Amelia Concourse

Community Development District

September 16, 2025



Amelia Concourse Community Development District

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

September 9, 2025

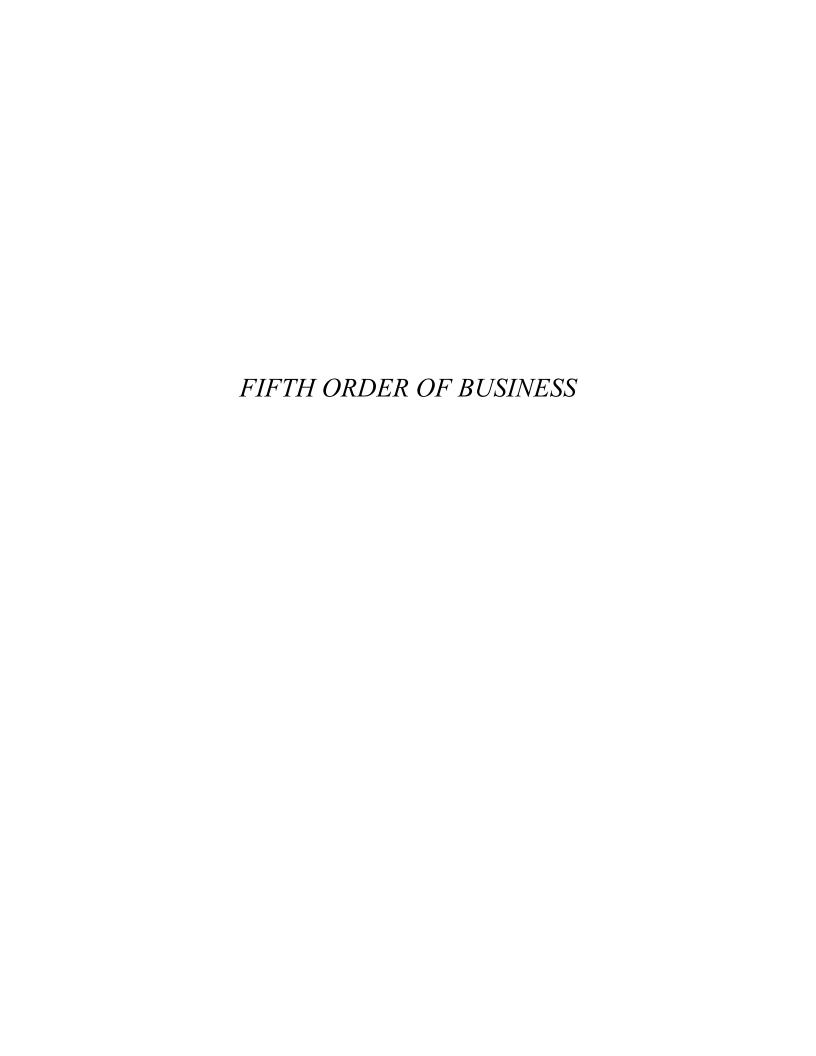
Board of Supervisors
Amelia Concourse Community Development District
Staff/Supervisor Call In #: 1-877-304-9269 Code 3537070

Dear Board Members:

The Amelia Concourse Community Development District Board of Supervisors Meeting is scheduled to be held Tuesday, September 16, 2025 at 11:00 a.m. at the Amelia Concourse Amenity Center, 85200 Amaryllis Court, Fernandina Beach, Florida 32034. Following is the agenda for the meeting:

- I. Roll Call
- II. Discussion with Representative from Congressman Bean's Office Regarding Traffic Improvements on Amelia Concourse
- III. Public Comment
- IV. Discussion of Suspension of Amenities
- V. Staff Reports (1)
 - A. District Engineer Update on Dream Finder's Request Relating to the Swales Behind Orchard Blossom Trail
 - B. Landscape Maintenance Report
- VI. Approval of Minutes of the July 22, 2025 Meeting
- VII. Consideration of Proposals for Pond Maintenance Services
- VIII. Update on Amenity Center Renovations
 - IX. Update on Storage Building Work
 - X. Consideration of Resolution 2025-07, Adopting Revised Public Comment Period Policies
 - XI. Consideration of Resolution 2025-08, Setting a Public Hearing to Adopt Revised Rules of Procedure

- XII. Consideration of Resolution 2025-09, Authorizing Spending Authority
- XIII. Staff Reports (2)
 - A. District Counsel
 - B. District Manager Consideration of Adopting Goals & Objectives for Fiscal Year 2026
 - C. Field Operations Manager
 - 1. Report
 - 2. Proposal for Gate Repair
 - 3. Proposal for Tree Removal Near Bellflowers
- XIV. Financial Reports
 - A. Financial Statements as of August 31, 2025
 - B. Approval of Check Register
- XV. Supervisors' Requests and Audience Comments
- XVI. Next Scheduled Meeting November 18, 2025 at 11:00 a.m. at the Amelia Concourse Amenity Center
- XVII. Adjournment







Dear Amelia Concourse CDD,

As part of our ongoing commitment to providing exceptional landscape maintenance services, I am pleased to provide our latest Client Communication Report. During my recent visit to your property, I was able to assess the following areas of recent accomplishment on your property.

In this report, you will find a high-level overview of our recent accomplishments on your property, including the completion of specific projects and any notable highlights that showcase the beauty and health of your landscape. We also provide insights into ongoing tasks, giving you a clear picture of our continuous efforts to maintain and enhance your outdoor spaces.

Moreover, we have identified several opportunities that could further elevate the aesthetic and functional value of your property. These suggestions are carefully curated based on our expert assessment and your unique landscape needs, aiming to deliver the best possible outcomes for your environment.

As your trusted advisor, my goal is to ensure transparent and effective communication, offering you peace of mind that your landscape is in capable hands. Should you have any questions or wish to discuss any aspect of the report, please do not hesitate to reach out to me directly.

Thank you for your continued trust in our services. We look forward to working together to create and maintain a landscape that exceeds your expectations.

Warm regards, William Allen Flannery, CRM

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Client Communication Report

Amelia

Reported On: Report By:

September 08, 2025 William Allen Flannery

Property Size: Property Name:

18.94 Acres Amelia Concourse CDD Phase 1 & 2, 85200 Amaryllis C...

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Client Communication Report

MAINTENANCE ITEMS

- 1. I wanted to share an update on our current efforts. I'm working closely with the production team to continue cleaning up along the fence line, where we're addressing persistent weeds and vines that still need to be removed. This remains an ongoing priority to ensure the area is well-maintained.
- 2. We've noticed that some flowers are failing and not thriving. To maintain a clean and polished appearance, I recommend removing these struggling plants. A tidy bed will look far better than one with dead flowers.
- 3. Our production team does have more work to do regarding pruning along the entrance that is on their list

ACCOMPLISHMENTS

- 1. I wanted to provide a quick update on our maintenance efforts. Our team has been working diligently to combat the weeds in the bed along the fence line and will continue this effort as part of our ongoing process to keep the area clean and well-maintained.
- 2. The maintenance at this pond is in good water
- 3. The maintenance at this pond is also in good order
- 4. This pond on periwinkle is in good order as well
- 5. I'm pleased to report that our golf cart parking project is progressing well and holding up nicely. Additionally, I've noticed that a couple of our shrubs have rebounded from their previous stress and are showing strong signs of recovery. I expect they will continue to thrive with ongoing care.
- 6. The amenity clubhouse pond is in good shape
- 7. The pruning work on the inside of the pool area is in good shape
- 8. Our team is done a good job with keeping up with the mowing for this back Turf area behind the white fence
- 9. The Turf maintenance around the JEA lift station appears to be in good order

RECOMMENDATIONS FOR PROPERTY ENHANCEMENTS

1. I've observed that a specific bottle brush has been declining for some time and its condition is worsening. I suspect it may eventually die off completely and will likely need to be either replaced or removed. Please let me know how you'd like to proceed, and I'd be happy to provide a cost estimate for the work.

NOTES TO OWNER/CLIENT

1. FYI, we have to move some things around with our schedule this week are anticipating servicing the landscape this coming Saturday.

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1. MAINTENANCE ITEM

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I wanted to share an update on our current efforts. I'm working closely with the production team to continue cleaning up along the fence line, where we're addressing persistent weeds and vines that still need to be removed. This remains an ongoing priority to ensure the area is well-maintained.



Note Attachments





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2. MAINTENANCE ITEM

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We've noticed that some flowers are failing and not thriving. To maintain a clean and polished appearance, I recommend removing these struggling plants. A tidy bed will look far better than one with dead flowers.



Note Attachments





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3. MAINTENANCE ITEM

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Our production team does have more work to do regarding pruning along the entrance that is on their list



Note Attachments





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I wanted to provide a quick update on our maintenance efforts. Our team has been working diligently to combat the weeds in the bed along the fence line and will continue this effort as part of our ongoing process to keep the area clean and well-maintained.



Note Attachments





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Created On September 08, 2025 by William Allen Flannery © Created on Site
The maintenance at this pond is in good water



Note Attachments





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Created On September 08, 2025 by William Allen Flannery ② Created on Site
The maintenance at this pond is also in good order



Note Attachments





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Created On September 08, 2025 by William Allen Flannery © Created on Site This pond on periwinkle is in good order as well



Note Attachments





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I'm pleased to report that our golf cart parking project is progressing well and holding up nicely. Additionally, I've noticed that a couple of our shrubs have rebounded from their previous stress and are showing strong signs of recovery. I expect they will continue to thrive with ongoing care.



Note Attachments





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The amenity clubhouse pond is in good shape



Note Attachments





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The pruning work on the inside of the pool area is in good shape



Note Attachments





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Our team is done a good job with keeping up with the mowing for this back Turf area behind the white fence



Note Attachments



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Created On September 08, 2025 by William Allen Flannery

The Turf maintenance around the JEA lift station appears to be in good order



Note Attachments





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1. RECOMMENDATIONS FOR PROPERTY ENHANCEMENT

Created On September 08, 2025 by William Allen Flannery (a) created on Site I've observed that a specific bottle brush has been declining for some time and its condition is worsening. I suspect it may eventually die off completely and will likely need to be either replaced or removed. Please let me know how you'd like to proceed, and I'd be happy to provide a cost estimate for the work.



Note Attachments





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1. NOTES TO OWNER/CLIENT

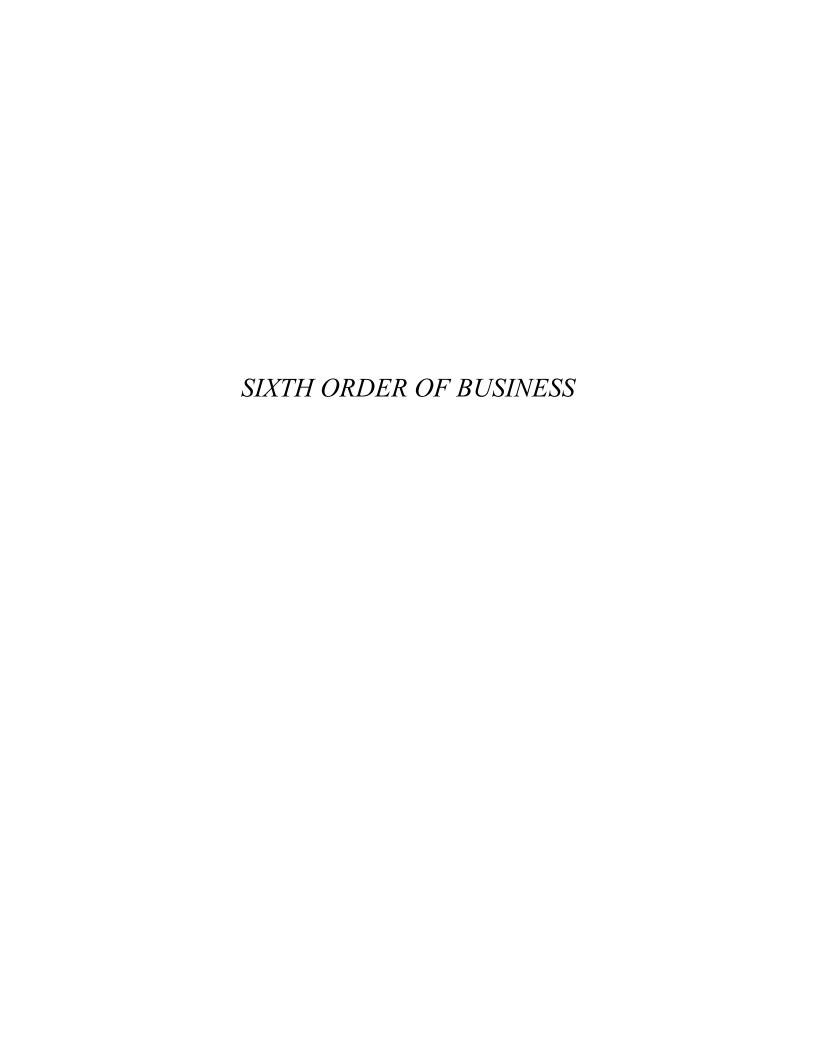
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FYI, we have to move some things around with our schedule this week are anticipating servicing the landscape this coming Saturday.



Enhancing People's Lives Through Beautiful Landscapes

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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, July 22, 2025 at 11:00 a.m. at the Amelia Concourse Amenity Center, 85200 Amaryllis Court, Fernandina Beach, Florida 32034.

Present and constituting a quorum were:

Chairman
Supervisor
Supervisor
Supervisor

Also present were:

Daniel Laughlin	District Manager
Lauren Gentry	District Counsel
Mary Grace Henley	District Counsel
Mike Yuro	District Engineer
Kelly Mullins	Operations Manager

Terry Glynn *by phone* GMS, LLC Alan Flannery The Greenery

The following is a summary of the discussions and actions taken at the July 22, 2025 meeting.

FIRST ORDER OF BUSINESS Roll Call

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

SECOND ORDER OF BUSINESS Public Comment

Bryan Taylor commented that the golf cart parking area looks good.

THIRD ORDER OF BUSINESS Organizational Matters

A. Acceptance of Resignation from Jeff Snow

On MOTION by Ms. Chamerda seconded by Mr. Busby with all in favor, Jeff Snow's resignation was accepted.

B. Consideration of Appointing a New Supervisor to Fill the Vacancy (11/2028)

Mr. Greenberg asked to appoint Khristen Snow to the vacant seat as she has been involved from day one and is familiar with what is going on in the community.

Ms. Chamerda asked if there was anyone else in the audience who would be interested in serving on the Board. There being none, a motion to appoint Ms. Snow followed.

On MOTION by Mr. Busby seconded by Ms. Chamerda with all in favor, appointing Khristen Snow was approved.

C. Oath of Office for Newly Appointed Supervisor

Mr. Laughlin, being a notary public for the State of Florida, administered an oath of office to Ms. Snow.

D. Consideration of Resolution 2025-06, Designating Officers

Mr. Laughlin stated that the current slate of officers is Mr. Greenberg as Chair, Mr. Toohey as Vice Chair and Mr. Busby and Ms. Chamerda as Assistant Secretaries. From GMS's office, Mr. Laughlin serves as the Secretary and Assistant Treasurer, Jim Oliver serves as the Treasurer and Assistant Secretary, and Marilee Giles and Darrin Mossing serve as Assistant Secretaries.

The Board's consensus was to designate Khristen Snow as Assistant Secretary and leaving the remaining slate of officers the same.

On MOTION by Mr. Busby seconded by Ms. Chamerda with all in favor, Resolution 2025-06, designating officers was approved with adding Ms. Snow as an Assistant Secretary.

FOURTH ORDER OF BUSINESS Staff Reports (1)

A. District Engineer – Update on Dream Finder's Request Relating to the Swales Behind Orange Blossom Trail

Mr. Yuro stated that he has been trying to set up an informational meeting with the St. Johns River Water Management District and has not been successful. He believes the District

will need to apply for a permit modification as the property owner in coordination with Dream Finders.

B. Landscape Maintenance

Mr. Flannery reported that The Greenery's detail team is working through some deficiencies at the entrance.

Multiple residents expressed concerns on the time it is taking for Phase 3 to be turned over to the CDD, the landscaping that needs to be completed, and the condition of the ponds. Mr. Greenberg stated that the CDD has no authority over the developer.

Ms. Gentry stated that the turnover cannot occur until the District's engineer signs off on the condition of the improvements to say that they were constructed in accordance with the plans. The Board has compiled a list of deficiencies that they want to be corrected before the CDD takes it over and the engineer has identified some things that need to be corrected to be brought into compliance with the plans and permits. The Board could choose to say the District is willing to spend its own money to make the corrections and the residents would bear the cost of making those repairs through the assessments, however that is typically unpopular for residents that do not live in the Phase in question.

Charles Gay stated that the landscapers seem to forget about the area where the end of Phase 1 meets the beginning of Phase 3 and it's out of hand. Mr. Flannery stated that the area he's referring to is not within their maintenance contract, but that is an easy fix.

Mr. Busby stated that the north Snapdragon pond was not edged for three weeks in a row. Additionally, the crew cut across his lawn rather than using the designated easement, and will park in the cul-de-sac for five hours, which shows a lack of respect for the property owners.

Mr. Greenberg asked for more hands-on supervision from The Greenery.

FIFTH ORDER OF BUSINESS

Approval of Minutes of the May 20, 2025 Meeting

On MOTION by Ms. Chamerda seconded by Mr. Busby with all in favor, the May 20, 2025 minutes were approved as presented.

SIXTH ORDER OF BUSINESS

Public Hearings

A. Public Hearing for the Purpose of Adopting the Fiscal Year 2026 Budget; Consideration of Resolution 2025-04, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2026

On MOTION by Mr. Busby seconded by Ms. Chamerda with all in favor, the public hearing was opened.

Mr. Laughlin provided an overview of the fiscal year 2026 budget, noting there is an increase in assessments of \$42.95 per year for each lot.

A resident asked if there is a way to offset the increase with any savings the District has. Mr. Laughlin responded that there is carry forward surplus that is used to cover the expenses the District has prior to receiving the next year's assessments. The capital reserve fund contribution could be lowered, but the Board has been in the process of trying to build the capital reserve fund to be used toward refurbishing the amenity center.

On MOTION by Ms. Chamerda seconded by Mr. Busby with all in favor, the public hearing was closed.

On MOTION by Mr. Busby seconded by Ms. Chamerda with all in favor, Resolution 2025-04, relating to annual appropriations and adopting the budget for fiscal year 2026 was approved.

B. Public Hearing for the Purpose of Imposing Special Assessments for Fiscal Year 2026; Consideration of Resolution 2025-05, Imposing Special Assessments and Certifying an Assessment Roll

On MOTION by Ms. Chamerda seconded by Mr. Busby with all in favor, the public hearing was opened.

There being no questions or comments, a motion to close the public hearing followed.

On MOTION by Mr. Busby seconded by Ms. Chamerda with all in favor, the public hearing was closed.

On MOTION by Mr. Busby seconded by Ms. Chamerda with all in favor, Resolution 2025-05, imposing special assessments and certifying an assessment roll was approved.

SEVENTH ORDER OF BUSINESS Discussion of Pond Maintenance

Mr. Laughlin informed the Board that staff has received a few emails and phone calls regarding the quality of work being performed by the pone maintenance contractor. Mr. Greenberg added that over the last year and a half the contractor has been coming infrequently and does not treat all of the ponds.

On MOTION by Mr. Busby seconded by Ms. Chamerda with all in favor, authorizing staff to request proposals for pond maintenance services was approved.

EIGHTH ORDER OF BUSINESS Update on the Storage Building

Mr. Laughlin informed the Board that the source of electricity for the storage building has been found to be connected to an electrical box at the street that is no longer active. The last update from All Weather Contractors is that they plan to have drawings completed this week to submit to the county for permitting. Mr. Greenberg asked Mr. Laughlin to set up a meeting with All Weather onsite.

NINTH ORDER OF BUSINESS Staff Reports (2)

A. District Counsel

Ms. Gentry reminded the board members to be mindful of the Sunshine Law and to keep District discussions amongst the board members within the publicly held meetings. She also reminded the board members to complete four hours' worth of ethics training by the end of the year. Next, Ms. Gentry informed the Board that AT&T has revised the easement area sketch to remove a tree the board was concerned about. She asked the Board to give the Chair the authority to sign off on the completed easement. The Board previously accepted an offer of \$25,000 for the easement rights.

On MOTION by Mr. Busby seconded by Ms. Snow with all in favor, authorizing the Chairman to execute the final easement agreement with AT&T was approved.

5

B. District Manager – Consideration of Designating a Regular Meeting Schedule for Fiscal Year 2026

Mr. Laughlin presented a proposed meeting schedule with meetings to be held the third Tuesday of the month at 11:00 a.m.

On MOTION by Ms. Chamerda seconded by Mr. Busby with all in favor, the fiscal year 2026 meeting schedule was approved as presented.

C. Field Operations Manager – Report

Ms. Mullins provided an overview of the operations report, a copy of which was included in the agenda package for the Board's review.

Mr. Greenberg asked that a sign be installed stating that parking is only allowed in designated areas.

Mr. Laughlin informed the Board that a few residents have volunteered to be part of a working group to come up with ideas for refurbishing the amenity centers and present them to the Board for consideration.

TENTH ORDER OF BUSINESS Financial Reports

A. Financial Statements as of June 30, 2025

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

B. Approval of Check Register

A copy of the check register totaling \$61,837.10 was included in the agenda package.

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

ELEVENTH ORDER OF BUSINESS Supervisors' Requests and Audience Comments

There were no supervisor requests.

Rich Wheeler asked what the process of the working group is. Mr. Greenberg stated that Supervisor Chamerda has an outline of things that need to be considered and addressed.

Everything brought to the Board by the working group should be considered, and affordability will be of primary concern.

Bob Zingle asked how the parking restrictions in the golf cart parking area will be enforced. Ms. Gentry stated that she will review the amenity policies to see if there's any additional language that may need to be added, but generally the enforcement would be an amenity suspension.

TWELFTH ORDER OF BUSINESS

Next Scheduled Meeting – September 16, 2025 at 11:00 a.m. at the Amelia Concourse Amenity Center

THIRTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Busby seconded by Ms. Chamerda with all in favor the meeting was adjourned.

Secretary / Assistant Secretary	Chairman / Vice Chairman	



P.O Box 1115 Hastings, FL 32145

FUTURE HORIZONS

3878 Prospect Ave Suite 13, Riviera Beach, FL 33404

July 29, 2025

QUOTATION

TO: Amelia Concourse CDD Attn: Kelly Mullins, LCAM 85200 Amaryllis Ct (*GPS) Fernandina Beach, FL 32034 acmanager@gmsnf.com One-year Agreement (Auto Renewal) Ponds #4 - 7

RE: Monthly Aquatic Services Proposal

Payments to be made as follows:

Monthly payments of \$720.00; invoiced at the completion of treatment and payable within thirty days.

We hereby submit specifications and estimates for:

FUTURE HORIZONS, INC. will implement and maintain a monthly aquatic plant management program for four ponds (approx.11 acres) located at 85200 Amaryllis Ct, Fernandina Beach, Florida.

FUTURE HORIZONS, INC. will provide all labor, equipment, herbicides and technology to control all emergent, submersed, floating aquatic vegetation and algae.

FUTURE HORIZONS, INC will inspect and/or apply the herbicides once each month to control and prevent the vegetation from reestablishing in the designated area.

FUTURE HORIZONS, INC. will use only state approved herbicides, application techniques and certified applicators in treating the designated area.

FUTURE HORIZONS, INC. will provide proof of one million dollars liability and vehicle insurance and workers compensation upon request.

FUTURE HORIZONS, INC. reserves the right to stop the aquatic management program should customer fail to pay each invoice within sixty (60) days. Once delinquent invoices are paid in full, there will be an additional start-up fee of ten percent of the remaining contract balance. This start-up fee will be paid before additional treatments are made by the contractor. This start-up fee is necessary because of regrowth of aquatic vegetation.

This contract will be renewed automatically annually but may be canceled by either party with sixty days' written notice. Should legal services become necessary in collection of the outstanding debt of this contract, it would become the financial obligation of the proposed client.

Upon acceptance, please sign and return this proposal and retain a copy for your files. 1.5 % interest will be added to payments for every thirty days past the due date.

*Credit Card Transactions over \$1,000.00 will incur a 5% Administrative Fee

Customer or Authorized Agent Signature	Date
Print Name and Title of Signer Wellwa pel Lyach	Print Company Name of Signer
Future Horizons, Inc. Signature	Date

P.O Box 1115 Hastings, FL 32145

FUTURE E HORIZONS

3878 Prospect Ave Suite 13, Riviera Beach, FL 33404

July 29, 2025

QUOTATION

TO: Amelia Concourse CDD Attn: Kelly Mullins, LCAM 85200 Amaryllis Ct (*GPS) Fernandina Beach, FL 32034 acmanager@gmsnf.com One-year Agreement (Auto Renewal) Ponds #1 - 7

RE: Monthly Aquatic Services Proposal

We propose hereby to furnish material and labor to complete in accordance with specifications below, for the sum of: Ten Thousand Nine-Hundred Twenty Dollars and 00/100-----\$10,920.00

Payments to be made as follows:

Monthly payments of \$920.00; invoiced at the completion of treatment and payable within thirty days.

We hereby submit specifications and estimates for:

FUTURE HORIZONS, INC. will implement and maintain a monthly aquatic plant management program for seven ponds (approx.15.5 acres) located at 85200 Amaryllis Ct, Fernandina Beach, Florida.

FUTURE HORIZONS, INC. will provide all labor, equipment, herbicides and technology to control all emergent, submersed, floating aquatic vegetation and algae.

FUTURE HORIZONS, INC will inspect and/or apply the herbicides once each month to control and prevent the vegetation from reestablishing in the designated area.

FUTURE HORIZONS, INC. will use only state approved herbicides, application techniques and certified applicators in treating the designated area.

FUTURE HORIZONS, INC. will provide proof of one million dollars liability and vehicle insurance and workers compensation upon request.

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This contract will be renewed automatically annually but may be canceled by either party with sixty days' written notice. Should legal services become necessary in collection of the outstanding debt of this contract, it would become the financial obligation of the proposed client.

Upon acceptance, please sign and return this proposal and retain a copy for your files. 1.5 % interest will be added to payments for every thirty days past the due date.

*Credit Card Transactions over \$1,000.00 will incur a 5% Administrative Fee

Customer or Authorized Agent Signature	Date
Print Name and Title of Signer All Day Clark Future Horizons, Inc. Signature	Print Company Name of Signer Hold / Dy Date





SÖLITUDE SERVICE QUOTE

CUSTOMER NAME: Amelia Concourse CDD

DATE: 8/25/25

SUBMITTED BY: Lonnie Lawrence, North Florida Business Development Consultant

SERVICES: Monthly Pond Maintenance 4 ponds approximately 7,419 In ft and 10.57 acres

Price: \$6,372 invoiced at \$531 a month

For all 7 ponds: \$9,396 invoiced at \$783 a month

Who we are: WHO WE ARE | SOLitude Lake Management | Website: SOLitude Lake Management |

ANNUAL POND MANAGEMENT SERVICES

- Managing Nuisance Aquatic Weeds & Algae in Ponds
- Pond Algae And Lake Weed Control –

Competitively Sensitive & Proprietary Materials – The information contained herein is the intellectual property of SŌLitude Lake Management. Recipient may not disclose to any outside party any proprietary information, processes, or pricing contained in this document or any of its attachments without the prior written consent of SŌLitude Lake Management. This document is provided to the recipient in good faith and it shall be the responsibility of the recipient to keep the information contained herein confidential.



ANNUAL POND MANAGEMENT SERVICES

A SOLitude Aquatic Specialist will visit the site and inspect the Ponds one time per month.

Monitoring:

Observations and data collected during the inspections will be used to inform and guide all activities required to fulfill the requirements of this contract as specified in the description of services below.

Visual Inspections:

- A visual inspection of the pond(s) will be performed during each visit to the site. The inspections shall include the following:
- Water levels
- Water clarity or quality
- Turbidity
- Beneficial Aquatic Vegetation
- Nuisance, Invasive, or Exotic Aquatic Vegetation
- Algae
- Erosion
- Forebays and inflowing or outflowing swales, ditches, and stream channels
- Vegetated buffers
- Sedimentation
- Nuisance animal activity
- Fish habitat
- Mosquito breeding conditions and habitat
- Trash and debris
- our staff in the field notes of the service order completed at the time the issue was first observed Any issues or deficiencies that are observed during this visual monitoring will be documented by and reported to the Customer in writing as part of that month's service report. $\ddot{\circ}$
- Judgment of our staff to be posing an immediate risk or otherwise jeopardizing the integrity of the Customer will be notified immediately if there are any deficiencies observed that appear in the pond(s) structures. ω,
- pond(s). These routine inspection services are not intended to replace any requirement or need The scope of these services is limited to what can be reasonably observed at the surface of the for a more comprehensive engineered inspection, or any other type of inspection that would water and above the ground around the water that makes up the physical structure of the require expertise or equipment to survey the condition of the physical components of the sond(s) underground, underwater, or inside any of the associated structures. 4.

Aquatic Weed Control:

aquatic surfactants as required to control the specific varieties of aquatic weeds and vegetation inspection shall be treated and controlled through the application of aquatic herbicides and Any growth of undesirable aquatic weeds and vegetation found in the pond(s) with each found at the time of application.

Recipient may not disclose to any outside party any proprietary information, processes, or pricing contained in this document or any of its attachments without the prior written consent of SoLitude Lake Management. This document is provided to the recipient in good faith and it shall be the responsibility of the recipient to keep the information contained herein confidential. Competitively Sensitive & Proprietary Materials – The information contained herein is the intellectual property of SÖLitude Lake Management.

SÖLITUDE SERVICE QUOTE Page 3 of 4



designed to allow for selective control of unwanted species while allowing for desirable species herbicides at the rate appropriate for control of the target species. Application rates will be Invasive and unwanted submersed and floating vegetation will be treated and controlled preventatively and curatively each spring and early summer through the use of systemic of submersed and emergent wetland plants to prosper. $\ddot{\circ}$

Shoreline Weed Control:

- application of aquatic herbicides and aquatic surfactants as required for control of the plants shoreline vegetation found within the pond areas shall be treated and controlled through the Shoreline areas will be inspected for any growth of cattails, phragmites, or other unwanted present at time of application.
- bank stabilization and erosion control shall be treated and controlled through the application of aquatic herbicides and aquatic surfactants as required to control the unwanted growth present Any growth of unwanted plants or weeds growing in areas where stone has been installed for at the time of application. \ddot{c}

Algae Control:

Any algae found in the pond(s) with each inspection shall be treated and controlled through the application of algaecides, aquatic herbicides, and aquatic surfactants as needed for control of the algae present at the time of service.

Pond Dye:

Pond Dye will be applied to the pond(s) on an as-needed basis. A combination of blue and/or black dye will be used as required to maintain a dark natural water color.

