

Amelia Concourse
Community Development District

November 18, 2025

AGENDA

**Amelia Concourse
Community Development District**

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

November 11, 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, November 18, 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
- III Public Comment
- III. Staff Reports (1)
 - A. District Engineer – Update on Dream Finder’s Request Relating to the Swales Behind Orchard Blossom Trail
 - B. Landscape Maintenance – Report
- IV. Approval of Minutes of the September 16, 2025 Meeting
- V. Ratification of Agreement with Superior Waterway Services, Inc. for Aquatic Management Services
- VI. Update on Amenity Center Renovations
- VII. Acceptance of the Fiscal Year 2024 Audit Report
- VIII. Public Hearing for the Purpose of Adopting Revised Rules of Procedure; Consideration of Resolution 2026-01
- IX. Consideration of Resolution 2026-02, Amending the Fiscal Year 2025 Budget
- X. Consideration of Proposals
 - A. Acid Wash Pool Returns
 - B. Repaint Amenity Center Parking Lot Lines

C. Recover Pool Awnings

XI. Staff Reports (2)

A. District Counsel – Proposed 2025/2026 Rate Increase

B. District Manager – Update on the Fiscal Year 2025 Goals & Objectives

C. Field Operations Manager – Report

XII. Financial Reports

A. Financial Statements as of October 31, 2025

B. Approval of Check Register

XIII. Supervisors' Requests and Audience Comments

XIV. Next Scheduled Meeting – January 20, 2026 at 11:00 a.m. at the Amelia Concourse
Amenity Center

XV. Adjournment

THIRD ORDER OF BUSINESS

B.

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.

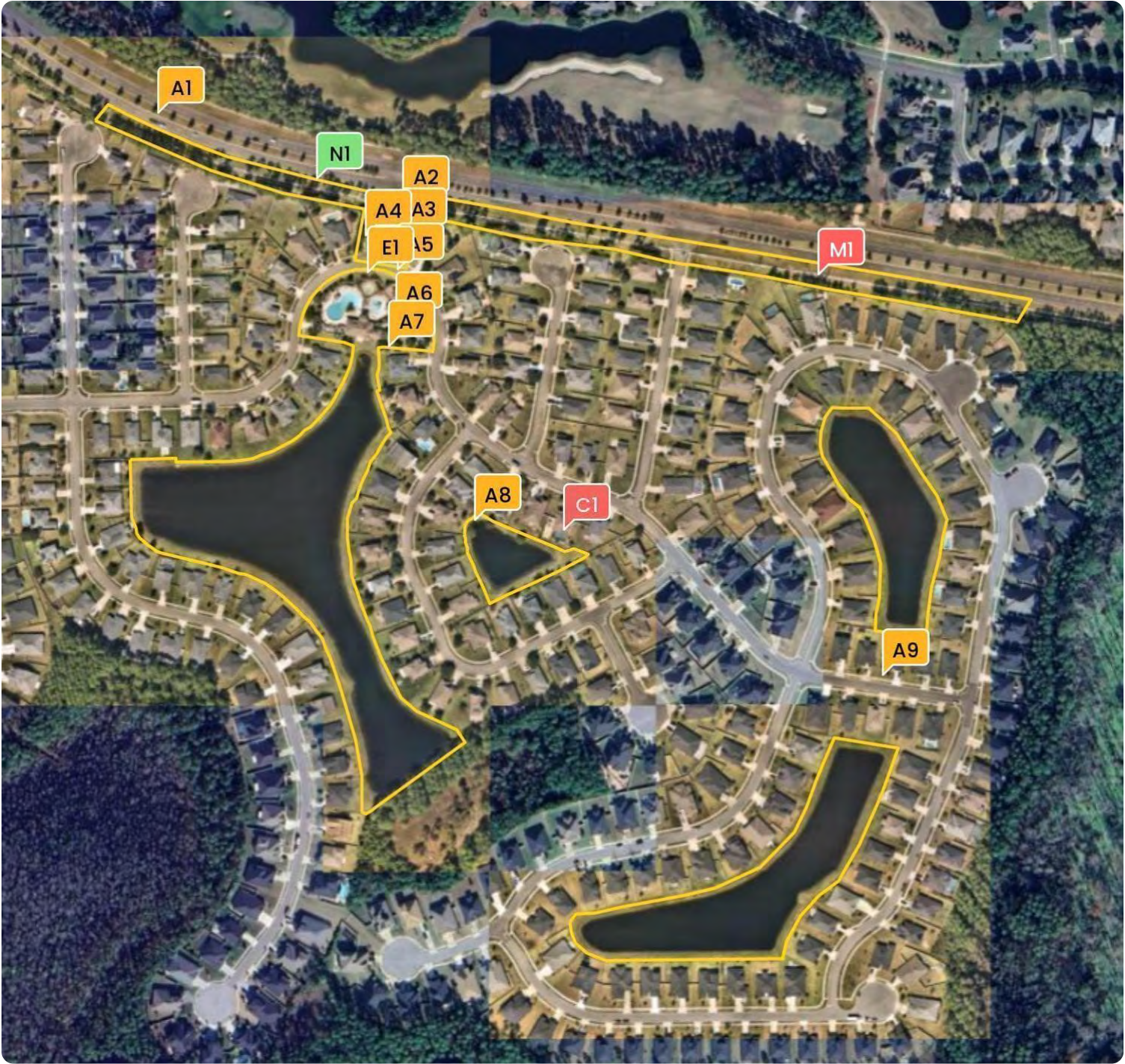
In this report, you will find a high-level overview of our recent accomplishments on your property, including the completion of specific projects and any notable highlights that showcase the beauty and health of your landscape. We also provide insights into ongoing tasks, giving you a clear picture of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



Client Communication Report

Amelia

Reported On:
November 07, 2025

Report By:
William Allen Flannery

Property Size:
18.94 Acres

Property Name:
Amelia Concourse CDD Phase 1 & 2, 85200 Amaryllis C...

Client Communication Report

MAINTENANCE ITEMS

1. We do have a little bit of work to do along the fence line near Bellflower. I have communicated to our production team that we need to spray for weeds along with picking up a few downed limbs. This will be taken care of on our next visit.

ACCOMPLISHMENTS

1. Along the fence line, our team is doing a really good job keeping this area nice and clean. Our Turf maintenance along with edging is in very good shape.
2. The new flowers at the entrance are absolutely beautiful! We are very excited with how they turned out and are looking forward to watching them grow!
3. Our production team has done a very good job with keeping the entrance Boulevard neat and clean
4. Our production team are doing a great job with keeping up with this Turf area behind the fence on the right side at the entrance
5. The landscape around the clubhouse is in very good shape. I like what I see. The shrubs are pruned neatly there is crisp edges.
6. Our entrance walk toward the clubhouse is in good shape. Our golf cart parking area shrubs have rebounded, we've got ornamental grasses that are pruned, the flowers look great. Overall, this is in really good shape.
7. Our production team are continuing to do a good job, keeping our pond mowed and trimmed
8. The pond on periwinkle is being maintained as it should. Everything is in order.
9. Our two ponds on Amaryllis are in good shape. Our production team have been diligent with the maintenance.

RECOMMENDATIONS FOR PROPERTY ENHANCEMENTS

1. There is a bottle brush tree on the outside of the fenced in pool area that has been in declined for some time. Please let us know if you are interested in replacing this tree or if you would like for us to simply remove the tree.

NOTES TO OWNER/CLIENT

1. Our production team are doing a good job monitoring and keeping our Palmetto's natural but neat

1. MAINTENANCE ITEM

Created On November 07, 2025 by William Allen Flannery  Created On Site

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Note Attachments





1. ACCOMPLISHMENTS

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Along the fence line, our team is doing a really good job keeping this area nice and clean. Our Turf maintenance along with edging is in very good shape.



Note Attachments



2. ACCOMPLISHMENTS

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The new flowers at the entrance are absolutely beautiful! We are very excited with how they turned out and are looking forward to watching them grow!



Note Attachments





3. ACCOMPLISHMENTS

Created On November 07, 2025 by William Allen Flannery  Created On Site

Our production team has done a very good job with keeping the entrance Boulevard neat and clean



Note Attachments





4. ACCOMPLISHMENTS

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Our production team are doing a great job with keeping up with this Turf area behind the fence on the right side at the entrance



Note Attachments



5. ACCOMPLISHMENTS

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The landscape around the clubhouse is in very good shape. I like what I see. The shrubs are pruned neatly there is crisp edges.



Note Attachments





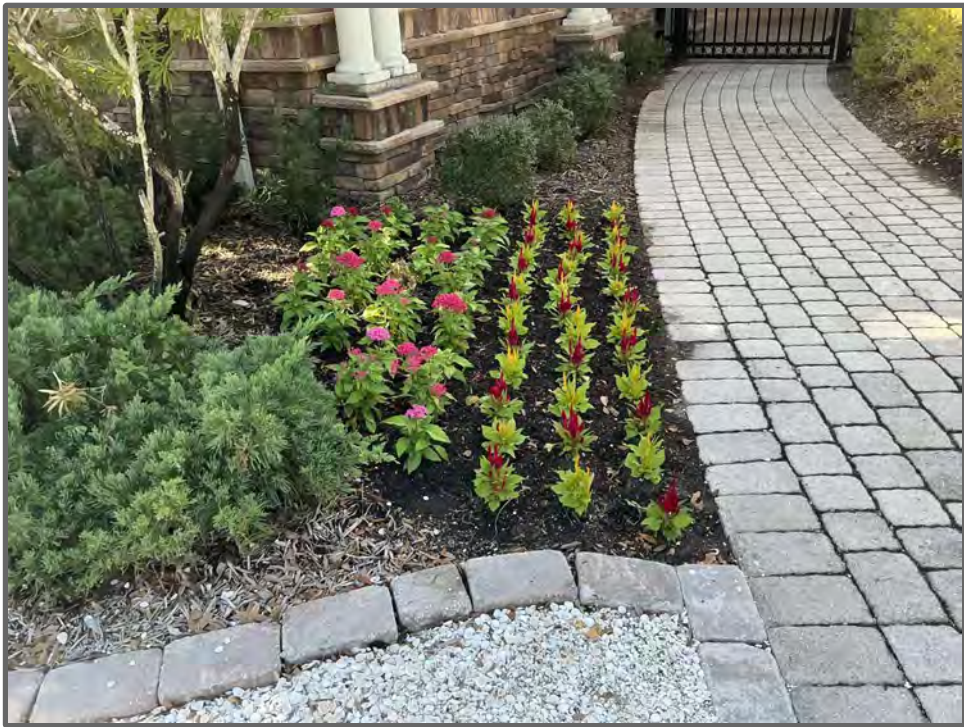
6. ACCOMPLISHMENTS

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Our entrance walk toward the clubhouse is in good shape. Our golf cart parking area shrubs have rebounded, we've got ornamental grasses that are pruned, the flowers look great. Overall, this is in really good shape.



