	
	12/14/23 283 202311 320-57200-35000 NOV FACILITY MAINTENANCE	*	1,035.60	
	GOVERNMENTAL MANAGEMENT SERVICES			1,583.41 002309

ACON AMELIA CONCOUR OKUZMUK

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 3/05/24 PAGE 2 \*\*\* CHECK DATES 01/01/2024 - 02/29/2024 \*\*\* AMELIA CONCOURSE - GF
BANK A AMELIA CON - GENERAL

BANK A AMELIA CON - GENERAL						
CHECK VEND# DATE	INVOICEEXPENSED TO DATE INVOICE YRMO DPT ACCT# S	VENDOR NAME SUB SUBCLASS	STATUS	AMOUNT	CHECK AMOUNT #	
1/12/24 00142	12/22/23 6653338 202312 320-57200-4 POOL CHEMICALS	45400	*	592.00		
	POUL CHEMICALS	HAWKINS INC			592.00 002310	
1/12/24 00135 12/15/23 8106 202312 310-51300-3 DEC GENERAL SERVICES	12/15/23 8106 202312 310-51300-3	31500	*	1,947.56		
	KILINSKI VAN WYK PLLC			1,947.56 002311		
	12/12/23 3028568 202312 320-57200-6 RPLC 6 STREET LIGHT BULBS	52000	*	1,218.00		
		PEACOCK ELECTRIC INC			1,218.00 002312	
1/12/24 00129 10/	L0/01/23 7834B 202310 320-57200-4 OCT LAKE MAINTENANCE	46800	*	368.00		
		SITEX AQUATICS			368.00 002313	
1/12/24 00129 11/01	11/01/23 7611B 202311 320-57200-4 NOV LAKE MAINTENANCE	46800	*	368.00		
		SITEX AQUATICS			368.00 002314	
1/12/24 00129 1/01/24 7868-B 202401 320-57200- JAN LAKE MAINTENANCE	1/01/24 7868-B 202401 320-57200-4	46800	*	368.00		
	SITEX AQUATICS			368.00 002315		
1/12/24 00112	31100	*	270.00			
		YURO & ASSOCIATES, LLC			270.00 002316	
			*	110.00		
		HI-TECH SYSTEM			110.00 002317	
1/26/24 00005	1/12/24 286 202312 320-57200-3 DEC FACILITY MAINTENANCE	35000	*	1,737.55		
		GOVERNMENTAL MANAGEMENT SERVICES			1,737.55 002318	
1/26/24 00135	1/17/24 8522 202312 310-51300-3 DEC GENERAL SERVICES	31500	*	1,656.02		
		KILINSKI VAN WYK PLLC			1,656.02 002319	
1/26/24 00082	1/02/24 54843765 202401 320-53800-4 JAN FIRE ANT SERVICE		*	79.00		
		NADERS PEST CONTROL			79.00 002320	
2/16/24 00132	2/01/24 8762617 202402 320-57200-4 FEB LANDSCAPE MAINTENANCE		*	2,749.00		
		BRIGHTVIEW LANDSCAPE SERVICES, INC.			2,749.00 002321	

ACON AMELIA CONCOUR OKUZMUK

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 3/05/24
\*\*\* CHECK DATES 01/01/2024 - 02/29/2024 \*\*\* AMELIA CONCOURSE - GF

PAGE 3

*** CHECK DATES 01/01/2024 - 02/29/2024 *** AMELIA CONCOUR BANK A AMELIA			
CHECK VEND#INVOICEEXPENSED TO DATE DATE INVOICE YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME STATU	S AMOUNT	CHECK AMOUNT #
2/16/24 00005 2/01/24 287 202402 320-57200-34000	*	1,166.67	
FEB CONTRACT ADMIN 2/01/24 287 202402 320-57200-35100	*	1,166.67	
FEB FACILITY MANAGEMENT 2/01/24 287 202402 320-57200-46000	*	770.00	
FEB JANITORIAL 2/01/24 287 202402 320-57200-45300	*	1,433.33	
FEB POOL MAINTENANCE GOVERNMENTA	L MANAGEMENT SERVICES		4,536.67 002322
2/16/24 00005 2/01/24 288 202402 310-51300-34000	*	4,173.75	
FEB MANAGEMENT FEES 2/01/24 288 202402 310-51300-52000	*	88.33	
FEB WEBSITE ADMIN 2/01/24 288 202402 310-51300-35100	*	176.67	
FEB INFO TECH 2/01/24 288 202402 310-51300-32400	*	927.50	
FEB DISSEM AGENT SRVCS 2/01/24 288 202402 310-51300-51000	*	.42	
OFFICE SUPPLIES 2/01/24 288 202402 310-51300-42000	*	8.86	
POSTAGE 2/01/24 288 202402 310-51300-42500	*	55.80	
	L MANAGEMENT SERVICES		5,431.33 002323
2/16/24 00005 2/07/24 289 202402 320-57200-45400	*	73.32	
POOL CHEMICALS-TILE SOAP GOVERNMENTA	L MANAGEMENT SERVICES		73.32 002324
2/16/24 00127 2/01/24 399577 202402 320-57200-34500	*	110.00	
FEB SECURITY SERVICES HI-TECH SYS	TEM		110.00 002325
2/10/24 00002 2/01/24 33133044 202402 320-33600-43313	*	79.00	
FEB FIRE ANT SERVICE  NADERS PEST	CONTROL		79.00 002326
2/16/24 00112 2/13/24 3472 202401 310-51300-31100	*		
JAN ENGINEERING EFFORTS YURO & ASSO	CIATES, LLC		202.50 002327
	TOTAL FOR BANK A		
	TOTAL FOR REGISTER	•	

ACON AMELIA CONCOUR OKUZMUK



Amelia Concourse CDD GMS North Florida LLC 475 W Town Place Ste 114 St Augustine FL 32092 Customer #: 24578747 Invoice #: 8728995 Invoice Date: 1/1/2024

Cust PO #:

Job Number	Description		Amount
346108408	Amelia Concourse CDD Exterior Maintenance For January   BEC 2 7 2023  BY:		2,749.00
		Total invoice amount Tax amount Balance due	2,749.0 2,749.0

Terms: Net 15 Days

If you have any questions regarding this invoice, please call 904-292-0716

### Please detach stub and remit with your payment

Did you know that BrightView now offers auto ACH as a payment method? Discover the convenience and safety of automatic ACH bill payment for your recurring billing. Please contact <a href="mailto:autopay@brightview.com">autopay@brightview.com</a> or your branch point of contact for more information on how to sign up on Auto Pay.