<u>Trash Removal:</u>

the Customer's approval for an additional fee. Routine trash and debris removal services are for not easily and reasonably removable by one person during the routine visit will be removed with Trash will be removed from the pond(s) and disposed of offsite. Any large item or debris that is the pond areas only, and do not include any trash or debris removal from the surrounding terrestrial (dry land) areas.

attachments without the prior written consent of SŌLitude Lake Management. This document is provided to the recipient in good faith and it shall be the responsibility of the recipient to keep the information contained herein confidential. Competitively Sensitive & Proprietary Materials – The information contained herein is the intellectual property of SÖLitude Lake Management. Recipient may not disclose to any outside party any proprietary information, processes, or pricing contained in this document or any of its





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AQUATIC MANAGEMENT AGREEMENT

This agreement, dated July 31st, 2025, is made between SUPERIOR WATERWAY SERVICES, INC. (SWS) and CUSTOMER:

Amelia Concourse CDD Attn: Kelly Mullins, LCAM C/o: Governmental Management Services 9655 Florida Mining Blvd E, #305 Jacksonville, Florida 32257

Both Customer and SWS agree to the following terms and conditions:

1. SWS will provide aquatic management services on behalf of the customer in accordance with the terms and conditions of this agreement at the following aquatic sites:

Four (4) lakes (see attached map), located at Amelia Concourse CDD in Nassau County, Florida.

2. Customer agrees to pay SWS the following amount during the term of this agreement for these specific waterway management services (as herein defined):

Algae And Aquatic Plant Control \$520.00 / Monthly

Border Grass And Brush Control To Water's Edge Included

Monthly Water Testing Included

Fish & Wildlife Monitoring Included

Management Reporting Included

Minor Trash Removal Included

One (1) visit per month for lake management with treatment as necessary. Additional necessary visits at no extra charge.

- 3. Schedule of payment: First month's payment shall be due and payable upon execution of this agreement; the balance shall be payable in equal monthly installments.
- 4. The offer contained in this agreement is valid for thirty (30) days only and must be returned to our offices for acceptance within that period.



- 5. SWS agrees to use only products that have been shown to present a wide margin of safety for Florida fish and wildlife. All herbicides to be utilized must be labeled for the application and approved by Federal and State authorities for that use.
- 6. This agreement may be terminated by either party with thirty (30) days written notice. Notification must be sent by certified mail, return receipt requested, to SUPERIOR WATERWAY SERVICES, INC., 6701 Garden Road., Suite 1 Riviera Beach, Fl 33404. CUSTOMER agrees to pay for all services rendered by SWS to date of termination of contract. SWS reserves the right, under special circumstances, to initiate surcharges relating to extraordinary price increases of water treatment products. There will be no less than 30 days written notice if any increase is to be imposed for any reason whatsoever.
- 7. This agreement will automatically renew yearly, on the anniversary date, unless terminated by either party with thirty (30) days written notice.
- 8. Addendums: See attached map, survey and report (where applicable).
 - A. Monthly water testing and monitoring as necessary for the success of the aquatic weed control program and at the discretion of SWS.
 - B. Additional work as requested by CUSTOMER such as trash clean up, physical cutting and/or plant removal and other manual maintenance may be performed by our staff. Extra service work requested by CUSTOMER will be invoiced separately at our current hourly equipment and labor rates.
 - C. Littoral plantings maintenance is included only if specified.
 - D. Care proposed in this contract is for maintenance control of aquatic growth and will not eradicate all plants in the water.
 - E. Definitions of services referred to in Paragraph 1 are as follows:

Algae and Aquatic Plant Control – The treatment as necessary of all aquatic weed species located in the waterways maintained by the community association. Treatments are to be made with E.P.A. registered aquatic herbicides. The application of Fluridone is not included in this contract but if applications are needed SWS will notify the customer and quote the product needed. SWS will only charge for cost of the product needed and apply at no additional charge.

Grass and Brush Control to Water's Edge – The treatment of all undesirable emergent vegetation around the lake edge up to the turf line.



Monthly Water Testing – Water testing as needed for the success of the lake management program. Parameters include Dissolved Oxygen, Ph, Clarity and Water Temperature.

Fish & Wildlife Monitoring – Surveys performed at time of treatments which explain fish and wildlife species observed while onsite.

Management Reporting – A comprehensive report filled out each visit for the specific activity performed on the property and provided to Customer.

Minor Trash Removal – Minor trash will be removed from each pond at the monthly scheduled visit. Large items or excessive debris are not included and the customer will be invoiced separately at the current hourly rate for removal if approved. No guarantee of 100% trash removal. (Only items by the shoreline in the waterbody apply.)

DATE

- 9. SWS will provide CUSTOMER with certificates of insurance (upon request), which are incorporated herein by reference. During the term of this Agreement and any extension thereof, SWS will maintain no less than the level of insurance provided for in such certificates.
- 10. This agreement constitutes the entire agreement of SWS and the CUSTOMER. No oral or written alterations of the terms contained herein shall be deemed valid unless made in writing and accepted by an authorized agent of both SWS and CUSTOMER.

11.	This agreement is not assignable to any third party CUSTOMER.	for any reason, without the prior written consent o	f
	COSTOWER		
	SUPERIOR WATERWAY SERVICES, INC.	CUSTOMER	

11







AQUATIC MANAGEMENT AGREEMENT

This agreement, dated July 31st, 2025, is made between SUPERIOR WATERWAY SERVICES, INC. (SWS) and CUSTOMER:

Amelia Concourse CDD Attn: Kelly Mullins, LCAM C/o: Governmental Management Services 9655 Florida Mining Blvd E, #305 Jacksonville, Florida 32257

Both Customer and SWS agree to the following terms and conditions:

1. SWS will provide aquatic management services on behalf of the customer in accordance with the terms and conditions of this agreement at the following aquatic sites:

Seven (7) lakes (see attached map), located at Amelia Concourse CDD in Nassau County, Florida.

2. Customer agrees to pay SWS the following amount during the term of this agreement for these specific waterway management services (as herein defined):

Algae And Aquatic Plant Control \$770.00 / Monthly

Border Grass And Brush Control To Water's Edge Included

Monthly Water Testing Included

Fish & Wildlife Monitoring Included

Management Reporting Included

Minor Trash Removal Included

One (1) visit per month for lake management with treatment as necessary. Additional necessary visits at no extra charge.

- 3. Schedule of payment: First month's payment shall be due and payable upon execution of this agreement; the balance shall be payable in equal monthly installments.
- 4. The offer contained in this agreement is valid for thirty (30) days only and must be returned to our offices for acceptance within that period.



- 5. SWS agrees to use only products that have been shown to present a wide margin of safety for Florida fish and wildlife. All herbicides to be utilized must be labeled for the application and approved by Federal and State authorities for that use.
- 6. This agreement may be terminated by either party with thirty (30) days written notice. Notification must be sent by certified mail, return receipt requested, to SUPERIOR WATERWAY SERVICES, INC., 6701 Garden Road., Suite 1 Riviera Beach, Fl 33404. CUSTOMER agrees to pay for all services rendered by SWS to date of termination of contract. SWS reserves the right, under special circumstances, to initiate surcharges relating to extraordinary price increases of water treatment products. There will be no less than 30 days written notice if any increase is to be imposed for any reason whatsoever.
- 7. This agreement will automatically renew yearly, on the anniversary date, unless terminated by either party with thirty (30) days written notice.
- 8. Addendums: See attached map, survey and report (where applicable).
 - A. Monthly water testing and monitoring as necessary for the success of the aquatic weed control program and at the discretion of SWS.
 - B. Additional work as requested by CUSTOMER such as trash clean up, physical cutting and/or plant removal and other manual maintenance may be performed by our staff. Extra service work requested by CUSTOMER will be invoiced separately at our current hourly equipment and labor rates.
 - C. Littoral plantings maintenance is included only if specified.
 - D. Care proposed in this contract is for maintenance control of aquatic growth and will not eradicate all plants in the water.
 - E. Definitions of services referred to in Paragraph 1 are as follows:

Algae and Aquatic Plant Control – The treatment as necessary of all aquatic weed species located in the waterways maintained by the community association. Treatments are to be made with E.P.A. registered aquatic herbicides. The application of Fluridone is not included in this contract but if applications are needed SWS will notify the customer and quote the product needed. SWS will only charge for cost of the product needed and apply at no additional charge.

Grass and Brush Control to Water's Edge – The treatment of all undesirable emergent vegetation around the lake edge up to the turf line.



Monthly Water Testing – Water testing as needed for the success of the lake management program. Parameters include Dissolved Oxygen, Ph, Clarity and Water Temperature.

Fish & Wildlife Monitoring – Surveys performed at time of treatments which explain fish and wildlife species observed while onsite.

Management Reporting – A comprehensive report filled out each visit for the specific activity performed on the property and provided to Customer.

Minor Trash Removal – Minor trash will be removed from each pond at the monthly scheduled visit. Large items or excessive debris are not included and the customer will be invoiced separately at the current hourly rate for removal if approved. No guarantee of 100% trash removal. (Only items by the shoreline in the waterbody apply.)

DATE

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- 10. This agreement constitutes the entire agreement of SWS and the CUSTOMER. No oral or written alterations of the terms contained herein shall be deemed valid unless made in writing and accepted by an authorized agent of both SWS and CUSTOMER.

11.	This agreement is not assignable to any third party CUSTOMER.	for any reason, without the prior written consent o	f
	COSTOWER		
	SUPERIOR WATERWAY SERVICES, INC.	CUSTOMER	

11





Contact Us

TIGRIS Aquatic Services LLC

11232 Saint Johns Industrial Parkway North Ste 4

Jacksonville, Florida 32246 smetzger@tigrisusa.com 904-714-5815



Quote: 310091

Quote Date: 08/27/2025 Expiration Date: 09/26/2025

Bill To:

Amelia Concourse 85200 Amaryllis Court Fernandina Beach, Florida 32034 **Customer: Amelia Concourse**

85200 Amaryllis Court

Fernandina Beach, Florida 32034

Description	Unit Price	Qty	Amount
Aquatic Services - Contracted Monthly Pond Maintenance Ponds 4-7 Includes; Aquatic Weed and Algae Treatment Border Grass and Brush control to waters edge Post treatment Reporting (PTR) and Water testing Optional Services; Submersed Vegetation Treatment Aquatic Plantings (Duck Potato, Pickeral Weed, etc.) Trash Pickup (Limited to perimeter of pond within reaching distance to bank. Does not include large or heavy debris. Fish Stocking (Mosquito Fish, Grass Carp, Channel Catfish, etc.) Blue/Black Dye Treatment	\$760.00	12	\$9,120.00

Deposit & Payment	
Deposit Required:	\$0.00
Deposit Due:	\$0.00

Summary	
Subtotal:	\$9,120.00
Total	\$9,120.00

Terms & Conditions

TERM AND TERMINATION: THIS AGREEMENT HAS AN AUTOMATIC RENEWAL CLAUSE. The term of the Agreement for annual services and/or annual product as described above shall commence on the date when both parties have executed this Agreement and shall continue for twelve consecutive months (the "Initial Term"). Unless either party hereto provides the other party with written notice at least ninety (90) days prior to the end of the Initial Term or any subsequent renewal term, this Agreement shall automatically renew for subsequent additional terms, with each subsequent term having a duration equal to the Initial Term. Notwithstanding anything set forth herein to the contrary, either party may terminate this Agreement upon 30 days written notice to the other party; provided that in the event the Customer terminates this Agreement, the Customer must provide payment to TIGRIS Aquatic Services, LLC (TIGRIS) for all services rendered prior to the effective date of termination.

PRICE INCREASE: Following the initial term, the prices listed above can be increased by a percentage which shall not exceed five (5%) percent. TIGRIS may petition Customer at any time for an additional rate adjustment on the basis of extraordinary and unusual changes in the cost of operations that could not be reasonably foreseen by a prudent operator. New areas to be covered will be pro-rated to the program cost at the rates in effect at the time.

PAYMENT: All payments for services rendered under this contract are due within 30 days from the invoice date. If payment is past due 60 days or more, TIGRIS reserves the right to postpone service until the total amount due, including finance charges, is paid in full. Upon receipt of payment TIGRIS will inspect the service area; if conditions have changed significantly due to the interruption of service, additional fees will be incurred to return it to normal status.

Credit card payments incur a 3.5% service fee. An annual rate of 18% will be assessed on all accounts over 30 days. Should it become necessary for TIGRIS to bring action for collection of monies due and owing under this Agreement, Customer agrees to pay costs incurred by TIGRIS from such collection

VENDOR COMPLIANCE: An additional fee will be charged if customer requires specific Vendor Portal Sites or vendor compliance memberships.

PROPERTY DAMAGE/LIMITATION ON CLAIMS: Allegations of property damage resulting from the services rendered by TIGRIS must be submitted in a written report with pictures included, filed directly with respective Account Manager within fifteen (15) days. TIGRIS will review the report, determine a fair and equitable resolution, and respond within a timely manner. Customer agrees that any claims Customer has against TIGRIS must be filed within one (1) year from the date of termination of this Agreement.

LIMITATION OF LIABILITY: Neither party will be liable to the other party for any special, indirect, consequential, or incidental damages of any kind, including, without limitation, any loss of profit, loss of use, or business interruption, based on any claim under this agreement, even if such party has been advised of the possibility of such damages. Customer hereby agrees to indemnify, defend and hold harmless TIGRIS from and against any and all liabilities, obligations, damages, penalties, fines, loss, awards, judgments, costs, and expenses (including, without limitation, reasonable attorneys' fees and costs), relating to any claim, action or proceeding initiated or threatened by a third party (collectively "Losses") incurred by or imposed upon TIGRIS as a result of Customer's negligence or intentional misconduct. TIGRIS hereby agrees to indemnify, defend and hold harmless the Customer from and against all Losses incurred by or imposed upon the Customer as a result of TIGRIS's negligence or intentional misconduct provided however that TIGRIS shall not be responsible for any Losses due in whole or in part to Customer's negligent acts or omissions.

INSURANCE: TIGRIS shall carry Worker's Compensation and Employer Liability, Commercial General Liability, Professional Liability, and Property Damage Insurance which shall remain in full effect throughout this Agreement. Customer will be an insurance certificate holder and named as an additional insured. Copies of certificates of insurance naming the Customer as additionally insured will be provided upon request.

EQUIPMENT: TIGRIS will furnish all labor, equipment, materials, supervision and taxes and has provided proper instruction of all safety measures to its personnel. TIGRIS is licensed and registered by the State of service for the use of aquatic herbicides.

ENTIRE AGREEMENT: This Agreement constitutes the complete understanding between the parties hereto and supersedes any prior understandings whether written or oral between the parties relating to the subject matter hereof. SIGNING AND RETURNING this document authorizes TIGRIS to perform the services and/or have product(s) delivered as stipulated within this agreement. This agreement is based on current Federal, State and local rules and regulations. Any changes to these rules that affect how our operations are carried out may require changes to this Agreement. The property representative would be notified in writing in the event of any such changes. By signing this document, I acknowledge I have the authority to authorize TIGRIS to perform the services outlined in this agreement.

Custo	omer Approval		
Customer Signature	Name	Date	

Contact Us

TIGRIS Aquatic Services LLC

11232 Saint Johns Industrial Parkway North Ste 4

Jacksonville, Florida 32246 smetzger@tigrisusa.com 904-714-5815



Quote: 310088

Quote Date: 08/27/2025 Expiration Date: 09/26/2025

Bill To:

Amelia Concourse 85200 Amaryllis Court Fernandina Beach, Florida 32034

Customer: Amelia Concourse

85200 Amaryllis Court Fernandina Beach, Florida 32034

Description	Unit Price	Qty	Amount
Aquatic Services - Contracted Monthly Pond Maintenance for Ponds 1-7 Includes; Aquatic Weed and Algae Treatment Border Grass and Brush control to waters edge Post treatment Reporting (PTR) and Water testing Optional Services; Submersed Vegetation Treatment Aquatic Plantings (Duck Potato, Pickeral Weed, etc.) Trash Pickup (Limited to perimeter of pond within reaching distance to bank. Does not include large or heavy debris. Fish Stocking (Mosquito Fish, Grass Carp, Channel Catfish, etc.) Blue/Black Dye Treatment	\$1,003.00	12	\$12,036.00

Deposit & Payment	
Deposit Required:	\$0.00
Deposit Due:	\$0.00

Summary	
Subtotal:	\$12,036.00
Total	: \$12,036.00

Terms & Conditions

TERM AND TERMINATION: THIS AGREEMENT HAS AN AUTOMATIC RENEWAL CLAUSE. The term of the Agreement for annual services and/or annual product as described above shall commence on the date when both parties have executed this Agreement and shall continue for twelve consecutive months (the "Initial Term"). Unless either party hereto provides the other party with written notice at least ninety (90) days prior to the end of the Initial Term or any subsequent renewal term, this Agreement shall automatically renew for subsequent additional terms, with each subsequent term having a duration equal to the Initial Term. Notwithstanding anything set forth herein to the contrary, either party may terminate this Agreement upon 30 days written notice to the other party; provided that in the event the Customer terminates this Agreement, the Customer must provide payment to TIGRIS Aquatic Services, LLC (TIGRIS) for all services rendered prior to the effective date of termination.

PRICE INCREASE: Following the initial term, the prices listed above can be increased by a percentage which shall not exceed five (5%) percent. TIGRIS may petition Customer at any time for an additional rate adjustment on the basis of extraordinary and unusual changes in the cost of operations that could not be reasonably foreseen by a prudent operator. New areas to be covered will be pro-rated to the program cost at the rates in effect at the time.

PAYMENT: All payments for services rendered under this contract are due within 30 days from the invoice date. If payment is past due 60 days or more, TIGRIS reserves the right to postpone service until the total amount due, including finance charges, is paid in full. Upon receipt of payment TIGRIS will inspect the service area; if conditions have changed significantly due to the interruption of service, additional fees will be incurred to return it to normal status.

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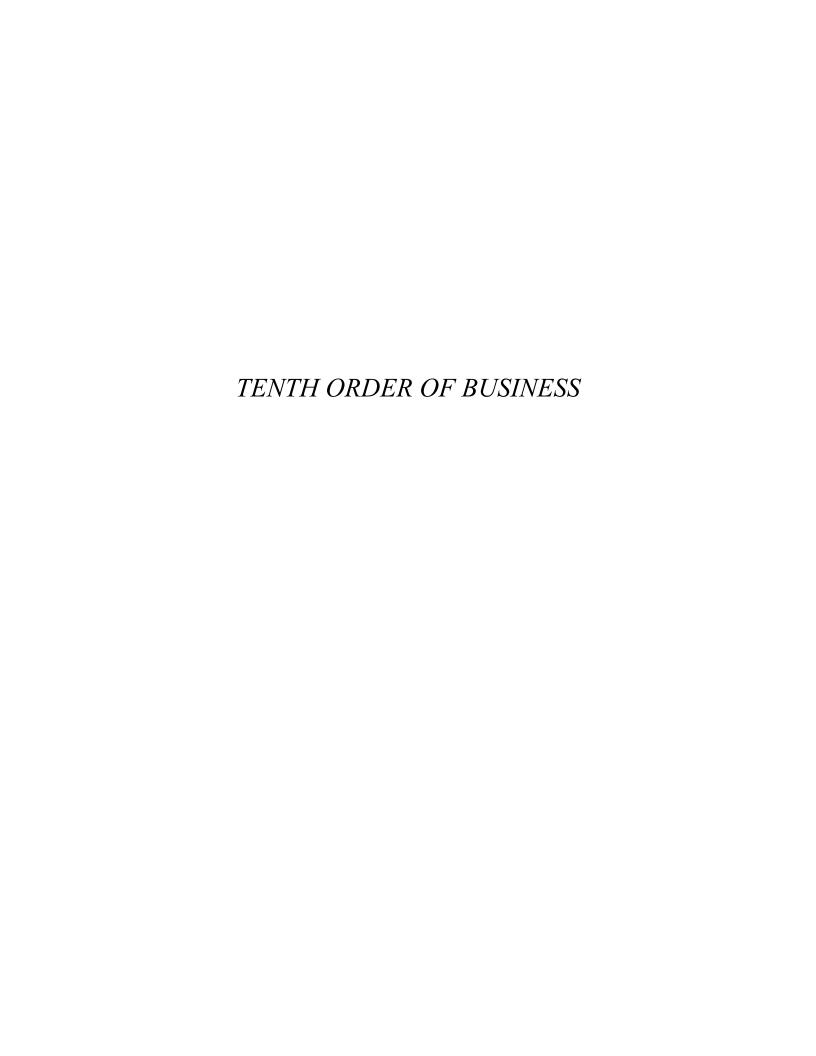
LIMITATION OF LIABILITY: Neither party will be liable to the other party for any special, indirect, consequential, or incidental damages of any kind, including, without limitation, any loss of profit, loss of use, or business interruption, based on any claim under this agreement, even if such party has been advised of the possibility of such damages. Customer hereby agrees to indemnify, defend and hold harmless TIGRIS from and against any and all liabilities, obligations, damages, penalties, fines, loss, awards, judgments, costs, and expenses (including, without limitation, reasonable attorneys' fees and costs), relating to any claim, action or proceeding initiated or threatened by a third party (collectively "Losses") incurred by or imposed upon TIGRIS as a result of Customer's negligence or intentional misconduct. TIGRIS hereby agrees to indemnify, defend and hold harmless the Customer from and against all Losses incurred by or imposed upon the Customer as a result of TIGRIS's negligence or intentional misconduct provided however that TIGRIS shall not be responsible for any Losses due in whole or in part to Customer's negligent acts or omissions.

INSURANCE: TIGRIS shall carry Worker's Compensation and Employer Liability, Commercial General Liability, Professional Liability, and Property Damage Insurance which shall remain in full effect throughout this Agreement. Customer will be an insurance certificate holder and named as an additional insured. Copies of certificates of insurance naming the Customer as additionally insured will be provided upon request.

EQUIPMENT: TIGRIS will furnish all labor, equipment, materials, supervision and taxes and has provided proper instruction of all safety measures to its personnel. TIGRIS is licensed and registered by the State of service for the use of aquatic herbicides.

ENTIRE AGREEMENT: This Agreement constitutes the complete understanding between the parties hereto and supersedes any prior understandings whether written or oral between the parties relating to the subject matter hereof. SIGNING AND RETURNING this document authorizes TIGRIS to perform the services and/or have product(s) delivered as stipulated within this agreement. This agreement is based on current Federal, State and local rules and regulations. Any changes to these rules that affect how our operations are carried out may require changes to this Agreement. The property representative would be notified in writing in the event of any such changes. By signing this document, I acknowledge I have the authority to authorize TIGRIS to perform the services outlined in this agreement.

Custo	omer Approval		
Customer Signature	Name	Date	



RESOLUTION 2025-07

A RESOLUTION OF THE BOARD OF SUPERVISORS OF AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE PUBLIC'S OPPORTUNITY TO BE HEARD; DESIGNATING PUBLIC COMMENT PERIODS; DESIGNATING A PROCEDURE TO IDENTIFY INDIVIDUALS SEEKING TO BE HEARD; ADDRESSING PUBLIC DECORUM; ADDRESSING EXCEPTIONS; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

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

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

WHEREAS, Section 286.0114, *Florida Statutes*, requires that members of the public be given a reasonable opportunity to be heard on a proposition before a board or commission; and

WHEREAS, Section 286.0114, *Florida Statutes*, sets forth guidelines for rules and policies that govern the public's opportunity to be heard at a public meeting; and

WHEREAS, in light of recent developments in the law, the Board finds that it is in the best interests of the District to adopt by resolution a policy regulating the provision of public comments during meetings of the Board (the "Public Comment Policy") for immediate use and application.

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

SECTION 1. DESIGNATING PUBLIC COMMENT PERIODS. The purpose of public comment periods is to allow the public the opportunity to be heard on propositions before the Board. The District's Chairperson, his or her designee, or such other person conducting a District meeting (the "Presiding Officer"), shall ensure that there is at least one (1) period of time (the "Public Comment Period") in the District's meeting agenda whereby the public has an opportunity to be heard on propositions before the Board, as follows:

- **A.** An initial Public Comment Period shall be provided at the start of each Board meeting before consideration of any propositions by the Board. In the event there are material propositions that come before the Board that are not listed on the agenda, the Presiding Officer shall announce a Public Comment Period on such proposition prior to the Board voting on the matter.
- **B.** Speakers shall be permitted to address any agenda item during the initial Public Comment Period. In the Presiding Officer's discretion, speakers shall be permitted to address any non-agenda matters of personal or general concern regarding the District either during the initial Public Comment Period or during a separate Public Comment Period provided after the conclusion of the District's business items.
- C. Individuals wishing to make a public comment are limited to three (3) minutes per person. Potential speakers may not assign his/her three (3) minutes to extend another speaker's time.

D. The Presiding Officer may extend or reduce the time periods set forth herein in order to facilitate orderly and efficient District business, provided however that a reasonable opportunity for public comment shall be provided consistent with the requirements of Section 286.0114, *Florida Statutes*. The Presiding Officer may also elect to set and announce additional Public Comment Periods if he or she deems it appropriate.

SECTION 2. DESIGNATING A PROCEDURE TO IDENTIFY INDIVIDUALS SEEKING TO BE HEARD. Unless otherwise directed and declared by the Presiding Officer, individuals seeking to be heard on propositions before the Board shall identify themselves by a show of hands at the beginning of each Public Comment Period, as announced by the Presiding Officer. Alternatively, in the event that public attendance is high, and/or if otherwise in the best interests of the District in order to facilitate efficient and orderly District business, the Presiding Officer may require individuals to complete speaker cards that include the individual's name, address, the proposition on which they wish to be heard, the individual's position on the proposition (i.e., "for," "against," or "undecided"), and if appropriate, to indicate the designation of a representative to speak for the individual or the individual's group. In the event large groups of individuals desire to speak, the Presiding Officer may require each group to designate a representative to speak on behalf of such group. Any attorney hired to represent an individual or company's interests before the Board shall notify the Board of such representation prior to proving any public comment.

Sections 1 and 2 herein shall be deemed to apply only to District Board meetings, but the Presiding Officer of a District workshop in his or her discretion may elect to apply such Sections to District workshops.

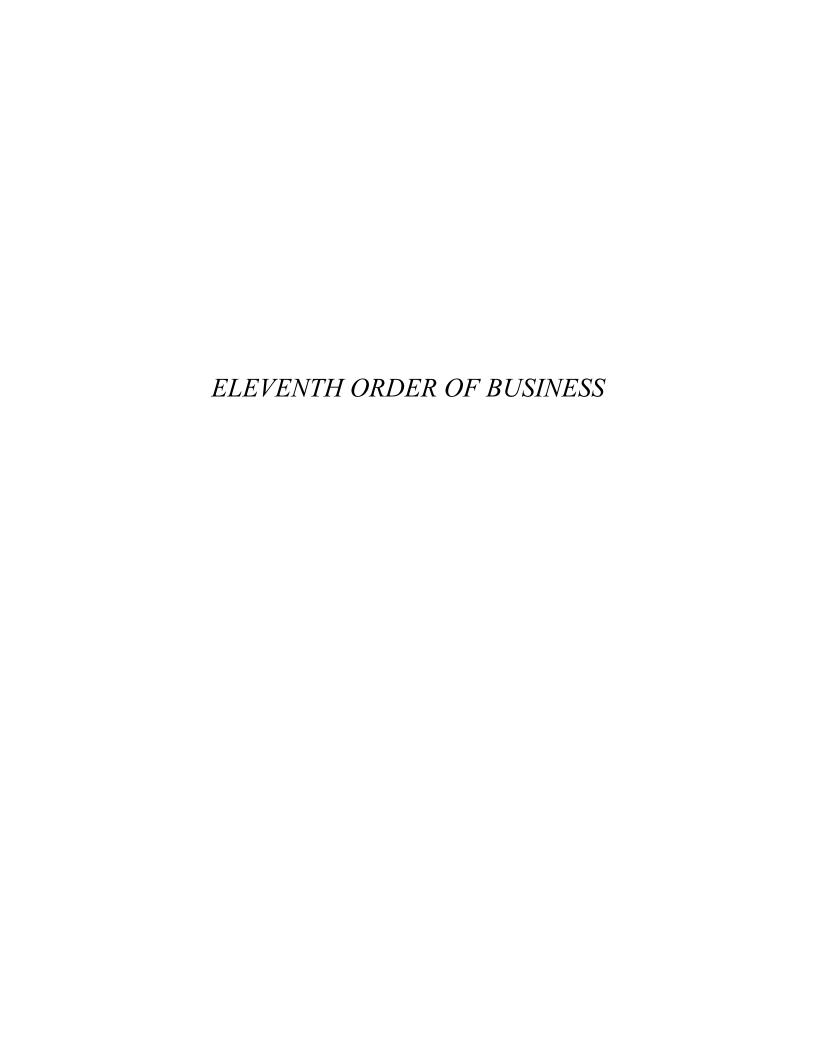
SECTION 3. PUBLIC DECORUM. The following policies govern public decorum at public meetings and workshops:

- **A.** Each person addressing the Board shall proceed to the place assigned for speaking and should state his or her name and address in an audible tone of voice for the public record.
- **B.** No person other than a Board Supervisor or District staff member shall be permitted to enter into any discussion with an individual speaker while he or she has the floor, without the permission of the Presiding Officer.
- C. Nothing herein shall be construed to prohibit the Presiding Officer from maintaining orderly conduct and proper decorum in a public meeting. Speakers shall refrain from interrupting other speakers with words or noises, speaking out of turn, speaking during another person's allotted time for public comments, exceeding the time limit for public comments, approaching Board members in a threatening manner, and making obscene or threatening remarks. "Obscene" shall mean remarks, images, or gestures which (1) appeal to the prurient interest, (2) portray offensive sexual conduct, and (3) lack serious literary, artistic, political, or scientific value. "Threatening" shall mean remarks or behaviors which convey a serious intent to harm someone.
- **D.** The Presiding Officer shall have the discretion to remove any speaker who disregards these policies from the meeting or end their public comment privileges for the remainder of the meeting. In the case that any person is declared out of order by the Presiding Officer and ordered expelled, and does not immediately leave the meeting facilities, the following steps may be taken:
 - i. The Presiding Officer may declare a recess;
 - ii. The Presiding Officer may contact the local law enforcement authority; or

- iii. In case the person does not remove himself or herself from the meeting, the Presiding Officer may request that he or she be placed under arrest by local law enforcement authorities for violation of Section 871.01, *Florida Statutes*, or other applicable law.
- **SECTION 4. EXCEPTIONS.** The Board recognizes and may apply all applicable exceptions to Section 286.0114, *Florida Statutes*, including those set forth in Section 286.0114(3), *Florida Statutes*, and other applicable law. Additionally, the Presiding Officer may alter the procedures set forth in this Public Comment Policy for public hearings and other special proceedings that may require a different procedure under Florida law.
- **SECTION 5. SEVERABILITY.** If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.
- **SECTION 6. EFFECTIVE DATE.** This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 16th day of September 2025.