Note Attachments







7. ACCOMPLISHMENTS

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Our production team are continuing to do a good job, keeping our pond mowed and trimmed



Note Attachments



8. ACCOMPLISHMENTS

Created On November 07, 2025 by William Allen Flannery  Created On Site

The pond on periwinkle is being maintained as it should.
Everything is in order.



Note Attachments





9. ACCOMPLISHMENTS

Created On November 07, 2025 by William Allen Flannery

Our two ponds on Amaryllis are in good shape. Our production team have been diligent with the maintenance.



Note Attachments





1. RECOMMENDATIONS FOR PROPERTY ENHANCEMENT

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There is a bottle brush tree on the outside of the fenced in pool area that has been in declined for some time. Please let us know if you are interested in replacing this tree or if you would like for us to simply remove the tree.



Note Attachments



1. NOTES TO OWNER/CLIENT

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Our production team are doing a good job monitoring and keeping our Palmetto's natural but neat



Note Attachments



Enhancing People’s Lives Through Beautiful Landscapes

FOURTH ORDER OF BUSINESS

MINUTES OF MEETING
AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT

A regular meeting of the Board of Supervisors of the Amelia Concourse Community Development District was held Tuesday, September 16, 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:

Harvey Greenberg	Chairman
Bill Toohey <i>by phone</i>	Vice Chairman
Kimberley Chamerda	Supervisor
William Busby	Supervisor
Khristen Snow	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 <i>by phone</i>	GMS, LLC
Alan Flannery	The Greenery
Brian Campbell	Nassau County District Director

The following is a summary of the discussions and actions taken at the September 16, 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

**Discussion with Representative from
Congressman Bean's Office Regarding
Traffic Improvements on Amelia Concourse**

Mr. Campbell stated that Mr. Greenberg reached out a few months ago regarding concerns requesting the cut through at Orchid Blossom Trail. He has spoken to the county, has

seen the traffic studies and has heard the county's justification for why the cut through wasn't previously done.

Ms. Chamerda stated that residents were told they would have a light at Daisy and a cut through at Orchid Blossom so drivers could turn left. The concern is people leaving the development will turn right since they cannot turn left and will make a U-Turn, however there is no turn lane to safely wait until they can make a U-Turn.

Kim Cesare stated that she lives on the corner of Orchid Blossom and Cornflower, and she chooses to leave through Daisy most of the time. One of the advantages to having a traffic light is to prevent the drag race that occurs as soon as people hit Amelia Walk. She would prefer a cut through, but a traffic light at Daisy is needed for safety reasons.

Nathan Davidson stated that he lives at the corner of Amaryllis and Orchid Blossom stated that traffic entering the neighborhood need to be considered too and some speed regulation may need to be added if a cut through is added.

Francesca Mills stated that there is an issue with speeders at bus stop times and there are near misses with kids every single day. Speed bumps are needed in the neighborhood, and she would love to see a four-way stop at Windflower and Amaryllis since it is a bus stop. Mr. Greenberg stated that a four-way stop has been requested numerous times and it has been rejected.

Carol Perrin commented that she advocates for a cut-through. She also asked if bus stop safety has been addressed with the county. Mr. Greenberg responded that it has and the county's response was that a four-way stop was not necessary. Mr. Laughlin added that he suggests concerned residents contact the county. Mr. Cambell stated that residents concerned about the bus stop safety will need to take their concerns to school board members and present any pictures or videos they have, as well as showing up to the school board meetings prepared to speak about the issues.

Mr. Campbell asked if the recommendations from the 2021 traffic study implemented and what has fundamentally changed since 2021 and today. The 2021 study recommended the northbound signal facing Amelia Concourse and State Road 200 be removed. Mr. Greenberg responded nothing has been done. Ms. Chamerda added that hundreds of homes have been added in the last few years.

Mr. Campbell recommended the CDD board officially ask the county to do another traffic study. He also recommended pointing out that the recommendations from the 2021 traffic study have not been completed and there are hundreds more homes that have been built since the last study.

Blair Goodwin stated that speed bumps and additional stop signs would go a long way.

Resident Steven commented that speed bumps are a waste of time and an irritation to residents.

THIRD ORDER OF BUSINESS

Public Comment

A resident asked if the CDD has taken over maintenance of Phase 3. Mr. Greenberg responded no. Dream Finders is still the owner.

Mr. Toohey left the meeting by phone at this time.

The resident stated that the undergrowth in the preserve behind Phase 3 homes is going to be a fire hazard. Mr. Laughlin responded that the conservation easements have to be left untouched per the water management district.

A resident stated that the trees in the median near Bellflower create a sight issue for drivers. Mr. Laughlin responded that the trees in the median are the county's responsibility.

Ms. Gentry asked if the Board would like to appoint a board member to work with staff on writing a letter to Nassau County regarding the traffic safety concerns. Ms. Chamerda volunteered.

On MOTION by Mr. Busby seconded by Ms. Snow with all in favor, authorizing Supervisor Chamerda to work with staff on drafting a letter regarding traffic safety concerns to Nassau County was approved.

FOURTH ORDER OF BUSINESS

Discussion of Suspension of Amenities

Mr. Laughlin stated that a resident was given multiple verbal warnings that smoking was not allowed at the pool and they continued to ignore the warnings, so a suspension letter was ultimately sent. Ms. Gentry added that the amenity policies allow for an immediate suspension by staff for up to sixty days. The Board has the authority to extend a suspension for longer, based on the facts and circumstances of the offense. The suspension was issued July 30th. She asked if the Board would like to consider the suspension time served, or to extend the suspension.

Ms. Snow added that the individual was making inappropriate comments and had inappropriate interactions with children causing people to feel uncomfortable and leave the pool.

On MOTION by Mr. Busby seconded by Ms. Snow with all in favor, extending the suspension six months from September 16, 2025 was approved.

FOURTH ORDER OF BUSINESS**Staff Reports (1)****A. District Engineer – Update on Dream Finder’s Request Relating to the Swales Behind Orchid Blossom Trail**

Mr. Yuro stated the Snapdragon wetland issue was reviewed by the water management district. Additional information was sent to the water management district at their request and is awaiting further review. If the request is approved, Mr. Yuro will seek proposals to construct inlets to relieve some of the flooding.

Next, Mr. Yuro reported that Dream Finders has been unresponsive regarding the Orchid Blossom Trail swale project.

B. Landscape Maintenance

Mr. Flannery reported that he is working to get the palm trees pruned and to get the flowers in the beds replaced as they have died due to all the rain.

SIXTH ORDER OF BUSINESS**Approval of Minutes of the July 22, 2025 Meeting**

On MOTION by Ms. Chamerda seconded by Mr. Busby with all in favor, the July 22, 2025 minutes were approved as presented.

SEVENTH ORDER OF BUSINESS**Consideration of Proposals for Pond Maintenance Services**

Mr. Laughlin presented three proposals for pond maintenance services, noting the current provider is charging \$4,416 per year for Phases 1 and 2. The budget for Fiscal Year 2026 contains \$9,400, and any proposal would fall within the budget.

Mr. Busby expressed concern about the boats being hauled behind homes and damaging the grass. Ms. Snow suggested having further conversations with Superior on the methods they

use to treat the ponds and if they are willing to rotate the easements they are using to access the ponds so they are not using one property every time and causing damage.

Mr. Greenberg suggested giving Ms. Snow the authority to meet with Superior Waterway to get answers to the Board's questions and to finalize a contract with them if she's comfortable.

On MOTION by Ms. Snow seconded by Ms. Chamerda with all in favor, the proposal from Superior Waterways was approved with Supervisor Snow authorized to finalize the contract. If negotiations with Superior fail, Solitude will be the next preferred vendor.

Ms. Gentry recommended holding off on giving the current vendor 30 days' notice until negotiations with the new vendor are complete. There were no objections from the Board.

EIGHTH ORDER OF BUSINESS

Update on Amenity Center Renovations

Ms. Chamerda stated that the first meeting with residents was had regarding ideas for the amenity center. She is looking to bring back a range of options from low to high cost. She's also looking at things that can be done in the interim, such as replacing the awnings.

NINTH ORDER OF BUSINESS

Update on Storage Building Work

Ms. Mullins reported that permitting was approved, and work is scheduled to begin on September 22, 2025. Ms. Mullins asked if the Board has a preference on the color for a roller door to be installed.

On MOTION by Ms. Chamerda seconded by Mr. Busby with all in favor, appointing Supervisor Snow to make the final color selection for the roller door was approved.

TENTH ORDER OF BUSINESS

Consideration of Resolution 2025-07, Adopting Revised Public Comment Period Policies

Ms. Gentry presented proposed revisions to the public comment period policies. She noted the policies are substantially same, but language was added to provide more specificity on what is or is not permitted during public comments.

On MOTION by Mr. Busby seconded by Ms. Chamerda with all in favor, Resolution 2025-07, adopting revised public comment period policies was approved.

ELEVENTH ORDER OF BUSINESS**Consideration of Resolution 2025-08, Setting a Public Hearing to Adopt Revised Rules of Procedure**

Ms. Gentry presented proposed revisions to the District's rules of procedure, which she noted stem from the latest legislative session. The main revisions are to the number of days that are required for noticing public hearings and to the criteria for awarding construction contracts, along with other minor changes described in the memo. A public hearing is required to adopt the revisions.

On MOTION by Ms. Chamerda seconded by Mr. Busby with all in favor, Resolution 2025-08, setting a public hearing for November 18, 2025 at 11:00 a.m. to adopt revised rules of procedure was approved.

TWELFTH ORDER OF BUSINESS**Consideration of Resolution 2025-09, Authorizing Spending Authority**

Ms. Gentry stated that Resolution 2025-09 proposes formalizing spending amounts between meetings for items necessary for health, safety and welfare, that are needed to prevent damage to a District asset, or to remedy some sort of unforeseen disruption in services. The District Manager would have authority to spend up to \$2,500; the Chair or Vice Chair would have authority up to \$10,000; and the District Manager and Chair together would have up to \$25,000.

On MOTION by Ms. Chamerda seconded by Ms. Snow with all in favor, Resolution 2025-09, authorizing spending authority was approved.

THIRTEENTH ORDER OF BUSINESS**Staff Reports (2)****A. District Counsel**

Ms. Gentry reminded the board members to complete four hours of ethics training by the end of the year.

B. District Manager – Consideration of Adopting Goals & Objectives for Fiscal Year 2026

Mr. Laughlin presented a proposed list of goals and objectives for fiscal year 2026 as required by Florida Statutes. He asked if the Board would like to keep the goal to have the District Engineer perform infrastructure and facilities inspections. He noted it would be an extra cost to the District if they choose to have those inspections completed.

Mr. Greenberg suggested removing the requirement for the infrastructure and facilities inspections.

On MOTION by Ms. Chamerda seconded by Ms. Snow with all in favor, the goals and objectives for Fiscal Year 2026 were approved as revised.