Payment Stub

Customer Account#: 24578747

Invoice #: 8728995 Invoice Date: 1/1/2024 Amount Due: \$2,749.00

Thank you for allowing us to serve you

Please reference the invoice # on your check and make payable to:

BrightView Landscape Services, Inc. P.O. Box 740655 Atlanta, GA 30374-0655

Amelia Concourse CDD GMS North Florida LLC 475 W Town Place Ste 114 St Augustine FL 32092



Sold To: 24578747 Amelia Concourse CDD GMS North Florida LLC 475 W Town Place Ste 114 St Augustine FL 32092

Project Name: Winter Rotation

Project Description: Install 4 inch seasonal annuals and soil

Customer #: 24578747 8722042 Invoice #: Invoice Date: 12/19/2023 Sales Order: 8284430 Cust PO #:

Job Number	Description	Amount
346108408	Amelia Concourse CDD	1,296.62
	Annual soil mix installed in beds	
	Installation of the new flower rotation 504 annuals	
	·	
	; ·	
	NECEIVE	
	DEC 2 0 2023	
	The department of the control of the	
	·	
	, •	
	Total Invoic	ce Amount 1,296.62
	Taxable Am	iount
	Tax Amoun Balance Duc	t e 1,296.62

Please detach stub and remit with your payment

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**Payment Stub** 

Terms: Net 15 Days

Customer Account #: 24578747 Invoice #: 8722042

Invoice Date: 12/19/2023

Amount Due: \$1,296.62

If you have any questions regarding this invoice, please call 904 292-0716

Thank you for allowing us to serve you

Please reference the invoice # on your check and make payable to

BrightView Landscape Services, Inc. P.O. Box 740655 Atlanta, GA 30374-0655

Amelia Concourse CDD GMS North Florida LLC 475 W Town Place Ste 114 St Augustine FL 32092



# Proposal for Extra Work at Amelia Concourse CDD

Property Name

Amelia Concourse CDD

Contact

Daniel Laughlin

Property Address

85200 Amaryllis Ct Fernandina Beach, FL 32034 То

Amelia Concourse CDD

Billing Address

GMS North Florida LLC 475 W Town

Place Ste 114

St Augustine, FL 32092

Project Name

Winter Rotation

**Project Description** 

Install 4 inch seasonal annuals and soil

### Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
1.00	CUBIC YARD	Annual soil m/x installed in beds	\$162.52	\$162.52
504.00	FACH	Installation of the new flower rotation 504 annuals	\$2.25	\$1,134.10

For internal use only

SO# JOB# 8284430 346108408

Service Line

140

**Total Price** 

\$1,296.62

#### **TERMS & CONDITIONS**

- 1. The Contractor shall recognize and purform in accordance with written Lerms written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
- Work Force: Contractor shall designate a qualified representative with experience in tendecape, maintenence/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
- License and Permits: Contractor shall maintain a Landecepe. Contractor's license if required by State or local law, and will comply with all other license requirements of the City State and Federal Governments, as well as all other requirements of law Unless otherwise spread upon by the perties or prohibited by law, Customer's half be required to obtain all necessary and required parmits to slow the commencement of the Services on
- Taxes: Contractor agrees to pay all applicable taxes, including sales or General Excisa Tax (GET), where applicable
- Incurance Contractor agrees to provide General Lusbility Insurance, Automotive Liability Insurance, Worker's Compensation insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified Contractor will furnish insurance with \$1,000,000min of sibblery.
- Liability: Confrector shall not be sable for any damage that occurs from Acts of God defined as extreme weather conditions, line, earthquake, etc. and fuers registrone or restrictions imposed by any government or governmental agency, national or regional emergency, patients, pandemio, health related outbreak or other medical events not caused by one or other delays or faiture of performence beyond the commercially ressonable outroil of ether party. Under these circumstances, Contractor shall have the right to renegoliste the terms and prices of this Contract within sixty (60) days.
- Any (Begal treapers, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
- Subcontractors. Contractor reserves the right to here qualified subcontractors to perform specialized functions or work requiring specialized equipment
- Additional Services. Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
- Access to Jobste Customer shall provide all utities to perform the work. Customer shall furnish access to all parts of jobste whelle Contractor is to perform work as required by the Contract or other functions rie in tile of thereto, during normal business hours and other reasonable periods of time Contractor will perform the work as escenably practical after the Customer makes the site evaluable for performance of the work.
- Payment Terms: Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise, agreed to in writing
- 12. Termination. This Work Order may be terminated by the either party with or without cause upon seven (7) workdays advance written notice. Customer wit be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
- Assignment. The Customer and the Contractor respectively, bind themselves, their partners, successors issuigness and legal representative. To the other party with respect to all coversants of this Agreement, Neither the Customer not the Contractor shall assign or transfer any interest intities Agreement without the written consent of the other provided however, that consent shall not be required to assign the Agreement to any company which controls, as controlled by or is under common control with Contractor or in connection with sesignment to an adhibit or pursuant to a merger, sale of all or substantistly all of its assets or equity securities consolidation, change of control or connection the programment.
- 1-3. Disclaimer. This proposal was estimated and priced based upon a size wast and visual expection from ground level using ordinary meens, at or about the time this proposal was prepared. The price quoted in this proposal to it the work described, is this result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any additional costs or damages for additional work not described herein, or liable for any additional costs or damages for additional work not described herein, or liable for any cost level in the state of the stat

15 Cancellation Notice of Cancellation of work must be received in writing before that crew is dispatched to their location or Customer will be likelike for a minimum travel charge of \$150.00 and billed to Customer.