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





MEMORANDUM

To: Board of Supervisors; District Staff

From: Kilinski | Van Wyk PLLC

Date: September 1, 2025

Re: Updated Provisions of the District's Rules of Procedure

Please find attached to this memorandum an updated version of the previously adopted Rules of Procedure ("Rules"). Revisions were made to maintain consistency between the Rules and current Florida law, including statutory changes adopted in the 2025 Legislative Session, as well as to facilitate greater efficiency in the operation of the District. An explanation of each material change to the Rules is provided below. Minor formatting or proofreading changes are not summarized. Should you have any questions regarding the revisions to the Rules, please do not hesitate to contact your KVW attorney.

Business Hours

Language was added to Rules 1.0(3) and 3.11(1)(d) to clarify that the normal business hours of the District are 9:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays.

Public Meetings, Hearings, and Workshops

Language was added to Rule 1.3(1)(d) to provide an earlier deadline for individuals to request accommodations for meeting participation. An individual requiring special accommodations to participate in the meeting, hearing, or workshop must contact the office of the District Manager at least three (3) business days prior to the scheduled meeting, hearing, or workshop.

Language was added to Rule 1.3(3) to provide examples of what may constitute "good cause" to amend a meeting agenda.

Language was added to Rule 1.3(6) to require that the notice for an emergency meeting include the specific reasons for the emergency meeting.

Notice of Rule Development

Rule 2.0(2) was revised to reflect the recent legislative change requiring the Notice of Rule Development to be published at least seven (7) days prior to the notice of rulemaking and thirty-five (35) days prior to the public hearing on the proposed rule. Rule 2.0(2) was also revised to require the Notice of Rule Development to include the following: (1) the grant of rulemaking authority for the proposed rule and the law being implemented; and (2) the proposed rule number.



Notices of Rulemaking

Rule 2.0(3) was also revised to reflect the recent legislative changes requiring the Notice of Rulemaking to include the following: (1) the proposed rule number; (2) the name, email address, and telephone number of the staff member who may be contacted regarding the intended action; and (3) the website where the statement of estimated regulatory costs may be viewed in its entirety, if applicable.

Rule 2.0(3) was further revised to require any material proposed to be incorporated by reference be available for inspection and copying by the public at the time of publication of the Notice of Rulemaking and to permit the Notice of Rulemaking to be delivered electronically to all persons named in the proposed rule or who have requested advance notice of rulemaking.

Petitions to Initiate Rulemaking

Rule 2.0(5) was revised to require the District's Board of Supervisors to initiate rulemaking proceedings within thirty (30) calendar days of receiving a petition to initiate rulemaking proceedings, in accordance with Florida Statutes.

Emergency Rule Adoption

Rule 2.0(8) was amended to permit the District's Board of Supervisors to adopt an emergency rule if it is necessitated by immediate danger to the public health, safety, or welfare, or if the Legislature authorizes the Board of Supervisors to adopt emergency rules. Notice of the emergency rules must include the Board of Supervisors' findings of immediate danger, necessity, and procedural fairness or a citation to the grant of emergency rulemaking authority.

Rule Variances

Rule 2.0(12)(a) was amended to include safety-related concerns as an example of a "substantial hardship" which could justify a rule variance.

Competitive Purchases

Rule 3.0(3) was revised to incorporate the recent legislative change that prohibits the District from penalizing a bidder for performing a larger volume of construction work for the District or rewarding a bidder for performing a smaller volume of construction work for the District on a public works project as defined in Section 255.0992, *Florida Statutes*. A public works project is defined as "an activity that is paid for with any local or state-appropriated funds and that consists of the construction, maintenance, repair, renovation, remodeling, or improvement of a building, road, street, sewer, storm drain, water system, site development, irrigation system, reclamation project, gas or electrical distribution system, gas or electrical substation, or other facility, project, or portion thereof owned in whole or in part by any political subdivision." A public works project does <u>not</u> include the provision of goods, services, or work incidental to the public works project, such as security services, janitorial services, landscape services, maintenance services, or any other services that do not require a construction contracting license or involve supplying or carrying construction materials for a public works project.



Auditor Selection Committee Notices

Rule 3.2(6) was revised to require seven (7) days' notice of Auditor Selection Committee meetings, in accordance with Florida Law regarding meeting notices.

Purchase of Insurance

Rule 3.3(2)(g) was amended to remove "geographic location" from the list of evaluation criteria for the purchase of insurance.

Construction Contract Bids

Rule 3.5(2)(e) was amended to clarify that mistakes in arithmetic extension of pricing may be corrected by the Board provided such corrections do not result in a material change to the bid amount or create an unfair advantage.

Emergency Construction Service Purchases

Rule 3.5(5) was amended to clarify the circumstances under which the District may undertake an emergency purchase of construction services.

Bid Protests

Rules 3.11(4) and (5) were amended to provide additional details regarding the required procedures for bid protests.

Facsimile Notices, Generally

Changes were made throughout the Rules to remove facsimile as a method of notice and to add electronic mail as an acceptable method of notice where permitted by law.

RESOLUTION 2025-08

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT TO DESIGNATE DATE, TIME AND PLACE OF PUBLIC HEARING AND AUTHORIZATION TO PUBLISH NOTICE OF SUCH HEARING FOR THE PURPOSE OF ADOPTING RESTATED RULES OF PROCEDURE; AND PROVIDING AN EFFECTIVE DATE

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

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

WHEREAS, the Board previously adopted *Rules of Procedure* to govern the operation and administration of the District and now wishes to set a public hearing to consider amendments thereto.

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

S	eld to adopt the District's Amended and Restated t 11:00 a.m., at the Amelia Concourse Amenity
Center, 85200 Amaryllis Court, Fernandina B	•
SECTION 2. The District Secretary is accordance with Section 120.54, <i>Florida Statutes</i>	s directed to publish notice of the hearing in s.
SECTION 3. This Resolution shall become	e effective immediately upon its adoption.
PASSED AND ADOPTED this 16th day of Se	eptember 2025.
ATTEST:	AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT

Chairperson, Board of Supervisors

Exhibit A: Proposed Amended and Restated Rules of Procedure

Secretary/Assistant Secretary

RULES OF PROCEDURE [DISTRICT] COMMUNITY DEVELOPMENT DISTRICT

EFFECTIVE AS OF [DATE]

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Rule 1.0 General.

- (1) The [District] Community Development District ("District") was created pursuant to the provisions of Chapter 190 of the Florida Statutes, and was established to provide for the ownership, operation, maintenance, and provision of various capital facilities and services within its jurisdiction. The purpose of these rules ("Rules") is to describe the general operations of the District.
- (2) Definitions located within any section of these Rules shall be applicable within all other sections, unless specifically stated to the contrary.
- (3) Unless specifically permitted by a written agreement with the District, the District does not accept documents filed by electronic mail or facsimile transmission. Filings are only accepted during normal business hours, which are 9:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays.
- (4) A Rule of the District shall be effective upon adoption by affirmative vote of the District Board. After a Rule becomes effective, it may be repealed or amended only through the rulemaking procedures specified in these Rules. Notwithstanding, the District may immediately suspend the application of a Rule if the District determines that the Rule conflicts with Florida law. In the event that a Rule conflicts with Florida law and its application has not been suspended by the District, such Rule should be interpreted in the manner that best effectuates the intent of the Rule while also complying with Florida law. If the intent of the Rule absolutely cannot be effectuated while complying with Florida law, the Rule shall be automatically suspended.

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

Rule 1.1 Board of Supervisors; Officers and Voting.

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

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

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

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

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

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

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

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat. Law Implemented: §§ 112.3143, 190.006, 190.007, Fla. Stat.

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

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

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

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

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

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

- due. The District is under no duty to produce records in response to future records requests if the person making the request owes the District for past unpaid duplication charges, special service charges, or other required payments or credits.
- (5) <u>Records Retention.</u> The Secretary of the District shall be responsible for retaining the District's records in accordance with applicable Florida law.
- (6) <u>Policies.</u> The Board may adopt policies related to the conduct of its business and the provision of services either by resolution or motion.
- Financial Disclosure Coordination. Unless specifically designated by Board resolution otherwise, the Secretary shall serve as the Financial Disclosure Coordinator ("Coordinator") for the District as required by the Florida Commission on Ethics ("Commission"). The Coordinator shall create, maintain and update a list of the names, e-mail addresses, physical addresses, and names of the agency of, and the office or position held by, all Supervisors and other persons required by Florida law to file a statement of financial interest due to theihis or her affiliation with the District ("Reporting Individual"). The Coordinator shall provide this list to the Commission by February 1 of each year, which list shall be current as of December 31 of the prior year. Each Supervisor and Reporting Individual shall promptly notify the Coordinator in writing if there are any changes to such person's name, e-mail address, or physical address. Each Supervisor and Reporting Individual shall promptly notify the Commission in the manner prescribed by the Commission if there are any changes to such person's e-mail address.

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

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

Rule 1.3 Public Meetings, Hearings, and Workshops.

- (1) Notice. Except in emergencies, or as otherwise required by statute or these Rules, at least seven (7) days' public notice shall be given of any public meeting, hearing or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation in the District and in the county in which the District is located. "General circulation" means a publication that is printed and published at least once a week for the preceding year, offering at least 25% of its words in the English language, qualifies as a periodicals material for postal purposes in the county in which the District is located, is for sale to the public generally, is available to the public generally for the publication of official or other notices, and is customarily containing information of a public character or of interest or of value to the residents or owners of property in the county where published, or of interest or of value to the general public. The annual meeting notice required to be published by Section 189.015 of the Florida Statutes, shall be published in a newspaper not of limited subject matter, which is published at least five days a week, unless the only newspaper in the county is published less than five days a week, and shall satisfy the requirement to give at least seven (7) days' public notice stated herein. Each Notice shall state, as applicable:
 - (a) The date, time and place of the meeting, hearing or workshop;
 - (b) A brief description of the nature, subjects, and purposes of the meeting, hearing, or workshop;
 - (c) The District office address for the submission of requests for copies of the agenda, as well as a contact name and telephone number for verbal requests for copies of the agenda; and
 - (d) The following or substantially similar language: "Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hoursthree (3) business days before the meeting/hearing/workshop by contacting the District Manager at _______. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770 or 1 (800) 955-8771, who can aid you in contacting the District Office."
 - (e) The following or substantially similar language: "A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based."

(f) The following or substantially similar language: "The meeting [or hearing or workshop] may be continued in progress without additional notice to a time, date, and location stated on the record."

The date, time, and place of each meeting, hearing, or workshop of the Board shall additionally be posted on the District's website at least seven (7) days before each meeting, hearing, or workshop.

- (2) <u>Mistake.</u> In the event that a meeting is held under the incorrect assumption that notice required by law and these Rules has been given, the Board at its next properly noticed meeting shall cure such defect by considering the agenda items from the prior meeting individually and anew.
- (3) Agenda. The District Manager, under the guidance of District Counsel and the Vice-Chairperson, shall prepare an agenda meeting/hearing/workshop. The agenda and any meeting materials available in an electronic format, excluding any confidential and any confidential and exempt information, shall be available to the public at least seven days before the meeting/hearing/workshop, except in an emergency. Meeting materials shall be defined as, and limited to, the agenda, meeting minutes, resolutions, and agreements of the District that District staff deems necessary for Board approval ("Meeting Materials"). Inclusion of additional materials for Board consideration other than those defined herein as "meeting materials" shall not convert such materials into Meeting Materials. For good cause, which includes but is not limited to emergency situations, time-sensitive matters, or newly discovered information essential for Board consideration, the agenda may be changed after it is first made available for distribution, and additional materials may be added or provided under separate cover at the meeting. The requirement of good cause shall be liberally construed to allow the District to efficiently conduct business and to avoid the expenses associated with special meetings.

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

Call to order
Roll call
Public comment
Organizational matters
Review of minutes
Specific items of old business
Specific items of new business
Staff reports

- (a) District Counsel
- (b) District Engineer
- (c) District Manager
 - 1. Financial Report

2. Approval of Expenditures Supervisor's requests and comments Public comment Adjournment

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

funds allocated to a particular budgeted line item shall serve to amend the budgeted line item.

- (9) <u>Public Hearings.</u> Notice of required public hearings shall contain the information required by applicable Florida law and by these Rules applicable to meeting notices and shall be mailed and published as required by Florida law. The District Manager shall ensure that all such notices, whether mailed or published, contain the information required by Florida law and these Rules and are mailed and published as required by Florida law. Public hearings may be held during Board meetings when the agenda includes such public hearing.
- (10) Participation by Teleconference/Videoconference. District staff may participate in Board meetings by teleconference or videoconference. Board members may also participate in Board meetings by teleconference or videoconference if in the good judgment of the Board extraordinary circumstances exist; provided however, at least three Board members must be physically present at the meeting location to establish a quorum. Such extraordinary circumstances shall be presumed when a Board member participates by teleconference or videoconference, unless a majority of the Board members physically present determines that extraordinary circumstances do not exist. Extraordinary circumstances may include, but are not limited to, illness, family emergencies, or other significant schedule conflicts which prevent in-person meeting attendance.
- (11) <u>Board Authorization.</u> The District has not adopted Robert's Rules of Order. For each agenda item, there shall be discussion permitted among the Board members during the meeting. Unless such procedure is waived by the Board, approval or disapproval of resolutions and other proposed Board actions shall be in the form of a motion by one Board member, a second by another Board member, an opportunity for final board discussion and an affirmative vote by the majority of the Board members present. Any Board member, including the Chairperson, can make or second a motion.
- (12) <u>Continuances.</u> Any meeting or public hearing of the Board may be continued without re-notice or re-advertising provided that:
 - (a) The Board identifies on the record at the original meeting a reasonable need for a continuance;
 - (b) The continuance is to a specified date, time, and location publicly announced at the original meeting; and
 - (c) The public notice for the original meeting states that the meeting may be continued to a date and time and states that the date, time, and location of any continuance shall be publicly announced at the original meeting and posted at the District Office immediately following the original meeting.

- (13)Attorney-Client Sessions. An Attorney-Client Session is permitted when the District's attorneys deem it necessary to meet in private with the Board to discuss pending litigation to which the District is a party before a court or administrative agency or as may be authorized by law. The District's attorney must request such session at a public meeting. Prior to holding the Attorney-Client Session, the District must give reasonable public notice of the time and date of the session and the names of the persons anticipated to attend the session. The session must commence at an open meeting in which the Chairperson or Vice-Chairperson announces the commencement of the session, the estimated length of the session, and the names of the persons who will be attending the session. The discussion during the session is confined to settlement negotiations or strategy related to litigation expenses or as may be authorized by law. Only the Board, the District's attorneys (including outside counsel), the District Manager, and the court reporter may attend an Attorney-Client Session. During the session, no votes may be taken and no final decisions concerning settlement can be made. Upon the conclusion of the session, the public meeting is reopened, and the Chairperson or Vice-Chairperson must announce that the session has concluded. The session must be transcribed by a court-reporter and the transcript of the session filed with the District Secretary within a reasonable time after the session. The transcript shall not be available for public inspection until after the conclusion of the litigation.
- (14) <u>Security and Firesafety Board Discussions</u>. Portions of a meeting which relate to or would reveal a security or firesafety system plan or portion thereof made confidential and exempt by section 119.071(3)(a), Florida Statutes, are exempt from the public meeting requirements and other requirements of section 286.011, *Florida Statutes*, and section 24(b), Article 1 of the State Constitution. Should the Board wish to discuss such matters, members of the public shall be required to leave the meeting room during such discussion. Any records of the Board's discussion of such matters, including recordings or minutes, shall be maintained as confidential and exempt records in accordance with Florida law.

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

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

Rule 1.4 Internal Controls to Prevent Fraud, Waste and Abuse

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

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

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

Rule 2.0 Rulemaking Proceedings.

(1) Commencement of Proceedings. Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to these Rules. Rulemaking proceedings shall be deemed to have been initiated upon publication of notice by the District. A "rule" is a District statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedure or practice requirements of the District ("Rule"). Nothing herein shall be construed as requiring the District to consider or adopt rules unless required by Chapter 190 of the Florida Statutes. Policies adopted by the District which do not consist of rates, fees, rentals or other monetary charges may be, but are not required to be, implemented through rulemaking proceedings.

(2) Notice of Rule Development.

- (a) Except when the intended action is the repeal of a Rule, the District shall provide notice of the development of a proposed rule by publication of a Notice of Rule Development in a newspaper of general circulation in the District before providing notice of a proposed rule as required by section (3) of this Rule. Consequently, the Notice of Rule Development shall be published at least twenty-nine (29) at least seven (7) days before the notice of rulemaking described in Section 2.0(3), infra., and at least thirty-five (35) days prior to the public hearing on the proposed rule. The Notice of Rule Development shall indicate the subject area to be addressed by rule development, provide a short, plain explanation of the purpose and effect of the proposed rule, cite the specific legal authority for the proposed rule grant of rulemaking authority for the proposed rule and law being implemented, include the proposed rule number, and include a statement of how a person may promptly obtain, without cost, a copy of any preliminary draft, if available.
- (b) All rules as drafted shall be consistent with Sections 120.54(1)(g) and 120.54(2)(b) of the Florida Statutes.

(3) Notice of Proceedings and Proposed Rules.

(a) Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall give notice of its intended action, setting forthincluding: a short, plain explanation of the purpose and effect of the proposed action, the proposed rule number (if applicable), a reference to the specific rulemaking authority pursuant to which the rule is adopted, and a reference to the section or subsection of the Florida Statutes being implemented, interpreted, or made specific, and the name, e-mail address, and telephone number of the staff member who may be contacted regarding the intended action. The notice shall include a summary of the District's statement of the estimated regulatory costs and the website address where

the complete statement of estimated regulatory costs may be viewed, if such a statement has been prepared pursuant ton its entirety, if one has been prepared, based on the factors set forth in Section 120.541(2), of the Florida Statutes, and a statement that any person who wishes to provide the District with a lower cost regulatory alternative as provided by Section 120.541(1), must do so in writing within twenty-one (21) days after publication of the notice. The notice shall additionally include a statement that any affected person may request a public hearing by submitting a written request within twenty-one (21) days after the date of publication of the notice. Except when intended action is the repeal of a rule, the notice shall include a reference to both the date on which and the place where the Notice of Rule Development required by section (2) of this Rule appeared.

- (b) The notice shall be published in a newspaper of general circulation in the District and each county in which the District is located not less than twenty-eight (28) days prior to the intended action. The proposed rule <u>and any material proposed to be incorporated by reference</u> shall be available for inspection and copying by the public at the time of the publication of notice.
- (c) The notice shall be mailed, or delivered electronically to all persons named in the proposed rule and to all persons who, at least fourteen (14) days prior to such mailing publication of the notice, have made requests of the District for advance notice of its rulemaking proceedings. Any person may file a written request with the District Manager to receive notice by mail of District proceedings to adopt, amend, or repeal a rule. Such persons must furnish a mailing address and may be required to pay the cost of copying and mailing.
- (4) <u>Rule Development Workshops.</u> Whenever requested in writing by any affected person, the District must either conduct a rule development workshop prior to proposing rules for adoption or the Chairperson must explain in writing why a workshop is unnecessary. The District may initiate a rule development workshop but is not required to do so.
- (5) Petitions to Initiate Rulemaking. All Petitions to Initiate Rulemaking proceedings must contain the name, address, and telephone number of the petitioner, the specific action requested, the specific reason for adoption, amendment, or repeal, the date submitted, the text of the proposed rule, and the facts showing that the petitioner is regulated by the District or has a substantial interest in the rulemaking. Not later than sixty (60)thirty (30) calendar days following the date of filing a petition, the Board shall initiate rulemaking proceedings or deny the petition with a written statement of its reasons for the denial. If the petition is directed to an existing policy that the District has not formally adopted as a rule, the District may, in its discretion, notice and hold a public hearing on the petition to consider the comments of the public directed to the policy, its scope and application, and to consider whether the public interest is served adequately by the application of the policy on a case-by-

- case basis, as contrasted with its formal adoption as a rule. However, this section shall not be construed as requiring the District to adopt a rule to replace a policy.
- (6) <u>Rulemaking Materials.</u> After the publication of the notice referenced in section (3) of this Rule, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the following materials:
 - (a) The text of the proposed rule, or any amendment or repeal of any existing rules;
 - (b) A detailed written statement of the facts and circumstances justifying the proposed rule;
 - (c) A copy of the statement of estimated regulatory costs if required by Section 120.541 of the Florida Statutes; and
 - (d) The published notice.
- (7) Hearing. The District may, or, upon the written request of any affected person received within twenty-one (21) days after the date of publication of the notice described in section (3) of this Rule, shall, provide a public hearing for the presentation of evidence, argument, and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay, or disruption of the proceedings. The District shall publish notice of the public hearing in a newspaper of general circulation within the District either in the text of the notice described in section (3) of this Rule or in a separate publication at least seven (7) days before the scheduled public hearing. The notice shall specify the date, time, and location of the public hearing, and the name, address, and telephone number of the District contact person who can provide information about the public hearing. Written statements may be submitted by any person prior to or at the public hearing. All timely submitted written statements shall be considered by the District and made part of the rulemaking record.
- (8) Emergency Rule Adoption. The Board may adopt an emergency rule if it finds that it is necessitated by immediate danger to the public health, safety, or welfare exists which requires immediate action, or if the Legislature authorizes the Board to adopt emergency rules. Prior to the adoption of an emergency rule, the District Manager shall make reasonable efforts to notify a newspaper of general circulation in the District. Notice of the emergency rules together with the Board's findings of immediate danger, necessity, and procedural fairness or a citation to the grant of emergency rulemaking authority—shall be published as soon as possible in a newspaper of general circulation in the District. The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule provided that such procedure as long as it protects the public interest and complies with applicable law ands determined by the District and otherwise emplies with these provisions.

- (9) Negotiated Rulemaking. The District may use negotiated rulemaking in developing and adopting rules pursuant to Section 120.54(2)(d) of the Florida Statutes, except that any notices required under Section 120.54(2)(d) of the Florida Statutes, may be published in a newspaper of general circulation in the county in which the District is located.
- (10) <u>Rulemaking Record.</u> In all rulemaking proceedings, the District shall compile and maintain a rulemaking record. The record shall include, if applicable:
 - (a) The texts of the proposed rule and the adopted rule;
 - (b) All notices given for a proposed rule;
 - (c) Any statement of estimated regulatory costs for the rule;
 - (d) A written summary of hearings, if any, on the proposed rule;
 - (e) All written comments received by the District and responses to those written comments; and
 - (f) All notices and findings pertaining to an emergency rule.
- (11) Petitions to Challenge Existing Rules.
 - (a) Any person substantially affected by a rule may seek an administrative determination of the invalidity of the rule on the ground that the rule is an invalid exercise of the District's authority.
 - (b) The petition seeking an administrative determination must state with particularity the provisions alleged to be invalid with sufficient explanation of the facts or grounds for the alleged invalidity and facts sufficient to show that the person challenging a rule is substantially affected by it.
 - (c) The petition shall be filed with the District. Within ten (10) days after receiving the petition, the Chairperson shall, if the petition complies with the requirements of subsection (b) of this section, designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other qualified person as a hearing officer who shall conduct a hearing within thirty (30) days thereafter, unless the petition is withdrawn or a continuance is granted by agreement of the parties. The failure of the District to follow the applicable rulemaking procedures or requirements in this Rule shall be presumed to be material; however, the District may rebut this presumption by showing that the substantial interests of the petitioner and the fairness of the proceedings have not been impaired.

- (d) Within thirty (30) days after the hearing, the hearing officer shall render a decision and state the reasons therefor in writing.
- (e) Hearings held under this section shall be de novo in nature. The petitioner has a burden of proving by a preponderance of the evidence that the existing rule is an invalid exercise of District authority as to the objections raised. The hearing officer may:
 - (i) Administer oaths and affirmations;
 - (ii) Rule upon offers of proof and receive relevant evidence;
 - (iii) Regulate the course of the hearing, including any pre-hearing matters;
 - (iv) Enter orders; and
 - (v) Make or receive offers of settlement, stipulation, and adjustment.
- (f) The petitioner and the District shall be adverse parties. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- (12) <u>Variances and Waivers.</u> A "variance" means a decision by the District to grant a modification to all or part of the literal requirements of a rule to a person who is subject to the rule. A "waiver" means a decision by the District not to apply all or part of a rule to a person who is subject to the rule. Variances and waivers from District rules may be granted subject to the following:
 - (a) Variances and waivers shall be granted when the person subject to the rule demonstrates that the purpose of the underlying statute will be or has been achieved by other means by the person, and when application of the rule would create a substantial hardship or would violate principles of fairness. For purposes of this section, "substantial hardship" means a demonstrated economic, technological, legal, safety-related, or other significantor other type of hardship to the person requesting the variance or waiver. For purposes of this section, "principles of fairness" are violated when the literal application of a rule affects a particular person in a manner significantly different from the way it affects other similarly situated persons who are subject to the rule.
 - (b) A person who is subject to regulation by a District Rule may file a petition with the District, requesting a variance or waiver from the District's Rule. Each petition shall specify:
 - (i) The rule from which a variance or waiver is requested;

- (ii) The type of action requested;
- (iii) The specific facts that would justify a waiver or variance for the petitioner; and
- (iv) The reason why the variance or the waiver requested would serve the purposes of the underlying statute.
- (c) The District shall review the petition and may request only that information needed to clarify the petition or to answer new questions raised by or directly related to the petition. If the petitioner asserts that any request for additional information is not authorized by law or by Rule of the District, the District shall proceed, at the petitioner's written request, to process the petition.
- (d) The Board shall grant or deny a petition for variance or waiver and shall announce such disposition at a publicly held meeting of the Board, within ninety (90) days after receipt of the original petition, the last item of timely requested additional material, or the petitioner's written request to finish processing the petition. The District's statement granting or denying the petition shall contain a statement of the relevant facts and reasons supporting the District's action.
- (13) <u>Rates, Fees, Rentals and Other Charges.</u> All rates, fees, rentals, or other charges shall be subject to rulemaking proceedings. Policies adopted by the District which do not consist of rates, fees, rentals or other charges may be, but are not required to be, implemented through rulemaking proceedings.

Specific Authority: §§ 190.011(5), 190.011(15), 190.035, Fla. Stat. Law Implemented: §§ 120.54, 190.011(5), 190.035(2), Fla. Stat.

Rule 3.0 Competitive Purchase.

- (1) <u>Purpose and Scope.</u> In order to comply with Sections 190.033(1) through (3), 287.055 and 287.017 of the Florida Statutes, the following provisions shall apply to the purchase of Professional Services, insurance, construction contracts, designbuild services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) <u>Board Authorization.</u> Except in cases of an Emergency Purchase, a competitive purchase governed by these Rules shall only be undertaken after authorization by the Board.

(3) Definitions.

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

- (e) "Design-Build Firm" means a partnership, corporation or other legal entity that:
 - (i) Is certified under Section 489.119 of the Florida Statutes, to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as the qualifying agent; or
 - (ii) Is certified under Section 471.023 of the Florida Statutes, to practice or to offer to practice engineering; certified under Section 481.219 of the Florida Statutes, to practice or to offer to practice architecture; or certified under Section 481.319 of the Florida Statutes, to practice or to offer to practice landscape architecture.
- "Design Criteria Package" means concise, performance-oriented drawings (f) or specifications for a public construction project. The purpose of the Design Criteria Package is to furnish sufficient information to permit Design-Build Firms to prepare a bid or a response to the District's Request for Proposals, or to permit the District to enter into a negotiated Design-Build Contract. The Design Criteria Package must specify performancebased criteria for the public construction project, including the legal description of the site, survey information concerning the site, interior space requirements, material quality standards, schematic layouts and conceptual design criteria of the project, cost or budget estimates, design and construction schedules, site development requirements, provisions for utilities, stormwater retention and disposal, and parking requirements applicable to the project. Design Criteria Packages shall require firms to submit information regarding the qualifications, availability, and past work of the firms, including the partners and members thereof.
- (g) "Design Criteria Professional" means a firm who holds a current certificate of registration under Chapter 481 of the Florida Statutes, to practice architecture or landscape architecture, or a firm who holds a current certificate as a registered engineer under Chapter 471 of the Florida Statutes, to practice engineering, and who is employed by or under contract to the District to provide professional architect services, landscape architect services, or engineering services in connection with the preparation of the Design Criteria Package.
- (h) "Emergency Purchase" means a purchase necessitated by a sudden unexpected turn of events (for example, acts of God, riot, fires, floods, hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the Board finds that the delay incident to competitive purchase would be detrimental to the interests of the District. This includes, but is not limited to, instances where

the time to competitively award the project will jeopardize the funding for the project, will materially increase the cost of the project, or will create an undue hardship on the public health, safety, or welfare.

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

- (o) "Request for Proposals" or "RFP" is a written or electronically posted solicitation for sealed proposals with the title, date, and hour of the public opening designated and requiring the manual signature of an authorized representative. It may provide general information, applicable laws and rules, statement of work, functional or general specifications, qualifications, proposal instructions, work detail analysis, and evaluation criteria as necessary.
- (p) "Responsive and Responsible Bidder" means an entity or individual that has submitted a bid that conforms in all material respects to the Invitation to Bid and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. "Responsive and Responsible Vendor" means an entity or individual that has submitted a proposal, reply, or response that conforms in all material respects to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. In determining whether an entity or individual is a Responsive and Responsible Bidder (or Vendor), the District may consider, in addition to factors described in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the following:
 - (i) The ability and adequacy of the professional personnel employed by the entity/individual;
 - (ii) The past performance of the entity/individual for the District and in other professional employment;
 - (iii) The willingness of the entity/individual to meet time and budget requirements;
 - (iv) The geographic location of the entity's/individual's headquarters or office in relation to the project;
 - (v) The recent, current, and projected workloads of the entity/individual;
 - (vi) The volume of work previously awarded to the entity/individual, provided that for a public works project as defined in Section 255.0992, Florida Statutes, the District may not penalize a bidder for performing a larger volume of construction work for the District or reward a bidder for performing a smaller volume of construction work for the District;

- (vii) Whether the cost components of the bid or proposal are appropriately balanced; and
- (viii) Whether the entity/individual is a certified minority business enterprise as defined in Section 287.0943, *Florida Statutes*.
- (q) "Responsive Bid," "Responsive Proposal," "Responsive Reply," and "Responsive Response" all mean a bid, proposal, reply, or response which conforms in all material respects to the specifications and conditions in the Invitation to Bid, Request for Proposals, Invitations to Negotiate, or Competitive Solicitation document and these Rules, and the cost components of which, if any, are appropriately balanced. A bid, proposal, reply or response is not responsive if the person or firm submitting it fails to meet any material requirement relating to the qualifications, financial stability, or licensing of the bidder.

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

Law Implemented: §§ 190.033, 255.0992, 255.20, 287.055, Fla. Stat.

Rule 3.1 Procedure Under the Consultants' Competitive Negotiations Act.

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

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

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

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

(4) <u>Competitive Selection.</u>

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

by United States Mail, hand delivery, <u>emailelectronic mail</u>, <u>faesimile</u>, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's ranking decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

(5) Competitive Negotiation.

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

- (7) Continuing Contract. Nothing in this Rule shall prohibit a Continuing Contract between a consultant and the District.
- Emergency Purchase. The District may make an Emergency Purchase without (8) complying with these Rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat. Law Implemented: §§ 119.0701, 190.011(3), 190.033, 287.055, Fla. Stat.