C. Field Operations Manager**1. 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. Next, Ms. Mullins stated that there was a request for adding colored holiday lights last year and presented a proposal from Celebration Lights to install the lights the District bought in addition to adding colored lights for \$4,230.

Mr. Greenberg suggested the District cover the cost of the lights rather than asking for contributions from the HOAs to ensure every resident contributes since the Phase 3 HOA has not been willing to contribute thus far.

On MOTION by Ms. Snow seconded by Ms. Chamerda with three in favor and Mr. Busby opposed, installing holiday lights with the addition of colored lights was approved.

2. Proposal for Gate Repair

Ms. Mullins presented a proposal from LC Fence & Gates, LLC totaling \$685 to repair the gate at the amenity center as it does not always latch properly.

On MOTION by Mr. Busby seconded by Ms. Snow with all in favor, the proposal from LV Fence & Gates was approved.

3. Proposal for Tree Removal Near Bellflower

Ms. Mullins presented a proposal from The Greenery totaling \$2,025 to remove a dead tree on the Concourse.

On MOTION by Ms. Snow seconded by Mr. Busby with all in favor, the proposal from The Greenery was approved.

Ms. Snow stated that there is a resident that frequently tests the pool water and has expressed concern that the water is not safe to swim in. Mr. Greenberg stated that inspection reports and test results are provided each week, and Ms. Mullins has already agreed to post them on the bulletin board each Friday.

FOURTEENTH ORDER OF BUSINESS Financial Reports

A. Financial Statements as of August 31, 2025

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

B. Approval of Check Register

A copy of the check register totaling \$56,113.28 was included in the agenda package.

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

FIFTEENTH ORDER OF BUSINESS Supervisors' Requests and Audience Comments

Ms. Chamerda asked Ms. Mullins to look into the cost of replacing the awnings.

Andrea Davis asked if the chlorine system is in the new pump because she read that the chlorine needs to be at level 3 rather than 0.6 for a public pool. Mr. Laughlin responded that the Florida Health Department has specific criteria the chemical levels must meet, and the District's pool is within those levels.

Ann Bachand asked what was added or taken out of the public comment period policies. Ms. Gentry responded that she could provide a redline.

Bob Zingle asked for clarification on the two parts to the assessments. Mr. Laughlin responded that there are two parts to the CDD assessment – debt service and operations and maintenance. The debt service repays the bond debt for each phase, while the operations and maintenance portion pays for the upkeep of the community. The operations and maintenance assessment is the same for all properties, \$1,100. For Phase 1, the debt service assessment is \$1,200 per year, Phase 2 debt service assessment is \$1,700, and Phase 3 debt service assessment is around \$1,300.

Dave Tegreeny asked if the amenity improvements being discussed are all-inclusive. Mr. Laughlin responded that the improvements are still being determined through discussions being had by the working group that was formed. There were some renderings previously created, but the Board has not yet proceeded with those. Mr. Greenberg added that it's likely the amenity improvement process will take three to five years as the District needs to budget for the improvements.

A resident asked if the swale behind Orchid Blossom runs the length of the green space. Mr. Yuro responded that it is along the limits of the haul road to the end of the Amelia Concourse community.

Charles Gay asked the Board to walk the Concourse as there is more than one dead tree.

SIXTEENTH ORDER OF BUSINESS

Next Scheduled Meeting – November 18, 2025 at 11:00 a.m. at the Amelia Concourse Amenity Center

SEVENTEENTH ORDER OF BUSINESS Adjournment

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

Secretary / Assistant Secretary

Chairman / Vice Chairman

FIFTH ORDER OF BUSINESS

AQUATIC MANAGEMENT SERVICES AGREEMENT

THIS AGREEMENT (“Agreement”) is made and entered into effective the 1st day of November 2025, by and between:

AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, with a mailing address of c/o Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (“**District**”); and

SUPERIOR WATERWAY SERVICES, INC., a Florida corporation, with a mailing address of 6701 Garden Road, Suite 1, Riviera Beach, Florida 33404 (“**Contractor**” and, together with the District, “**Parties**”).

RECITALS

WHEREAS, the District is a local unit of special-purpose government established pursuant to and governed by Chapter 190, *Florida Statutes*, which was established for the purpose of planning, financing, constructing, operating, and/or maintaining certain public infrastructure supporting community development within the District; and

WHEREAS, the District has a need to retain an independent contractor to provide aquatic management services, as more particularly described in **Exhibits A, B, and C (“Services”)** attached hereto and incorporated herein by reference, for various lakes and ponds throughout the District (“**Ponds**”); and

WHEREAS, Contractor submitted a proposal and represents that it is qualified to provide the Services, and desires to contract with the District to do so in accordance with the terms of this Agreement and the District is amenable to the same; and

WHEREAS, the District and Contractor warrant and agree that they have all right, power and authority to enter into and be bound by this Agreement.

NOW, THEREFORE, in consideration of the recitals, agreements, and mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Parties, the Parties agree as follows:

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

SECTION 2. DESCRIPTION OF WORK AND SERVICES.

A. The District desires that Contractor provide professional aquatic management services within presently accepted standards. Upon all Parties signing this Agreement, Contractor shall provide the District with the Services as described in **Exhibit A**. Initially, Contractor shall provide such Services to the four (4) Ponds identified in **Exhibit B**. Upon subsequent written authorization by the District, in the District’s sole discretion, Contractor shall provide the District with the Services for three (3) additional Ponds (a total of seven (7) Ponds) as depicted in **Exhibit C**. Contractor shall inspect the Ponds a minimum of one (1) time per month for the term of this Agreement in accordance with **Exhibit A**.

B. While providing the Services, Contractor shall assign such staff as may be required, and

such staff shall be responsible for coordinating, expediting, and controlling all aspects to assure completion of the Services.

- C. Contractor shall provide the Services as described in **Exhibit A** of this Agreement. Contractor shall solely be responsible for the means, manner and methods by which its duties, obligations and responsibilities are met to the satisfaction of the District.
- D. This Agreement grants to Contractor the right to enter the lands that are subject to this Agreement, for those purposes described in this Agreement, and Contractor hereby agrees to comply with all applicable laws, rules, and regulations.
- E. At no time shall Contractor use any products, compounds, or materials that contain copper in any form in any of the water bodies within the Ponds unless such products, compounds, or materials are specifically approved for usage in water bodies by both the U.S. Environmental Protection Agency and the State of Florida. Usage of such products, compounds, or materials must also be in compliance with applicable St. Johns River Water Management District (“**SJRWMD**”) rules and any and all SJRWMD permits issued to the District.
- F. If the District Representative, as defined herein, identifies any deficient areas, the District Representative shall notify the Contractor whether through a written report or otherwise. Contractor shall, within the time period specified by the District Representative, or if no time is specified within forty-eight (48) hours, explain in writing what actions shall be taken to remedy the deficiencies. Upon approval by the District, the Contractor shall take such actions as are necessary to address the deficiencies within the time period specified by the District, or if no time is specified by the District then within three (3) days and prior to submitting any invoices to the District.

SECTION 3. ACCEPTANCE OF THE SITE. By executing this Agreement, Contractor agrees that Contractor was able to inspect the Ponds prior to the time of the execution of this Agreement, and that Contractor agrees to be responsible for the care, health, and maintenance of the existing Ponds, regardless of the current condition of the Ponds and at no additional charge to the District unless specified herein. No changes to the compensation set forth in this Agreement shall be made based on any claim that the existing Ponds were not in good condition or otherwise differ materially from conditions ordinarily encountered.

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

- A. Should any work and/or services be required which are not specified in this Agreement or any addenda, but which are nevertheless necessary for the proper provision of Services to the District, such work or services shall be fully performed by Contractor as if described and delineated in this Agreement.
- B. Contractor agrees that the District shall not be liable for the payment of any work or services not included herein unless the District, through its District Representative,

authorizes Contractor, in writing, to perform such work.

- C. The District hereby designates **Kelly Mullins**, Field Operations Manager, and **Daniel Laughlin**, District Manager to act as the District's representatives with respect to the services to be performed under this Agreement (each a "**District Representative**"). The District Representatives shall have complete authority to transmit instructions, receive information, interpret and define the District's policies and decisions with respect to materials, equipment, elements, and systems pertinent to the Contractor's services. This authority shall include but not be limited to verification of correct timing of services to be performed and methods of performance provided that no direction shall obviate Contractor's obligations as an expert in the field to provide the Services in conformance with aquatic management best practices. The Contractor shall not take direction from anyone other than the District Representatives (e.g., the Contractor shall not take direction from individual District Board Supervisors, any representatives of any local homeowner's associations, any residents, etc.). The District shall have the right to change its designated representatives at any time by written notice to the Contractor.
 - (1) Upon request by the District Representative, Contractor agrees to meet with the District Representative to walk the Ponds to discuss conditions, schedules, and items of concern regarding this Agreement.
 - (2) Contractor shall provide to the District Representative a written report of work performed for each month with notification of any problem areas and a schedule of work for the upcoming month.
- D. Contractor shall use all due care to protect the property of the District, its residents, and landowners from damage. Contractor agrees to commence repair of any damage resulting from Contractor's activities and work within twenty-four (24) hours.

SECTION 5. COMPENSATION; TERM.

- A. Initially, as compensation for Services described in this Agreement for four (4) ponds as identified in **Exhibit B**, the District agrees to pay Contractor **Five Hundred Twenty Dollars and Zero Cents (\$520.00)** per month, for a total annual amount not to exceed **Six Thousand, Two Hundred Forty Dollars and Zero Cents (\$6,240.00)**, for all Services described herein, consistent with the specifications set forth in **Exhibit A**.
- B. Upon written direction from the District, Contractor shall commence providing the Services for three (3) additional ponds as identified in **Exhibit C**. Upon such written direction and Contractor's commencement of Services for a total of seven (7) ponds, the District agrees to pay Contractor **Seven Hundred Seventy Dollars and Zero Cents (\$770.00)** per month, for a total annual amount not to exceed **Nine Thousand, Two Hundred Forty Dollars and Zero Cents (\$9,240.00)**, for all Services described herein, consistent with the specifications set forth in **Exhibit A**. Nothing herein may be construed to obligate the District to authorize such additional Services.
- C. Any additional compensation for additional duties shall be paid only upon the written authorization of the District Representative in accordance with the detailed and/or specification pricing provided in Contractor's proposal to the District.
- D. The initial term of this Agreement shall be from the effective date written above through

September 30, 2026, unless terminated earlier by either party in accordance with the provisions of this Agreement. This Agreement shall automatically renew for additional one (1) year terms, up to four (4) additional renewals, unless terminated by either party in accordance with the provisions of this Agreement. If all available renewals are utilized, this Agreement shall terminate on **September 30, 2030**. Notwithstanding anything to the contrary herein, Contractor's performance and the District's obligation to pay under this Agreement are contingent upon an annual appropriation by the District's Board of Supervisors and the levy of a valid operations and maintenance special assessment. In the event that such annual appropriation is not made, this Agreement shall be terminated with no further obligations of the Contractor.