The following sections shall apply where Contractor provides Customer with tree care

- Tree & Stump Removal. Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Addisonal charges will be levied for unseen hazards such as, but not territed to concrete brick filted tunks, metal rock, sto if requested mechanical gonding of visible tree stump will be done to a chined with and depth below ground levist at an addisonal charge to the Customer Defined beckfull and tendescepe metreol may be specified Customer shart be responsible for correcting the appropriate underground utility locator company to locate and mark underground utilities such as but not smalled in oil responsible damage done to underground utilities such as but not simited its, cation, where, proce, and Imigation parts. Contractor will repeat damaged wrigation lines at the Customer's expense.
- Waiver of Liability Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (international Society of Arbanoustural) stendands will require a signed wisher of liability

Acceptance of the Contract

By executing this document, Customer egrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract if payment, has not been received by Contractor par payment ferms hereurida; Contractor statil be entitled to all codes of collection including reasonable attornoys fees and it shall be related of early obligation to continue performance under this or any other Contract with Customer, interest at a per annum rate of 1.5% per month (10% per year), or the highest rate permetted by law may be charged on unpaid belience 15 days after billing.

NOTICE FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS MAY RESULT IN A MECHANICS LIEN ON THE TITLE TO YOUR

Charamet

Signature

Property Manager Title

November 16, 2023 Daniel Laughlin Date

BrightView Landscape Services, Inc. "Contractor"

Enhancement Manager

November 16, 2023 Jen Mabus

Dete Printed Name

> 346108408 Job#:

Proposed Price: \$1,296.62 SO#: 8284430



Date:

Number:

Terms:

10/26/2023

17734

Service Address:

Amelia Concourse Amenity Center 85200 Amarvllis Ct Fernandina Beach FL 32034-3787

# Invoice

Gator Fire Extinguishers

206 Live Oaks Blvd Casselberry FL 32707 (904) 261-0520

FL Lic # 04956500021978 GatorFireExt@gmail.com

Billing Address:

85200 Amaryllis Ct Fernandina Beach FL 32034-3787

(8) itel(alignes (5) pagya (b) 183 inweitere amiliate

Item		Quantity	UOM	Rate	Amount
A1 INSP/ CERT - 1st Extinguisher		1.00	EA	\$45.00	\$45.00
A2 INSP/ CERT- 2-5 Extinguishers		2.00	EA	\$20.00	\$40.00
######################################				Subtotal:	\$85.00
AECEIVER	Approved			Sales Tax:	\$0.00
CONTRACTOR SID	Chip Dellinger			Total:	\$85.00



Amenity & Operations Manager Governmental Management Services On behalf of Amelia Concourse CDD

Date: 10/30/2023

Acct. # 1-320-57200-62000

	CONTRACTOR GRANTS AND PROTECTION OF A STANSFER
\$85.00	Subtotal:
\$0.00	Sales Tax:
\$85.00	Total:
	Payments:
\$85.00	Balance Due:

### Terms and Conditions

Please read before accepting & authorizing. ALL CERTIFICATION TAGS, FIRE EXTINGUISHERS, AND EQUIPMENT IS NOW AND SHALL REMAIN THE PROPERTY OF GATOR FIRE SYSTEMS, LLC (GFS) UNTIL THE BALANCE DUE IS PAID IN FULL.

Fernandina Beach / Jacksonville: (904) 261-0520

Dayton / Orlando / Tampa: (407) 960-3183

NOTE: Please make checks payable to Gator Fire Extinguishers

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

# Invoice

Invoice #: 284

Invoice Date: 1/1/24 Due Date: 1/1/24

Case:

P.O. Number:

# Bill To:

Description	Hours/Oly	Rate	Amount
Management Fees - January 2024		4,173,75	4,173.75
Website Administration - January 2024 Information Technology - January 2024 Dissemination Agent Services - January 2024	Z.a.	88,33 176.67	<b>88.33</b> 176.67
Dissemination Agent Services - January 2074 Office Supplies		927.50 0:36	<b>927 50</b> 0.36
Postage	i tayan i	<b>7.56</b> 8.55	<b>7.56</b> 8.55
Copies Telephone		20.34	29.34
JAN 03 2024			

Total	\$5,412.06	
Payments/Credits	\$0.00	
Balance Due	\$5,412.06	

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

# Invoice

Invoice #: 285 Invoice Date: 1/1/24

Due Date: 1/1/24

Case:

P.O. Number:

# Bill To:

Description	Hours/Qty	Rate	Amount
Contract Administration - January 2024  Facility Management - January 2024  Janitorial - January 2024  Pool Maintenance - January 2024		1,166.67 1,166.67 770.00 1,433.33	1 <u>(166.67</u> 770.00
JAN 05 2024			
Juny Landent			
	ACCUMUM SALES AND ACCUMUM AND		

Total	\$4,536.67
Payments/Credits	\$0.00
Balance Due	\$4,536.67

1001 Bradford Way Kingston, TN 37763

# Invoice

Invoice #: 283

Invoice Date: 12/14/23

Due Date: 12/14/23

Case:

P.O. Number:

# Bill To:

Description	Hours/Qty	Rate	Amount
Facility Maintenance November 1 - November 30, 2023 Maintenance Supplies		680.00 903.41	680.00 903.41
DEC 2 1 2023			
Approved Chip Dellinger Amenity & Operations Manager Governmental Management Services On behalf of Amelia Concourse CDD Date: 12/20/2023			
Holiday Decorations \$547.81 1-320-57200-46500			
Facility Maintenance \$1,035.60 1-320-57200-35000			
Juny Landent			
3	Tatal	<u> </u>	Φ1 E00 /1

Total	\$1,583.41
Payments/Credits	\$0.00
Balance Due	\$1,583.41

# AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT MAINTENANCE BILLABLE HOURS FOR THE MONTH OF NOVEMBER 2023

Date	<u>Hours</u>	Employee	Description
11/2/23	1	C.D.	Took apart main gate magnet lock, fixed new pins to prevent rotating, installed new washers
11/14/23	3	C,D,	Fine sanded to remove oxidation and corrosion from metal surfaces on two water fountains, men's handicap handrails, polished and buffed all surfaces to protect from future corrosion
11/25/23	5	C.D.	Set up Christmas decorations, picked up supplies
11/28/23	4	C.D.	Worked to diagnose and work on front lights and outlets, installed new outdoor rated outlet
11/30/23	4	C.D.	Assisted electrician to fix the existing electrical issues in front landscape island, diagnosed three bad photo cells and lights and replaced, installed post with outlets, restored power to front outlet, fixed not working lights to work
TOTAL	17		
MILES	0		*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

# MAINTENANCE BILLABLE PURCHASES

# Period Ending 12/05/23

DISTRICT	DATE	SUPPLIES	PRICE	EMPLOYEE
Amelia Concourse				
	11/16/23	Metal Buffing Kit	17.22	C,D,
	11/16/23	3* Stainless Utility Hinge	12.04	C,D,
	11/16/23	DEB Foaming Soap Dispenser (2)	37.97	C,D,
	11/16/23	9" Commercial Paper Towel Rolls	21.01	Ç.D.
	11/16/23	LED 4ft Geiling Light	45.87	C,D,
	11/16/23	Seco-Lam Push to Exit Buttoms (2)	32.14	G.D.
	11/25/23	Outdoor Stake Timer (2)	50.55	C,D.
	11/25/23	Assorted Cable Tiles 850 ct	28.61	C.D.
	11/25/23	Warm White Mini LED 100ct (6)	151.66	C.D.
	11/25/23	55 Gallon Trash Bags 40ct	28,72	C.D.
	11/25/23	15' Extension Cord (10)	114.77	C.D.
	11/25/23	Warm White Minl LED 100ct (8)	202,22	C.D.
	11/28/23	15amp Weather Proof GFCI Outlet	27.07	C.D.
	11/28/23	PVC in Use Cover	12.63	C,D,
	11/28/23	Electric Box Extension Plate	9.09	C.D.
	11/28/23	Self Tapping Screw	1.59	C.D.
	11/28/23	Wire Connector Caps	5,15	C.D.
	11/30/23	Light Post	19.11	C.D.
	11/30/23	1/2 Filling	3.42	C.D.
	11/30/23	1 Gang 3 Hole	4.91	C.D.
	11/30/23	Box Spacer	1.50	C.D.
	11/30/23	Male Adapter	0.61	C.D.
	11/30/23	Photo Cells (3)	48.23	C,D.
	11/30/23	Spot Light	27.32	C,D.
				1

TOTAL \$903.41

### Original



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

# INVOICE

Total Invoice \$592.00 Invoice Number 6653338 Invoice Date 12/22/23 Sales Order Number/Type 4424751 SO Branch Plant 74 Shipment Number 5246522

498806 Ship To:

AMELIA CONCOURSE COMMUNITY

DEVELOPMENT 85200 Amaryllis Ct **SUITE 114** 

Fernandina Beach FL 32034-9716

Sold To: 498805 **ACCOUNTS PAYABLE** AMELIA CONCOURSE COMMUNITY DEVELOPMENT 475 W Town PI **SUITE 114** 

Saint Augustine FL 32092-3648

Net Due	Date Terms	FOB Description	Ship Via	Ci	ustomer F	*.O.#	Ρ.	O. Release	Sales Agent #
1/21/24	Net 30	PPD Origin	HAWKINS SOUTHE	EAST FLEET					382
Line#	Item Number	Item Name/ Description	Тах	Qty Shipped	Trans UOM	Unit Price	Price UOM	Weight Net/Gross	Extended Price
1.000	41930	Azone - EPA Reg. No. 787	70-1 N	200.0000	GA	\$2.9000	GA	1,934.0 LB	\$580.00
		1 LB BLK (Mini-Bulk)		200.0000	GA			1,934.0 GW	
1.010	Fuel Surcharge	Freight	Ñ	1.0000	EA	\$12.0000			\$12.00

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

Please contact our Accounts Receivable Department via email at Credit.Dept@Hawkinsinc.com or call 612-331-6910 to get it setup on your account.

Approved Chip Dellinger, Operations Manager Governmental Management Services On behalf of Amelia Concourse CDD Date: 12/27/2023

Acct. # 1-320-57200-45400



Page 1 of 1

Tax Rate

0 %

Sales Tax

\$0.00

Invoice Total

\$592.00

No Discounts on Freight IMPORTANT: All products are sold without war any kind and purchasers will, by their or determine suitability of such products for their Selfer warrants that all goods covered by the law produced in compliance with the resultingments on

purpose. NO CLAIMS FOR LOSS, DAMAGE OR LEAKAGE ALLOWED AFTER DELIVERY IS MADE IN GOOD

CHECK REMITTANCE: Hawkins, Inc. P.O. Box 860263

WIRING CONTACT INFORMATION:

Phone Number: (612) 617-8581

Fax Number: (612) 225-6702

Email: Credit.Dept@Hawkinsinc.com

Minneapolis, MN 55486-0263

Minneapolis, MN 55402 Account Name Account #: ABA/Routing #:

Swift Code#;

US Bank 800 Nicoliet Mail

FINANCIAL INSTITUTION:

Hawkins, Inc. 180120759469 091000022 USBKUS44IMT

Corporate Checking

ACH PAYMENTS:

CTX (Corporate Trade Exchange) is our preferred method. Please remember to include in the addendum the document numbers pertaining to the payment.