Rule 3.2 Procedure Regarding Auditor Selection.

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

(1) <u>Definitions.</u>

- (a) "Auditing Services" means those services within the scope of the practice of a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.
- (b) "Committee" means the auditor selection committee appointed by the Board as described in section (2) of this Rule.
- (2) Establishment of Auditor Selection Committee. Prior to a public announcement under section (4) of this Rule that Auditing Services are required, the Board shall establish an auditor selection committee ("Committee"), the primary purpose of which is to assist the Board in selecting an auditor to conduct the annual financial audit required by Section 218.39 of the Florida Statutes. The Committee shall include at least three individuals, at least one of which must also be a member of the Board. The establishment and selection of the Committee must be conducted at a publicly noticed and held meeting of the Board. The Chairperson of the Committee must be a member of the Board. An employee, a chief executive officer, or a chief financial officer of the District may not serve as a member of the Committee; provided however such individual may serve the Committee in an advisory capacity.
- (3) <u>Establishment of Minimum Qualifications and Evaluation Criteria.</u> Prior to a public announcement under section (4) of this Rule that Auditing Services are required, the Committee shall meet at a publicly noticed meeting to establish minimum qualifications and factors to use for the evaluation of Auditing Services to be provided by a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.
 - (a) <u>Minimum Qualifications.</u> In order to be eligible to submit a proposal, a firm must, at all relevant times including the time of receipt of the proposal by the District:

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

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

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

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

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

place for submitting proposals.

(6) Committee's Evaluation of Proposals and Recommendation. The Committee shall meet at a publicly held meeting that is publicly noticed at least seven (7) daysfor a reasonable time in advance of the meeting to evaluate all qualified proposals and may, as part of the evaluation, require that each interested firm provide a public presentation where the Committee may conduct discussions with the firm, and where the firm may present information, regarding the firm's qualifications. At the public meeting, the Committee shall rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established pursuant to subsection (3)(b) of this Rule. If fewer than three firms respond to the RFP or if no firms respond to the RFP, the Committee shall recommend such firm as it deems to be the most highly qualified. Notwithstanding the foregoing, the Committee may recommend that any and all proposals be rejected.

(7) Board Selection of Auditor.

- (a) Where compensation was not selected as a factor used in evaluating the proposals, the Board shall negotiate with the firm ranked first and inquire of that firm as to the basis of compensation. If the Board is unable to negotiate a satisfactory agreement with the first ranked firm at a price deemed by the Board to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the Board shall immediately begin negotiations with the second ranked firm. satisfactory agreement with the second ranked firm cannot be reached, those negotiations shall be terminated and negotiations with the third ranked firm shall be undertaken. The Board may reopen formal negotiations with any one of the three top-ranked firms, but it may not negotiate with more than one firm at a time. If the Board is unable to negotiate a satisfactory agreement with any of the selected firms, the Committee shall recommend additional firms in order of the firms' respective competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.
- (b) Where compensation was selected as a factor used in evaluating the proposals, the Board shall select the highest-ranked qualified firm or document in its public records the reason for not selecting the highest-ranked qualified firm.
- (c) In negotiations with firms under this Rule, the Board may allow the District Manager, District Counsel, or other designee to conduct negotiations on its behalf.

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

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

Rule 3.3 Purchase of Insurance.

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

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

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

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

Law Implemented: § 112.08, Fla. Stat.

Rule 3.4 Pre-qualification

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

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

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

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

shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's pre-qualification decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11; provided however, protests related to the pre-qualification criteria and procedures for construction services shall be resolved in accordance with section (2)(b) of this Rule and Section 255.20(1)(b) of the Florida Statutes.

(3) Suspension, Revocation, or Denial of Qualification

- (a) The District, for good cause, may deny, suspend, or revoke a prequalified vendor's pre-qualified status. A suspension, revocation, or denial for good cause shall prohibit the vendor from bidding on any District construction contract for which qualification is required, shall constitute a determination of non-responsibility to bid on any other District construction or maintenance contract, and shall prohibit the vendor from acting as a material supplier or subcontractor on any District contract or project during the period of suspension, revocation, or denial. Good cause shall include the following:
 - i. One of the circumstances specified under Section 337.16(2), *Florida Statutes*, has occurred.
 - ii. Affiliated contractors submitted more than one proposal for the same work. In this event the pre-qualified status of all of the affiliated bidders will be revoked, suspended, or denied. All bids of affiliated bidders will be rejected.
 - iii. The vendor made or submitted false, deceptive, or fraudulent statements, certifications, or materials in any claim for payment or any information required by any District contract.
 - iv. The vendor or its affiliate defaulted on any contract or a contract surety assumed control of financial responsibility for any contract of the vendor.
 - v. The vendor's qualification to bid is suspended, revoked, or denied by any other public or semi-public entity, or the vendor has been the subject of a civil enforcement proceeding or settlement involving a public or semi-public entity.
 - vi. The vendor failed to comply with contract or warranty requirements or failed to follow District direction in the performance of a contract.
 - vii. The vendor failed to timely furnish all contract documents required by the contract specifications, special provisions, or by any state or federal statutes or regulations. If the vendor fails to furnish any of the subject contract documents by the expiration of the period of suspension,

- revocation, or denial set forth above, the vendor's pre-qualified status shall remain suspended, revoked, or denied until the documents are furnished.
- viii. The vendor failed to notify the District within 10 days of the vendor, or any of its affiliates, being declared in default or otherwise not completing work on a contract or being suspended from qualification to bid or denied qualification to bid by any other public or semi-public agency.
- ix. The vendor did not pay its subcontractors or suppliers in a timely manner or in compliance with contract documents.
- x. The vendor has demonstrated instances of poor or unsatisfactory performance, deficient management resulting in project delay, poor quality workmanship, a history of payment of liquidated damages, untimely completion of projects, uncooperative attitude, contract litigation, inflated claims or defaults.
- xi. An affiliate of the vendor has previously been determined by the District to be non-responsible, and the specified period of suspension, revocation, denial, or non-responsibility remains in effect.
- xii. The vendor or affiliate(s) has been convicted of a contract crime.
 - 1. The term "contract crime" means any violation of state or federal antitrust laws with respect to a public contract or any violation of any state or federal law involving fraud, bribery, collusion, conspiracy, or material misrepresentation with respect to a public contract.
 - 2. The term "convicted" or "conviction" means a finding of guilt or a conviction of a contract crime, with or without an adjudication of guilt, in any federal or state trial court of record as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
- xiii. Any other circumstance constituting "good cause" under Section 337.16(2), *Florida Statutes*, exists.
- (b) The pre-qualified status of a contractor found delinquent under Section 337.16(1), *Florida Statutes*, shall be denied, suspended, or revoked. A denial, suspension, or revocation shall prohibit the vendor from being a subcontractor on District work during the period of denial, suspension, or revocation, except when a prime contractor's bid has used prices of a subcontractor who becomes disqualified after the bid, but before the request for authorization to sublet is presented.

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

Examples of factors affecting the seriousness of a deficiency are:

- i. Impacts on project schedule, cost, or quality of work;
- ii. Unsafe conditions allowed to exist;
- iii. Complaints from the public;
- iv. Delay or interference with the bidding process;
- v. The potential for repetition;
- vi. Integrity of the public contracting process;
- vii. Effect on the health, safety, and welfare of the public.
- (g) The District shall deny or revoke the pre-qualified status of any contractor and its affiliates for a period of 36 months when it is determined by the District that the contractor has, subsequent to January 1, 1978, been convicted of a contract crime within the jurisdiction of any state or federal court. Any such contractor shall not act as a prime contractor, material supplier, subcontractor, or consultant on any District contract or project during the period of denial or revocation.

(4) Reapplication and Reinstatement

(a) A contractor whose qualification to bid has been revoked or denied because of

contract crime may, at any time after revocation or denial, file a petition for reapplication or reinstatement. However, a contractor may not petition for reapplication or reinstatement for a period of 24 months after revocation or denial for a subsequent conviction occurring within 10 years of a previous denial or revocation for contract crime.

- (b) If the petition for reapplication or reinstatement is denied, the contractor cannot petition for a subsequent hearing for a period of nine months following the date of the final order of revocation or denial.
- (c) If the petition for reapplication or reinstatement is granted, the contractor must file a current Application for Qualification with the Contracts Administration Office. Reinstatement shall not be effective until issuance of a Certificate of Qualification.

(5) Emergency Suspension and Revocation

- (a) The District may summarily issue an emergency suspension of a contractor's qualification to bid if it finds that imminent danger exists to the public health, safety, or welfare.
- (b) The written notice of emergency suspension shall state the specific facts and reasons for finding an imminent danger to the public health, safety, or welfare exists.
- (c) The District, within 10 days of the emergency suspension, shall initiate formal suspension or revocation proceedings in compliance with Rule 3.4(3), except the 10-day notice requirement shall not be construed to prevent a hearing at the earliest time practicable upon request of the aggrieved party.

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

Law Implemented: §§ 190.033, 255.0525, 255.20, Fla. Stat.; §§ 14-22.012, 14-22.0121, 14-22.014, Fla. Admin. Code.

Rule 3.5 Construction Contracts, Not Design-Build.

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

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

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

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

(f) Bids, proposals, replies, and responses, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and these Rules. Minor variations in the bids,

proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board, provided such corrections do not result in a material change to the bid amount or create an unfair advantage. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.

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

- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase construction services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of construction services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the construction services without further competitive selection processes.
- (3) Sole Source; Government. Construction services that are only available from a single source are exempt from this Rule. Construction services provided by governmental agencies are exempt from this Rule. This Rule shall not apply to the purchase of construction services, which may include goods, supplies, or materials, that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules. A contract for construction services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
- (4) <u>Contracts; Public Records.</u> In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (5) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules- only when there exists an immediate and serious need for construction services that cannot be met through normal procurement methods and the lack of such services would seriously threaten: (i) the District's ability to perform essential services; (ii) the preservation or protection of property or improvements; or (iii) the health, safety, or welfare of any person. The fact that an Emergency Purchase has occurred or is necessary, along with a detailed description of the basis for the emergency determination, shall be noted in the minutes of the next Board Meeting.
- (6) <u>Exceptions.</u> This Rule is inapplicable when:
 - (a) The project is undertaken as repair or maintenance of an existing public facility;
 - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
 - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contract; or

(d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

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

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

Rule 3.6 Construction Contracts, Design-Build.

(1) Scope. The District may utilize Design-Build Contracts for any public construction project for which the Board determines that use of such contract is in the best interest of the District. When letting a Design-Build Contract, the District shall use the following procedure:

(2) <u>Procedure.</u>

- (a) The District shall utilize a Design Criteria Professional meeting the requirements of Section 287.055(2)(k) of the Florida Statutes, when developing a Design Criteria Package, evaluating the proposals and qualifications submitted by Design-Build Firms, and determining compliance of the project construction with the Design Criteria Package. The Design Criteria Professional may be an employee of the District, may be the District Engineer selected by the District pursuant to Section 287.055 of the Florida Statutes, or may be retained pursuant to Rule 3.1. The Design Criteria Professional is not eligible to render services under a Design-Build Contract executed pursuant to the Design Criteria Package.
- (b) A Design Criteria Package for the construction project shall be prepared and sealed by the Design Criteria Professional. If the project utilizes existing plans, the Design Criteria Professional shall create a Design Criteria Package by supplementing the plans with project specific requirements, if any.
- (c) The Board may either choose to award the Design-Build Contract pursuant to the competitive proposal selection process set forth in Section 287.055(9) of the Florida Statutes, or pursuant to the qualifications-based selection process pursuant to Rule 3.1.
 - (i) <u>Qualifications-Based Selection.</u> If the process set forth in Rule 3.1 is utilized, subsequent to competitive negotiations, a guaranteed maximum price and guaranteed completion date shall be established.

- (ii) Competitive Proposal-Based Selection. If the competitive proposal selection process is utilized, the Board, in consultation with the Design Criteria Professional, shall establish the criteria, standards and procedures for the evaluation of Design-Build Proposals based on price, technical, and design aspects of the project, weighted for the project. After a Design Criteria Package and the standards and procedures for evaluation of proposals have been developed, competitive proposals from qualified firms shall be solicited pursuant to the design criteria by the following procedure:
 - 1. A Request for Proposals shall be advertised at least once in a newspaper of general circulation in the county in which the District is located. The notice shall allow at least twenty-one (21) days for submittal of sealed proposals, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of proposals.
 - 2. The District may maintain lists of persons interested in receiving notices of Requests for Proposals. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, or hand delivery, or faesimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
 - 3. In order to be eligible to submit a proposal, a firm must, at the time of receipt of the proposals:
 - a. Hold the required applicable state professional licenses in good standing, as defined by Section 287.055(2)(h) of the Florida Statutes;
 - b. Hold all required applicable federal licenses in good standing, if any;
 - c. Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation;

d. Meet any special pre-qualification requirements set forth in the Request for Proposals and Design Criteria Package.

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

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

- The proposals, or the portions of which that include the 4. price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the In consultation with the Design Criteria District. Professional, the Board shall evaluate the proposals received based on evaluation criteria and procedures established prior to the solicitation of proposals, including but not limited to qualifications, availability, and past work of the firms and the partners and members thereof. The Board shall then select no fewer than three (3) Design-Build Firms as the most qualified.
- 5. The Board shall have the right to reject all proposals if the proposals are too high, or rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of proposal preparation or submittal from the District.
- 6. If less than three (3) Responsive Proposals are received, the District may purchase design-build services or may reject the proposals for lack of competitiveness. If no Responsive Proposals are received, the District may proceed with the procurement of design-build services in the manner the Board determines is in the best interests of the District,

- which may include but is not limited to a direct purchase of the design-build services without further competitive selection processes.
- 7. Notice of the rankings adopted by the Board, including the rejection of some or all proposals, shall be provided in writing to all consultants by United States Mail, hand delivery, faesimile, electronic mail, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's rankings under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
- 8. The Board shall negotiate a contract with the firm ranking the highest based on the evaluation standards and shall establish a price which the Board determines is fair, competitive and reasonable. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the second most qualified firm, based on the ranking by the evaluation standards. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the second most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the third most qualified firm. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the third most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. Should the Board be unable to negotiate a satisfactory contract with any of the selected firms, the Board shall select additional firms in order of their rankings based on the evaluation standards and continue negotiations until an agreement is reached or the list of firms is exhausted.
- 9. After the Board contracts with a firm, the firm shall bring to the Board for approval, detailed working drawings of the project.

- 10. The Design Criteria Professional shall evaluate the compliance of the detailed working drawings and project construction with the Design Criteria Package and shall provide the Board with a report of the same.
- (3) <u>Contracts; Public Records.</u> In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (4) <u>Emergency Purchase.</u> The Board may, in case of public emergency, declare an emergency and immediately proceed with negotiations with the best qualified Design-Build Firm available at the time. The fact that an Emergency Purchase has occurred shall be noted in the minutes of the next Board meeting.
- (5) <u>Exceptions.</u> This Rule is inapplicable when:
 - (a) The project is undertaken as repair or maintenance of an existing public facility;
 - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
 - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contractor; or
 - (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

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

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

Rule 3.7 Payment and Performance Bonds.

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

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

Law Implemented: § 255.05, Fla. Stat.

Rule 3.8 Goods, Supplies, and Materials.

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

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

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

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

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

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

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

- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.
- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all vendors by United States Mail, electronic mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of goods, supplies, and materials under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase goods, supplies, or materials, or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of goods, supplies, and materials, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the goods, supplies, and materials without further competitive selection processes.

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

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

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

Rule 3.9 Maintenance Services.

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

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

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

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

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

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

Rule 3.10 Contractual Services.

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

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat. Law Implemented: §§ 119.0701, 190.011(3), 190.033, Fla. Stat.

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

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

(1) <u>Filing.</u>

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

- 3.4, 3.5, 3.6, 3.8, or 3.9, any person who files a notice of protest must post the protest bond. The amount of the protest bond shall be determined by District staff after consultation with the Board and within the limits, if any, imposed by Florida law. In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the protest is unsuccessful, the protest bond shall be applied towards the District's costs, expenses, and attorney's fees associated with hearing and defending the protest. In the event the protest is settled by mutual agreement of the parties, the protest bond shall be distributed as agreed to by the District and protestor.
- (d) The District does not accept documents filed by electronic mail or facsimile transmission. Filings are only accepted during normal business hours, which are 9:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays.
- (2) <u>Contract Execution.</u> Upon receipt of a notice of protest which has been timely filed, the District shall not execute the contract under protest until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances showing that delay incident to protest proceedings will jeopardize the funding for the project, will materially increase the cost of the project, or will create an immediate and serious danger to the public health, safety, or welfare, the contract may be executed.
- (3) <u>Informal Proceeding.</u> If the Board determines a protest does not involve a disputed issue of material fact, the Board may, but is not obligated to, schedule an informal proceeding to consider the protest. Such informal proceeding shall be at a time and place determined by the Board. Notice of such proceeding shall be sent via <u>certified mafacsimile</u>, <u>hand delivery</u>, or <u>email with delivery confirmation United States Mail</u>, or hand delivery to the protestor and any substantially affected persons or parties not less than three (3) calendar days prior to such informal proceeding. Within thirty (30) calendar days following the informal proceeding, the Board shall issue a written decision setting forth the factual, legal, and policy grounds for its decision.
- (4) <u>Formal Proceeding.</u> If the Board determines a protest involves disputed issues of material fact or if the Board elects not to use the informal proceeding process provided for in section (3) of this Rule, the District shall schedule a formal hearing to resolve the protest. The Chairperson shall designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other <u>qualified</u> person as a hearing officer to conduct the hearing. The hearing officer may:
 - (a) Administer oaths and affirmations;
 - (b) Rule upon offers of proof and receive relevant evidence;
 - (c) Regulate the course of the hearing, including any pre-hearing matters;

- (d) Enter orders; and
- (e) Make or receive offers of settlement, stipulation, and adjustment.

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

- (5) <u>Intervenors.</u> Other substantially affected persons may join the proceedings as intervenors by filing a motion to intervene within 10 calendar days of the initial protest filing, onen appropriate terms that which shall not unduly delay the proceedings.
- Rejection of all Qualifications, Bids, Proposals, Replies and Responses after Receipt of Notice of Protest. If the Board determines there was a violation of law, defect, or an irregularity in the competitive solicitation process, the Bids, Proposals, Replies, and Responses are too high, or if the Board determines it is otherwise in the District's best interest, the Board may reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew. If the Board decides to reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew, any pending protests shall automatically terminate.
- (7) <u>Settlement.</u> Nothing herein shall preclude the settlement of any protest under this Rule at any time.

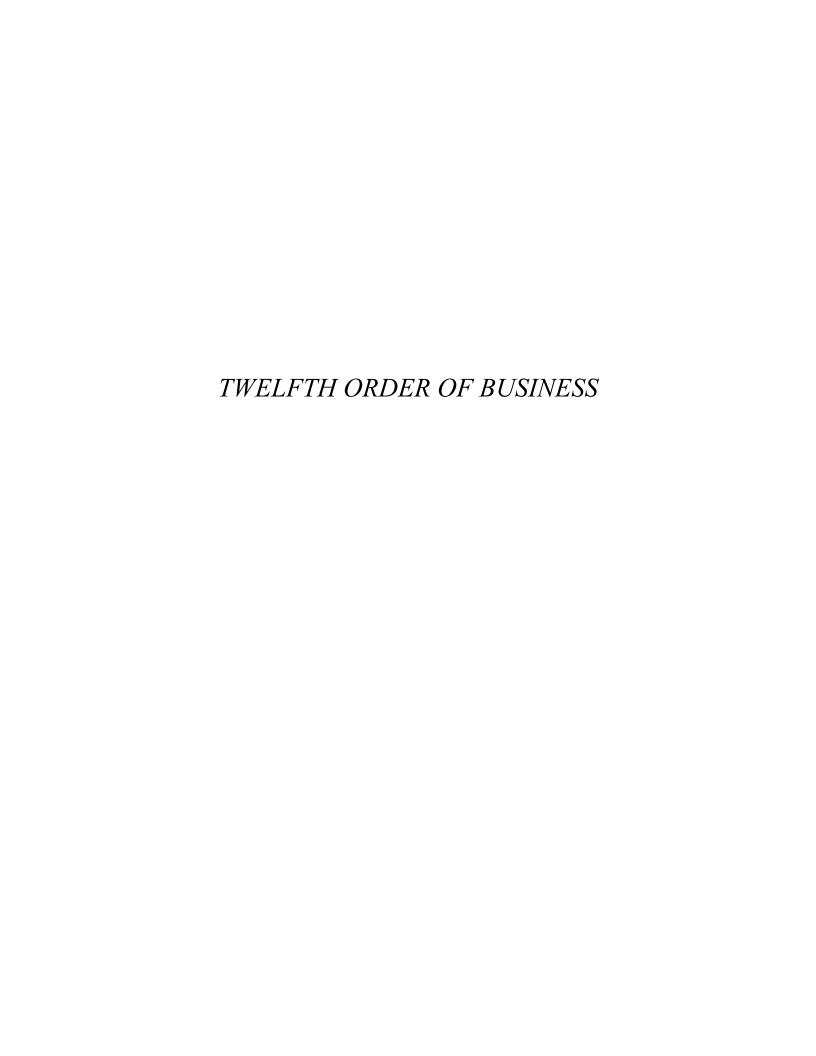
Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 190.033, Fla. Stat.

Rule 4.0 Effective Date.

These Rules shall be effective [DATE], except that no election of officers required by these Rules shall be required until after the next regular election for the Board.

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



RESOLUTION 2025-09

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE **AMELIA** CONCOURSE **COMMUNITY** DISTRICT DEVELOPMENT **CONFIRMING** AUTHORIZATION TO PAY INVOICES FOR WORK PREVIOUSLY APPROVED; AUTHORIZING THE CHAIR OR VICE CHAIR OF THE BOARD OF SUPERVISORS AND THE DISTRICT MANAGER TO ENTER INTO TIME SENSITIVE AND EMERGENCY CONTRACTS AND DISBURSE FUNDS FOR PAYMENT OF CERTAIN EXPENSES WITHOUT PRIOR APPROVAL OF THE BOARD OF SUPERVISORS; PROVIDING FOR MONETARY THRESHOLD; AND PROVIDING FOR THE REPEAL OF PRIOR SPENDING AUTHORIZATIONS; PROVIDING FOR 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; and

WHEREAS, Section 190.011(5), *Florida Statutes*, authorizes the District to adopt resolutions which may be necessary for the conduct of District business; and

WHEREAS, the Board of Supervisors of the District ("Board") typically meets on an as needed basis, and in no event more than monthly, to conduct the business of the District, including approval of proposals, authorizing the entering into of agreements or contracts, and authorizing the payment of District operating and maintenance expenses; and

WHEREAS, the Board contracted with the District Manager to timely pay the District's vendors and perform other management functions; and

WHEREAS, the Board desires to confirm that the District Manager is authorized to pay invoices, regardless of the dollar amounts, for work previously approved by the Board and such payments do not need to be approved by the Board prior to payment; and

WHEREAS, the Board recognizes that certain time sensitive or emergency issues may arise from time to time that require approval outside of regular monthly meetings; and

WHEREAS, to conduct the business of the District in an efficient manner, recurring, non-recurring, and other disbursements for goods and services must be processed and paid in a timely manner; and

WHEREAS, the Board has determined that it is in the best interests of the District, and is necessary for the efficient administration of District operations; the health, safety, and welfare of the residents within the District; and the preservation of District assets and facilities, to authorize

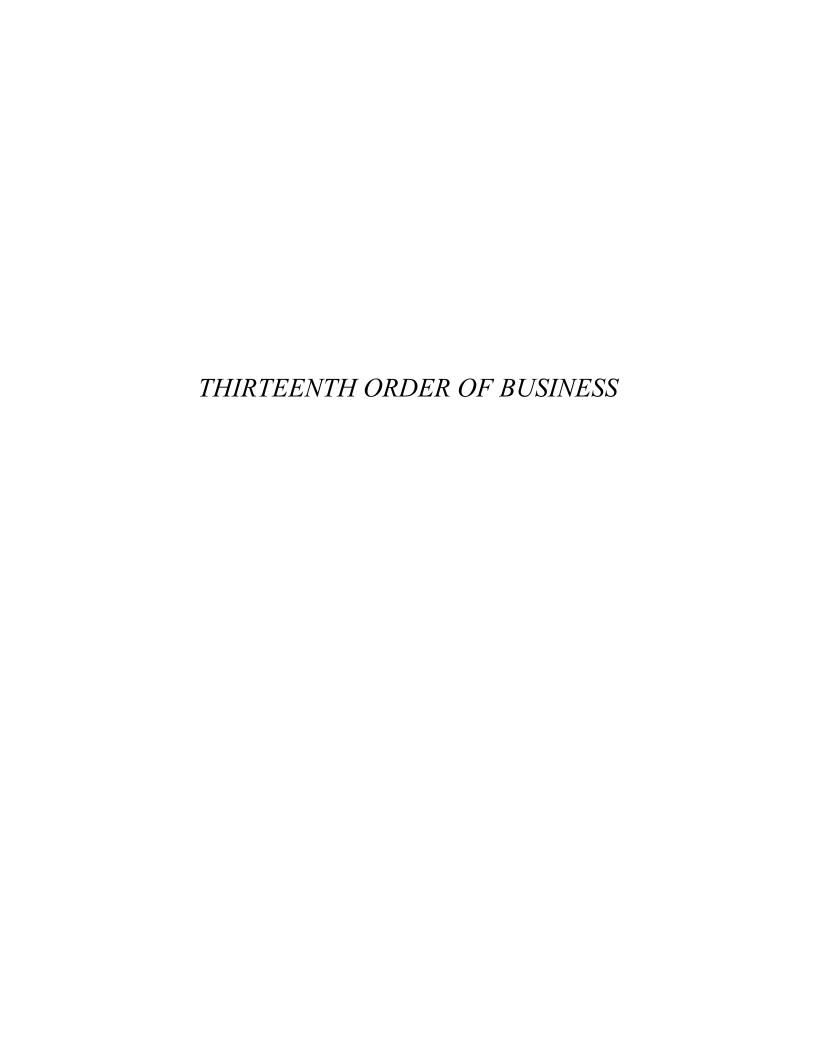
limited spending authority to the Chair (or Vice Chair, if the Chair is unavailable) of the Board and the District Manager between regular monthly meetings, for work and services that are time sensitive and/or emergency in nature.

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

- 1. <u>Authorization to Pay Invoices for Work Previously Approved</u>. The District Manager is authorized to pay invoices, regardless of the dollar amounts, for work previously approved by the Board in accordance with such contracts and such payments do not need to be approved by the Board prior to payment nor do they need to be re-approved by the Board at a future meeting.
- 2. <u>Limited Spending Authorization</u>. The Board hereby authorizes the individuals stated below to exercise their judgment to enter into time sensitive and emergency contracts and disburse funds up to the amounts stated below, without prior Board approval for expenses (1) that are required to provide for the health, safety, and welfare of the residents within the District; (2) for the maintenance, repair, or replacement of a District asset; or (3) to remedy an unforeseen disruption in services relating to the District's facilities or assets, if such disruption would result in significantly higher expenses unless the contract is entered into immediately.
 - a. The District Manager may individually authorize such expense up to \$2,500.00 per proposal and/or event.
 - b. The Chair (or Vice Chair, if the Chair is unavailable) may individually authorize such expenses up to \$10,000.00 per proposal and/or event.
 - c. The District Manager and Chair (or Vice Chair, if the Chair is unavailable) may jointly authorize such expenses up to \$25,000.00 per proposal and/or event.
- **3.** Ratification of Spending Authorization at Future Meeting. Any payment made or contract entered into pursuant to this Resolution shall be submitted to the Board at the next scheduled meeting for approval and ratification.
- **4.** <u>Repeal of Prior Spending Authorizations</u>. All prior spending authorizations approved by resolution or motion of the Board are hereby repealed.
- 5. <u>Effective Date</u>. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 16TH DAY OF SEPTEMBER 2025.

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





Amelia Concourse Community Development District Performance Measures/Standards & Annual Reporting Form October 1, 2025 – September 30, 2026

1. Community Communication and Engagement

Goal 1.1: Public Meetings Compliance

Objective: Hold regular Board of Supervisor meetings to conduct CDD-related business and discuss community needs.

Measurement: Number of public board meetings held annually as evidenced by meeting minutes and legal advertisements.

Standard: A minimum of two board meetings were held during the Fiscal Year or more as may be necessary or required by local ordinance and establishment requirements.

Achieved: Yes \square No \square

Goal 1.2: Notice of Meetings Compliance

Objective: Provide public notice of each meeting at least seven days in advance, as specified in Section 190.007(1), using at least two communication methods.

Measurement: Timeliness and method of meeting notices as evidenced by posting to CDD website, publishing in local newspaper and via electronic communication.

Standard: 100% of meetings were advertised with 7 days' notice per statute by at least two methods (i.e., newspaper, CDD website, electronic communications).

Achieved: Yes \square No \square

Goal 1.3: Access to Records Compliance

Objective: Ensure that meeting minutes and other public records are readily available and easily accessible to the public by completing monthly CDD website checks.

Measurement: Monthly website reviews will be completed to ensure meeting minutes and other public records are up to date as evidenced by District Management's records.

Standard: 100% of monthly website checks were completed by District Management.

Achieved: Yes \square No \square

2. Infrastructure and Facilities Maintenance

Goal 2.1: Engineer or Field Management Site Inspections

Objective: Engineer or Field Manager will conduct inspections to ensure safety and proper functioning of the District's infrastructure.

Measurement: Field Manager and/or District Engineer visits were successfully completed per agreement as evidenced by Field Manager and/or District Engineer's reports, notes or other record keeping method.

	Standard: 100% of site visits were successfully completed as described within the applicable services agreement	
A	Achieved: Yes \square No \square	
Goal 2.2	2: District Infrastructure and Facilities Inspections	
	Objective: District Engineer will conduct an annual inspection of the District's infrastructure and related systems.	
	Measurement: A minimum of one inspection completed per year as evidenced by District Engineer's report related to district's infrastructure and related systems.	
	Standard: Minimum of one inspection was completed in the Fiscal Year by the District's Engineer.	
A	Achieved: Yes \square No \square	
3. Finan	cial Transparency and Accountability	
Goal 3.1	: Annual Budget Preparation	
	Objective: Prepare and approve the annual proposed budget by June 15 and adopt the final budget by September 30 each year.	
b	Measurement: Proposed budget was approved by the Board before June 15 and final budget was adopted by September 30 as evidenced by meeting minutes and budget locuments listed on CDD website and/or within district records.	
	Standard: 100% of budget approval & adoption were completed by the statutory deadlines and posted to the CDD website.	
A	Achieved: Yes \square No \square	
Goal 3.2: Financial Reports		
d	Objective: Publish to the CDD website the most recent versions of the following documents: Annual audit, current fiscal year budget with any amendments, and most recent financials within the latest agenda package.	
	Measurement: Annual audit, previous years' budgets, and financials are accessible to the bublic as evidenced by corresponding documents on the CDD's website.	
a	Standard: CDD website contains 100% of the following information: Most recent annual audit, most recently adopted/amended fiscal year budget, and most recent agenda package with updated financials.	
A	Achieved: Yes \square No \square	

Goal 3.3: Annual Financial Audit

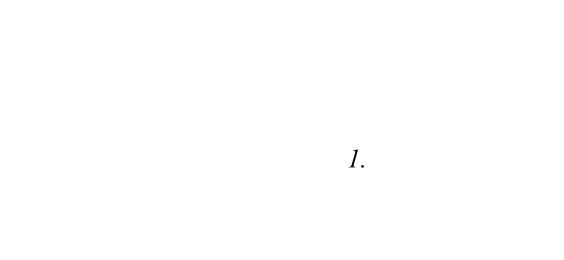
Objective: Conduct an annual independent financial audit per statutory requirements and publish the results to the CDD website for public inspection and transmit to the State of Florida.