- E.** If the District should desire additional work or services, Contractor agrees to negotiate in good faith to undertake such additional work or services and such additional work or services shall be fully performed by Contractor after prior approval of a required Additional Services Order ("ASO"). Contractor agrees that the District shall not be liable for the payment of any additional work or services unless the District first authorizes Contractor to perform such additional work or services through an authorized and fully executed ASO. Contractor shall be compensated for such agreed additional work or services based upon a payment amount derived from the prices set forth in Contractor's proposal pricing, attached hereto as part of **Exhibit A**. Nothing herein shall be construed to require the District to use Contractor for any such additional work or services, and the District reserves the right to retain a different contractor to perform any additional work or services.
- F.** The District may require, as a condition precedent to making any payment to Contractor that all subcontractors, materialmen, suppliers or laborers be paid and require evidence, in the form of Lien Releases or partial Waivers of Lien, to be submitted to the District by those subcontractors, material men, suppliers or laborers, and further require that Contractor provide an Affidavit relating to the payment of said indebtedness. Further, the District shall have the right to require, as a condition precedent to making any payment, evidence from Contractor, in a form satisfactory to the District, that any indebtedness of Contractor, as to services to the District, has been paid and that Contractor has met all of the obligations with regard to the withholding and payment of taxes, Social Security payments, Workmen's Compensation, Unemployment Compensation contributions, and similar payroll deductions from the wages of employees.
- G.** Contractor shall maintain records conforming to usual accounting practices. Further, Contractor agrees to render monthly invoices to the District, in writing, which shall be delivered or mailed to the District by the fifth (5th) day of the next succeeding month. Each monthly invoice shall contain, at a minimum, an itemized list of all costs billed on the invoice with a description of each sufficient for the District to approve each cost, the time frame within which the Services were provided, and the address or bank information to which payment is to be remitted. All payments and invoices shall be subject to Florida's Local Government Prompt Payment Act, Sections 218.70 through 218.80, *Florida Statutes*.

SECTION 6. SUBCONTRACTORS. Contractor shall not award any of the Services to any subcontractor without prior written approval of the District. Contractor shall be as fully responsible to the District for the acts and omissions of its subcontractors, and of persons either directly or indirectly employed by them, as Contractor is for the acts and omissions of persons directly employed by Contractor. Nothing contained herein shall create contractual relations between any subcontractor and the District.

SECTION 7. INSURANCE.

- A.** Contractor, and any subcontractor performing work in accordance with this Agreement, shall maintain, at its sole cost and expense throughout the term of this Agreement, the following insurance:
- (1)** Workers' Compensation Insurance in accordance with the laws of the State of Florida.
 - (2)** Commercial General Liability Insurance covering Contractor's legal liability for bodily injuries, with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate covering all work performed under this Agreement, including but not limited to, bodily injury and property damage liability, and covering at least the following hazard:
 - i.** Independent Contractors Coverage for bodily injury and property damage in connection with any subcontractors' operation.
 - (3)** Employer's Liability Coverage with limits of at least \$1,000,000 per accident or disease.
 - (4)** Automobile Liability Insurance for bodily injuries in limits of not less than \$1,000,000 combined single limit bodily injury and for property damage, providing coverage for any accident arising out of or resulting from the operation, maintenance, or use by Contractor of any owned, non-owned, or hired automobiles, trailers, or other equipment required to be licensed.
 - (5)** Contractors Pollution Liability with limits of not less than \$1,000,000 combined single limit bodily injury and property damage liability.
- B.** The District and its respective staff, supervisors, officers, agents, and consultants shall be named as additional insureds on all above listed policies except Workers' Compensation and Employer's Liability Coverage. No policy may be canceled during the term of this Agreement without at least thirty (30) days' written notice to the District. An insurance certificate evidencing compliance with this section shall be sent to the District prior to the commencement of any performance under this Agreement. Such insurance shall be considered primary and non-contributory with respect to the additional insureds, all such required insurance policies shall be endorsed to provide for a waiver of underwriter's rights of subrogation in favor of the additional insureds. Insurance coverage shall be from a reputable insurance carrier, licensed to conduct business in the State of Florida.
- C.** If Contractor fails to have secured and maintained the required insurance, the District has the right but not the obligation to secure such required insurance in which event Contractor shall pay the cost for that required insurance and shall furnish, upon demand, all information that may be required in connection with the District's obtaining the required insurance. If Contractor fails to pay such cost to the District, the District may deduct such amount from any payment due Contractor.

SECTION 8. INDEMNIFICATION.

- A.** Contractor agrees to defend, indemnify, and hold harmless the District and its officers, supervisors, agents, employees, successors, assigns, members, affiliates, or representatives from any and all liability, claims, actions, suits, liens, demands, costs, interest, expenses, damages, penalties, fines, judgments against the District, or loss or damage, whether monetary or otherwise, arising out of, wholly or in part by, or in connection with the Services to be performed by Contractor, its subcontractors, its employees and agents in connection with this Agreement, including litigation, mediation, arbitration, appellate, or settlement proceedings with respect thereto.
- B.** Obligations under this section shall include the payment of all settlements, judgments, damages, liquidated damages, penalties, forfeitures, back pay awards, court costs, arbitration and/or mediation costs, litigation expenses, attorneys' fees, paralegal fees, expert witness fees (incurred in court, out of court, on appeal, or in bankruptcy proceedings), any interest, expenses, damages, penalties, fines, or judgments against the District.

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

SECTION 10. LIMITATIONS ON GOVERNMENTAL LIABILITY. Nothing in this Agreement shall be deemed as a waiver of the District's sovereign immunity or the District's limits of liability as set forth in Section 768.28, *Florida Statutes*, or other statute, and nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under such limitations of liability or by operation of law.

SECTION 11. LIENS AND CLAIMS. Contractor shall promptly and properly pay for all labor employed, materials purchased, and equipment hired by it to perform under this Agreement. Contractor shall keep the District's property free from any materialmen or mechanic's liens and claims or notices in respect to such liens and claims, which arise by reason of Contractor's performance under this Agreement, and Contractor shall immediately discharge any such claim or lien. In the event that Contractor does not pay or satisfy such claim or lien within three (3) business days after the filing of notice thereof, the District, in addition to any and all other remedies available under this Agreement, may terminate this Agreement to be effective immediately upon the giving notice of termination.

SECTION 12. DEFAULT AND PROTECTION AGAINST THIRD-PARTY INTERFERENCE. A default by either party under this Agreement shall entitle the other to all remedies available at law or in equity, which may include, but not be limited to, the right of damages, injunctive relief, and/or specific performance. The District shall be solely responsible for enforcing its rights under this Agreement against any interfering third party. Nothing contained in this Agreement shall limit or impair the District's right to protect its rights from interference by a third party to this Agreement.

SECTION 13. CUSTOM AND USAGE. It is hereby agreed, any law, custom, or usage to the contrary notwithstanding, that the District shall have the right at all times to enforce the conditions and agreements contained in this Agreement in strict accordance with the terms of this Agreement, notwithstanding any conduct or custom on the part of the District in refraining from so doing; and further, that the failure of the District at any time or times to strictly enforce its rights under this Agreement shall not be construed as having created a custom in any way or manner contrary to the specific conditions and agreements of this Agreement, or as having in any way modified or waived the same.

SECTION 14. SUCCESSORS AND ASSIGNS. This Agreement shall inure to the benefit of and be binding upon the heirs, executors, administrators, successors, and assigns of the Parties to this Agreement, except as expressly limited in this Agreement. Notwithstanding the foregoing, neither the District nor Contractor may assign this Agreement without the prior written approval of the other. Any purported assignment without such written consent shall be void.

SECTION 15. TERMINATION. The District agrees that Contractor may terminate this Agreement with or without cause by providing sixty (60) days' written notice. Contractor agrees that the District may terminate this Agreement immediately for cause by providing written notice of termination to Contractor. The District shall provide thirty (30) days' written notice of termination without cause. Upon any termination of this Agreement, Contractor shall be entitled to payment for all Services rendered up until the effective termination of this Agreement, subject to whatever claims or off-sets the District may have against Contractor.

SECTION 16. PERMITS AND LICENSES. All permits and licenses required to be obtained by the District by any governmental agency shall be obtained and paid for by the District. All other permits or licenses necessary for Contractor to perform under this Agreement shall be obtained and paid for by Contractor.

SECTION 17. INDEPENDENT CONTRACTOR STATUS. In all matters relating to this Agreement, Contractor shall be acting as an independent contractor. Neither Contractor nor employees of Contractor, if there are any, are employees of the District under the meaning or application of any Federal or State Unemployment or Insurance Laws or Old Age Laws or otherwise. Contractor agrees to assume all liabilities or obligations imposed by any one or more of such laws with respect to employees of Contractor, if there are any, in the performance of this Agreement. Contractor shall not have any authority to assume or create any obligation, express or implied, on behalf of the District and Contractor shall have no authority to represent the District as an agent, employee, or in any other capacity, unless otherwise set forth in this Agreement.

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

SECTION 19. ENFORCEMENT OF AGREEMENT. A default by either party under this Agreement shall entitle the other party to all remedies available at law or in equity. In the event that either the District or Contractor is required to enforce this Agreement by court proceedings or otherwise, then the prevailing party shall be entitled to recover all fees and costs incurred, including reasonable attorneys' fees and costs for trial, alternative dispute resolution, or appellate proceedings.

SECTION 20. AGREEMENT. This instrument shall constitute the final and complete expression of this Agreement between the District and Contractor relating to the subject matter of this Agreement. To the extent the Exhibits attached hereto and this Agreement conflict, this Agreement shall control.

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

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

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

- A. If to the District:** Amelia Concourse Community Development District
c/o Governmental Management Services, LLC
475 West Town Place, Suite 114
St. Augustine, Florida 32092
Attn: Amelia Concourse CDD, District Manager
- With a copy to:** Kilinski | Van Wyk PLLC
517 E. College Avenue
Tallahassee, Florida 32301
Attn: Amelia Concourse CDD, District Counsel
- B. If to Contractor:** Superior Waterway Services, Inc.
6701 Garden Road
Riviera Beach, Florida 33404
Attn: Logan Wooley, North Florida Regional Director

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

SECTION 24. THIRD-PARTY BENEFICIARIES. This Agreement is solely for the benefit of the District and Contractor and no right or cause of action shall accrue upon or by reason, to or for the benefit of any third party not a formal party to this Agreement. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or corporation other than the District and Contractor any right, remedy, or claim under or by reason of this Agreement or any of the provisions or conditions of this Agreement; and all of the provisions, representations, covenants, and conditions contained in this Agreement shall inure to the sole benefit of and shall be binding upon the District and Contractor and their respective representatives, successors, and assigns.