For other than CTX, the remit to information may be emailed to

Credit.Dept@Hawkinsinc.com

CASH IN ADVANCE/EFT PAYMENTS:

Please list the Hawkins, Inc. sales order number or your purchase order number if the invoice has not been processed yet.

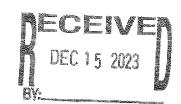


Invoice # 8106 Date: 12/15/2023 Due On: 01/14/2024

# KILINSKI | VAN WYK Kilinski | Van Wyk PLLC

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

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



# **Amelia Concourse CDD - General**

Type	Attorney	Date	Notes	Quantity	Rate	Total
Service	CR	11/08/2023	Review and analyze agenda including various reports, documents, and proposals in preparation of upcoming meeting.	0.60	\$270.00	\$162.00
Service	JK	11/14/2023	Confer with Gentry re: background/options for AT&T building	0.20	\$325,00	\$65.00
Service	LG	11/14/2023	Travel to and attend Board meeting.	4.60	\$325.00	\$1,495.00
Expense	AL	11/14/2023	Mileage: Travel LG	145.90	\$0.655	\$95.56
Service	LG	11/21/2023	Review status of pending action items; update file regarding adopted bonus policy.	0.40	\$325.00	\$130.00
Non-billa	ble entries					
Service	CR	11/13/2023	Additional document review and analysis for board meeting.	0.30	<del>\$27</del> 0.00	\$81.00
Service	CR	11/20/2023	Revise rules and rates resolution in accordance with board meeting.	0.30	\$270,00	\$ <del>81.00</del>
					Total	\$1,947.56

# **Detailed Statement of Account**

Other Invoices

7825	12/12/2023	\$785.00	\$0.00	\$785.00
Current Invoi	ce			
Invoice Nun	iber Due On	Amount Due P	ayments Received I	Balance Due
	Due On 01/14/2024	Amount Due P \$1,947.56	ayments Received \$0.00	<b>3alance Due</b> \$1,947.56
Invoice Num 8106		·		

Please make all amounts payable to: Kilinski | Van Wyk PLLC

Please pay within 30 days.

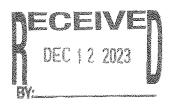


# **Peacock Electric Incorporated**

Amelia Concourse CDD 9655 Florida Mining Blvd W, bld 330 suite 305 Jacksonville, FL 32257

(904) 631-5135

ACManager@gmsnf.com



AMOUNT DUE	\$1,218.00
DUE	Upon receipt
INVOICE DATE	Dec 12, 2023
SERVICE DATE	Dec 12, 2023
INVOICE	#3028568

SERVICE ADDRESS

85200 Amaryllis Ct

Fernandina Beach, FL 32034

CONTACT US

474362 E State Rd 200 Fernandina Beach, FL 32034

(904) 261-0661

peacockelectric@bellsouth.net

Service completed by: Robert Wilson

# INVOICE

- -Street lights out on pool replaced 6 bulbs
- Replaced a bad photocell.
- -Replaced 2 4ft led bulbs.
- -Replaced 2 push to open switches
- -Replaced 2 gfls by the pool equipment.

\$1,218.00 Total

Thank you for your business!

Approved Chip Dellinger Amenity & Operations Manager Governmental Management Services On behalf of Amelia Concourse CDD Date: 10/3/2023

Acct. # 1-320-57200-62000

Sitex Aquatics, LLC PO Box 917 Parrish, FL 34219 office@sitexaquatics.com +1 (813) 564-2322



## Amelia Concourse CDD

#### Bill to

Amelia Concourse CDD Tony Shiver 352 Period St. St. Johns, FL 32259

#### Invoice details

Invoice no.: 7834B Terms: Net 30

Invoice date: 10/01/2023 Due date: 10/31/2023

Product or service

1. LM-Amelia Concourse

Monthly Lake Maintenance-4 Ponds October

Ship to

Amelia Concourse CDD Cherly Graham 9655 Florida Mining Blvd, Bldg. 300, Ste 305 Jacksonville, FL 32257

Amount

1 × \$368.00

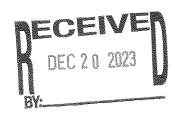
\$368.00

Total

\$368.00

Approved
Chip Dellinger
Amenity & Operations Manager
Governmental Management Services
On behalf of Amelia Concourse CDD

Date: 12/20/2023 Acct. # 1-320-57200-46800



Sitex Aquatics, LLC PO Box 917 Parrish, FL 34219 office@sitexaquatics.com +1 (813) 564-2322



# Amelia Concourse CDD

Bill to

Amelia Concourse CDD 352 Period St. St. Johns, FL 32259 Ship to

Amelia Concourse CDD 9655 Florida Mining Blvd, Bldg. 300, Ste 305 Jacksonville, FL 32257

#### Invoice details

Date

Invoice no.: 7611B Terms: Net 30

invoice date: 11/01/2023 Due date: 12/01/2023

SKU Qty Rate Amount

1

1. LM-Amelia Concourse

Product or service

Monthly Lake Maintenance-4 Ponds

Total \$368.00

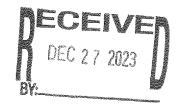
\$368.00

\$368.00

Overdue 12/01/2023

Approved
Chip Dellinger
Amenity & Operations Manager
Governmental Management Services
On behalf of Amelia Concourse CDD
Date: 12/20/2023