Measurement: Timeliness of audit completion and publication as evidenced by meeting minutes showing board approval and annual audit is available on the CDD's website and transmitted to the State of Florida.

Standard: Audit was completed by an independent auditing firm per statutory requirements and results were posted to the CDD website and transmitted to the State of Florida.

Achieved: Yes \square No \square	
Chair/Vice Chair: Print Name:	Date:
Amelia Concourse Community Development District	
District Manager: Print Name:	Date:
Amelia Concourse Community Development District	

C.

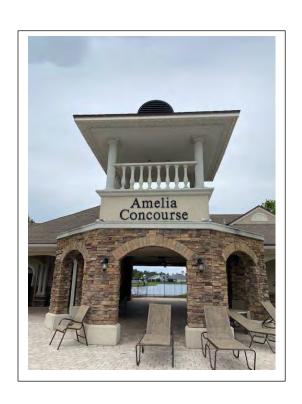


Amelia Concourse

9/16/2025

Community Development District

Amenity Management & Field Operations Report



Kelly Mullins

FIELD OPERATIONS MANAGER GOVERNMENTAL MANAGEMENT SERVICES

Amelia Concourse Community Development District

Amenity & Field Operations Report

September 16, 2025

To: Board of Supervisors

From: Kelly Mullins

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 the above email. Many new residents have been doing so, and the CDD email on the information center at the front of the community seems effective.
 - GMS will provide a monthly newsletter email blast and summaries of CDD meetings in an effort to increase communication and transparency with residents.
 - Message board at entrance is being updated per HOA request for meeting dates.

Operations Updates

- GMS staff is monitoring the security system and cameras, making necessary corrections, and notifying the security company when any technical issues arise.
- All amenity center rental requests are being scheduled and coordinated by GMS.
- New resident and replacement cards are being coordinated and distributed by GMS.
- Checks payable to the CDD for replacement cards and reservations are being deposited and documented by GMS.
- GMS staff is rearranging the meeting room as necessary after HOA meetings and resident rentals.
- Garbage is being taken to the curb weekly by GMS staff.
- Pool chemicals are being monitored and ordered by GMS.
- The new cleaners are doing a great job. Bathrooms and social room are being cleaned twice a week. Trash is being emptied twice a week, or more frequently is needed. Bathrooms are being restocked as necessary.

Completed Projects – Maintenance







- "Golf Cart Parking Permitted in Designated Area Only" sign installed.
- "No Parking on Grass" sign installed.
- Fence caps were replaced on the privacy fence along Amelia Concourse where missing.
- New compressor was installed in air conditioning unit for restroom/office/closet and is working well.

Completed Projects - Landscaping







- The golf cart parking area has been completed.
- The parking area is bordered by plants to deter golf carts from driving through the grass.
- Sign designating the area as golf cart parking has been installed.

In Progress Projects – Landscaping/Ponds





- There is a dead tree on Amelia Concourse near Bellflower Way. The Greenery submitted a proposal to remove it.
- There have been several complaints regarding the condition of the ponds. At the direction of the Board, proposals from new pond maintenance companies were gathered. We have received four proposals to date.

In Progress Projects

- We are continuing to coordinate with general contractors on the storage building project. We are waiting for the permit to be approved before any work can begin.
- The hinges on the front gate are beginning to sag from children jumping the gate. A maintenance person tried to adjust the gate. A proposal was obtained to pull gate post and reset it.



Conclusion

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

Kelly Mullins, Field Operations Manager, at acmanager@gmsnf.com

Respectfully,
Kelly Mullins, LCAM



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ESTIMATE

LV Fence & Gates, LLC PO Box 195664 Winter Springs, FL 32719 LVFencesandGates@gmail.com +1 (407) 383-6443 http://www.lvfenceandgates.com



Amelia Concourse CDD

Bill to

85200 Amaryllis Ct. Fernandina Beach

FL

32034

Nassau

Ship to

85200 Amaryllis Ct. Fernandina Beach

FL

32034

Nassau

Estimate details

Estimate no.: 2041

Estimate date: 09/07/2025 Expiration date: 09/22/2025

# [Date Product or s	ervice Description	Qty	Rate	Amount
1.	Gate Repair	Pull gate post at Re set post leve control to latch p	el to allow access	\$235.00	\$235.00
		Gate post will ha concrete.	ave 480 pounds of		
2.	Services		1	\$450.00	\$450.00
			Total		\$685.00
1	Note to customer				

*LV FENCE & GATES TERMS AND CONDITIONS ARE INCORPORATED INTO THIS DOCUMENT BY REFERENCE AND TOGETHER REPRESENT THE ENTIRE AGREEMENT.
CUSTOMER'S SIGNATURE ON THE INVOICE OR QUOTE/ESTIMATE SHALL BE CONSIDERED ACCEPTANCE OF THE REFERENCED TERMS AND CONDITIONS AND COMMITMENT TO PAY FOR THE SERVICES AND MATERIALS BEING PROVIDED UNDER THOSE TERMS AND CONDITIONS.

Feel free to contact us if you have any questions. We look forward to working with you!
Lake 386-916-4837 or Toby 407-383-6443

Have a great day! LV Fence & Gates

Thank you for your business!

Signature_____

	Ψ000.00
Expiry	09/22/2025
date	09/22/2023

Work Order Proposal



Proposal Date: 8/28/2025

Proposal Work Order #: 83334

Prepared By: WILLIAM FLANNERY

Property Name: Amelia Concourse CDD

Address: 85200 Amaryllis Ct, Fernandina Beach, FL 32034

Client Contact: Chip Dellinger acmanager@gmsnf.com

Client Phone #:

Tree removal

This proposal outlines the flush cut and complete removal of a dead tree located near Bellflower. The scope of work includes safely cutting the tree at ground level, removing all debris, and ensuring the site is left clean and level. Our team will utilize professional equipment and follow industry-standard safety protocols to complete the project efficiently. This enhancement will improve the aesthetic appeal and safety of the landscape by eliminating the hazardous dead tree.

DESCRIPTION	QTY	SIZE	UNIT PRICE	EXT PRICE	TOTAL PRICE
Tree Work					\$2,025.00
Tree - Subcontractor				\$2,025.00	
Total for Work Order #83334					\$2,025.00



TERMS & CONDITIONS

- 1. Plant Guarantee. The Greenery, Inc. guarantees all plantings we supply and install for one year that are covered under an automated irrigation system and maintained under a continuous maintenance agreement by the Greenery, Inc.. This guarantee does not apply to plants that are lost due to abuse, vandalism, animals, fire, lightning, hail, vehicular damage, freeze, neglect, nor Acts of God.
- 2. Exclusions. Transplanted materials, annuals and flowers, plants in pots and planters, and all types of Sod are EXCLUDED from the Plant Guarantee.
- 3. Deer. Damage to or loss of plants due to deer is not covered by any guarantee, expressed or implied. The Greenery, Inc. makes every effort to use deer resistant material; however, due to the increase in their population and their changing habits, the Greenery, Inc. is not responsible for any resultant damage.
- 4. Tree Work. Stumps from tree removal will be cut to within approximately twelve inches above ground level. Stump grinding or removal is not included unless otherwise specified in this proposal. Wood will be left on the premises where lowered and dropped and will be cut into firewood length (approximately 16 to 24 inches lengthwise) unless specified otherwise in this proposal. Splitting, moving or hauling of wood or wood chips will be performed only if specifically stated in this proposal.
- 5. Utility Locates. The Greenery Inc. will call in the utility locates before starting the job. It is the responsibility of the Client/Owner to call in any private utilities that are outside normal location utilities. The Greenery Inc. is not responsible for damage to underground irrigation lines, wiring, pipes, utilities, invisible fencing, or lighting systems whose locations are not properly marked.
- 6. Irrigation Pricing. The existing automated irrigation system is checked at new landscaping areas, adjusted for proper coverage and broken heads and nozzles are replaced as needed. Irrigation adjustments, repairs and additions are billed on a Labor and Materials basis. Labor Rate is \$ 75 / hour. Any irrigation prices included in this bid are an estimation only.
- 7. New Construction Irrigation Installation. Sleeves under roads and sidewalks must be accurately marked and no deeper than 4 feet below surface grade. A water source must be provided by Client/Owner/Developer prior to commencement of irrigation installation. Any temporary irrigation pipe that needs to be installed to access water source, will be billed in addition. The connection of the backflow device to the water meter is the responsibility of the Client/Owner.
- 8. Drainage. Any drainage installation is meant to improve conditions, but does not guarantee a complete elimination of issues. Standing water, puddling, saturated soils and washouts may still occur. Additional work may be needed after initial work is completed. Standing water for up to 48 hours after a significant rainfall is typical for the Lowcountry.
- 9. Access to Jobsite. Client/Owner is to provide all utilities to perform the work. Client/Owner will furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the owner makes the site available for the performance of the work.
- 10. Invoicing. Client/Owner will make payment to Contractor within fifteen (15) days upon receipt of invoice. In the event that the completion of work requires more than thirty (30) days, a progress bill will be presented by month end and will be paid within fifteen (15) days upon receipt of invoice.
- 11. 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 the proposal was prepared. The price quoted in this proposal for 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 hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering and/or certified landscape architectural design services are not included in this agreement and are not provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Owner. If the Client/Owner must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Client/Owner directly to the designer involved.
- 12. Promotional Clause. The client hereby assigns the Contractor the irrevocable and unrestricted right to use and publish photographs of the work performed for editorial, trade, advertising, educational and any other purpose in any manner and medium; to alter the same without restriction; and to copyright the same without restriction. The Client releases all

claim to profits that may arise from use of images.

- 13. Payment. All unpaid balances over 30 days from date of invoice will be subject to the maximum finance charge allowable by law. The Greenery will 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 Client/Owner. 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 30 days after billing. Failure to make payment when due for completed work may result in a mechanic's lien on the title of your property. Credit card payments are subject to a 3% processing fee.
- 14. A 50% deposit of the total project cost is required to initiate the work. Please refer to the work order number when making your payment. Upon receipt of the deposit, we will confirm the schedule and begin preparing for the installation.
- 15. The pricing outlined in this proposal is valid for 60 days from the date of issue. After this period, the proposal may be subject to revision based on market conditions and material costs.

Property Name:Amelia Concourse CDDProposal Date:8/28/2025Address:85200 Amaryllis Ct, Fernandina Beach, FL 32034Proposal Work Order #:83334

Client Contact: Chip Dellinger acmanager@gmsnf.com Prepared By: WILLIAM FLANNERY

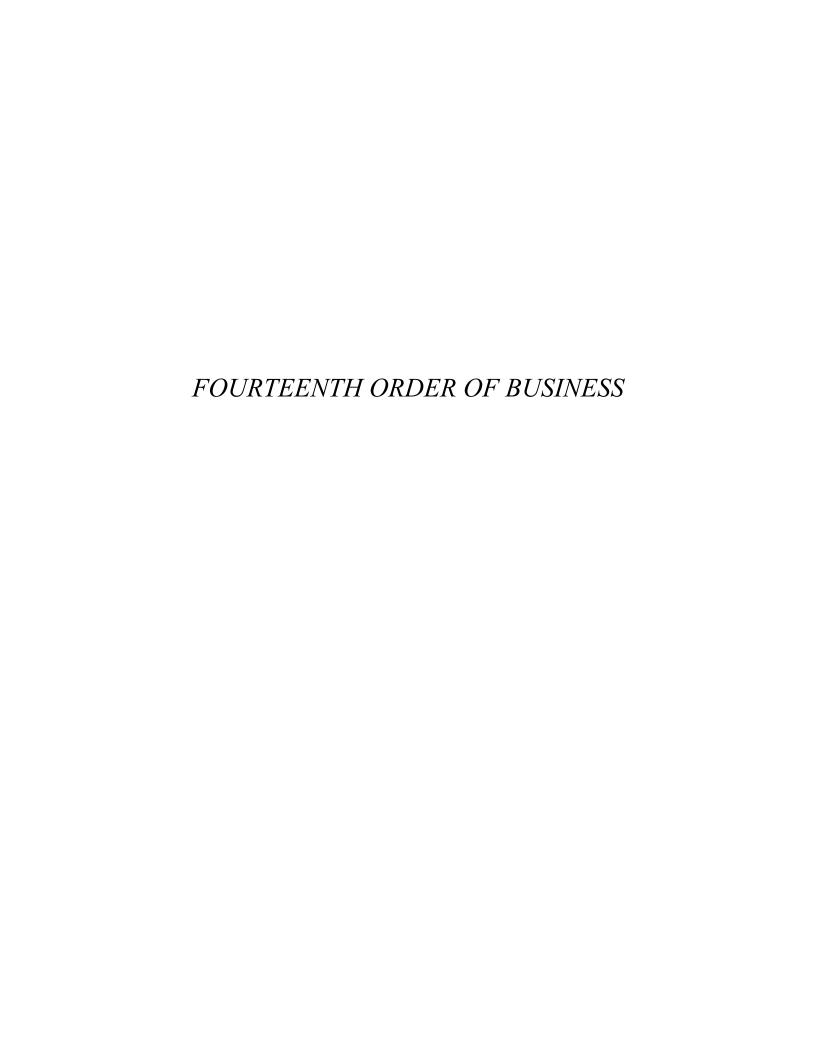
Client Phone #:

Total: \$2,025.00

Deposit Amount (50%): \$1,012.50

The pricing outlined in this proposal is valid for **60 days** from the date of issue. After this period, the proposal may be subject to revision based on market conditions and material costs.

	<u> </u>	
8/28/2025	Date	
Date WILLIAM FLANNERY		
WILLIAM FLANNERY	Ву	



A.

Community Development District

Unaudited Financial Reporting August 31, 2025



Community Development District

Combined Balance Sheet August 31, 2025

		General	De	ebt Service	Сар	ital Reserve	Са	pital Project		Totals
		Fund		Fund		Fund		Fund	Gove	rnmental Funds
Assets:										
Cash:										
Operating Account	\$	26,677	\$	-	\$	-	\$	-	\$	26,677
Due from Capital Reserve Fund		13,041		-		-		-		13,041
Investments:										
State Board of Administration (SBA)		63,627		-		238,008		-		301,635
Custody (US Bank)		505,822		-		-		-		505,822
<u>Series 2007</u>										
Reserve		-		112,263		-		-		112,263
Revenue		-		122,426		-		-		122,426
Prepayment		-		10,273		-		-		10,273
Cost of Issuance		-		-		-		1		1
<u>Series 2016</u>										
Reserve		-		72,287		-		-		72,287
Revenue		-		96,905		-		-		96,905
Series 2019A										
Reserve		-		106,301		-		-		106,301
Revenue		-		78,451		-		-		78,451
Prepayment		-		81		-		-		81
Construction		-		-		-		14,147		14,147
<u>Series 2019B</u>										
Prepayment		-		265		-		-		265
Construction		-		-		-		668,859		668,859
Prepaid Expenses		6,063		-		-		-		6,063
Deposits		2,475		-		-		-		2,475
Total Assets	\$	617,704	\$	599,252	\$	238,008	\$	683,007	\$	2,137,971
Liabilities:										
Accrued Expenditures	\$	4,757	\$	-	\$	-	\$	-	\$	4,757
Due to General Fund		-		-		13,714		-		13,714
Total Liabilites	\$	4,757	\$	-	\$	13,714	\$	-	\$	18,471
Fund Balance:										
Nonspendable:										
Prepaid Items	\$	6,063	\$	_	\$	_	\$	_	\$	6,063
Deposits	,	2,475		-	,	_	,	_	•	2,475
Restricted for:		,								,
Debt Service - Series		_		599,252		_		-		599,252
Capital Project - Series		-		-		-		683,007		683,007
Assigned for:										•
Capital Reserve Fund		-		-		224,294		-		224,294
Unassigned	604,410 -		-	- 604,41						
Total Fund Balances	\$	612,948	\$	599,252	\$	224,294	\$	683,007	\$	2,119,500
maril 11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		(18.50		500.250	A	220.000		(02.025	Α	
Total Liabilities & Fund Balance	\$	617,704	\$	599,252	\$	238,008	\$	683,007	\$	2,137,971

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

	Adopted	Pror	ated Budget		Actual		
	Budget	Thr	u 08/31/25	Thr	u 08/31/25	V	ariance
Revenues:							
nevenues.							
Special Assessments - Tax Roll	\$ 459,139	\$	459,139	\$	465,187	\$	6,048
Interest Income	5,000		5,000		22,138		17,138
Other Income	500		500		1,770		1,270
Total Revenues	\$ 464,639	\$	464,639	\$	489,095	\$	24,456
Expenditures:							
General & Administrative:							
upervisors	\$ 6,000	\$	5,500	\$	3,400	\$	2,100
ICA Expense	459		421		260		161
`ravel	300		275		-		275
ngineering	7,500		7,500		7,915		(415)
ttorney Fees	30,000		27,500		18,073		9,427
nnual Audit	4,350		-		-		-
issemination	11,798		10,815		11,115		(300)
ssessment Roll	8,427		8,427		8,427		-
roperty Appraiser	5,000		5,000		4,640		360
rustee Fees	13,588		13,961		13,961		-
rbitrage	1,800		1,650		1,200		450
anagement Fees	51,588		47,289		47,289		(0)
formation Technology	2,247		2,060		2,060		0
/ebsite Maintenance	1,124		1,030		1,030		(0)
elephone	500		458		213		245
ostage	1,000		917		451		466
nsurance	11,580		11,580		11,264		316
rinting and Binding	750		750		996		(246)
egal Advertising	2,500		2,292		1,036		1,256
ther Current Charges	1,000		917		841		76
ffice Supplies	100		92		4		88
ues, Licenses & Subscriptions	175		175		175		-
otal General & Administrative	\$ 161,785	\$	148,607	\$	134,350	\$	14,257
perations & Maintenance							
ield:							
Contract Services:							
andscape Maintenance	\$ 45,000	\$	41,250	\$	34,947	\$	6,303
ake Maintenance	7,000		6,417		4,048		2,369
ield Operations Management	16,800		15,400		15,400		-
Repairs & Maintenance:							
epairs & Maintenance	18,000		18,000		13,714		4,286
rigation Repairs	4,000		3,667		1,227		2,440
andscape Contingency	10,000		10,000		14,704		(4,704)
<u>Utilities:</u>							
lectric	35,000		32,083		31,586		497
Vater & Sewer	 15,000		15,000		17,977		(2,976)
Subtotal Field	\$ 150,800	\$	141,817	\$	133,603	\$	8,214

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

	Adopted	Pror	ated Budget		Actual		
	Budget	Thr	u 08/31/25	Thr	u 08/31/25	7	ariance
Amenity Center:							
Insurance	\$ 22,207	\$	22,207		20,242	\$	1,965
Facility Management	16,800		15,400		15,400		-
Pool Maintenance	18,318		16,792		16,792		-
Pool Chemicals	13,000		13,000		14,212		(1,212)
Pool Permits	530		530		515		15
Cable	2,200		2,017		1,806		210
Janitorial	9,841		9,021		9,021		(0)
Facility Maintenance	13,596		12,463		8,496		3,967
Pest Control	1,000		1,000		1,161		(161)
Refuse	750		688		691		(3)
Holiday Decorations	2,000		1,833		-		1,833
Reserves:							
Capital Reserve Funding	75,000		-		-		-
Subtotal Amenity Center:	\$ 175,242	\$	94,950	\$	88,336	\$	6,614
Total Operations & Maintenance	\$ 326,042	\$	236,766	\$	221,938	\$	14,828
Total Expenditures	\$ 487,827	\$	385,373	\$	356,288	\$	29,085
Excess (Deficiency) of Revenues over Expenditures	\$ (23,188)	\$	79,265	\$	132,806	\$	53,541
Other Financing Sources/(Uses):							
Transfer In/(Out)	\$ -	\$	-	\$	-	\$	-
Total Other Financing Sources/(Uses)	\$ -	\$	•	\$	-	\$	-
Net Change in Fund Balance	\$ (23,188)	\$	79,265	\$	132,806	\$	53,541
Fund Balance - Beginning	\$ 23,188			\$	480,141		
Fund Balance - Ending	\$			\$			

Community Development District Month to Month

					Month to Moi	iitii							
	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Special Assessments - Tax Roll	\$ - \$	42,684 \$	411,259 \$	2,450 \$	- \$	- \$	8,794 \$	- \$	- \$	- \$	- \$	- \$	465,187
Interest Income	1,509	1,112	1,119	2,545	2,632	2,545	2,098	2,155	2,374	2,013	2,036	-	22,138
Other Income	-	-	30	500	-	150	260	-	-	330	500	-	1,770
Total Revenues	\$ 1,509 \$	43,796 \$	412,408 \$	5,495 \$	2,632 \$	2,695 \$	11,152 \$	2,155 \$	2,374 \$	2,343 \$	2,536 \$	- \$	489,095
Expenditures:													
General & Administrative:													
Supervisors	\$ - \$	600 \$	- \$	600 \$	- \$	600 \$	400 \$	600 \$	- \$	600 \$	- \$	- \$	3,400
FICA Expense	-	46	-	46	-	47	30	46	-	46	-	-	260
Travel	-	-	-	-	_	-	-	-	-	_	_	-	
Engineering	-	3,183	508	1,015	653	730	_	1,465	_	363	-	-	7,915
Attorney Fees	672	2,787	313	3,250	361	2,517	806	2,402	812	4,154	-	-	18,073
Annual Audit	-	2,7.07	-	-	-	2,017	-	2,102	-		-		10,075
Dissemination	1,083	983	983	983	983	983	1,183	983	983	983	983		11,115
		703	703	703	903	703		703				-	
Assessment Roll	8,427	-	-	-	-	-	-	-	-	-	-		8,427
Property Appraiser	-	4,640	-	-	-	-	-	-	-	-	-	-	4,640
Trustee Fees	8,979	-	-	-	-	-	3,754	-	-	-	1,228	-	13,961
Arbitrage	-	-	-	-	-	-	600	-	-	-	600	-	1,200
Management Fees	4,299	4,299	4,299	4,299	4,299	4,299	4,299	4,299	4,299	4,299	4,299	-	47,289
Information Technology	187	187	187	187	187	187	187	187	187	187	187	-	2,060
Website Maintenance	94	94	94	94	94	94	94	94	94	94	94	-	1,030
Telephone	-	34	-	42	-	58	-	29	-	47	3	-	213
Postage	8	9	11	2	4	5	12	5	345	11	39	-	451
Insurance	11,264	-	-	-	-	-	-	-	-	-	-	-	11,264
Printing and Binding	133	1	38	1	54	9	25	12	610	0	112	-	996
Legal Advertising	-	-	-	-	_	-	-	-	1,036	_	_	-	1,036
Other Current Charges	-	-	10	-	827	-	-	-	1	1	1	-	841
Office Supplies	0	0	0		0		1	_	1	1	1	-	4
	175	-	-	-	Ü	-	1	_		-		-	175
Dues, Licenses & Subscriptions					-								
Total General & Administrative	\$ 35,321 \$	16,863 \$	6,443 \$	10,518 \$	7,462 \$	9,530 \$	11,389 \$	10,123 \$	8,368 \$	10,786 \$	7,547 \$	- \$	134,350
Operations & Maintenance Field:													
Contract Services:													
Landscape Maintenance	\$ 3,177 \$	3,177 \$	3,177 \$	3,177 \$	3,177 \$	3,177 \$	3,177 \$	3,177 \$	3,177 \$	3,177 \$	3,177 \$	- \$	34,947
Lake Maintenance	368	368	368	368	368	368	368	368	368	368	368	-	4,048
Field Operations Management	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	-	15,400
Repairs & Maintenance:													
Repairs & Maintenance	5,189	-	1,712	-	1,924	752	349	-	1,298	2,115	376	-	13,714
Irrigation Repairs	-	-	-	-	-	-	-	1,227	-	-	-	-	1,227
Landscape Contingency	1,600	1,258	2,500	-	-	2,960	-	-	-	6,385	-	-	14,704
<u>Utilities:</u>													
Electric	2,843	2,806	2,779	2,899	2,894	2,801	2,813	2,893	2,879	2,925	3,054	-	31,586
Water & Sewer	2,176	1,678	1,722	1,432	1,432	1,539	1,593	1,595	1,595	1,337	1,876	-	17,977
Subtotal Field Expenditures	\$ 16,754 \$	10,687 \$	13,658 \$	9,276 \$	11,195 \$	12,997 \$	9,700 \$	10,661 \$	10,717 \$	17,707 \$	10,251 \$	- \$	133,603

Community Development District Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Amenity Center:													
Insurance	\$ 20,242 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	20,242
Facility Management	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	-	15,400
Pool Maintenance	1,527	1,527	1,527	1,527	1,527	1,527	1,527	1,527	1,527	1,527	1,527	-	16,792
Pool Chemicals	2,002	717	935	1,399	316	967	1,098	967	2,087	2,183	1,541	-	14,212
Pool Permits	-	-	-	-	-	-	515	-	-	-	-	-	515
Cable	162	162	162	162	163	163	163	163	163	163	181	-	1,806
Janitorial	820	820	820	820	820	820	820	820	820	820	820	-	9,021
Facility Maintenance	195	2,084	195	195	1,925	1,765	1,253	-	418	-	466	-	8,496
Pest Control	81	81	81	81	81	81	81	81	432	-	81	-	1,161
Refuse	59	59	61	61	61	61	61	62	68	68	68	-	691
Holiday Decorations	-	-	-	-	-	-	-	-	-	-	-	-	-
Reserves:													
Capital Reserve Fund	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Amenity Center:	\$ 26,488 \$	6,850 \$	5,181 \$	5,646 \$	6,293 \$	6,783 \$	6,918 \$	5,019 \$	6,914 \$	6,160 \$	6,084 \$	- \$	88,336
Total Operations & Maintenance	\$ 43,242 \$	17,538 \$	18,839 \$	14,922 \$	17,488 \$	19,781 \$	16,618 \$	15,679 \$	17,630 \$	23,867 \$	16,335 \$	- \$	221,938
Total Expenditures	\$ 78,563 \$	34,401 \$	25,282 \$	25,440 \$	24,950 \$	29,310 \$	28,008 \$	25,802 \$	25,998 \$	34,653 \$	23,882 \$	- \$	356,288
Excess (Deficiency) of Revenues over Expenditures	\$ (77,054) \$	9,395 \$	387,126 \$	(19,945) \$	(22,317) \$	(26,615) \$	(16,856) \$	(23,647) \$	(23,624) \$	(32,310) \$	(21,346) \$	- \$	132,806
Other Financing Sources/Uses:													
Transfer In/(Out)	\$ - \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	-
Total Other Financing Sources/Uses	\$ - \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	•
Net Change in Fund Balance	\$ (77,054) \$	9,395 \$	387,126 \$	(19,945) \$	(22,317) \$	(26,615) \$	(16,856) \$	(23,647) \$	(23,624) \$	(32,310) \$	(21,346) \$	- \$	132,806

Community Development District

Debt Service Fund Series 2007

Statement of Revenues, Expenditures, and Changes in Fund Balance

	Adopted	Pror	ated Budget		Actual		
	Budget	Thru	u 08/31/25	Thr	u 08/31/25	V	ariance
Revenues:							
Special Assessments - Tax Roll	\$ 111,295	\$	111,295	\$	113,228	\$	1,933
Special Assessments - Prepayment	=		=		10,273		10,273
Interest Income	5,000		5,000		10,496		5,496
Total Revenues	\$ 116,295	\$	116,295	\$	133,998	\$	17,702
Expenditures:							
Interest - 11/1	\$ 29,900	\$	29,900	\$	29,900	\$	-
Interest - 5/1	29,900		29,900		29,900		-
Principal - 5/1	50,000		50,000		50,000		-
Total Expenditures	\$ 109,800	\$	109,800	\$	109,800	\$	-
Excess (Deficiency) of Revenues over Expenditures	\$ 6,495	\$	6,495	\$	24,198	\$	17,702
Other Financing Sources/(Uses):							
Property Appraiser	\$ (1,200)	\$	(1,200)	\$	(1,129)	\$	71
Transfer (Out)	-		-		-		-
Transfer In	-		-		-		-
Total Other Financing Sources/(Uses)	\$ (1,200)	\$	(1,200)	\$	(1,129)	\$	71
Net Change in Fund Balance	\$ 5,295	\$	5,295	\$	23,068	\$	17,773
Fund Balance - Beginning	\$ 103,187			\$	221,893		
Fund Balance - Ending	\$ 108,483			\$	244,961		

Community Development District

Debt Service Fund Series 2016

Statement of Revenues, Expenditures, and Changes in Fund Balance

	Adopted	Pror	ated Budget		Actual			
	Budget	Thr	u 08/31/25	Thr	u 08/31/25	V	ariance	
Revenues:								
Special Assessments - Tax Roll	\$ 146,859	\$	146,859	\$	148,470	\$	1,611	
Interest Income	5,000		5,000		7,983		2,983	
Total Revenues	\$ 151,859	\$	151,859	\$	156,452	\$	4,593	
Expenditures:								
Interest - 11/1	\$ 52,500	\$	52,500	\$	52,500	\$	-	
Principal Prepayment - 11/1	-		-		5,000		(5,000)	
Interest - 5/1	52,500		52,500		52,350		150	
Principal - 5/1	35,000		35,000		35,000		-	
Principal Prepayment - 5/1	-		-		5,000		(5,000)	
Total Expenditures	\$ 140,000	\$	140,000	\$	149,850	\$	(9,850)	
Excess (Deficiency) of Revenues over Expenditures	\$ 11,859	\$	11,859	\$	6,602	\$	(5,257)	
Other Financing Sources/(Uses):								
Property Appraiser	\$ (1,500)	\$	(1,500)	\$	(1,481)	\$	19	
Transfer In/(Out)	-		-		-		-	
Total Other Financing Sources/(Uses)	\$ (1,500)	\$	(1,500)	\$	(1,481)	\$	19	
Net Change in Fund Balance	\$ 10,359	\$	10,359	\$	5,121	\$	(5,238)	
Fund Balance - Beginning	\$ 92,266			\$	164,071			