SECTION 25. CONTROLLING LAW AND VENUE. This Agreement and the provisions contained

in this Agreement shall be construed, interpreted, and controlled according to the laws of the State of Florida. Venue for any legal actions regarding this Agreement shall be Nassau County, Florida, and the federal courts of the U.S. District Court for the Middle District of Florida.

SECTION 26. COMPLIANCE WITH PUBLIC RECORDS LAWS. Contractor understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and, accordingly, Contractor agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited, to Section 119.0701, *Florida Statutes*. Among other requirements and to the extent applicable by law, Contractor shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, *Florida Statutes*; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if Contractor does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in Contractor's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by Contractor, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats. Contractor acknowledges that, pursuant to Section 287.058(c), *Florida Statutes*, the District may unilaterally cancel this Agreement if the Contractor refuses to allow public access to all documents, papers, letters, or other material made or received by the Contractor in conjunction with this Agreement, unless such records are exempt under Florida law. Contractor acknowledges that the designated Public Records Custodian for the District is **Daniel Laughlin**.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (904) 940-5850, DLAUGHLIN@GMSNF.COM, AND 475 WEST TOWN PLACE, SUITE 114, ST. AUGUSTINE, FLORIDA 32092.

SECTION 27. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Agreement shall not affect the validity or enforceability of the remaining portions of this Agreement, or any part of this Agreement not held to be invalid or unenforceable.

SECTION 28. ARM'S LENGTH TRANSACTION. This Agreement has been negotiated fully between the District and Contractor as an arm's length transaction. The District and Contractor participated fully in the preparation of this Agreement with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, the parties are each deemed to have drafted, chosen, and selected the language, and any doubtful language will not be interpreted or construed against any party.

SECTION 29. E-VERIFY. Contractor shall comply with and perform all applicable provisions of Section 448.095, *Florida Statutes*. Accordingly, to the extent required by Florida Statute, Contractor shall register with and use the United States Department of Homeland Security's E-Verify system to verify the

work authorization status of all newly hired employees and shall comply with all requirements of Section 448.095, *Florida Statutes*, as to the use of subcontractors. The District may terminate the Agreement immediately for cause if there is a good faith belief that the Contractor has knowingly violated Section 448.091, *Florida Statutes*. By entering into this Agreement, the Contractor represents that no public employer has terminated a contract with the Contractor under Section 448.095(5)(c), *Florida Statutes*, within the year immediately preceding the date of this Agreement.

SECTION 30. SCRUTINIZED COMPANIES STATEMENT. In accordance with Section 287.135, *Florida Statutes*, Contractor represents that in entering into this Agreement, neither it nor any of its officers, directors, executives, partners, shareholders, members, or agents is on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Terrorism Sectors List, or the Scrutinized Companies that Boycott Israel List created pursuant to Sections 215.4725 and 215.473, *Florida Statutes*, and in the event such status changes, Contractor shall immediately notify the District. If Contractor is found to have submitted a false statement, has been placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Terrorism Sectors List, or has been engaged in business operations in Cuba or Syria, or is now or in the future on the Scrutinized Companies that Boycott Israel List, or engaged in a boycott of Israel, the District may immediately terminate this Agreement.

SECTION 31. ANTI-HUMAN TRAFFICKING REQUIREMENTS. Contractor certifies, by acceptance of this Agreement, that neither it nor its principals utilize coercion for labor or services as defined in Section 787.06, *Florida Statutes*. Contractor agrees to execute an affidavit in compliance with Section 787.06(13), *Florida Statutes*, and acknowledges that if Contractor refuses to sign said affidavit, the District may terminate this Agreement immediately.

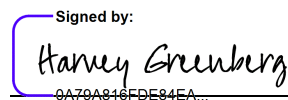
[Signature page follows]

[Signature page to Aquatic Management Services Agreement]

IN WITNESS WHEREOF, the Parties hereto have signed this Agreement on the day and year first written above.

**AMELIA CONOURSE COMMUNITY
DEVELOPMENT DISTRICT**

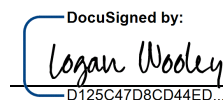
Signed by:


0A70A846FDE84EA...

By: Harvey Greenberg
Chairman, Board of Supervisors

SUPERIOR WATERWAY SERVICES, INC.

DocuSigned by:


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By: Logan Wooley

Its: North FL Regional Director

Exhibit A: Scope of Services and Pricing
Exhibit B: Initial Map of Serviced Ponds
Exhibit C: Future Map of Serviced Ponds

Exhibit A
Scope of Services and Pricing

At all times under this Agreement, Contractor shall provide the following Services:

Algae and Aquatic Plant Control
Border Grass and Brush Control to Water's Edge
Monthly Water Testing
Fish and Wildlife Monitoring
Management Reporting
Minor Trash Removal

Such Services shall be provided pursuant to the following terms:

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.

Monthly water testing and monitoring as necessary for the success of the aquatic weed control program and at the discretion of SWS.

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.

Littoral plantings maintenance is included only if specified.

Care proposed in this contract is for maintenance control of aquatic growth and will not eradicate all plants in the water.

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.)

Exhibit B
Initial Map of Serviced Ponds



Exhibit C

Future Map of Serviced Ponds



SEVENTH ORDER OF BUSINESS

**Amelia Concourse
Community Development District**

ANNUAL FINANCIAL REPORT

September 30, 2024

Amelia Concourse Community Development District

ANNUAL FINANCIAL REPORT

September 30, 2024

TABLE OF CONTENTS

FINANCIAL SECTION	<u>Page Number</u>
REPORT OF INDEPENDENT AUDITORS	1-3
MANAGEMENT’S DISCUSSION AND ANALYSIS	4-9
BASIC FINANCIAL STATEMENTS:	
Government-wide Financial Statements:	
Statement of Net Position	10
Statement of Activities	11
Fund Financial Statements:	
Balance Sheet – Governmental Funds	12
Reconciliation of Total Governmental Fund Balances to Net Position of Governmental Activities	13
Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds	14
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities	15
Statement of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual – General Fund	16
Notes to Financial Statements	17-32
INDEPENDENT AUDITORS’ REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS	33-34
MANAGEMENT LETTER	35-37
INDEPENDENT ACCOUNTANTS’ REPORT/COMPLIANCE WITH SECTION 218.415, FLORIDA STATUTES	38



Berger, Toombs, Elam, Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue
Suite 200
Fort Pierce, Florida 34950

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

REPORT OF INDEPENDENT AUDITORS

To the Board of Supervisors
Amelia Concourse Community Development District
Nassau County, Florida

Report on Audit of the Financial Statements

Opinion

We have audited the financial statements of the governmental activities and each major fund of Amelia Concourse Community Development District (the "District"), as of and for the year ended September 30, 2024, and the related notes to financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of Amelia Concourse Community Development District as of September 30, 2024, and the respective changes in financial position and the budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS), and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Government Auditing Standards*). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Fort Pierce / Stuart

- 1 -



To the Board of Supervisors
Amelia Concourse Community Development District

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for one year beyond the financial statement date, including currently known information that may raise substantial doubt thereafter.

Auditor's Responsibility for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore, is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining on a test basis, evidence regarding the amounts, and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.



To the Board of Supervisors
Amelia Concourse Community Development District

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the *Governmental Accounting Standards Board* who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued a report dated October 13, 2025 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations and contracts.

The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Amelia Concourse Community Development District's internal control over financial reporting and compliance.

*Berger Toombs Elam
Gaines & Frank*

Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants PL
Fort Pierce, Florida

October 13, 2025

Amelia Concourse Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2024

Management's discussion and analysis of Amelia Concourse Community Development District's (the "District") financial performance provides an objective and easily readable analysis of the District's financial activities. The analysis provides summary financial information for the District and should be read in conjunction with the District's financial statements.

OVERVIEW OF THE FINANCIAL STATEMENTS

The District's basic financial statements comprise three components; 1) *Government-wide financial statements*, 2) *Fund financial statements*, and 3) *Notes to financial statements*. The *Government-wide financial statements* present an overall picture of the District's financial position and results of operations. The *Fund financial statements* present financial information for the District's major funds. The *Notes to financial statements* provide additional information concerning the District's finances.

The *Government-wide financial statements* are the **statement of net position** and the **statement of activities**. These statements use accounting methods similar to those used by the private-sector. Emphasis is placed on the net position of governmental activities and the change in net position. Governmental activities are primarily supported by special assessments.

The **statement of net position** presents information on all assets and liabilities of the District, with the difference between assets and liabilities reported as net position. Net position are reported in three categories; 1) net investment in capital assets, 2) restricted and 3) unrestricted. Assets, liabilities, and net position are reported for all Governmental activities.

The **statement of activities** presents information on all revenues and expenses of the District and the change in net position. Expenses are reported by major function and program revenues relating to those functions are reported, providing the net cost of all functions provided by the District. To assist in understanding the District's operations, expenses have been reported as governmental activities. Governmental activities funded by the District include general government, physical environment, culture and recreation, and interest on long-term debt.

Fund financial statements present financial information for governmental funds. These statements provide financial information for the major funds of the District. Governmental fund financial statements provide information on the current assets and liabilities of the funds, changes in current financial resources (revenues and expenditures), and current available resources.

Amelia Concourse Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2024

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Fund financial statements include a **balance sheet** and a **statement of revenues, expenditures and changes in fund balances** for all governmental funds. A **statement of revenues, expenditures, and changes in fund balances – budget and actual**, is provided for the District's General Fund. *Fund financial statements* provide more detailed information about the District's activities. Individual funds are established by the District to track revenues that are restricted to certain uses or to comply with legal requirements.

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as balances of spendable resources available at the end of the year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the District's near-term financing decisions. Both the governmental fund balance sheet and the statement of revenues, expenditures, and changes in fund balances provide reconciliations to facilitate this comparison between governmental funds and governmental activities.

Notes to financial statements provide additional detail concerning the financial activities and financial balances of the District. Additional information about the accounting practices of the District, investments of the District, capital assets, and long-term debt are some of the items included in the *notes to financial statements*.

Financial Highlights:

The following are the highlights of financial activity for the year ended September 30, 2024.

- The District's total assets exceeded total liabilities by \$4,722,484 (net position). Unrestricted net position was \$711,568. Restricted net position was \$210,693. Net investment in capital assets was \$3,800,223.
- Governmental activities revenues totaled \$995,281 while governmental activities expenses totaled \$863,260.

**Amelia Concourse Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2024**

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Financial Analysis of the District

The following schedule provides a summary of the assets, liabilities and net position of the District.

Net Position

	Governmental Activities	
	2024	2023
Current assets	\$ 726,554	\$ 629,149
Restricted assets	1,220,828	1,207,913
Capital assets, net	8,056,847	8,229,292
Total Assets	<u>10,004,229</u>	<u>10,066,354</u>
Current liabilities	266,745	285,891
Non-current liabilities	5,015,000	5,190,000
Total Liabilities	<u>5,281,745</u>	<u>5,475,891</u>
Net investment in capital assets	3,800,223	3,752,131
Net position-restricted	210,693	225,475
Net position-unrestricted	711,568	612,857
Total Net Position	<u>\$ 4,722,484</u>	<u>\$ 4,590,463</u>

The increase in current assets is related to the increase in investment balances in the current year.