Acct. # 1-320-57200-46800



Sitex Aquatics, LLC PO Box 917 Parrish, FL 34219

office@sitexaquatics.com +1 (813) 564-2322



# Amelia Concourse CDD

#### Bill to

Amelia Concourse CDD 352 Period St. St. Johns, FL 32259

#### Invoice details

Invoice no.: 7868-B Terms: Net 30

Invoice date: 01/01/2024 Due date: 01/31/2024

#### Ship to

Amelia Concourse CDD 9655 Florida Mining Blvd, Bldg. 300, Ste 305 Jacksonville, FL 32257

Date

Product or service

Amount

LM-Amelia Concourse

Monthly Lake Maintenance-4 Ponds

SKU

Qty

Rate

\$368.00

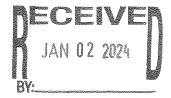
\$368.00

Total

\$368,00

Approved Chip Dellinger Amenity & Operations Manager Governmental Management Services On behalf of Amelia Concourse CDD Date: 1/2/2023

Acct. # 1-320-57200-46800





Civil Engineering
Land Surveying & Mapping
Permitting
ADA Consulting

# Invoice

Date	Invoice #
1/10/24	3450

Bill To

Governmental Management Services

Daniel Laughlin

Amelia Concourse CDD - District Manager

475 West Town Place, Suite 114

St. Augustine, FL 32092

P.O. No

Yuro & Asssoc. - Job No.

Y20-910

ltem	Date	Description	Hours	Rate	Amount
		AMELIA CONCOURSE CDD - DECEMBER ENGINEERING EFFORTS			
Amelia Conc Amelia Conc	12/15/23 12/28/23	County turnover correspondence with staff review email & info regarding phase 3 turnover	1	135.00 135.00	135.00 135.00
		JAN 10 2024			
	Andrew Control of the				

**Total** 

\$270.00



Tallahassee, FL 32308 2498 Centerville Rd.

Invoice #:

397883

Invoice Date:

01/01/2024

Completed:

01/02/2024

Terms:

Bid#:

475 W Town Place

Due on Aging Date

#### Bill to:

Amelia Concourse CDD 475 W Town Place Suite 114 Saint Augustine, FL 32092 Click Here to Pay Online!

# HiTechFlorida.com

Description	Qly	Rate	Amount
11578 - Access Control System - Amelia Concourse CDD - 85200 Amaryllis Court, Fernandina Beau	ch, FL		
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
JAN 02 2024 BY:			

Tech Resolution Note:

Thank you for choosing Hi-Tech!

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

***************************************					
Tota	d 💮				
	41			\$11	0.00
Pav	meni	S		¢	0.00
				Ψ	U.UU
Ba	lance	Due	•	\$11	n on

1001 Bradford Way Kingston, TN 37763

# Invoice

Invoice #: 286

Invoice Date: 1/12/24

Due Date: 1/12/24

Case:

P.O. Number:

# Bill To:

Description  Facility Maintenance December 1 - December 31, 2023 [Maintenance Supplies]	Hours/Qty	Rate 1,040.00 897.55	Amount 1,040.00 897,65
JAN 17 2024			
Approved Chip Dellinger Amenity & Operations Manager Governmental Management Services On behalf of Amelia Concourse CDD Date: 1/16/2024 Acct. # 1-320-57200-62000			
Jany Landert	-		

Total	\$1,737.55
Payments/Credits	\$0.00
Balance Due	\$1,737.55

# AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT MAINTENANCE BILLABLE HOURS FOR THE MONTH OF DECEMBER 2023

<u>Date</u>	Hours	<u>Employee</u>	<u>Description</u>
12/5/23	4	C.D.	Finished sanding and smoothing out pool pack repair, slt lid and drill new holes
12/7/23	5	C.D.	for hinges, install new hardware with nylock nuts, installed new gas shocks Prepped door and sanded smooth surface, taped off windows, painted door and trim with two coats
12/12/23	5	C.D.	Finished painting meeting room door, painted kitchen door and trim with two coats
12/14/23	4	C.D.	Rearranged furniture in meeting room, finished painting kitchen door, began painting unisex bathroom door and trim
12/21/23	6	C.D.	Finished painting unisex bathroom door and trim, touch up painted all doors previously completed, mopped up urine at men's restroom door from vandalism
12/28/23	2	C.D.	Blew leaves and debris off pool deck and parking area, installed new soap dispenser, restocked paper products, took trash out
TOTAL	26	- :	
MILES	0	- I	*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

# MAINTENANCE BILLABLE PURCHASES

Period Ending 1/05/24

DISTRICT	DATE	SUPPLIES	PRICE	EMPLOYEE
Amelia Concourse				
	11/16/23	Seco-Lam Push to Exit Button	32.14	C.D.
	12/14/23	Handcrafted Flats 4 Boxes	548.79	C.D.
	12/20/23	Keys for Storage Room (3)	13.70	C,D,
	1/3/24	Stop Rust/Rust Reformer Spray	12.05	C,D,
	1/3/24	Semi-Gloss Spray Paint (4)	36.71	C.D.
	1/4/24	17 Gallon Tough Tote (3)	36.16	C.D.
			TOTAL \$679.55	