Community Development District

Debt Service Fund Series 2019A

Statement of Revenues, Expenditures, and Changes in Fund Balance

		Adopted	Pror	ated Budget				
		Budget	Thr	u 08/31/25	Thr	u 08/31/25	7	/ariance
Revenues:								
C : 14	.	170.016	.	170.016	ф	101 000	¢.	1.072
Special Assessments - Tax Roll	\$	179,916	\$	179,916	\$	181,889 15,603	\$	1,973 15,603
Special Assessments - Prepayment Interest Income		5,000		5,000		•		•
interest income		5,000		5,000		9,116		4,116
Total Revenues	\$	184,916	\$	184,916	\$	206,608	\$	21,692
Expenditures:								
Interest - 11/1	\$	66,529	\$	66,529	\$	66,529	\$	-
Interest - 5/1		66,529		66,529		66,529		-
Principal - 5/1		45,000		45,000		45,000		-
Principal Prepayment - 5/1		-		-		20,000		(20,000)
Total Expenditures	\$	178,058	\$	178,058	\$	198,058	\$	(20,000)
Excess (Deficiency) of Revenues over Expenditures	\$	6,859	\$	6,859	\$	8,551	\$	1,692
Other Financing Sources/(Uses):								
Property Appraiser	\$	(1,900)	\$	(1,900)	\$	(1,814)	\$	86
Transfer In/(Out)	·	-		-		(4,281)	,	(4,281)
Total Other Financing Sources/(Uses)	\$	(1,900)	\$	(1,900)	\$	(6,096)	\$	(4,196)
Net Change in Fund Balance	\$	4,959	\$	4,959	\$	2,455	\$	(2,504)
Fund Balance - Beginning	\$	75,131			\$	182,378		
Fund Balance - Ending	\$	80,089			\$	184,833		

Community Development District

Debt Service Fund Series 2019B

Statement of Revenues, Expenditures, and Changes in Fund Balance

	Ado			ed Budget		ctual		
	Buc	lget	Thru (08/31/25	Thru (08/31/25	Va	riance
Revenues:								
Special Assessments - Tax Roll	\$	-	\$	-	\$	-	\$	-
Interest Income		-		-		10		10
Total Revenues	\$	-	\$	-	\$	10	\$	10
Expenditures:								
Interest - 11/1	\$	-	\$	-	\$	-	\$	-
Principal Prepayment - 11/1		-		-		-		-
Total Expenditures	\$	-	\$	-	\$	-	\$	-
Excess (Deficiency) of Revenues over Expenditures	\$	-	\$	-	\$	10	\$	10
Other Financing Sources/(Uses):								
Transfer In	\$	-	\$	-	\$	-	\$	-
Transfer (Out)		=		-		-		-
Total Other Financing Sources/(Uses)	\$	-	\$	-	\$	-	\$	-
Net Change in Fund Balance	\$	-	\$		\$	10	\$	10
Fund Balance - Beginning	\$	-			\$	255		
Fund Balance - Ending	\$				\$	266		

Community Development District

Statement of Revenues and Expenditures

Capital Projects Funds

Description	SE 200	7	S	E 2019A	SE 2019B
Revenues					
Interest Income Transfer In	\$	-	\$	435 4,281	\$24,654 -
Total Revenues	\$	-	\$	4,716	\$ 24,654
<u>Expenditures</u>					
Capital Outlay	\$	-	\$	-	\$ 943
Total Expenditures	\$	-	\$	-	\$ 943
Excess Revenues (Expenditures)	\$	-	\$	4,716	\$ 23,711
Beginning Fund Balance	\$	1	\$	9,432	\$ 645,147
Ending Fund Balance	\$	1	\$	14,147	\$ 668,859

Community Development District

Capital Reserve Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

	Adopted	Prora	ated Budget		Actual		
	Budget	Thru	08/31/25	Thr	u 08/31/25	1	arian <i>c</i> e
Revenues							
Capital Reserve Funding	\$ 75,000	\$	-	\$	-	\$	-
Interest	5,000		5,000		9,904		4,904
Total Revenues	\$ 80,000	\$	5,000	\$	9,904	\$	4,904
Expenditures:							
Capital Outlay	\$ 20,000	\$	18,333	\$	-	\$	18,333
Repair and Replacements	50,000		45,833		17,064		28,769
Total Expenditures	\$ 70,000	\$	64,167	\$	17,064	\$	47,103
Excess (Deficiency) of Revenues over Expenditures	\$ 10,000			\$	(7,160)		
Other Financing Sources/(Uses)							
Transfer In/(Out)	\$ -	\$	-	\$	-	\$	-
Total Other Financing Sources (Uses)	\$ -	\$	-	\$	-	\$	-
Net Change in Fund Balance	\$ 10,000			\$	(7,160)		
Fund Balance - Beginning	\$ 229,337			\$	231,454		
Fund Balance - Ending	\$ 239,337			\$	224,294		

Community Development District Long Term Debt Report

Series 2007, Capital	Improvement Revenu	e 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	\$	112,263	
Reserve Fund Balance		112,263	
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)
Less: May 1, 2024 (Prepayment)			(15,000)
Less: May 1, 2024 (Mandatory)			(50,000)
Less: May 1, 2025 (Mandatory)			(50,000)
Current Bonds Outstanding			\$ 990,000

Series 2016, Capital Imp	rovement 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	\$ 72,287	
Reserve Fund Balance	72,287	
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)
Less: May 1, 2024 (Prepayment)		(5,000)
Less: May 1, 2024 (Mandatory)		(35,000)
Less: November 1, 2024 (Prepayment)		(5,000)
Less: May 1, 2025 (Prepayment)		(35,000)
Less: May 1, 2025 (Mandatory)		(5,000)
Current Bonds Outstanding	\$	1,705,000

Community Development District

Long Term Debt Report

Series 2019A. Capital I	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)
Less: May 1, 2024 (Prepayment)		(5,000)
Less: May 1, 2024 (Mandatory)		(40,000)
Less: May 1, 2025 (Prepayment)		(20,000)
Less: May 1, 2025 (Mandatory)		(45,000)
Current Bonds Outstanding	\$	2,290,000

AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2025 ASSESSMENT RECEIPTS SUMMARY

		SERIES 2007	SERIES 2016	SERIES 2019A		
	# UNITS	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE		
ASSESSED	ASSESSED	ASMT	ASMT	ASMT	FY25 O&M ASMT	TOTAL
NET ASSESSED TAX ROLL	458	111,999.88	146,859.16	179,916.12	460,140.25	898,915.41
TOTAL NET ASSESSED	458	111,999.88	146,859.16	179,916.12	460,140.25	898,915.41

		SERIES 2007	SERIES 2016	SERIES 2019A		
		DEBT SERVICE	DEBT SERVICE	DEBT SERVICE		
DUE / RECEIVED	BALANCE DUE	PAID	PAID	PAID	O&M PAID	TOTAL PAID
TAX ROLL DUE / RECEIPTS	(9,859.41)	113,228.30	148,469.92	181,889.45	465,187.15	908,774.82
TOTAL DUE / RECEIVED	(9,859.41)	113,228.30	148,469.92	181,889.45	465,187.15	908,774.82

	,	SUMMARY OF TAX	ROLL RECEIPTS			
	DATE	AMOUNT	SERIES 2007	SERIES 2016	SERIES 2019A	
NASSAU COUNTY DISTRIBUTION	RECEIVED	RECEIVED	RECEIPTS	RECEIPTS	RECEIPTS	O&M RECEIPTS
1	11/01/24	5,078.26	632.72	829.65	1,016.40	2,599.49
2	11/20/24	78,308.25	9,756.77	12,793.51	15,673.24	40,084.73
3	12/05/24	781,182.79	97,331.05	127,624.75	156,352.17	399,874.82
4	12/20/24	17,664.22	2,200.86	2,885.87	3,535.46	9,042.03
5	01/07/25	4,576.27	570.18	747.64	915.93	2,342.52
6	02/07/25	4,786.33	596.35	781.96	957.97	2,450.05
7	03/10/25	2,222.16	276.87	363.04	444.76	1,137.49
8	04/07/25	14,645.82	1,824.79	2,392.74	2,931.33	7,496.96
9	04/07/25	310.72	38.71	50.76	62.19	159.06
10	05/06/25		-	-	-	-
TAX CERTIFICATES	06/12/25		-	-	-	-
			-	-	-	-
			-	-	-	-
			-	-	-	-
			-	-	-	-
			-	-	-	-
			-	-	-	-
			-	-	-	-
			-	-	-	-
			-	-	-	-
TOTAL TAX ROLL RECEIPTS		908,774.82	113,228.30	148,469.92	181,889.45	465,187.15
PERCENT COLLECTED TAX ROLL		101.10%	101.10%	101.10%	101.10%	101.10%



Community Development District

Check Register Summary 7/1/2025-8/31/2025

Fund	Date	Check #'s	Amount
Payroll	7/25/25	50243-50245	\$ 554.10
		Sub-Total	\$ 554.10
General Fund			
	7/2/25	2579-2583	\$ 4,940.50
	7/16/25	2584-2588	13,063.79
	7/31/25	2589-2599	11,490.66
	8/18/25	2600-2609	20,271.06
	8/21/25	2610-2615	5,793.17
		Sub-Total	\$ 55,559.18
Total			\$ 56,113.28

PR300R	PAYI	ROLL CHECK REGISTER	RUN	7/25/25 PAGE	1.
CHECK #	EMP #	EMPLOYEE NAME	CHECK AMOUNT	CHECK DATE	
50243	16	KHRISTEN R SNOW	184.70	7/25/2025	
50244	13	KIMBERLY CHAMERDA	184.70	7/25/2025	
50245	15	WILLIAM T BUSBY	184.70	7/25/2025	
	тота	TOR REGISTER	554.10		

ACON AMELIA CONCOUR DLAUGHLIN

Attendance Sheet

District Name: Amelia Concourse CDD

Board Meeting Date: July 22, 2025 Meeting

	Name	In Attendance	Fee	
1	William Busby		\$200	
2	Harvey Greenberg		N/A	
3	Bill Toohey	MO	N/A	
4	Kimberly Chamerda		\$200	
5	Khristen Snow Jeffry Snow		\$200	

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

Approved for Payment:

| This is a signature | This is a signature

PLEASE RETURN COMPLETED FORM TO DANIEL LAUGHLIN

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 9/05/25 PAGE 1
*** CHECK DATES 07/01/2025 - 08/31/2025 *** AMELIA CONCOURSE - GF

^^^ CHECK DATES	0//01/2025 - 08/31/2025 ^^^	AMELIA CONCOURSE - GF BANK A AMELIA CON - GENERAL			
CHECK VEND# DATE	INVOICEEXPENSED TO. DATE INVOICE YRMO DPT ACCT	VENDOR NAME "# SUB SUBCLASS	STATUS	AMOUNT	CHECK AMOUNT #
7/02/25 00127	7/01/25 426923 202507 320-5720 JUL CLOUD ACCESS CONTRO	0-34500	*	195.00	
		HI-TECH SYSTEM			195.00 002579
7/02/25 00011	6/26/25 25-00136 202506 310-5130 7/22 NTC PUB HEAR/BOS M	0-48000	*	1,035.50	
		JACKSONVILLE DAILY RECORD			1,035.50 002580
7/02/25 00140	6/30/25 10662 202506 320-5720 COMPRESSOR TRIP BREAKER	0-62000	*	165.00	
		MILT'S OF AMELIA INC			165.00 002581
7/02/25 00129	7/01/25 10000-B 202507 320-5720 JUL LAKE MAINTENANCE	0-46800	*	368.00	
		SITEX AQUATICS			368.00 002582
7/02/25 00157	7/01/25 787239 202507 320-5720 JUL LANDSCAPE MAINTENAN	0-46200	*	3,177.00	
		THE GREENERY OF NORTH FLORIDA	INC		3,177.00 002583
7/16/25 00146	6/26/25 14055046 202506 320-5720 RPLC TOILET HANDLE	0-62000	*	304.41	
		MODAN CONSTRUCTION SERVICES LL	JC		304.41 002584
7/16/25 00005	7/01/25 348 202507 320-5720 JUL CONTRACT ADMIN	0-35100	*	1,400.00	
	7/01/25 348 202507 320-5720 JUL FACILITY MANAGEMENT	0-34000	*	1,400.00	
	7/01/25 348 202507 320-5720 JUL JANITORIAL		*	820.08	
	7/01/25 348 202507 320-5720		*	1,526.50	
		GOVERNMENTAL MANAGEMENT SERVIC	ES		5,146.58 002585
7/16/25 00005	7/01/25 349 202507 310-5130 JUL MANAGEMENT FEES	0-34000	*	4,299.00	
	7/01/25 349 202507 310-5130 JUL WEBSITE ADMIN	0-52000	*	93.67	
	7/01/25 349 202507 310-5130 JUL INFO TECH		*	187.25	
	7/01/25 349 202507 310-5130 JUL DISSEM AGENT SRVCS	0-32400	*	983.17	
	7/01/25 349 202507 310-5130 OFFICE SUPPLIES	0-51000	*	.48	
	7/01/25 349 202507 310-5130 POSTAGE	0-42000	*	11.04	
	10011100				

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 9/05/25 PAGE 2
*** CHECK DATES 07/01/2025 - 08/31/2025 *** AMELIA CONCOURSE - GF

*** CHECK DATES 07/0	1/2025 - 08/31/2025 *** AI B.	MELIA CONCOURSE - GF ANK A AMELIA CON - GENERAL			
CHECK VEND# DATE DA	.INVOICEEXPENSED TO TE INVOICE YRMO DPT ACCT# :	VENDOR NAME SUB SUBCLASS	STATUS	AMOUNT	CHECK AMOUNT #
	1/25 349 202507 310-51300-	42500	*	.45	
	1/25 349 202507 310-51300- TELEPHONE	41000	*	46.81	
7/0	1/25 349 202507 320-57200- POOL CHEM-TRICHLOR	45400	*	69.96	
7/0	1/25 349 202507 320-57200- POOL CHEM-LIQUID BLEACH	45400	*	30.69	
7/0	1/25 349 202507 320-57200- POOL CHEM-TILE SOAP	45400	*	126.48	
		GOVERNMENTAL MANAGEMENT SERVICES			5,849.00 002586
	2/25 7120608 202507 320-57200- POOL CHEMICALS		*	537.00	
	TOOL CHEMICALD	HAWKINS INC			537.00 002587
	4/25 788288 202505 320-57200- MAY IRRIGATION INSPECTION	46400	*	1,226.80	
		THE GREENERY OF NORTH FLORIDA INC			1,226.80 002588
7/31/25 00005 7/1	8/25 352 202506 320-57200- JUN FACILITY MAINTENANCE		*	237.75	
		GOVERNMENTAL MANAGEMENT SERVICES			237.75 002589
	5/25 28020 202507 310-51300- ARBIT-SE2007 FYE 6/30/25	32100	*	600.00	
		GRAU AND ASSOCIATES			600.00 002590
7/31/25 00139 7/2	1/25 07212025 202507 320-57200- PURCHASE REIMBURSEMENT	62000	*	69.77	
		HARVEY GREENBERG			69.77 002591
7/31/25 00142 7/1	7/25 7137420 202507 320-57200- POOL CHEMICALS		*	897.00	
		HAWKINS INC			897.00 002592
7/31/25 00094 7/2	3/25 15310 202507 320-57200- RPL COMPRESS/FILTER DRIER	62000	*	2,045.00	
	RFI COMPRESS/FIBLER DRIER	JOHNNY'S AC			2,045.00 002593
7/31/25 00135 7/1	5/25 12722 202506 310-51300- JUN GENERAL SERVICES	31500	*	812.25	
	UUN GENERAL SERVICES	KILINSKI VAN WYK PLLC			812.25 002594
7/31/25 00082 7/0	1/25 62778585 202507 320-53800- JUL FIRE ANT SERVICES	45513		81.00	
					81.00 002595
		 -			_

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 9/05/25 PAGE 3
*** CHECK DATES 07/01/2025 - 08/31/2025 *** AMELIA CONCOURSE - GF

		BANK A AMELIA CON - GENERAL			
	INVOICEEXPENSED TO DATE INVOICE YRMO DPT ACCT#				
7/31/25 00157	7/18/25 788447 202507 320-57200	-46300	*	1,215.00	
	7/18/25 788447 202507 320-57200 PINE TREE REMOVAL	THE GREENERY OF NORTH FLORIDA I	INC		1,215.00 002596
7/31/25 00157	7/22/25 788608 202507 320-57200	-46300	*	1,258.00	
	SEASONAL COLOR PHI&2	THE GREENERY OF NORTH FLORIDA I	INC		1,258.00 002597
7/31/25 00157	7/22/25 788609 202507 320-57200	-46300	*	3,912.39	
		THE GREENERY OF NORTH FLORIDA I	INC 		3,912.39 002598
7/31/25 00112	7/21/25 3828 202507 310-51300 JUN ENGINEERING SERVICES	-31100	*	362.50	
		YURO & ASSOCIATES, LLC			362.50 002599
8/18/25 00122	8/01/25 23450 202508 320-57200 INSP/CERT EXTINGUISHERS	-62000	*	155.00	
	INSF/CERT EXTINGUISHERS	GATOR FIRE SYSTEMS LLC			155.00 002600
8/18/25 00005	8/01/25 353 202508 310-51300	-34000	*	4,299.00	
	AUG MANAGEMENT FEES 8/01/25 353 202508 310-51300		*	93.67	
	AUG WEBSITE ADMIN 8/01/25 353 202508 310-51300	-35100	*	187.25	
	AUG INFO TECH 8/01/25 353 202508 310-51300	-32400	*	983.17	
	AUG DISSEM AGENT SRVCS 8/01/25 353 202508 310-51300	-51000	*	.60	
	OFFICE SUPPLIES 8/01/25 353 202508 310-51300	-42000	*	39.29	
	POSTAGE 8/01/25 353 202508 310-51300	-42500	*	111.60	
	COPIES 8/01/25 353 202508 310-51300	-41000	*	2.92	
	TELEPHONE 8/01/25 353 202508 320-57200	-45400	*	78.38	
	POOL CHEM-LIQUID BLEACH 8/01/25 353 202508 320-57200	-45400	*	84.32	
	POOL CHEM-TILE SOAP 8/01/25 353 202508 320-57200		*	74.65	
	POOL CHEM-POOL ENZYMES		IS		5,954.85 002601
8/18/25 00005	8/01/25 354 202508 320-57200 AUG CONTRACT ADMIN	-35100	*	1,400.00	

AP300R YEAR-TO- *** CHECK DATES 07/01/2025 - 08/31/2025 ***	DATE ACCOUNTS PAYABLE PREPAID/COMPUTE AMELIA CONCOURSE - GF BANK A AMELIA CON - GENERAL	ER CHECK REGISTER	RUN 9/05/25	PAGE 4
CHECK VEND#INVOICEEXPENSED DATE DATE INVOICE YRMO DPT A		STATUS	AMOUNT	CHECK AMOUNT #
8/01/25 354 202508 320-5		*	1,400.00	
AUG FACILITY MANAGEM 8/01/25 354 202508 320-5		*	820.08	
AUG JANITORIAL 8/01/25 354 202508 320-5 AUG POOL MAINTENANCE		*	1,526.50	
	GOVERNMENTAL MANAGEMENT SERVIC	CES		5,146.58 002602
8/18/25 00142 7/30/25 7151883 202507 320-5 POOL CHEMICALS		*	522.00	
FOOL CHEMICALD	HAWKINS INC			522.00 002603
8/18/25 00142 8/07/25 7159912 202508 320-5		*	462.00	
POOL CHEMICALS	HAWKINS INC			462.00 002604
8/18/25 00127 8/01/25 428452 202508 320-5 AUG CLOUD ACCESS CON		*	195.00	
AUG CLOUD ACCESS CON	HI-TECH SYSTEM			195.00 002605

RENTAL DEPOSIT REFUND MATTHEW THOMPSON 250.00 002606 8/18/25 00129 8/01/25 10116-B 202508 320-57200-46800 368.00 AUG LAKE MAINTENANCE SITEX AQUATICS 368.00 002607 8/18/25 00157 8/01/25 789276 202508 320-57200-46200 3,177.00 AUG LANDSCAPE MAINTENANCE THE GREENERY OF NORTH FLORIDA INC 3,177.00 002608 8/18/25 00022 7/25/25 7839479 202507 310-51300-32300 937.50 TRUSTEE FY25 SE2016 7/25/25 7839479 202507 300-15500-10100 TRUSTEE FY26 SE2016 2,812.50

250.00

290.63

221.13

4,040.63 002609

8/18/25 00165 8/05/25 08052025 202508 300-36900-10100

7/25/25 7839479 202507 310-51300-32300

INCIDENTAL EXPENSES

8/21/25 00005 8/13/25 355 202508 320-57200-62000 MAINTENANCE SUPPLIES 221.13 002610 GOVERNMENTAL MANAGEMENT SERVICES 8/21/25 00142 8/18/25 7171577 202508 320-57200-45400 916.57 POOL CHEMICALS

U.S. BANK

AP300R YEAR-TO-DATE ACCOUNTS PASS CHECK DATES 07/01/2025 - 08/31/2025 *** AMELIA CONCOUNTS PASS AMELIA CONCOUN	YABLE PREPAID/COMPUTER CHI JRSE - GF A CON - GENERAL	ECK REGISTER	RUN 9/05/25	PAGE 5
CHECK VEND#INVOICEEXPENSED TO DATE DATE INVOICE YRMO DPT ACCT# SUB SUBCLAS		STATUS	AMOUNT	CHECK AMOUNT #
8/18/25 7171577 202508 320-57200-45400 CRED MEMO INV#7171820		*	75.00-	
HAWKINS II	1C			841.57 002611
8/21/25 00127 8/18/25 77485 202508 320-57200-34500 NETWORK EQUIPMENT		*	76.00	
HI-TECH S	/STEM			76.00 002612
8/21/25 00166 8/12/25 08122025 202508 300-36900-10100 RENTAL DEPOSIT REFUND		*	250.00	
KENNA JOY	BERRY			250.00 002613
8/21/25 00135 8/11/25 12786 202507 310-51300-31500 JUL GENERAL SERVICES		*	4,154.47	
	AN WYK PLLC			4,154.47 002614
8/21/25 00167 8/19/25 08192025 202508 300-36900-10100 RENTAL DEPOSIT REFUND		*	250.00	
SUSAN MASC	DN 			250.00 002615
	TOTAL FOR BANK A	A	55,559.18	
	TOTAL FOR REGIST	ΓER	55,559.18	



Invoice

Tallahassee, FL 32308 2498 Centerville Rd.

Bill to:

Amelia Concourse CDD 475 W Town Place Suite 114 Saint Augustine, FL 32092 Click Here to Pay Online! Invoice #: Invoice Date: 426923 07/01/2025

Completed:

07/01/2025

Terms:

Due on Aging Date

Bid#:

475 W Town Place

HiTechFlorida.com

JUL 0 1 2025

Description	Qty	Rate	Amount
1-14212-ACC-1 - Access Control System - Amelia Concourse CDD - 85200 Amaryllis Court, Fern	nandina Bead	h, 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
1-14212-CCTV-1 - CCTV System - Amelia Concourse CDD - 85200 Amaryllis Court, Fernandina	Beach, FL		
HT OVRC Net Pro	1.00	\$25.00	25.00
Hi-Tech Commercial Video 16	1.00	\$60.00	60.00
Sales Tax	Ì		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

\$195.00

Payments

\$0.00

Balance Due

\$195.00

Jacksonville Daily Record

A Division of DAILY RECORD & OBSERVER, LLC

P.O. Box 2177 Jacksonville, FL 32203 (904) 356-2466

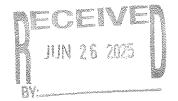
INVOICE

June 26, 2025

Date

Attn: Courtney Hogge GMS, LLC 475 West Town Place, Ste 114 Saint Augustine

FL 32092



,	
Serial # 25-00136N PO/File #	\$1,035.50
	Payment Due
Notice of Public Hearing, etc.; and Notice of Regular Board of Supervisors'	
Meeting.	\$1,035.50
Amelia Concourse Community Development District	Publication Fee
Case Number	Amount Paid
Publication Dates 6/26, 7/3	Payment Due Upon Receipt
County Nassau	For your convenience, you may remit payment online at www.jaxdailyrecord.com/ send-payment.
Payment is due before the Proof of Publication is released.	If your payment is being mailed, please reference Serial # 25-00136N on your check or remittance advice.

Your notice was published on both jaxdailyrecord.com and floridapublicnotices.com.

Preliminary Proof Of Legal Notice (This is not a proof of publication.)

Please read copy of this advertisement and advise us of any necessary corrections before further publications.

AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT

NOTICE OF PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE FISCAL YEAR 2026 BUDGET; NOTICE OF PUBLIC HEARING TO CONSIDER THE IMPOSITION OF OPERATIONS AND MAINTENANCE SPECIAL ASSESSMENTS, ADOPTION OF AN ASSESSMENT ROLL, AND THE LEVY, COLLECTION, AND ENFORCEMENT OF THE SAME; AND NOTICE OF REGULAR BOARD OF SUPERVISORS' MEETING.

Upcoming Public Hearings and Regular Meeting

The Board of Supervisors ("Board") for the Amelia Concourse Community Development District ("District") will hold the following two public hearings and a regular meeting:

Date: July 22, 2025

Time: Jil00 a.m., Location: Amelia Concourse Amenity Center 85200 Amaryllis Court Fernandina Beach, Florida 32034

The first public hearing is being held pursuant to Chapter 190, Plavida Statutes, to receive public comment and objections on the Districts proposed budget ("Proposed Budget") for the fiscal year beginning October 192026, and ending September 30, 2026 ("Fiscal Veur 2026"). The second public hearing is being beld pursuant to Chapters 190 and 197, Florida Statutes, to consider the imposition of operations and muintenance special assessments ("Ock) Assessments") upon the lands located within the District, to find the Proposed Budget (pr Fiscal Veur 2026; to consider the adoption of an assessment roll; and, to provide for the levy, callection, and enforcement of assessments. At the conclusion of the hearings, the Board will, by resolution, adopt a budget and (Py Ock M Assessments) upon the lands located within the District to find the Proposed Budget (pr Fiscal Veur 2026; to consider the adoption of an assessment roll; and, to provide for the levy, callection, and enforcement of assessments as finally approved by the Board. A Board meeting of the District will also be held where the Board may consider any other District business.

The District imposes O&M Assessments on benefitted property within the District for the purpose of funding the District is general administrative, operations, audi maintena

Land Use	Total # of Units	ERU Factor	Proposed O&M Assessment (including collection costs / early payment discounts)
Single Family	458	1	\$1,120.89

Single Family 4.68 1 51,120.89 1

The proposed O&M Assessments as stated include collection costs and/or early payment discounts, which Nassau County ("County") may impose on assessments that are collected on the County tax bill. Moreover, pursuant to Section 197,363.2(4), Florida Statutes, the lien amount shall serve us the "anaximum rate" authorizes by law for O&M Assessments, such that no assessment hearing shall be held or notice provided in future years unless the assessments are proposed to be increased or another criterion within Section 197,363.2(4), Florida Statutes, is net. Note that the O&M Assessments do not include any debt service assessments previumly levied by the District that are due to be collected for Fiscal Year 2020 debt service assessments imposed on certain developed property, it is important to pay your assessment because failure to pay will cause a tax certificate to be to sevel against the property which may result in loss of title, or for direct billed assessments, may result in a foreclosure action, which also may result in a loss of title. The District's decision to collect assessments on the tax roll or by direct billing does not preclude the District from later electing to collect those or other assessments in a different manner at a future time.

Additional Provisions

tax roll or by direct billing does not preclude the District from later electing to collect those or other assessments in a different manner at a future time.

Additional Provisions

The public hearings and meeting are open to the public and will be conducted in accordance with the provisions of Florida law. A copy of the Proposed Budget, proposed assessment roll, and the agenda for the hearings and meeting may be obtained at the offices of the District Manages located at 476 Vest Town Place, Site 114, St. Augustine, Florida 32092, Ph. (904) 940-8850 ("District Manages" of Office"), during normal business hours. The public hearings and meeting may be continued to a date, time, and place to be specified on the record at the hearings or meeting. There may be occasions when staff or board members may participate by speaker telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manages for Office at least three (3) days prior to the meeting. If you are hearing or speech impassed, please contact the Florida Rekay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office, which were the public hearings and meeting and may also file written objections with the Plistrict Manager's Office within townly (20) days of publication of this notice. Bach person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearings or meeting is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

District Manager

Annelia Conscourse Community Development District

AMELIA CONCOURS . Amelia Concourse PROJECT SITE LOCATION MAR AMELIA CONCOURSE CDD ANELIA CONCOURSE DEVELOPMENT, LLC



1941 Island Walkway, Suite A Amelia Island, FL 32034

Milt's Of Amelia Inc. 100

(904) 261-9445 CAC 1816630

JUN 30 2025

Invoice - 1284862

Date: 6/30/2025 Account ID: 10662

PO Number:

Bill to: Governmental Management Services

85200 Amaryllis Ct

Fernandina Bch, FL 32034

Service at:

Governmental Management Services

85200 Amaryllis Ct

Fernandina Bch, FL 32034

Reference: Work Order - 110125

Terms:

ltem	Description	Quantity	Unit Price	Amount
Labor	6/24/2025 Seth Silvia - Service Repair	1.00	\$165.0000	\$165.00
		l aho	r Subtotal:	\$165.00

SYSTEM #2 -TECH FOUND COMPRESSOR IS GROUNDED AND TRIPPING THE BREAKER. SENT PROPOSAL - NO REPLY.

Approved
Kelly Mullins
Amenity & Operations Manager
Governmental Management Services
On behalf of Amelia Concourse CDD
Date: 6-30-25

Acct. # 1-320-57200-62000

Payment is due upon receipt of invoice. Any account balance that remains unpaid for more than 30 days from the invoice date will be subject to a finance charge of 1.5% per month (18% annually) until paid in full. Customer agrees to be responsible for all costs of collection, including reasonable attorney's fees, incurred in the enforcement of these terms.

Sales Tax:	\$0.00
Payments:	\$0.00
Total Due:	\$165.00

INVOICE

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



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

Invoice no.: 10000-b Terms: Net 30

Invoice date: 07/01/2025 Due date: 07/31/2025

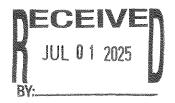
#	Date	Product or service	Description	Qty	Rate	Amount
1.		Aquatic Maintenance	Monthly Lake Maintenance-4 Ponds	1	\$368.00	\$368.00

Total

\$368.00

Approved
Kelly Mullins
Amenity & Operations Manager
Governmental Management Services
On behalf of Amelia Concourse CDD
Date: 7-1-25

Acct. # 1-320-57200-46800





Bill To
Amelia Concourse CDD 475 w Town PL
Ste 114
St Augustine, FL 32092

Invoice	787239	
Date	PO/Contract#	
07/01/25		
Account Manager	Terms	
WILLIAM FLANNERY	Due on Receipt	
Total Amount	\$3,177.00	
Property Address		
Amelia Concourse CD 85200 Amaryllis Ct Fernandina Beach, FL		

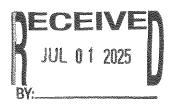
Please detach and return with payment. *PAYMENTS DUE UPON RECEIPT* Thank You!