The decrease in capital assets is mainly related to current year depreciation.

The decrease in non-current liabilities is related to the debt service payments that were made in the current year.

**Amelia Concourse Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2024**

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Financial Analysis of the District (Continued)

The following schedule provides a summary of the changes in net position of the District.

Change in Net Position

	Governmental Activities	
	2024	2023
Program Revenues		
Charges for services	\$ 893,443	\$ 1,353,821
Operating grants and contributions	-	17,532
General Revenues		
Investments earnings	98,138	204,900
Other revenues	3,700	728,519
Total Revenues	<u>995,281</u>	<u>2,304,772</u>
Expenses		
General government	154,679	183,156
Physical environment	232,902	248,045
Culture/recreation	172,527	125,155
Interest and other charges	<u>303,152</u>	<u>891,545</u>
Total Expenses	<u>863,260</u>	<u>1,447,901</u>
Change in Net Position	132,021	856,871
Net Position - Beginning of Year	<u>4,590,463</u>	<u>3,733,592</u>
Net Position - End of year	<u>\$ 4,722,484</u>	<u>\$ 4,590,463</u>

The decrease in charges for services is related to the decrease in the special assessment prepayments in the current year.

The decrease in general government is primarily related to the decrease in legal expenses in the current year.

The increase in culture/recreation is related to the increase in facility management and maintenance expenses in the current year.

**Amelia Concourse Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2024**

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Capital Assets Activity

The following schedule provides a summary of the District's capital assets as of September 30, 2024 and 2023.

<u>Description</u>	Governmental Activities	
	2024	2023
Land and improvements	\$ 719,533	\$ 719,533
Construction in progress	5,115,833	5,113,634
Improvements other than buildings	423,490	423,490
Infrastructure	2,315,537	2,315,537
Recreation facilities and amenities	1,526,077	1,526,077
Accumulated depreciation	(2,043,623)	(1,868,979)
Total Capital Assets (Net)	<u>\$ 8,056,847</u>	<u>\$ 8,229,292</u>

During the year, depreciation was \$174,644 and additions to construction in progress were \$2,199.

General Fund Budgetary Highlights

The budget exceeded actual expenditures primarily because water and sewer and irrigation repair expenditures were less than anticipated.

The September 30, 2024 General Fund budget was not amended.

Debt Management

Governmental Activities debt includes the following:

- In July 2007, the District issued \$7,350,000 Series 2007 Capital Improvement Revenue Bonds. The bonds were issued to finance the acquisition and construction of certain improvements for the benefit of the District. The balance outstanding at September 30, 2024 was \$1,040,000.
- In June 2016, the District issued \$3,385,000 Series 2016 Capital Improvement Revenue Bonds. The bonds were issued to finance the acquisition, construction, equipping and installation of certain improvements for the benefit of Phase II of the District improvements. The balance outstanding at September 30, 2024 was \$1,750,000.

**Amelia Concourse Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2024**

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Debt Management (Continued)

- In March 2019, the District issued \$3,035,000 Series 2019A Capital Improvement Revenue Bonds. The bonds were issued to finance a portion of the cost of acquisition, construction, installation, and equipping of the Phase III Project. The balance outstanding at September 30, 2024 was \$2,355,000.
- In March 2019, the District issued \$1,415,000 Series 2019B-2 Capital Improvement Revenue Bonds. The bonds were issued to finance a portion of the cost of acquisition, construction, installation, and equipping of the Phase III Project. The balance was paid in full as of September 30, 2024.

Economic Factors and Next Year's Budget

Amelia Concourse Community Development District does not expect any economic factors to have any significant effect on the financial position or results of operations of the District in fiscal year 2025.

Request for Information

The financial report is designed to provide a general overview of Amelia Concourse Community Development District's finances for all those with an interest. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Amelia Concourse Community Development District, Governmental Management Services, 475 West Town Place, Suite 114, St. Augustine, Florida 32092.

Amelia Concourse Community Development District
STATEMENT OF NET POSITION
September 30, 2024

	Governmental Activities
ASSETS	
Current Assets	
Cash and cash equivalents	\$ 162,124
Investments	516,767
Due from other governments	4,703
Deposits	2,475
Prepaid expenses	40,485
Total Current Assets	<u>726,554</u>
Non-current Assets	
Restricted assets	
Investments	1,220,828
Capital assets, not being depreciated	
Land and improvements	719,533
Construction in progress	5,115,833
Capital assets, being depreciated	
Improvements other than buildings	423,490
Recreation facilities and amenities	1,526,077
Infrastructure	2,315,537
Less: accumulated depreciation	<u>(2,043,623)</u>
Total Non-current Assets	<u>9,277,675</u>
Total Assets	<u>10,004,229</u>
LIABILITIES	
Current Liabilities	
Accounts payable and accrued expenses	12,637
Accrued interest	124,108
Bonds payable	130,000
Total Current Liabilities	<u>266,745</u>
Non-current Liabilities	
Bonds payable	5,015,000
Total Liabilities	<u>5,281,745</u>
NET POSITION	
Net investment in capital assets	3,800,223
Restricted for debt service	210,693
Unrestricted	711,568
Total Net Position	<u>\$ 4,722,484</u>

See accompanying notes.

Amelia Concourse Community Development District
STATEMENT OF ACTIVITIES
For the Year Ended September 30, 2024

Functions/Programs	Expenses	Program Revenues Charges for Services	Net (Expense) Revenues and Changes in Net Position Governmental Activities
Governmental Activities			
General government	\$ (154,679)	\$ 181,067	\$ 26,388
Physical environment	(232,902)	150,159	(82,743)
Culture/recreation	(172,527)	115,992	(56,535)
Interest and other charges	(303,152)	446,225	143,073
Total Governmental Activities	<u>\$ (863,260)</u>	<u>\$ 893,443</u>	<u>30,183</u>
	General Revenues		
	Investment earnings		98,138
	Miscellaneous revenues		3,700
	Total General Revenues		<u>101,838</u>
	Change in Net Position		132,021
	Net Position - October 1, 2023		<u>4,590,463</u>
	Net Position - September 30, 2024		<u>\$ 4,722,484</u>

See accompanying notes.

Amelia Concourse Community Development District
BALANCE SHEET -
GOVERNMENTAL FUNDS
September 30, 2024

	General	Debt Service	Capital Projects	Total Governmental Funds
ASSETS				
Cash and cash equivalents	\$ 162,124	\$ -	\$ -	\$ 162,124
Investments	275,318	-	241,449	516,767
Due from other governments	2,354	2,349	-	4,703
Due from other funds	9,995	-	-	9,995
Deposits	2,475	-	-	2,475
Prepaid expenses	40,485	-	-	40,485
Restricted assets				
Investments	-	566,249	654,579	1,220,828
Total Assets	<u>\$ 492,751</u>	<u>\$ 568,598</u>	<u>\$ 896,028</u>	<u>\$ 1,957,377</u>
LIABILITIES AND FUND BALANCES				
Liabilities				
Accounts payable and accrued expenses	\$ 12,637	\$ -	\$ -	\$ 12,637
Due to other funds	-	-	9,995	9,995
Total Liabilities	<u>12,637</u>	<u>-</u>	<u>9,995</u>	<u>22,632</u>
Fund Balances				
Nonspendable				
Deposits	2,475	-	-	2,475
Prepaid expenses	40,485	-	-	40,485
Restricted				
Debt service	-	568,598	-	568,598
Capital projects	-	-	654,579	654,579
Assigned-capital projects	-	-	231,454	231,454
Unassigned	437,154	-	-	437,154
Total Fund Balances	<u>480,114</u>	<u>568,598</u>	<u>886,033</u>	<u>1,934,745</u>
Total Liabilities and Fund Balances	<u>\$ 492,751</u>	<u>\$ 568,598</u>	<u>\$ 896,028</u>	<u>\$ 1,957,377</u>

See accompanying notes.

Amelia Concourse Community Development District
RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCES
TO NET POSITION OF GOVERNMENTAL ACTIVITIES
September 30, 2024

Total Governmental Fund Balances	\$ 1,934,745
Amounts reported for governmental activities in the Statement of Net Position are different because:	
Capital assets not being depreciated, land and improvements, \$719,533, and construction in progress, \$5,115,833, used in governmental activities are not current financial resources and, therefore, are not reported at the fund level.	5,835,366
Capital assets being depreciated, infrastructure, \$2,315,537, improvements other than buildings, \$423,490, and recreation facilities and amenities, \$1,526,077, net of accumulated depreciation, \$(2,043,623), used in governmental activities are not current financial resources and therefore, are not reported at the fund level.	2,221,481
Long-term liabilities, including bonds payable, are not due and payable in the current period and; therefore, are not reported at the fund level.	(5,145,000)
Accrued interest expense for long-term debt is not a current financial use and; therefore, is not reported at the fund level.	<u>(124,108)</u>
Net Position of Governmental Activities	<u><u>\$ 4,722,484</u></u>

See accompanying notes.

Amelia Concourse Community Development District
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCES – GOVERNMENTAL FUNDS
For the Year Ended September 30, 2024

	General	Special Purpose Entity	Debt Service	Capital Projects	Total Governmental Funds
Revenues					
Special assessments	\$ 447,218	\$ -	\$ 446,225	\$ -	\$ 893,443
Investment earnings	21,930	-	34,725	41,483	98,138
Miscellaneous revenues	3,700	-	-	-	3,700
Total Revenues	<u>472,848</u>	<u>-</u>	<u>480,950</u>	<u>41,483</u>	<u>995,281</u>
Expenditures					
Current					
General government	150,208	-	4,471	-	154,679
Physical environment	124,567	-	-	9,995	134,562
Culture/recreation	96,223	-	-	-	96,223
Capital outlay	-	-	-	2,199	2,199
Debt service					
Principal	-	-	190,000	-	190,000
Interest	-	-	307,917	-	307,917
Total Expenditures	<u>370,998</u>	<u>-</u>	<u>502,388</u>	<u>12,194</u>	<u>885,580</u>
Excess of revenues over/(under) expenditures	<u>101,850</u>	<u>-</u>	<u>(21,438)</u>	<u>29,289</u>	<u>109,701</u>
Other financing sources/(uses)					
Transfers in	12	-	7,090	71,280	78,382
Transfers out	(65,276)	(5,997)	(6,016)	(1,093)	(78,382)
Total Other Financing Sources/(Uses)	<u>(65,264)</u>	<u>(5,997)</u>	<u>1,074</u>	<u>70,187</u>	<u>-</u>
Net change in fund balances	36,586	(5,997)	(20,364)	99,476	109,701
Fund Balances - October 1, 2023	<u>443,528</u>	<u>5,997</u>	<u>588,962</u>	<u>786,557</u>	<u>1,825,044</u>
Fund Balances - September 30, 2024	<u>\$ 480,114</u>	<u>\$ -</u>	<u>\$ 568,598</u>	<u>\$ 886,033</u>	<u>\$ 1,934,745</u>

See accompanying notes.