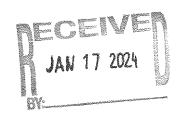


Invoice # 8522 Date: 01/17/2024 Due On: 02/16/2024

# Kilinski | Van Wyk PLLC

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

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



# **Amelia Concourse CDD - General**

Type	Attorney	Date	Notes	Quantity	Rate	Total
Service	CR	12/06/2023	Review and analyze various agreements, proposals, and documents for recommendations of board handling.	0.70	\$270.00	\$189.00
Service	LG	12/15/2023	Prepare correspondence to Companion regarding Phase 3 ROW issues.	0.60	\$325.00	\$195.00
Service	CR	12/19/2023	Research status of public facilities report.	0.30	\$270.00	\$81.00
Service	LG	12/19/2023	Prepare materials related to public facility report requirements.	0.30	\$325.00	\$97.50
Service	LG	12/19/2023	Review November minutes.	0.20	\$325.00	\$65.00
Service	LG	12/20/2023	Research and prepare letter to AT&T regarding use of District property.	1.00	\$325.00	\$325.00
Service	JK	12/21/2023	Review easement language and confer with Gentry re: options for AT&T	0.20	\$325.00	\$65.00
Service	LG	12/21/2023	Research easement rights to CDD amenity property.	0.90	\$325.00	\$292.50
Expense	AL	12/22/2023	Certified Mail: Letter to David McAtee	1.00	\$6.51	\$6.51
Expense	AL	12/22/2023	Certified Mail: Letter to C. T. Corporation	1.00	\$6.51	\$6.51
Service	LG	12/22/2023	Finalize letter to AT&T regarding building/ equipment; update chairman and staff regarding same.	0.40	\$325.00	\$130.00
Service	JK	12/22/2023	Conference call re: CDD disclaimer and community events; draft same and confer with district manager	0.40	\$325.00	\$130.00

Service	RVW	12/31/2023	Monitor 2024 legislative bills impacting District and provide summary of same.	0.20	\$365.00	\$73.00
				т	otal	\$1,656.02

# **Detailed Statement of Account**

# Other Invoices

8106	01/14/2024	\$1,947.56	\$0.00	\$1,947.56
Current Invoi	ce			
entre en	en anti-tur altra la region de	Posta e estado en entra el una contrata de transferia de la contrata de la contrata de la contrata de la contra		es la cescente est est.
Invoice Nun	iber Due On	Amount Due P	ayments Received I	Balance Due
The state of the transplace for a first disappropriate	nber Due On 02/16/2024	Amount Due P \$1,656.02	ayments Received I	<b>Balance Due</b> \$1,656.02
Invoice Nun 8522				

Please make all amounts payable to: Kilinski | Van Wyk PLLC

Please pay within 30 days.

GA22349F

Amount



Fernandina Office 904-225-9425 PO Box 1330 Yulee, FL 32041-1330 www.naderspestraiders.com

# IS YOUR HOME PROTECTED FROM TERMITES?

Termites cause billions of dollars in damage every year rarely covered by homeowner's insurance and in our area, it's not if your home will encounter termites, but when. Protect your family and home 24/7/365 with Sentricon® with Always Active from Nader's, the #1 provider of Sentricon in the world. CALL TODAY! 855-MY-NADERS.

It's not just termite control. It's Nader's Pest Raiders termite control.

Customer Number: 1328696 Statement

Statement Date: 01/09/24 Payment Due Upon Receipt

Date	Invoice #	Description	Amount	Tax	Balance
Service Addre	ess: 85200 Amaryllis Ct	, Fernandina Beach, FL 32034-9716			
01/02/24	54843765	Fire Ant Service	\$79.00	\$0.00	\$79.00

RECE. VI

RECEIVED

JAN 2 2 2023

RECEIVED .

Current: \$79.00	Past Due: \$0.00	Total Amount Due: \$79.00

Please Keep the Top Portion For Your Records Return Bottom Portion with Payment

 Invoice #

54843765

Pest Raiders

PO Box 1330 • Yulee, FL 32041-1330

You can pay your bill online at www.naderspestraiders.com

\*\*\*\*\*\*\*\*\*\*AUTO\*\*MIXED AADC 270

Statement Date: 01/09/24

Customer Number: 1328696

<mark>քլլ[բլ[բլ[[բլ[բլ[բլ[բլ]</mark>

AMELIA CONCOURSE AMENITIES CENTER 7
TONY SHIVER 1563
393 PALM COAST PKWY SW UNIT 4
PALM COAST FL 32137-4774

PALM CC

Balance Forward: \$0.00 Amount Due: \$79.00
Amount: Check #

Amount

\$79.00

If you are paying by credit card, please see reverse side.
Please make checks navable and remit to:

Invoice #

Please make checks payable and remit to:

Please check invoice(s) paid below.

NADER'S PEST RAIDERS PO BOX 1330 YULEE FL 32041-1330

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Amelia Concourse CDD GMS North Florida LLC 475 W Town Place Ste 114 St Augustine FL 32092

Customer #: 24578747 Invoice #: Invoice Date: 2/1/2024

8762617

Cust PO #:

Job Number	Description	Amount
Job Number 346108408	Description  Amelia Concourse CDD  Exterior Maintenance  For February  JAN 25 2024	Amount 2,749.00
	Total invoice amount Tax amount Balance due	2,749.00 2,749.00

Terms: Net 15 Days

If you have any questions regarding this invoice, please call 904-292-0716

### Please detach stub and remit with your payment

Did you know that BrightView now offers auto ACH as a payment method? Discover the convenience and safety of automatic ACH bill payment for your recurring billing. Please contact autopay@brightview.com or your branch point of contact for more information on how to sign up on Auto Pay.