Description	Amount
#68385 - Maintenance Contract Services - Amelia Concourse CDD Phase 1 & 2 July 2025	\$3,177.00
Total	\$3,177.00

Approved
Kelly Mullins
Operations Manager
Governmental Management Services
On behalf of Amelia Concourse CDD

Date: 7-1-25

Acct. # 001 320 57200 46200



Visa, Discover, AMEX, and MasterCard are accepted. All credit card transactions will incur a 3% non-refundable convenience fee. Payments can also be made via ACH, or by mailing a check to:

P.O. Box 6569 Hilton Head Island, SC 29938.

Current	1-30 Days	31-60 Days	61-90 Days	90+ Days
	Past Due	Past Due	Past Due	Past Due
\$3,177.00	\$0.00	\$0.00	\$0.00	\$0.00

Phone #	E-mail	Web Site
843-785-3848	accountsreceivable@thegreeneryinc.com	www.thegreeneryinc.com

Eight Flags Plumbing Company

PO Box 256 Fernandina Beach, Ft. 32035-0256 (904) 460-5455 office@8flagsplumbing.com www.8flagsplumbing.com



INVOICE

BILL TO

Amelia Concourse CDD 85200 Amaryllis Court Fernandina Beach, FL 32034

USA

SHIP TO

Amelia Concourse CDD 85200 Amaryllis Court Fernandina Beach, FL 32034

USA

INVOICE

14055046 AMCONC

DATE DUE DATE

06/26/2025

07/02/2025

ACTIVITY

DESCRIPTION

OTY

RATE

304.41

AMOUNT

Plumbing Services

6/24/25

DEVIN

1

304.41

Call for a toilet not flushing properly.

Tech Notes:

Upon arrival spoke to Kelly and she showed me the toilet in the men's restroom by the pool was located.

Upon inspection I noted water leaking by on the flapper. I replaced the flapper and adjusted the fill valve so water could fill the tank fully.

I tested by flushing the toilet numerous times and everything is working properly.

Call complete.

RETURNED on 6/26/25 for continued issues. At this visit they replaced the toilet handle as this was not allowing the toilet to flush properly. There is no charge for the additional visit, only parts.

We appreciate your business. We accept Cash, Checks, ACH Deposit, and all major cards. Checks can be made to 8 Flags Plumbing and mailed to PO Box 256, Fernandina Beach, Ft. 32035.

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

Date: 7-3-25

Acct. # 1-320-57200-62000

SUBTOTAL

TAX

0.00

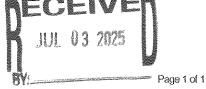
304.41

TOTAL

304.41

BALANCE DUE

\$304.41



Governmental Management Services, LLC

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

Invoice

Invoice #: 348

Invoice Date: 7/1/25 Due Date: 7/1/25

Case: P.O. Number:

Bill To:

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

Description	Hours/Gty	Rate	Amount
Contract Administration -July 2025 Facility Management- July 2025 Janitorial - July 2025 Pool Maintenance - July 2025		820.08	1,400.00 820.08
JUL 08 2025			,
alism Morsing 7-7-25			

Total	\$5,146.58
Payments/Credits	\$0.00
Balance Due	\$5,146.58

Governmental Management Services, LLC 475 West Town Place, Suite 114 St. Augustine, FL 32092

Invoice

Invoice #: 349

Invoice Date: 7/1/25 Due Date: 7/1/25

Case:

P.O. Number:

Bill To:

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

lanagement Fees - July 2025		4,299.00	4,299.00
Vebsite Administration - July 2025		93.67	93.67 187.25
nformation Technology - July 2025	garang garang at tanggarang berarang berarang berarang berarang berarang berarang berarang berarang berarang b	187.25 983.17	983.17
hissemination Agent Services - July 2025		0.48	0.48
Office Supplies Postage	ajazeko alekario telebetakian	11.04	
Copies		0.45	
elephone		46.81	46.81
Pool Chemicals - Trichlor		69.96	
Pool Chemicals - Liquid Bleach		30.69	30.69
Pool Chemicals -Tile Soap	į	126.48	126.48
JUL 03	2025		
			I

Total	\$5,849.00
Payments/Credits	\$0.00
Balance Due	\$5,849.00

Original



ACCOUNTS PAYABLE

DEVELOPMENT

475 W Town PI

SUITE 114

Fuel Surcharge

AMELIA CONCOURSE COMMUNITY

Saint Augustine FL 32092-3648

Freight

Sold To: 498805

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

INVOICE

\$537.00 Total Invoice Invoice Number 7120608 Invoice Date 7/2/25 Sales Order Number/Type 4864346

Branch Plant 74

Shipment Number 5827084

498806 Ship To:

AMELIA CONCOURSE COMMUNITY

SL

DEVELOPMENT 85200 Amaryllis Ct **SUITE 114**

\$12,0000

Fernandina Beach FL 32034-9716

Net Due	Date Terms	FOB Description	Ship Via		Cı	istomer P	.O.#	Ρ.	O. Release	Sales Agent #
8/1/25	Net 30	PPD Origin	HWTG							382
Line#	Item Number	Item Name/ Description		Tax	Oty Shipped	Trans UOM	Unit Price	Price UOM	Weight Net/Gross	Extended Price
1.000	41930	Azone - EPA Reg. No. 78	70-1	N	175.0000	GA	\$3.0000	GA	1,692.3 LB	\$525.00
		1 LB BLK (Mini-Bulk)			175,0000	GA			1,692.3 GW	

N

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

1,0000

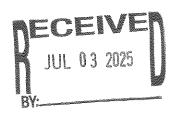
EΑ

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 Kelly Mullins, Operations Manager Governmental Management Services On behalf of Amelia Concourse CDD

Date: 7-3-25

Acct. # 1-320-57200-45400



Page 1 of 1

1.010

Tax Rate

0 %

Sales Tax

\$0.00

Invoice Total

\$537.00

Job# 1388349

\$12.00

No Discounts on Freight
IMPORTANT: All products are sold without warranty of
any kind and purchasers will, by their own tests,
determine suitability of such products for their own use.
Seller warrants that all goods covered by this invoice were
produced in compliance with the requirements of the Fair
Labor Standards Act of 1938, as amended. Seller
specifically disclaims and excludes any warranty of
merchantability and any warranty of fitness for a particular
purpose.

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

CHECK REMITTANCE: Hawkins, Inc P.O. Box 860263 Minneapolis, MN 55486-0263

Fax Number:

WIRING CONTACT INFORMATION:

Phone Number: (612) 331-6910

Email: Credit.Dept@Hawkinsinc.com

(612) 225-6702

FINANCIAL INSTITUTION: US Bank 800 Nicollet Mall Minneapolis, MN 55402

Account Name: Account #: ABA/Routing #: Swift Code#

Hawkins, Inc. 180120759469 091000022 **HSRKHS44IMT** 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.



Bill To
Amelia Concourse CDD
475 w Town PL
Ste 114
St Augustine , FL 32092

Invoice	788288
Date	PO/Contract#
07/14/25	
Account Manager	Terms
WILLIAM FLANNERY	Net 60
Total Amount	\$1,226.80
Property Address	
Amelia Concourse CD 85200 Amaryllis Ct Fernandina Beach, FL	

Total

\$1,226.80

\$1,226.80

Please detach and return with payment. *PAYMENTS DUE UPON RECEIPT* Thank You!

Description Amount

#79854 - Irrigation Inspection Repairs- May25

Irrigation REPAIR - 07/08/2025

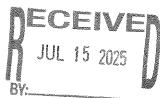
Labor - 07/08/25

Rotor 6" Hunter PGP (Material)

Approved
Kelly Mullins
Operations Manager
Governmental Management Services
On behalf of Amelia Concourse CDD
Date: 7-15-25

Acct. # 001 320 57200 46400

RECEIVER



Visa, Discover, AMEX, and MasterCard are accepted. All credit card transactions will incur a 3% non-refundable convenience fee. Payments can also be made via ACH, or by mailing a check to:

P.O. Box 6569 Hilton Head Island, SC 29938.

Current	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	90+ Days Past Due
\$1,226.80	\$0.00	\$0.00	\$0.00	\$0.00

Phone #	E-mail	Web Site
843-785-3848	accountsreceivable@thegreeneryinc.com	www.thegreeneryinc.com

Governmental Management Services, LLC

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

invoice

Invoice #: 352

Invoice Date: 7/18/25 Due Date: 7/18/25

Case:

P.O. Number:

Bill To:

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

	Description	Hours/Gty	Rate	Amount
acility Maintenance Jun- laintenance Supplies	e 1 - June 30, 2025	3	40.00 117.75	120.00 117.76
			den en fânte en fânte en en en en en en en en en en en en en	
	JUL 21 2025			

Approved

Kelly Mullins, Amenity & Operations Manager Governmental Management Services

Governmental Management Services On behalf of Amelia Concourse CDD

Date: 7/18/2025

Acct. #1-320-57200-62000

Total \$237.75

Payments/Credits \$0.00

Balance Due \$237.75

Mison Morsing 7-21-25

AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT MAINTENANCE BILLABLE HOURS FOR THE MONTH OF JUNE 2025

<u>Date</u>	<u>Hours</u>	Employee	<u>Description</u>
6/17/25	3	P.S.	Adjusted grinded gate to ensure security, repaired decorative rope of pool deck, attempted to repair toilet in men's room recommended hiring a plumber, resecured pavers on pool deck
TOTAL	3		
MILES	0		*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

MAINTENANCE BILLABLE PURCHASES

Period Ending 7/05/25

DISTRICT	DATE	SUPPLIES	PRICE	EMPLOYEE
Amelia Concourse				
	6/4/25	Paper Towels for Restroom Dispensers	40.72	K.M.
	6/5/25	Toilet Paper	28.99	K.M.
	6/9/25	Trowel	9.17	C.D.
	6/9/25	Quick Setting Patch Cement	22.97	C.D.
	6/19/25	Wastebasket	15.90	C.D.
			TOTAL \$117.75	
			10171 9111.73	:



Final Details for Order #113-1602197-4209845

Order Placed: June 3, 2025

Amazon.com order number: 113-1602187-4269845

Order Total: \$35.41

Shipped on June 4, 2025		
Items Ordered 1 of: AmazonCommercial 1-Ply Kraft 7.9' Hard Roll Paper Towels (SOFI-011) Bulk for Business Made from 100% Recyclable :	ff; AmazonCommercial 1-Ply Kraft 7.9' Hard Roll Paper Towels (SOFI-011) Bulk for Business Made from 100% Recyclable Ma	
terial Compatible with Universal Dispensers 800 feet per Roll (6 Rolls) Sold by: Amazon.com Condition: New		
	ı(s) Subtotal:	\$35.41
Kelly Mullins Shipping	& Handling:	\$6,99
United States	ee Shipping:	-\$6.99
Tota	al before tax:	\$35,41
Shipping Speed: FREE Shipping	Sales Tax:	\$0.00
Total for This	s Shipment:	\$35.41
FREE Shipping		

Payment Is	nformation	
Payment Method:	ltem(s) Subtotal: \$35	5.41
Visa Last digits: 0244	Shipping & Handling: \$6	6,99
Billing address Christian Dellinger	Promotion applied: -\$6	6.99
Christian Dellinger 1001 BRADFORD WAY KINGSTON, TN 37763-3146 United States	Total before tax: \$35	5.41
	Estimated Tax: \$0	0.00
	Grand Total: \$35	5.41
Credit Card transactions	Visa ending in 0244: June 4, 2025: \$3:	35.41

To view the status of your order, return to Order Summary .

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Final Details for Order #113-9357574-4984255

Order Placed: June 3, 2025

Amazon.com order number: 113-9357874-4984255

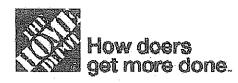
Order Total: \$25.21

Shipped on June 5, 2025					
Items Ordered 1 of: Amezon Basics 2-Ply Toilet Paper, 30 Rolls = 120 Regular Rolls, 350 Sheets, (Pack of 30), Unscented Sold by: Amazon.com Condition: New	Price \$25.21				
Shipping Address: Item(s) Subtotal: Kelly Mullins Shipping & Handling: Free Shipping: United States	\$6.99				
Total before tax: Shipping Speed: Sales Tax:	\$25.21 \$0.00				
FREE Shipping Total for This Shipment:	\$25.21				

Payment information	n	
Payment Method:	ttem(s) Subtotal:	\$25.21
Visa Last digits: 0244	Shipping & Handling:	\$6.99
Billing address	Promotion applied:	-\$6.99
Christian Dellinger		warren
1001 BRADFORD WAY	Total before tax:	\$25.21
KINGSTON, TN 37763-3146	Estimated Tax:	\$0.00
United States		
	Grand Total:	\$25.21
Credit Card transactions	Visa ending in 0244: June 5, 2025	: \$25.21

To view the status of your order, return to $\underline{\text{Order Summary}}$.

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

6921 00052 91620 06/09/25 11:50 AM. SALE CASHIER CRYSTAL

820909587750 ANVIL 7IN TR <A> ANVIL 7 IN, GAUGING TROVEL 039645124048 20# CEMENT <A> 20LB QUICK SETTING CEMENT

7.97N 19.97N

SUBTOTAL SALES TAX

TAX EXEMPT

27.94 0.00

TOTAL XXXXXXXXXXXXX9269 HOME DEPOT \$27.94

AJTH-CODE-009522/1524633 ---

USD\$ 27.94

GOVERNMENTAL MANAGEME
DELLINGER CHRISTIAN
Chip Read
AID A0000000049999D8400305 THD PLCC PROX

PRO XTRA MEMBER STATEMENT

PRO XTRA ###-###-1246 SUMMARY

2025 PRO XTRA SPEND 06/08:

\$28,456.45

Get the CREDIT LINE your business needs PLUS earn Perks 4X FASTER when you join Pro Xtra, register, & use your Pro Xtra Credit Card. Apply and SAVE UP TO \$100. Learn more at homedepet Com/credit

06/09/25 11:50 AM . 6921

RETURN POLICY DEFINITIONS
POLICY ID DAYS POLICY EXPIRES ON
11 365 06/09/2026

Grau and Associates

1001 W. Yamato Road, Suite 301 Boca Raton, FL 33431 www.graucpa.com

Phone: 561-994-9299

Fax: 561-994-5823

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

Invoice No.

28020

Date

07/25/2025



SERVICE

Project: Arbitrage - Series 2007 FYE 6/30/2025

Arbitrage Services

Arbitrage

600.00

Subtotal:

600.00

Total

600.00

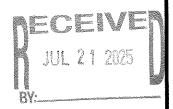
Current Amount Due

600.00

0 - 30	31- 60	61 - 9 0	91 - 120	Over 120	Balance
600.00	0.00	0.00	0.00	0.00	600.00

Amelia Concourse COMMUNITY DEVELOPMENT DISTRICT

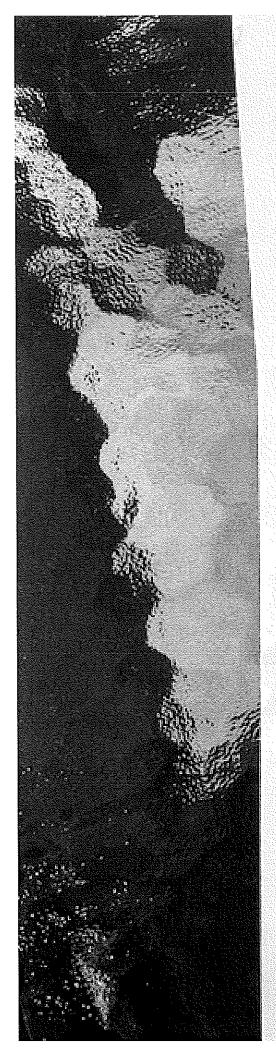
General Fund



Check Request

Date	Amount	Authorized By				
July 21, 2025	\$69.77	Kelly Mullins				
Payable to:						
Harvey Greenberg						
Date Check Needed:	Budget Cate	gory:				
ASAP	001.320.	572.620				
Int	ended Use of Funds Reque	sted:				
	Purchase Reimbursemen					
Mailing Addre: 8	5128 Amaryllis Ct, Fernand	na Beach, 32034.				
	·					

(Attach suppo	orting documentation for requ	uest.)				







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1.000 1.000 (1.016), (3.16 47.000 1.45) 25 201 F1.0000(1.46 10.45) 51 152.14 (1.014) 515 1423

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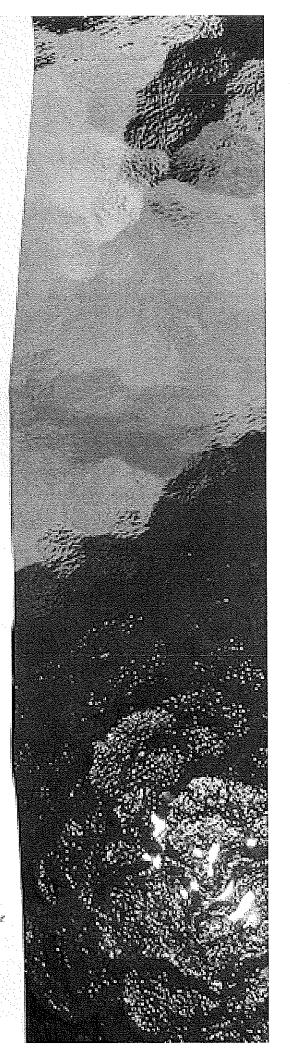
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Original



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

INVOICE

Total Invoice \$897.00 7137420 Invoice Number Invoice Date 7/17/25 SL Sales Order Number/Type 4880469 Branch Plant 74 Shipment Number 5847571

Ship To:

498806

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		Ct	ıstomer F	P.O.#	₽.	O. Release	Sales Agent#
8/16/25	Net 30	PPD Origin	HWTG	•						382
Line#	Item Number	Item Name/ Description		Tax	Qty Shipped	Trans UOM	Unit Price	Price UOM	Weight Net/Gross	Extended Price
1.000	41930	Azone - EPA Reg. No. 787	70-1	N	295.0000	GA	\$3.0000	GA	2,852.7 LB	\$885.00
		1 LB BLK (Mini-Bulk)			295.0000	GA			2,852.7 GW	
1.010	Fuel Surcharge	Freiaht		N	1.0000	EA	\$12.0000			\$12.00

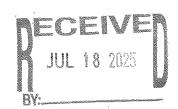
******* Receive Your Invoice Via Email ********

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 Kelly Mullins, Operations Manager Governmental Management Services On behalf of Amelia Concourse CDD

Date: 7-18-25

Acct. # 1-320-57200-45400



Page 1 of 1

Tax Rate

0 %

Sales Tax

\$0.00

Invoice Total

\$897.00

No Discounts on Freight
IMPORTANT: All products are sold without warranty of
any kind and purchasers will, by their own lests,
determine suitability of such products for their own use.
Seller warrants that all goods covered by this invoice were
produced in compliance with the requirements of the Fair
Labor Standards Act of 1938, as amended. Seller
specifically disclaims and excludes any warranty of
merchantability and any warranty of fitness for a particular

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

CHECK REMITTANCE: Hawkins, Inc.

Fax Number:

P.O. Box 860263 Minneapolis, MN 55486-0263 WIRING CONTACT INFORMATION:

Phone Number: (612) 331-6910

Email: Credit.Dept@Hawkinsinc.com

(612) 225-6702

US Bank 800 Nicollet Mail Minneapolis, MN 55402

Account Name:

ABA/Routing #:

Swift Code#:

Account #:

FINANCIAL INSTITUTION:

Hawkins, Inc. 091000022

180120759469 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.



PO Box 16573 Fernandina Beach, FL 32035 (904) 430-7524 service@johnnysacfb.com

Invoice

DATE	07/23/2025
INVOICE#	15310
TERMS	Cash On Delivery

BILL TO

Amelia Concourse CDD 85200 Amaryllis Ct Fernandina Beach Florida 32034-9716 Kmullins@gmsnf.com

SERVICE LOCATION

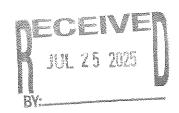
Amenity Center 85200 Amaryllis Ct Fernandina Beach.Florida.32034-9716

				and the second s			
JOB#	DATE	PO/REF#	DESCRIPTION				
1070367576	07/08/2025		System is not cooling the bathrooms only, she would like us come when she is there.				
			Completion Note	es:			
Job Charges				Rate	Total		
Service Call							
	ressor and Filter I es not include pai						
Biflow Filter-di	rier 3/8"						
Refrigerant - F	R410A						
Manufacturer	Direct Part- Comp	ressor					
Job Subtotal					\$2,045.00		
Job Total					\$2,045.00		

PRE-WORK SIGNATURE	POST-WORK SI	GNATURE
Signed By:	Signed By:	
CUSTOMER MESSAGE	Invoice Total:	\$2,045.00
	Deposits (-):	\$0.00
	Payments (-):	\$0.00
	Total Due:	\$2,045.00

Approved
Kelly Mullins
Amenity & Operations Manager
Governmental Management Services
On behalf of Amelia Concourse CDD
Date: 7-25-25

Acct. # 1-320-57200-62000





INVOICE

Invoice # 12722 Date: 07/15/2025 Due On: 08/14/2025

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



Statement of Account

Outstanding Balance \$0.00 New Charges \$812.25

)-(

Payments Received

\$0.00

Total Amount Outstanding

) = \$812.25

ACCDD-01

(

Amelia Concourse CDD - General

Type	Attorney	Date	Notes	Quantity	Rate	Discount	Total
Service	MGH	06/04/2025	Analyze and confirm golf cart parking/landscaping agreement requirements and Board direction regarding same.	0.10	\$275.00	-	\$27.50
Service	LG	06/05/2025	Review and revise ASO for golf cart parking.	0.30	\$315.00	-	\$94.50
Service	AR	06/05/2025	Draft Greenery Additional Services Order for golf cart parking and landscape enhancements; review revisions to agreement.	1.80	\$275.00	75.0%	\$123.75
Service	LG	06/08/2025	Confer with AT&T counsel regarding easement area.	0.20	\$315.00	•	\$63.00
Service	LG	06/09/2025	Provide information regarding committees and Sunshine Law.	0.20	\$315.00	-	\$63.00
Service	LG	06/11/2025	Review May minutes.	0.40	\$315.00	- 	\$126.00

Service	MGH	06/13/2025	Prepare published and mailed budget notices.	0.70	\$275.00	- \$192.50
Service	LG	06/13/2025	Review mailed and published assessment notices.	0.20	\$315.00	- \$63.00
Service	MGH	06/17/2025	Review correspondence and photographs related to AT&T easement area.	0.10	\$275.00	- \$27.50
Service	LG	06/30/2025	Review and revise materials necessary for implementation of 2025 legislative changes.	0.10	\$315.00	- \$31.50
				Line Item	Discount Subtotal	-\$371.25
					Total	\$812.25

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

Please pay within 30 days.



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

IS YOUR HOME PROTECTED FROM TERMITES?

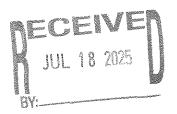
Termites cause billions of dollars in damage every year rarely covered by homeowner's insurance and in our area, it's not if your home will encounter termites, but when. Protect your family and home 24/7/365 with Sentricon® with Always Active from Nader's, the #1 provider of Sentricon in the world. CALL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

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

Customer Number: 1328696 S

Statement Date: 07/08/25 Payment Due Upon Receipt

			AND THE RESERVE OF THE PARTY OF	***************************************	
Date	Invoice #	Description	Amount	Tax	Balance
Service Addr	ess: 85200 Amaryllis Cl	, Fernandina Beach, FL 32034-971	16		
07/01/25	62778585	Fire Ant Service	\$81.00	\$0.00	\$81.00



Current: \$81.00	Past Due: \$0.00	Total Amount Due: \$81.00

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

Pest Raiders

PO Box 1330 · Yulee, FL 32041-1330

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

AMELIA CONCOURSE AMENITIES CENTER 7
TONY SHIVER 1467
393 PALM COAST PKWY SW UNIT 4
PALM COAST FL 32137-4774

	•			GA22	349F
	Please check	(nvoice(s	paid below.		
Invoice # 62778585	Amount \$81.00		Involce #	Amount	
If you are paying by credit card, please see reverse side.					

Please make checks payable and remit to:

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

Statement Date:	07/08/25
Customer Numbe	r: 1328696

Balance Forward: \$0.00	Amount Due: \$81.00
Amount:	Check#



	Bill To
	Amelia Concourse CDD 475 w Town PL
1	Ste 114 St Augustine , FL 32092

Invoice	788447			
Date	PO/Contract#			
07/18/25				
Account Manager	Terms			
WILLIAM FLANNERY	Net 60			
Total Amount	\$1,215.00			
Property Address				
Amelia Concourse CDD 85200 Amaryllis Ct Fernandina Beach, FL 32034				

Please detach and return with payment. *PAYMENTS DUE UPON RECEIPT* Thank You!

Description

Amount

#81451 - 94915 Windflower Trl Tree Work

Landscape Proposal: Pine Tree Removal at 94915 Windflower Trl

Project Overview:

This proposal outlines the safe and efficient removal of a lightning-struck pine tree located at 94915 Windflower Trl. The tree, compromised by the strike, poses a potential hazard and requires professional handling to ensure safety and compliance with local regulations. The tree will be cut and strategically dropped into the adjacent natural preserve area, minimizing disruption to the surrounding landscape while preserving the natural aesthetic.

Landscape Enhancement Work - 07/16/2025

\$1,215.00

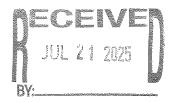
Total

\$1,215.00

Approved
Kelly Mullins
Operations Manager
Governmental Management Services
On behalf of Amelia Concourse CDD

Date: 7-21-25

Acct. # 001 320 57200 46300



Visa, Discover, AMEX, and MasterCard are accepted. All credit card transactions will incur a 3% non-refundable convenience fee. Payments can also be made via ACH, or by mailing a check to:

P.O. Box 6569 Hilton Head Island, SC 29938.

Current	1-30 Days	31-60 Days	61-90 Days	90+ Days
	Past Due	Past Due	Past Due	Past Due
\$2,441.80	\$0.00	\$0.00	\$0.00	\$0.00

Phone #	E-mail	Web Site
843-785-3848	accountsreceivable@thegreeneryinc.com	www.thegreeneryinc.com



Bill To
Amelia Concourse CDD
475 w Town PL
Ste 114
St Augustine, FL 32092

Invoice	788608			
Date	PO/Contract#			
07/22/25				
Account Manager	Terms			
WILLIAM FLANNERY	Net 60			
Total Amount	\$1,258.00			
Property Address				
Amelia Concourse CDD 85200 Amaryllis Ct Fernandina Beach, FL 32034				

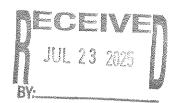
Total

\$1,258.00

Please detach and return with payment. *PAYMENTS DUE UPON RECEIPT* Thank You!

Description	Amount
#68385 - Maintenance Contract Services - Amelia Concourse CDD Phase 1 & 2	
Seasonal Color - 07/21/2025	\$1,258.00

Approved Kelly Mullins, Operations Manager Governmental Management Services On behalf of Amelia Concourse CDD Date: 6.23.2025 Acct. # 001 320 57200 46300 Landscape Extras



Visa, Discover, AMEX, and MasterCard are accepted. All credit card transactions will incur a 3% non-refundable convenience fee. Payments can also be made via ACH, or by mailing a check to:

P.O. Box 6569 Hilton Head Island, SC 29938.

Current	1-30 Days	31-60 Days	61-90 Days	90+ Days
	Past Due	Past Due	Past Due	Past Due
\$7,612.19	\$0.00	\$0.00	\$0.00	\$0.00

Phone #	E-mail	Web Site	
843-785-3848	accountsreceivable@thegreeneryinc.com	www.thegreeneryinc.com	



Bill To	
Amelia Concourse CDD	
475 w Town PL	
Ste 114	
St Augustine, FL 32092	

Invoice	788609		
Date	PO/Contract#		
07/22/25			
Account Manager	Terms		
WILLIAM FLANNERY	Net 60		
Total Amount	\$3,912.39		
Property Address			
Amelia Concourse CDD 85200 Amaryllis Ct Fernandina Beach, FL 32034			

Please detach and return with payment. *PAYMENTS DUE UPON RECEIPT* Thank You!

Description	Amount

#78345 - Golf Cart Parking

Scope of Work: Golf Cart Parking Area Conversion with Landscaping Enhancements

This proposal outlines the work required to convert an existing turf area into a designated golf cart parking area. The goal is to create a functional, durable, and low-maintenance space that accommodates golf carts while maintaining a clean and visually appealing landscape.

Proposed Scope Includes:

- · Site Preparation:
 - Remove existing turf and debris from the designated area
 - · Grade and level the site to ensure proper drainage and surface stability
- Landscape Fabric Installation:
 - Lay landscape fabric over the prepared soil to prevent weed growth and promote proper drainage
- Surface Material Installation:
 - Install mixed shell for a natural aesthetic and excellent drainage
 - Note: We are able to offer this option at a reduced cost since the shell material is owned in-house labor charges only apply
- Border Installation (Optional):
 - Add a clean and defined edge using pavers to contain the surface material and enhance the appearance
- Landscape Planting Enhancements:
 - Install Juniper and Viburnum to soften the edges of the parking area, provide visual interest, and blend the new space with surrounding landscape
 - Place plants strategically to define space while maintaining open access for cart parking
- Final Touches:
 - Ensure a level, uniform finish with clean lines and consistent material coverage

Phone #	E-mail	Web Site
843-785-3848	accountsreceivable@thegreeneryinc.com	www.thegreeneryinc.com

Landscape Enhancement Work - 07/21/2025

\$3,912.39

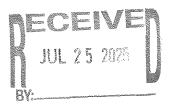
Total

\$3,912.39

Approved Kelly Mullins, Operations Manager Governmental Management Services On behalf of Amelia Concourse CDD Date: 7.25.2025

Acct. # 001 320 57200 46300

Landscape Extras



Visa, Discover, AMEX, and MasterCard are accepted. All credit card transactions will incur a 3% non-refundable convenience fee. Payments can also be made via ACH, or by mailing a check to:

P.O. Box 6569 Hilton Head Island, SC 29938.