Amelia Concourse Community Development District
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES
For the Year Ended September 30, 2024

Net Change in Fund Balances - Total Governmental Funds	\$ 109,701
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Amounts reported for governmental activities in the Statement of Activities are different because:

Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets are allocated over their estimated useful lives as depreciation. This is the amount that depreciation, \$(174,664), exceeded capital outlay, \$2,199, in the current year.	(172,445)
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Repayments of bond principal are expenditures at the fund level, but the repayments reduce long-term liabilities in the Statement of Net Position.	190,000
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In the Statement of Activities, interest is accrued on outstanding bonds; whereas at the fund level, interest expenditures are reported when due. This is the change in accrued interest in the current period.	4,765
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Change in Net Position of Governmental Activities	\$ 132,021
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See accompanying notes.

Amelia Concourse Community Development District
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCES – BUDGET AND ACTUAL – GENERAL FUND
For the Year Ended September 30, 2024

	Original Budget	Final Budget	Actual	Variance with Final Budget Positive (Negative)
Revenues				
Special assessments	\$ 439,044	\$ 439,044	\$ 447,218	\$ 8,174
Investment earnings	5,000	5,000	21,930	16,930
Miscellaneous revenues	500	500	3,700	3,200
Total Revenues	<u>444,544</u>	<u>444,544</u>	<u>472,848</u>	<u>28,304</u>
Expenditures				
Current				
General government	154,968	154,968	150,208	4,760
Physical environment	125,988	125,988	124,567	1,421
Culture/recreation	98,312	98,312	96,223	2,089
Total Expenditures	<u>379,268</u>	<u>379,268</u>	<u>370,998</u>	<u>8,270</u>
Excess of revenues over expenditures	<u>65,276</u>	<u>65,276</u>	<u>101,850</u>	<u>36,574</u>
Other Financing Sources/(Uses)				
Transfers in	-	-	12	12
Transfers out	<u>(65,276)</u>	<u>(65,276)</u>	<u>(65,276)</u>	<u>-</u>
Total Other Financing Sources/(Uses)	<u>(65,276)</u>	<u>(65,276)</u>	<u>(65,264)</u>	<u>12</u>
Net change in fund balances	-	-	36,586	36,586
Fund Balances - October 1, 2023	<u>-</u>	<u>-</u>	<u>443,528</u>	<u>443,528</u>
Fund Balances - September 30, 2024	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 480,114</u>	<u>\$ 480,114</u>

See accompanying notes.

Amelia Concourse Community Development District
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2024

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the District have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The District's more significant accounting policies are described below.

1. Reporting Entity

The District was established on July 10, 2006, by Ordinance 2006-58 of Nassau County, Florida, pursuant to the Uniform Community Development District Act of 1980, otherwise known as Chapter 190, Florida Statutes. The District was established for the purposes of financing and managing the acquisition, construction, maintenance and operation of the infrastructure necessary for community development within its jurisdiction. The District is authorized to issue bonds for the purpose, among others, of financing, funding, planning, establishing, acquiring, constructing or re-constructing, enlarging or extending, equipping, operating and maintaining water management, bridges or culverts, district roads, landscaping, street lights and other basic infrastructure projects within or without the boundaries of the Amelia Concourse Community Development District. The District is governed by a five-member Board of Supervisors who are elected for four-year terms. The District operates within the criteria established by Chapter 190, Florida Statutes.

As required by GAAP, these financial statements present the Amelia Concourse Community Development District (the primary government) as a local unit of special-purpose government. The reporting entity for the District includes all functions of government in which the District's Board exercises oversight responsibility including, but not limited to, financial interdependency, selection of governing authority, designation of management, significant ability to influence operations and accountability for fiscal matters. To be includable within the District's financial statements, the component unit must be financially accountable or the exclusion of the nature and significance of their relationship with the District would cause the financial statements to be misleading or incomplete. Blended component units must be financially accountable to the District; there must be a financial burden/benefit relationship and the entity, although legally separate, must operate like a fund of the District.

Based upon the application of the above-mentioned criteria as set forth in Governmental Accounting Standards Board, the District has identified one blended component unit.

The blended component unit is a legally separate entity. It is reported as a Special Revenue Fund. The blended component unit of the District is as follows:

Amelia Concourse Community Development District
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2024

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

1. Reporting Entity (Continued)

Amelia Concourse SPE, LLC – The Company is a Special Purpose Entity (the “SPE”) that was created to own, manage, maintain, and sell and/or dispose of the Property for the benefit of the District based upon an agreement between the Company, the District, and the U.S. Bank National Association (the “Trustee”). The Company has sold all the property subject to the agreement to the Developer. The Developer and SPE entered into a Real Estate Sales Agreement that requires the Developer to remit a % of each home sale to the Company based upon the sale price. Whenever the Company receives cash from the sale of the property to end user, the net proceeds are remitted to the Trustee to apply pursuant to the Series 2007 Trust Indenture. The SPE was dissolved on July 12, 2024.

2. Measurement Focus and Basis of Accounting

The basic financial statements of the District are composed of the following:

- Government-wide financial statements
- Fund financial statements
- Notes to financial statements

a. Government-wide Financial Statements

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Government-wide financial statements report all non-fiduciary information about the reporting government as a whole and its blended component unit. These statements include all the governmental activities of the primary government and its component unit. The effect of interfund activity has been removed from these statements.

Governmental activities are primarily supported by special assessments and interest. Program revenues are netted with program expenses in the Statement of Activities to present the net cost of each program.

Amounts paid to acquire capital assets are capitalized as assets, rather than reported as an expenditure. Proceeds of long-term debt are recorded as liabilities in the government-wide financial statements, rather than as an other financing source.

Amounts paid to reduce long-term indebtedness of the reporting government are reported as a reduction of the related liability, rather than as an expenditure.

Amelia Concourse Community Development District
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2024

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2. Measurement Focus and Basis of Accounting (Continued)

b. Fund Financial Statements

The underlying accounting system of the District is organized and operated on the basis of separate funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

Fund financial statements for the primary government's governmental funds are presented after the government-wide financial statements. These statements display information about major funds individually.

Governmental Funds

The District classifies fund balance in accordance with the Governmental Accounting Standards Board Statement 54 – *Fund Balance Reporting and Governmental Fund Type Definitions*. The Statement requires the fund balance for governmental funds to be reported in classifications that comprise a hierarchy based primarily on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. The classifications include non-spendable, restricted, committed, assigned and unassigned.

The District has various policies governing the fund balance classifications.

Non-spendable Fund Balance – This classification consists of amounts that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact.

Restricted Fund Balance – This classification includes amounts that can be spent only for specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

Committed Fund Balance – This classification consists of amounts that can only be used for specific purposes pursuant to the constraints imposed by a formal action of the government's highest level of decision-making authority.

Assigned Fund Balance – This classification consists of the Board of Supervisors' intent to be used for specific purposes but are neither restricted nor committed. The assigned fund balances can also be assigned by the District's management company.

Amelia Concourse Community Development District
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2024

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2. Measurement Focus and Basis of Accounting (Continued)

b. Fund Financial Statements (Continued)

Governmental Funds (Continued)

Unassigned Fund Balance – This classification is the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications. Unassigned fund balance is considered to be utilized first when an expenditure is incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used.

Fund Balance Spending Hierarchy – When restricted, committed, assigned, and unassigned fund balances are combined in a fund, qualified expenditures are paid first from restricted or committed fund balance, as appropriate, then assigned and finally unassigned fund balances.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are considered to be available when they are collected within the current period or soon thereafter, to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the current fiscal period.

Expenditures generally are recorded when a liability is incurred, as under accrual accounting. Interest associated with the current fiscal period is considered to be an accrual item and so has been recognized as revenue of the current fiscal period.

Under the current financial resources measurement focus, only current assets and current liabilities are generally included on the balance sheet. The reported fund balance is considered to be a measure of "available spendable resources". Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Accordingly, they are said to present a summary of sources and uses of "available spendable resources" during a period.

Because of their spending measurement focus, expenditure recognition for governmental fund types excludes amounts represented by non-current liabilities. Since they do not affect net current assets, such long-term amounts are not recognized as governmental fund type expenditures or fund liabilities.

Amounts expended to acquire capital assets are recorded as expenditures in the year that resources are expended, rather than as fund assets. In addition, the proceeds of long-term debt are recorded as an other financing source rather than as a fund liability.

Debt service expenditures are recorded only when payment is due.

Amelia Concourse Community Development District
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2024

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

3. Basis of Presentation

a. Governmental Major Funds

General Fund – The General Fund is the District's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

Special Purpose Entity Fund – The Special Purpose Entity Fund is a Special Revenue Fund that accounts for the activities of the SPE, a blended component unit of the government. The SPE owns, manages, maintains, and will sell and/or dispose of the property for the benefit of the District. The SPE was dissolved in the current year.

Debt Service Fund – The Debt Service Fund is used to account for the accumulation of resources for the annual payment of principal and interest on long-term debt.

Capital Projects Fund – Accounts for construction of infrastructure improvements within the District.

b. Non-current Governmental Assets/Liabilities

GASB Statement 34 requires that non-current governmental assets, such as capital assets, and non-current governmental liabilities, such as long-term debt, be reported in the governmental activities column in the government-wide Statement of Net Position.

4. Assets, Liabilities, and Net Position or Equity

a. Cash and Investments

Florida Statutes require state and local governmental units to deposit monies with financial institutions classified as "Qualified Public Depositories," a multiple financial institution pool whereby groups of securities pledged by the various financial institutions provide common collateral from their deposits of public funds. This pool is provided as additional insurance to the federal depository insurance and allows for additional assessments against the member institutions, providing full insurance for public deposits.

Amelia Concourse Community Development District
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2024

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

4. Assets, Liabilities, and Net Position or Equity (Continued)

a. Cash and Investments (Continued)

The District is authorized to invest in those financial instruments as established by Section 218.415, Florida Statutes. The authorized investments consist of:

1. Direct obligations of the United States Treasury;
2. The Local Government Surplus Funds Trust or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperative Act of 1969;
3. Interest bearing time deposits or savings accounts in authorized qualified public depositories;
4. Securities and Exchange Commission, registered money market funds with the highest credit quality rating from a nationally recognized rating agency.