Payment Stub

Customer Account#: 24578747

Invoice #: 8762617 Invoice Date: 2/1/2024 Amount Due:

\$2,749.00

Thank you for allowing us to serve you

Please reference the invoice # on your check and make payable to:

BrightView Landscape Services, Inc. P.O. Box 740655 Atlanta, GA 30374-0655

Amelia Concourse CDD GMS North Florida LLC 475 W Town Place Ste 114 St Augustine FL 32092

1001 Bradford Way Kingston, TN 37763

# Invoice

Invoice #: 287

Invoice Date: 2/1/24 Due Date: 2/1/24

Case:

P.O. Number:

# Bill To:

Description	Hours/Gty	Rate	Amount
Contract Administration - February 2024 Facility Management February 2024 Janitorial - February 2024 Pool Maintenance February 2024		1,166.67 1,166.67, 770.00 1,433.33	1,166.67 770.00
Juny Landert 2-6.24			

Total	\$4,536.67
Payments/Credits	\$0.00
Balance Due	\$4,536.67

1001 Bradford Way Kingston, TN 37763

# Invoice

Invoice #: 288
Invoice Date: 2/1/24

Due Date: 2/1/24

Case:

P.O. Number:

# Bill To:

Description	Hours/Qty	Rate	Amount
Management Fees - February 2024 Website Administration - February 2024 Information Technology - February 2024		4,173.75 88.33 176.67	4,173.75 88.33 176.67
Dissemination Agent Services - February 2024 Office Supplies		927.50 0.42	927.50 0.42
Postage Copies	o estado <mark>de presentaciones de la c</mark> onstantación de la constantación de la constantaci	8.86 55.80	8.86 55.80
FEB 02 2024			
The man that the state of the s			
		7	
- The state of the	Total	1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -	\$5 431 33

Total	\$5,431.33			
Payments/Credits	\$0.00			
Balance Due	\$5,431.33			

1001 Bradford Way Kingston, TN 37763

# Invoice

Invoice #: 289
Invoice Date: 2/7/24

Due Date: 2/7/24

Case:

P.O. Number: CBUSS 1462

## Bill To:

Description	Hours/Qty Rate	Amount
ool Chemicals - Tile Soap	73.5	32 73.32
	Total	\$73.32
	Payments/Credits	\$0.00



Invoice

Tallahassee, FL 32308 2498 Centerville Rd.

Invoice #:
Invoice Date:

399577 02/01/2024

Completed: Terms:

02/01/2024

**D.** 117

Due on Aging Date

Bid#:

475 W Town Place

#### Bill to:

Amelia Concourse CDD 475 W Town Place Suite 114 Saint Augustine, FL 32092 Click Here to Pay Online!

# HiTechFlorida.com

	<u> </u>	Market Tale	
Description	Qły	Rate	Amount
11578 - Access Control System - Amelia Concourse CDD - 85200 Amaryllis Court, Fernandina Bea	ch, FL		
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
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Tech Resolution Note:

Thank you for choosing Hi-Tech!

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

Total \$110.00
Payments \$0.00

Balance Due

\$110.00



Fernandina Office 904-225-9425 PO Box 1330 Yulee, FL 32041-1330 www.naderspestraiders.com

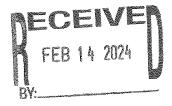
## IS YOUR HOME PROTECTED FROM TERMITES?

Termites cause billions of dollars in damage every year rarely covered by homeowner's insurance and in our area, it's not if your home will encounter termites, but when. Protect your family and home 24/7/365 with Sentricon® with Always Active from Nader's, the #1 provider of Sentricon in the world. CALL TODAY! 855-MY-NADERS.

It's not just termite control. It's Nader's Pest Raiders termite control.

Customer Number: 1328696 Statement Date: 02/06/24 Payment Due Upon Receipt

Date	Invoice #	Description	Amount	Tax	Balance
Service Add	ress: 85200 Amaryllis Ct,	Fernandina Beach, FL 32034-9716			
02/01/24	55195644	Fire Ant Service	\$79.00	\$0.00	\$79.00



Current: \$79.00	Past Due: \$0.00	Tot	al Amount Due:	\$79.00	

Please Keep the Top Portion For Your Records

Return Bottom Portion with Payment

Amount

\$79.00

Please check invoice(s) paid below.

Please make checks payable and remit to:

<u>╃╸╟┰┦╢┰┰╃╍┰</u>┎╃┸╟╻╢┰┟┸╟┑╢┰┎╏╍┎╍╻┦╗╻╟╻╏╗┰╍┰╣╒┸╒┦╍┦┰┎┎┎╏┦

If you are paying by credit card, please see reverse side.

NADER'S PEST RAIDERS

YULEE FL 32041-1330

Invoice #

GA22349F

Amount



PO Box 1330 • Yulee, FL 32041-1330

You can pay your bill online at www.naderspestraiders.com

\*\*\*\*\*\*\*AUTO\*\*MIXED AADC 270

<u>| իրերը[ստինություն] ում [ինմու] իրիկոնդների իրիկի հիվիրարին ըսկանին իրի</u> AMELIA CONCOURSE AMENITIES CENTER TONY SHIVER 1783 393 PALM COAST PKWY SW UNIT 4 PALM COAST FL 32137-4774



Amount Due: \$79.00 Amount: Check # \_

PO BOX 1330

Balance	Forward:	\$0.00	

Invoice #

55195644

Statement Date: 02/06/24 Customer Number: 1328696



Civil Engineering
Land Surveying & Mapping
Permitting
ADA Consulting

# Invoice

Date	Invoice #
2/13/24	3472

Bill To

Governmental Management Services Daniel Laughlin Amelia Concourse CDD - District Manager 475 West Town Place, Suite 114 St. Augustine, FL 32092

P.O. No

Yuro & Asssoc. - Job No.

Y20-910

Item	Date	Description	Hours	Rate	Amount
		AMELIA CONCOURSE CDD - JANUARY ENGINEERING EFFORTS			
Amelia Conc Amelia Conc Amelia Conc	1/2/24 1/8/24 1/25/24	review ATT roof pics & correspondence Agenda Call pay requisition #42	0.5 0.5 0.5	135.00 135.00 135.00	67.50 67.50 67.50
		FEB 13 2024 BY:			

**Total** 

\$202.50