Current	1-30 Days	31-60 Days	61-90 Days	90+ Days
	Past Due	Past Due	Past Due	Past Due
\$7,612.19	\$0.00	\$0.00	\$0.00	\$0.00

Phone #	E-mail	Web Site
843-785-3848	accountsreceivable@thegreeneryinc.com	www.thegreeneryinc.com



Civil Engineering

Land Surveying & Mapping

Permitting

ADA Consulting

Invoice

Date	Invoice #
7/21/25	3828

JUL 21 2025

Bill To

Amelia Concourse CDD C/O Daniel Laughlin - GMS - 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 - JUNE 2025 ENGINEERING			
CDD Amelia CDD Amelia	6/6/25 6/18/25	permit determination package to SJRWMD wetland flooding coordination with SJRWMD	2 0.5	145.00 145.00	290.00 72.50
	مستعدد المراجعة المراجعة المراجعة المراجعة المراجعة المراجعة المراجعة المراجعة المراجعة المراجعة المراجعة المرا				
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Total

\$362.50



Gator Fire Systems, LLC

206 Live Oaks Boulevard | Casselberry, Florida 32707 904-261-0520 | gatorfireext@gmail.com

RECIPIENT:

Amelia Concourse Amenity Center

85200 Amaryllis Ct Fernandina Beach, FL 32034-3787

Hawtelmes/P282/500	
Issued	Aug 01, 2025
Due	Aug 16, 2025
(kō)eji	1976/5-016
Account Balance	\$345.00

Annual Inspection

President Compress	Peste (p) (top)		MANAGERY S	11(3)(3]
Aug 01, 2025				
Inspection/Cert 1-5 Extinguishers		3	\$20.00	\$60.00*
Recharge ABC 5lb		2	\$45.00	\$90.00
Service call	Trip charge	1	\$45.00	\$45.00 *
Early Service Discour	nt	1	-\$40.00	-\$40.00

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

Date: 8-1-25

Acct. # 1-320-57200-62000



* Non-taxable

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

Subtotal	\$155.00
Tax Exempt (0.0%)	\$0.00
Total	\$155.00
Account balance	\$345.00



Governmental Management Services, LLC

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

Invoice

Invoice #: 353

Case:

Invoice Date: 8/1/25 Due Date: 8/1/25

P.O. Number:

Bill To:

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



Description Hours/Qty	Rate	Amount
Management Fees - August 2025 Website Administration - August 2025 Information Technology - August 2025 Dissemination Agent Services - August 2025 Office Supplies Postage Copies Telephone Pool Chemicals - Liquid Bleach Pool Chemicals - Tile Soap Pool Chemicals - Natural Pool Enzymes	4,299.00 93.67 187.25 983.17 0.60 39.29 111.60 2.92 78.38 84.32 74.65	78.38

Total	\$5,954.85
Payments/Credits	\$0.00
Balance Due	\$5,954.85

Governmental Management Services, LLC 475 West Town Place, Suite 114 St. Augustine, FL 32092

Invoice

Invoice #: 354

Invoice Date: 8/1/25 Due Date: 8/1/25

Case:

P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
Contract Administration -August 2025 Facility Management- August 2025 Janitorial - August 2025 Pool Maintenance - August 2025		1,400.00 1,400.00 820.08 1,526.50	1,400.00 1,400.00 820.08 1,526.50
alison Morsing 8-6-25			

Total	\$5,146.58
Payments/Credits	\$0.00
Balance Due	\$5,146.58

Original



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

INVOICE

Total Invoice \$522.00 7151883 Invoice Number 7/30/25 Invoice Date Sales Order Number/Type 4893940 SL Branch Plant 74 Shipment Number 5864958

Ship To:

498806

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 Pl **SUITE 114**

Saint Augustine FL 32092-3648

Net Due	Date Terms	FOB Description	Ship Via		Ct	ıstomer F	P.O.#	Ρ.	O. Release	Sales Agent #
8/29/25	Net 30	PPD Origin	HWTG							382
Line #	Item Number	Item Name/ Description		Tax	Qty Shipped	Trans UOM	Unit Price	Price UOM	Weight Net/Gross	Extended Price
1.000	41930	Azone - EPA Reg. No. 78	70-1	N	170.0000	GA	\$3.0000	GA	1,643.9 LB	\$510.00
<u> </u>		1 LB BLK (Mini-Bulk)			170.0000	GA			1,643.9 GW	
1.010	Fuel Surcharge	Freight		N	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 Kelly Mullins, Operations Manager Governmental Management Services On behalf of Amelia Concourse CDD

Date: 7-31-25

Acct. # 1-320-57200-45400



Page 1 of 1

Tax Rate

0 %

Sales Tax

\$0.00

Invoice Total

\$522.00

No Discounts on Freight
IMPORTANT: All products are sold without warranty of
any kind and purchasers will, by their own tests,
determine suitability of such products for their own use.
Seller warrants that all goods covered by this invoice ware
produced in compliance with the requirements of the Fair
Labor Standards Act of 1938, as amended. Seller
specifically disclaims and excludes any warranty of
merchantability and any warranty of titness for a particular

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

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

Minneapolis, MN 55486-0263

WIRING CONTACT INFORMATION:

Phone Number: (612) 331-6910

Email: Credit.Dept@Hawkinsinc.com

FINANCIAL INSTITUTION: US Bank 800 Nicoliet Mall Minneapolis, MN 55402

Account Name: Hawkins, Inc.

180120759469 891000022 USBKUS44IMT **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

Account #:

ARA/Routing #:

Swift Code#:

Original



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

INVOICE

Total Invoice Invoice Number \$462.00

7159912

8/7/25

Sales Order Number/Type

4901628 SL

Branch Plant

Invoice Date

74

Shipment Number

5874814

Sold To: 498805

ACCOUNTS PAYABLE

AMELIA CONCOURSE COMMUNITY

DEVELOPMENT 475 W Town PI **SUITE 114**

Saint Augustine FL 32092-3648

498806 Ship To:

AMELIA CONCOURSE COMMUNITY

DEVELOPMENT 85200 Amaryllis Ct

SUITE 114

Fernandina Beach FL 32034-9716

Net Due	Date Terms	FOB Description	Ship Via		Cı	ıstomer F	.O.#	Ρ.	O. Release	Sales Agent #
9/6/25	Net 30	PPD Origin	HWTG							382
Line #	Item Number	Item Name/ Description		Tax	Qty Shipped	Trans UOM	Unit Price	Price UOM	Weight Net/Gross	Extended Price
1.000 41930	41930	Azone - EPA Reg. No. 7	870-1	N	150.0000	GA	\$3.0000	GA	1,450.5 LB	\$450.00
L		1 LB BLK (Mini-Bulk)			150.0000	GA			1,450.5 GW	
1.010	Fuel Surcharge	Freight	-	N	1.0000	EA	\$12.0000	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		\$12.00

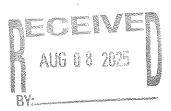
******* Receive Your Invoice Via Email *********

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 Kelly Mullins, Operations Manager Governmental Management Services On behalf of Amelia Concourse CDD

Date: 8-8-25

Acct. # 1-320-57200-45400



Page 1 of 1

Tax Rate

Sales Tax

Invoice Total

\$462.00

Job# 1544564

No Discounts on Freight
IMPORTANT: All products are sold without warranty of
any kind and purchasers will, by their own tests,
determine suitability of such products for their own use.
Seller warrants that all goods covered by this invoice were
produced in compliance with the requirements of the Fair
Labor Standards Act of 1938, as amended. Seller
specifically disclarims and excludes any warranty of
merchantability and any warranty of filness for a particular
purpose.

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

0 %

Hawkins, Inc.

P.O. Box 860263

Minneapolis, MN 55486-0263

WIRING CONTACT INFORMATION:

Phone Number: (612) 331-6910

Fax Number: (612) 225-6702

Email: Credit.Dept@Hawkinsinc.com

\$0.00 CHECK REMITTANCE:

FINANCIAL INSTITUTION: US Bank 800 Nicollet Mali Minneapolis, MN 55402

Account Name: Account #:

Hawkins, Inc. 180120759469 A8A/Routing #: 091000022 Swift Code#: USBKUS44IMT Type of Account: Corporate Checking

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

Tallahassee, FL 32308 2498 Centerville Rd.

Invoice #: Invoice Date: Completed:

428452 08/01/2025 08/01/2025

Terms:

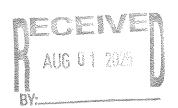
Due on Aging Date

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

Description Q1	y	Rate	Amount
1-14212-ACC-1 - Access Control System - Amelia Concourse CDD - 85200 Amaryllis Court, Fernandina	Ве	ch, FL	
	.00	\$20.00	20.00
ADC-Access-Door-Addon 1	.00	\$40.00	40.00
00///00 / 15//	.00	\$50.00	50.00
1-14212-CCTV-1 - CCTV System - Amelia Concourse CDD - 85200 Amaryllis Court, Fernandina Beach,			
	.00	\$25.00	25.00
Hi-Tech Commercial Video 16	.00	\$60.00	60.00
Sales Tax			0.00
	1		
	١		

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.

Total

Payments

\$195.00

Support@hitechflorida.com

Balance Due

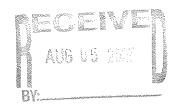
\$195.00

\$0.00

Office: 850-385-7649

Amelia Concourse COMMUNITY DEVELOPMENT DISTRICT

General Fund



Check Request

Date	Amount	Authorized By
August 5, 2025	\$250.00	Kelly Mullins
	Payable to:	
	Matthew Thompson	
	D 1 (G)	
Date Check Needed: ASAP	Budget Categor 001.300.36900.	
110311	1001100.00	
	Intended Use of Funds Requested	
		1.000
	Rental Deposit Refund	
Mailing Address	95046 Periwinkle Pl., Fernandin	a Beach, 32034.
		19/05/199
(Attach suppo	rting documentation for request	.)

INVOICE

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



Amount

\$368.00

Bill to

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

Invoice details

Invoice no.: 10116-b

Terms: Net 30

Invoice date: 08/01/2025 Due date: 08/31/2025

#	Date	Product or service	Description	Qty	Rate

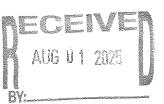
1. Aquatic Maintenance Monthly Lake Maintenance-4 Ponds 1 \$368.00 \$368.00

Total

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

Date: 8-1-25

Acct. # 1-320-57200-46800





Bill To	
Amelia Concourse CDD	
475 w Town PL	
Ste 114	
St Augustine . FL 32092	

Invoice	789276		
Date	PO/Contract#		
08/01/25			
Account Manager	Terms		
WILLIAM FLANNERY	Net 60		
Total Amount	\$3,177.00		
Property Address			
Amelia Concourse CDD 85200 Amaryllis Ct Fernandina Beach, FL 32034			

Please detach and return with payment. *PAYMENTS DUE UPON RECEIPT* Thank You!

Description		Amount
#68385 - Maintenance Contract Services - Amelia Concourse CDD Phase 1 & 2 August 2025		\$3,177.00
	Total	\$3,177.00

Approved Kelly Mullins Operations Manager Governmental Management Services On behalf of Amelia Concourse CDD

Date: 8-1-25

Acct. # 001 320 57200 46200



Visa, Discover, AMEX, and MasterCard are accepted. All credit card transactions will incur a 3% nonrefundable convenience fee. Payments can also be made via ACH, or by mailing a check to:

P.O. Box 6569 Hilton Head Island, SC 29938.

Current	1-30 Days	31-60 Days	61-90 Days	90+ Days	
	Past Due	Past Due	Past Due	Past Due	
\$9,562.39	\$0.00	\$0.00	\$0.00	\$0.00	

Phone #	E-mail	Web Site	
843-785-3848	accountsreceivable@thegreeneryinc.com	www.thegreeneryinc.com	



Corporate Trust Services EP-MN-WN3L 60 Livingston Ave. St. Paul, MN 55107 Invoice Number:

7839479

Invoice Date: Direct Inquiries To: Phone: 07/25/2025 Schuhle, Scott A (954)-938-2476

Amelia Concourse CDD c/o GMS - North Florida, LLC 475 West Town Place, Suite 114 St. Augustine, FL 32092 United States

Amelia Concourse Community Development District Capital Improvement Revenue Bonds, Series 2016 (Phase II Project)

The following is a statement of transactions pertaining to your account. For further information, please review the attached.

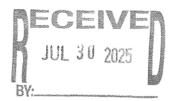
STATEMENT SUMMARY

PLEASE REMIT BOTTOM COUPON PORTION OF THIS PAGE WITH CHECK PAYMENT OF INVOICE.

TOTAL AMOUNT DUE

\$4,040.63

All invoices are due upon receipt.



Please detach at perforation and return bottom portion of the statement with your check, payable to U.S. Bank.

Amelia Concourse Community Development District Capital Improvement Revenue Bonds, Series 2016 (Phase II Project)

Invoice Num	ber:			78	339479
Current Due	*(\$1516)61 *(\$1556)61			\$4 ,	040:63
Direct Inquir Phone:	ies To:		S	huhle,	Scott A
rnone:			::::::::::\ ::::::::::::::::::::::::::	954)-93	8-24/6

Please mail payments to: U.S. Bank CM-9690 PO BOX 70870 St. Paul, MN 55170-9690





Corporate Trust Services EP-MN-WN3L 60 Livingston Ave. St. Paul, MN 55107

Invoice Number:

7839479

Direct Inquiries To: Phone:

Schuhle, Scott A (954)-938-2476

Amelia Concourse Community Development District Capital Improvement Revenue Bonds, Series 2016 (Phase II Project)

CURRENT CHARGES SUMMARIZED FOR ENTIRE RELATIONSHIP					
Detail of Current Charges	Volume	Rate	Portion of Year	Total Fees	
04200 Trustee	1.00	3,750.00	100.00%	\$3,750.00	
Subtotal Administration Fees - In Advance	ce 07/01/2025 - 06/30/2026			\$3,750.00	
Incidental Expenses 07/01/2025 to 06/30/2026	3,750.00	0.0775		\$290.63	
Subtotal Incidental Expenses				\$290.63	
TOTAL AMOUNT DUE				\$4,040.63	



Governmental Management Services, LLC 475 West Town Place. Suite 114

St. Augustine, FL 32092

Invoice

invoice #: 355

Invoice Date: 8/13/25

Due Date: 8/13/25

Case:

P.O. Number:

Bill To:

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



	Description		Hours/Gty	Rate	Amount
laintenance Supplies	ann de generature de describbe del tribulo e empresar vicin est en de reservado e campo beste fabrico e de reg	هو پرونده (المورد المورد المورد المورد المورد المورد المورد المورد المورد المورد المورد المورد المورد المورد ا		221.13	221.13
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电影中心,在1600年的中国中国中国中国中国中国中国中国中国中国中国中国中国中国中国中国中国中国中国	energy and the contract of the			ind registry considering and the second street of the West Street of the	医水杨醇 医水杨醇 化二甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基

Approved
Kelly Mullins, Amenity & Operations Manager
Governmental Management Services
On behalf of Amelia Concourse CDD
Date: 8/14/2025

Acct. # 1-320-57200-62000

Total \$221.13

Payments/Credits \$0.00

Balance Due

\$221.13

8-15-25

MAINTENANCE BILLABLE PURCHASES

Period Ending 8/05/25

DISTRICT	DATE	SUPPLIES	PRICE	EMPLOYEE
Amelia Concourse	7/2/25	Foaming Hand Wash Refills	70.14	K.M.
	7/10/25	Printer Ink	131.53	K.M.
	7/21/25	Wasp Spray	8.02	K.M.
	7/21/25	Clorox Cleaner (2)	11.45	K.M.



Final Details for Order #113-1728907-8921045

Paid By: Government Managment Systems
Placed By: Christian Dellinger
Order Placed: July 2, 2025
Amazon.com order number: 113-1728907-8921045

Order Total: \$60.99

Shipped on July 2, 20	Shipped on July 2, 2025					
Items Ordered		Price				
1 Of: DEB-AZU1L - Deb Refresh Azure FOAM Wash 1000ml Refill, 6/CS Sold by: JANITORIAL DEPOT (<u>seller profile</u>)		\$57.00				
Business Price						
Condition: New						
Shipping Address:	Item(s) Subtotal:	\$57.00				
Kelly Mullins	Shipping & Handling:	\$0.00				
United States	Total before tax:	\$57.00				
	Sales Tax:	\$3.99				
Shipping Speed:						
Standard Shipping	Total for This Shipment:	\$60.99				

Payment information					
Payment Method:	Item(s) Subtotal: \$57.0				
Visa Last digits: 6181	Shipping & Handling: \$0.0				
	wat to a				
	Total before tax: \$57.0				
	Estimated Tax: \$3.9				
	Grand Total: \$60.9				
Credit Card transactions	Visa ending in 6181: July 2, 2025: \$60.9				

To view the status of your order, return to Order Summary .

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Final Details for Order #113-4571752-1809040

Paid By: Government Managment Systems Placed By: Christian Dellinger Order Placed: July 8, 2025

Amazon.com order number: 113-4571752-1809040

Order Total: \$114.37

Shipped on July 9, 2025	Constitution of the second second
Items Ordered	Price
1 of: HP Original 902 Cyan, Magente, Yellow / 902XL Black ink Cartridges (4-Pack) Works OfficeJet 6950, 6960 Series OfficeJe t Pro 6960, 6970 Series Eligible for Instant Ink T0A39AN	\$106.89
Sold by: HiTouch Business Services a BU of Staples (seller orofile) Condition: New	
Shipping Address: Item(s) Subtotal	\$106.89
Kelly Mullins Shipping & Handling	\$6,99
Free Shipping United States	-\$6.99
Total before tax	\$106.89
Shipping Speed: Sales Tax FREE Shipping	\$7.48

Payı	ment information
Payment Method:	Item(s) Subtotal: \$106.89
Visa Last digits: 6181	Shipping & Handling: \$6,99
	Promotion applied: -\$6.99
	Licensia in
	Total before tax: \$106.89
	Estimated Tax: \$7.48
	non article
	Grand Total: \$114.37
Credit Card transactions	Visa ending in 6181: July 9, 2025: \$114.37

Total for This Shipment: \$114.37

To view the status of your order, return to Order Summary .

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How doers get more done.

463785 STATE ROAD 200 YULEE, FL 82007 (904)225-2940

6921 00005 71950 07/21/25 09:52 AM SALE CASHIER KIMBERLY

071121272218 SP W7H 2PK <A> 6,97N SPECTRACTDE WASP & HORNET 2-18,50Z 0446003000380 CCUF320Z <A> CLX CLEANUP APC W/BLEACH FRESH 320Z 204,98 9,96N

SUBTOTAL SALES TAX

16.93 0.00

TAX EXEMPT

\$15.93

USD\$ 16.93 TA

AUTH CODE 09052G/9052647 Contactless AID A0000000031010

VISA CREDIT

P.O.#/JOB NAME: AC

AM

RETURN POLICY DEFINITIONS
POLICY ID DAYS POLICY EXPIRES ON 1 90 10/19/2025

Original



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

INVOICE

Total Invoice \$916.57 7171577 Invoice Number Invoice Date 8/18/25 Sales Order Number/Type 4912602

Branch Plant 74 Shipment Number 5889077

Ship To:

498806

AMELIA CONCOURSE COMMUNITY

SL

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		Cu	istomer l	P.O.#	Р.	O. Release	Sales Agent #
9/17/25	Net 30	PPD Origin	HWTG							382
Line #	Item Number	Item Name/ Description		Tax	Oty Shipped	Trans UOM	Unit Price	Price UOM	Weight Net/Gross	Extended Price
1.000	41930	Azone - EPA Reg. No. 787	70-1	N	220.0000	GA	\$3.0000	GA	2,127.4 LB	\$660.00
		1 LB BLK (Mini-Bulk)			220.0000	GA			2,127.4 GW	
1.010	Fuel Surcharge	Freight		N	1.0000	EA	\$12.0000			\$12.00
2.000	935	Hydrochloric Acid 20'		N	2,0000	DD	\$107.2855	DD	290.0 LB	\$214.57
		145 LB DD ACID MURIAT	'IC 20'		2.0000	DD			318.0 GW	
2.001	699922	15 GA Blu/Black Deldrum		N	2.0000	DD	\$15.0000	RD	20.0 LB	\$30.00
1		DELDRM 1H1/X1.9/250			2.0000	RD			20.0 GW	

Related Order #: 04912602

********** 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 Kelly Mullins, Operations Manager Governmental Management Servic On behalf of Amelia Concourse CD Date: 8-19-25

Acct. # 1-320-57200-45400



Page 1 of 1

Tax Rate

0 %

Sales Tax \$0.00

Invoice Total

\$916.57

No Discounts on Freight
IMPORTANT: All products are sold without warranty of
any kind and purchasers will, by their own tests,
determine suitability of such products for their own use.
Selfer warrants that all goods covered by this invoice were
produced in compliance with the requirements of the Fair
Labor Standards Act of 1938, as amended. Selfer
specifically disclaims and excludes any warranty of
merchantability and any warranty of filness for a particular
purpose.

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

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

Fax Number:

Minneapolis, MN 55486-0263

(612) 225-6702

WIRING CONTACT INFORMATION:

Phone Number: {612} 331-6910

Email: Credit.Dept@Hawkinsinc.com

Account Name: Account #: ABA/Routing #: Swift Code#:

800 Nicollet Mali

US Bank

FINANCIAL INSTITUTION:

Minneapolis, MN 55402

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.

Type of Account: This contractor and subcontractor shall abide by the requirements of 41 CFR §§50-1.4(a), 50-300.5(a) and 60-741.5(a). These regulations prohibit disorimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit disorimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.



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

CREDIT MEMO

(\$75.00)Total Invoice 7171820 Invoice Number 8/18/25 Invoice Date

74 Branch Plant

5889126 Shipment Number

Sold To: 498805

ACCOUNTS PAYABLE

AMELIA CONCOURSE COMMUNITY

DEVELOPMENT 475 W Town Pl



498806

Sales Order Number/Type

AMELIA CONCOURSE COMMUNITY

4912643

DEVELOPMENT 85200 AmarvIlis Ct SUITE 114

andina Beach FL 32034-9716

9/17/25	Net 30	COL Origin	HWTG	EMPTIES
Net Due Date	Terms	FOB Description	Ship Via	Customer P.O.#
	JIIE 114 aint Augustir	ne FL 32092-3648		Pernandina bea

Net Due	Date Terms	FOB Description	Ship Via		Cı	ustomer F	P.O.#	Ρ.	O. Release	Sales Agent #
9/17/25	Net 30	COL Origin	HWTG		E	MPTIES				382
Line #	Item Number	Item Name/ Description		Tax	Qty Shipped	Trans UOM	Unit Price	Price UOM	Weight Net/Gross	Extended Price
1.001	699922	15 GA Blu/Black Deldrum		N	3.0000-	DD	\$15.0000	DD	30.0- LB	(\$45.00)
		DELDRM 1H1/X1.9/250			3.0000-	DD			30.0- GW	

Related Order #: 04787871

1.002	699922	15 GA Blu/Black Deldrum	N	2,0000-	DD	\$15.0000	DD	20.0- LB	(\$30.00)
		DELDRM 1H1/X1.9/250		2.0000-	DD			20.0- GW	

Related Order #: 04912602

******* 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.

Page 1 of 1

Tax Rate

0 %

Sales Tax

\$0.00

(612) 225-6702

Invoice Total

(\$75.00)

No Discounts on Freight
IMPORTANT: All products are sold without warranty of
any kind and purchasers will, by their own tests,
determine suitability of such products for their own use.
Selter warrants that all goods covered by this invoice were
produced in compliance with the requirements of the Fair
Labor Standards Act of 1938, as amended. Selter
specifically disclaims and excludes any warranty of
merchantability and any warranty of fitness for a particular
purpose.

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

CHECK REMITTANCE: Hawkins, Inc. P.O. Box 860263 Minneapolis, MN 55486-0263

WIRING CONTACT INFORMATION:

Phone Number: (612) 331-6910

Fax Number:

FINANCIAL INSTITUTION: US Bank 800 Nicollet Mall Minneapolis, MN 55402

Account Name: Hawkins, Inc. 180120759469 Account #: ABA/Routing #: 091000022 Swift Code#: USBKUS44IMT Type of Account: 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

Tallahassee, FL 32308 2498 Centerville Rd.

Bill to:

Amelia Concourse CDD 475 W Town Place Suite 114 Saint Augustine, FL 32092 Click Here to Pay Onlinel Invoice #:

77485

Invoice Date:

08/18/2025

Completed:

08/19/2025

Terms:

Due On Receipt

Bid#:

Service Ticket:

77485

475 W Town Place



HiTechFlorida.com

Description	Qty	Rate	Amount
1-14212-NET-1 - Network Equipment - Amelia Concourse CDD - 85200 Amaryllis Court, Fernandi Service Labor Sales Tax	ina Beach, l 1.00	<i>≃L</i> \$76.00	76.00 0.00
		•	
	111111111111111111111111111111111111111		

Tech Resolution Note:

WCT: Arrived to site and met Chip. Chip let Me into the closets where our equipment was. Power cycled the SVr and power cycled the OVRC Pro unit and all devices came back online. Checked ADC and SVR trouble has also cleared.

To review or pay your acc		
Hi-Tech Customer Portal. You		
	create a new login	

Support@hitechflorida.com Office: 850-385-7649

		O															
															76		
				n													
															6(

Balance Due

\$76.00

Amelia Concourse COMMUNITY DEVELOPMENT DISTRICT

General Fund



Check Request

Date	Amount	Authorized By
August 12, 2025	\$250.00	Kelly Mullins
	Payable to:	
	Kenna Joy Berry	
Date Check Needed:	Budget Categor	y:
ASAP	001.300.36900.	10100
	Intended Use of Funds Requested	•
		<u> </u>
	Rental Deposit Refund	
Mailing Address	95034 Periwinkle Pl., Fernandin	na Beach, 32034.
(Attach sunns	rting documentation for request	• 1
(Allacit Suppor	ung accumentation for request	



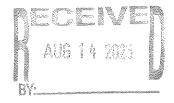
INVOICE

Invoice # 12786 Date: 08/11/2025 Due On: 09/10/2025

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



Statement of Account

	Outstanding Balance		New Charges		Payments Received	Total Amount Outstanding
(\$0.00	+	\$4,154.47) - (\$0.00) = \$4,154.47

ACCDD-01

Amelia Concourse CDD - General

Type	Attorney	Date	Notes	Quantity	Rate	Total
Service	MGH	07/08/2025	Review draft agenda for upcoming Board meeting.	0.20	\$275.00	\$55.00
Service	LG	07/10/2025	Prepare draft of resolution setting hearing on updated Rules of Procedure and notices of rulemaking and rule development.	0.10	\$315.00	\$31.50 ·
Service	MGH	07/11/2025	Prepare budget appropriation resolution and assessment resolution.	0.50	\$275.00	\$137.50
Service	LG	07/13/2025	Review and revise annual appropriation resolution and assessment resolution.	0.20	\$315.00	\$63.00
Service	MGH	07/14/2025	Finalize and distribute appropriation and assessment resolutions for July agenda package.	0.20	\$275.00	\$55.00
Service	LG	07/17/2025	Review updated easement area description and send to staff and chairman for comments; review notice regarding delayed audit report.	0.40	\$315.00	\$126.00

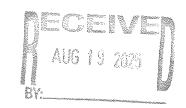
Service	MGH	07/17/2025	Analyze correspondence regarding late submission of Annual Financial Report.	0.10	\$275.00	\$27.50
Service	MGH	07/20/2025	Review and analyze agenda package and materials for Board consideration, including organizational materials for appointment of a new Supervisor, staff reports and backup documents, budget and assessment hearing resolutions, FY26 budget, financial statements, meeting minutes, and other pertinent District documents, in preparation for Board meeting.	0.90	\$275.00	\$247.50
Service	LG	07/21/2025	Review agenda and prepare for meeting.	0.40	\$315.00	\$126.00
Service	LG	07/22/2025	Travel to and attend Board meeting; provide update to AT&T counsel regarding board approval of easement description; review amenity policy language regarding improper golf cart parking.	3.80	\$315.00	\$1,197.00
Expense	KB	07/22/2025	Travel: Mileage - LG.	190.33	\$0.70	\$133.23
Expense	KB	07/22/2025	Travel: Hotel - LG.	1.00	\$212.74	\$212.74
Service	MGH	07/25/2025	Review and analyze strategy for handling reports of smoking violations at Amenity Center pool.	0.20	\$275.00	\$55.00
Service	MGH	07/28/2025	Confer with District staff regarding reports of smoking at the pool and Florida smoking regulations; analyze statutory authority and legislative history regarding same; prepare suspension letter to resident; confer with District staff regarding ownership and maintenance of Phase 3 ponds and corrections needed to Property Appraiser records.	1.60	\$275.00	\$440.00
Service	LG	07/28/2025	Confer with Laughlin regarding amenity suspension procedures and Phase 3 property ownership.	0.60	\$315.00	\$189.00
Service	АН	07/28/2025	Confer with Nassau County regarding ownership discrepancy of Phase 3 ponds.	0.40	\$180.00	\$72.00
Service	АН	07/29/2025	Confer with property appraiser regarding conveyance discrepancy.	0.90	\$180.00	\$162.00
Service	LG	07/29/2025	Provide information to Nassau County Property Appraiser regarding Phase 3	0.30	\$315.00	\$94.50
			and the second of the second o			

			property ownership.			
Service	LG	07/29/2025	Review smoking regulation authority and review amenity suspension letter; advise regarding turnover of Phase 3 property.	0.40	\$315.00	\$126.00
Service	MGH	07/29/2025	Further prepare and finalize resident suspension letter.	0.20	\$275.00	\$55.00
Service	SD	07/29/2025	Draft a New Supervisor Notebook for Supervisor Khristen Snow. Confer with District Manager and District Staff.	1.60	\$180.00	\$288.00
Service	LG	07/30/2025	Review new supervisor notebook.	0.30	\$315.00	\$94.50
Service	SD	07/30/2025	Update New Supervisor Notebook and send out to Supervisor Khristen Snow.	0.20	\$180.00	\$36.00
Service	SD	07/30/2025	Confer with District Manager regarding the status on the FY24 Annual Financial Report for the District. Update District files regarding same.	0.20	\$180.00	\$36.00
Service	LG	07/31/2025	Provide update regarding property appraiser records for Phase 3.	0.30	\$315.00	\$94.50
Non-billal	ble entries					
Service	MGH	07/22/2025	Prepare for and attend Board meeting.	3.00	\$275.00	\$825.00
Expense	KB	07/22/2025	Travel: Mileage - MGH.	77.00	\$0.70	\$53.90
Service	MGH	07/30/2025	Review final issued letter regarding resident suspension; analyze updates regarding outstanding FY24 annual financial report.	0.20	\$ 275.00	\$55.00
Service	MGH	07/31/2025	Review updates regarding correcting ownership information on Nassau County Property Appraiser website for Phase 3 ponds.	0.10	\$275.00	\$ 27.5 0

Please make all amounts payable to: Kilinski | Van Wyk PLLC . Please pay within 30 days.

Amelia Concourse COMMUNITY DEVELOPMENT DISTRICT

General Fund



Check Request

Date	Amount	Authorized By						
August 19, 2025	\$250.00	Kelly Mullins						
Payable to:								
Susan Mason								
Date Check Needed:	Budget Category	Budget Category:						
ASAP	001.300.36900.1	001.300.36900.10100						

	Intended Use of Funds Requested	•						
		And Ministrative Const.						
	Rental Deposit Refund							
Mailing Address 95	5422 Orchid Blossom Trail, Fernar	ndina Reach 32034						
Widning Address	7722 Ololiu Diossom Hall, I olita	Article Dodoli, 5205 ii.						
	- Al-Verilla Marie							
		· · · · · · · · · · · · · · · · · · ·						
(Attach suppor	rting documentation for request	.)						