Cash equivalents include time deposits, certificates of deposit and all highly liquid debt instruments with original maturities of three months or less, and held in a qualified public depository as defined by Section 280.02, Florida Statutes.

b. Restricted Assets

Certain assets of the District and a corresponding liability or portion of net position is classified as restricted on the statement of net position because their use is limited either by law through constitutional provisions or enabling legislation, or by restrictions imposed externally by creditors. In a fund with both restricted and unrestricted assets, qualified expenses are considered to be paid first from restricted net position and then from unrestricted net position.

c. Capital Assets

Capital assets, which include land and improvements, construction in progress, improvements other than buildings, recreational facilities and amenities, and infrastructure, are reported in the governmental activities column in the government-wide statements.

The District defines capital assets as assets with an initial, individual cost of \$5,000 or more and an estimated useful life in excess of one year. The valuation basis for all assets is historical cost.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend its useful life are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed.

Amelia Concourse Community Development District
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2024

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

4. Assets, Liabilities, and Net Position or Equity (Continued)

c. Capital Assets (Continued)

Depreciation of capital assets is computed and recorded by utilizing the straight-line method. Estimated useful lives of the various classes of depreciable capital assets are as follows:

Infrastructure	20 years
Improvements other than buildings	20 years
Recreational facilities and amenities	30 years

d. Budgets

Budgets are prepared and adopted after a public hearing for the governmental funds, pursuant to Chapter 190, Florida Statutes. The District utilizes the same basis of accounting for budgets as it does for revenues and expenditures in its various funds. The legal level of budgetary control is at the fund level. All budgeted appropriations lapse at year end. Formal budgets are adopted for the general and debt service funds.

NOTE B – RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

1. Explanation of Differences Between the Governmental Fund Balance Sheet and the Government-wide Statement of Net Position

“Total fund balances” of the District’s governmental funds, \$1,934,745, differs from “net position” of governmental activities, \$4,722,484, reported in the Statement of Net Position. This difference primarily results from the long-term economic focus of the Statement of Net Position versus the current financial resources focus of the Governmental Fund Balance Sheet. The effect of the differences is illustrated below.

Capital related items

When capital assets (infrastructure and recreational facilities that are to be used in governmental activities) are purchased or constructed, the cost of those assets is reported as expenditures at the governmental fund level. However, the Statement of Net Position included those capital assets among the assets of the District as a whole.

Land	\$ 719,533
Construction in progress	5,115,833
Improvements other than buildings	423,490
Infrastructure	2,315,537
Recreational facilities	1,526,077
Accumulated depreciation	(2,043,623)
Total	<u>\$ 8,056,847</u>

Amelia Concourse Community Development District
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2024

NOTE B – RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS (CONTINUED)

1. Explanation of Differences Between the Governmental Fund Balance Sheet and the Government-wide Statement of Net Position (Continued)

Long-term debt transactions

Long-term liabilities applicable to the District's governmental activities are not due and payable in the current period and accordingly are not reported as fund liabilities. All liabilities (both current and long-term) are reported in the Statement of Net Position.

Balances at September 30, 2024 were:

Bonds payable	\$ <u>(5,145,000)</u>
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Accrued interest

Accrued liabilities in the Statement of Net Position differ from the amount reported at the governmental fund level due to the accrued interest on bonds.

Accrued interest	\$ <u>(124,108)</u>
------------------	---------------------

2. Explanation of Differences Between the Governmental Fund Operating Statements and the Statement of Activities

The "net change in fund balances" for government funds, \$109,701, differs from the "change in net position" for governmental activities, \$132,021, reported in the Statement of Activities. The differences arise primarily from the long-term economic focus of the Statement of Activities versus the current financial resources focus of the governmental funds. The effect of the differences is illustrated below.

Capital related items

When capital assets that are to be used in governmental activities are purchased or constructed, the resources expended for those assets are reported as expenditures at the governmental fund level. However, in the Statement of Activities, the costs of those assets are allocated over their estimated useful lives as depreciation. The following is the amount that capital outlay was exceeded by depreciation in the current year.

Depreciation	\$ (174,644)
Capital outlay	<u>2,199</u>
Total	<u>\$ (172,445)</u>

Amelia Concourse Community Development District
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2024

NOTE B – RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS (CONTINUED)

2. Explanation of Differences Between the Governmental Fund Operating Statements and the Statement of Activities (Continued)

Long-term debt transactions

Repayments of bond principal are expenditures at the fund level but reduce liabilities in the Statement of Net Position. The issuance of new debt is an other financing source at the fund level but it increases long-term liabilities in the Statement of Net Position.

Principal payments	\$ <u>190,000</u>
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Some expenses reported in the Statement of Activities do not require the use of current financial resources, therefore, are not reported as expenditures at the governmental fund level.

Change in accrued interest payable	\$ <u>4,765</u>
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NOTE C – CASH AND INVESTMENTS

All deposits are held in qualified public depositories and are included on the accompanying balance sheet and statement of net position as cash and investments.

Custodial Credit Risk – Deposits

Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned. The investment policy of the District follows the provisions of Chapter 280, Florida Statutes regarding deposits and investments. As of September 30, 2024, the District's bank balance was \$176,346 and the carrying value was \$162,124. The District controls its exposure to custodial credit risk because it maintains all deposits in a qualified public depository in accordance with the provisions of Chapter 280, Florida Statutes, which means that all deposits are fully insured by Federal Depositors Insurance or collateralized under Chapter 280, Florida Statutes.

Amelia Concourse Community Development District
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2024

NOTE C – CASH AND INVESTMENTS (CONTINUED)

Investments

As of September 30, 2024, the District had the following investments and maturities:

<u>Investment</u>	<u>Maturity</u>	<u>Fair Value</u>
Florida PRIME	39 Days *	\$ 302,426
First American Treasury Obligations Fund	31 Days *	645,147
First American Government Obligations Fund	31 Days *	9,432
U.S. Bank Managed Money Market	N/A	780,590
Total		<u>\$ 1,737,595</u>

* Weighted Average Maturity

The District categorizes its fair value measurements within the fair value hierarchy recently established by generally accepted accounting principles. The fair value is the price that would be received to sell an asset, or paid to transfer a liability, in an orderly transaction between market participants at the measurement date. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. The District uses a market approach in measuring fair value that uses prices and other relevant information generated by market transactions involving identical or similar assets, liabilities, or groups of assets and liabilities.

Assets or liabilities are classified into one of three levels. Level 1 is the most reliable and is based on quoted price for identical assets, or liabilities, in an active market. Level 2 uses significant other observable inputs when obtaining quoted prices for identical or similar assets, or liabilities, in markets that are not active. Level 3 is the least reliable and uses significant unobservable inputs that uses the best information available under the circumstances, which includes the District's own data in measuring unobservable inputs.

Based on the criteria in the preceding paragraph, the investment in First American Treasury Obligations Fund, First American Government Obligations Fund, and U.S. Bank Managed Money Market are Level 1 assets.

The District's investment policy allows management to invest funds in investments permitted under Section 218.415, Florida Statutes. The investment in Florida PRIME is measured at amortized cost. Florida PRIME has established policies and guidelines regarding participant transactions and the authority to limit or restrict withdrawals or impose a penalty for an early withdrawal. As of September 30, 2024, there were no redemption fees, maximum transaction amounts, or any other requirement that would limit daily access to 100 percent of the account value.

Amelia Concourse Community Development District
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2024

NOTE C – CASH AND INVESTMENTS (CONTINUED)

Interest Rate Risk

The District monitors investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Credit Risk

The District's investments are limited by state statutory requirements and bond compliance. The District has no investment policy that would further limit its investment choices. As of September 30, 2024, the District's investment in the First American Treasury Obligations Fund, First American Government Obligations Fund, and Florida PRIME were rated AAAM by Standard & Poor's. The District's investments in U.S. Bank Managed Money Market are not rated by Standard & Poor's.

Concentration of Credit Risk

The District places no limit on the amount it may invest in any one issuer. The investment in First American Treasury Obligations Fund represents 37% of the District's total investments. The investment in Florida PRIME represents 17% of the District's total investments. The investments in U.S. Bank Managed Money Market represents 45% of the District's total investments. Less than 1% of the District's total investments are in First American Government Obligations Fund.

The types of deposits and investments and their level of risk exposure as of September 30, 2024 were typical of these items during the fiscal year then ended. The District considers any decline in fair value for certain investments to be temporary. In addition, the District has the ability to hold investments to maturity that have fair values less than cost. The District's investments are recorded at book value.

NOTE D – INTERFUND ACTIVITY

Interfund balances at September 30, 2024, consisted of the following:

	<u>Payable Fund</u>
<u>Receivable Fund</u>	<u>Capital Projects Fund</u>
General Fund	<u>\$ 9,995</u>

Interfund balances are the result of purchases made by the General Fund on behalf of the Capital Projects Fund that have not been reimbursed as of year-end.

Amelia Concourse Community Development District
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2024

NOTE D – INTERFUND ACTIVITY (CONTINUED)

Interfund transfers for the year ended September 30, 2024, consisted of the following:

Transfers In	Transfers Out				Total
	General Fund	Special Purpose Entity	Debt Service	Capital Projects Fund	
General Fund	\$ -	\$ -	\$ 12	\$ -	\$ 12
Debt Service Fund	-	5,997	-	1,093	7,090
Capital Projects Fund	65,276	-	6,004	-	71,280
Total	<u>\$ 65,276</u>	<u>\$ 5,997</u>	<u>\$ 6,016</u>	<u>\$ 1,093</u>	<u>\$ 78,382</u>

The amount transferred to the Capital Projects Fund relates to funds received from the General Fund for capital reserve funding. Amounts transferred from the Debt Service Fund to the Capital Projects Fund are in accordance with the Trust Indenture. Amounts transferred from the Special Revenue Fund to the Debt Service fund resulted from the dissolution of the Special Purpose Entity.

NOTE E – SPECIAL ASSESSMENT REVENUES

Assessments are non-ad valorem assessments on benefitted property within the District. Operating and Maintenance Assessments are based upon adopted budget and levied annually. Debt Service Assessments are levied when bonds are issued and collected annually. The District may collect assessments directly or utilize the uniform method of collection (Chapter 197.3632, Florida Statutes). Direct collected assessments are due as determined by annual assessment resolution adopted by the Board of Supervisors. Assessments collected under the uniform method are mailed by County Tax Collector on November 1 and due on or before March 31 of each year. Property owners may prepay a portion or all of the Debt Service Assessments on their property subject to various provisions in the bond documents.

Assessments and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period.

Amelia Concourse Community Development District
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2024

NOTE F – CAPITAL ASSETS

Capital asset activity for the year ended September 30, 2024 was as follows:

	Balance October 1, 2023	Additions	Deletions	Balance September 30, 2024
<u>Governmental Activities:</u>				
Capital assets, not being depreciated:				
Land and improvements	\$ 719,533	\$ -	\$ -	\$ 719,533
Construction in progress	5,113,634	2,199	-	5,115,833
Total Capital Assets, Not Being Depreciated	<u>5,833,167</u>	<u>2,199</u>	<u>-</u>	<u>5,835,366</u>
Capital assets, being depreciated:				
Improvements other than buildings	423,490	-	-	423,490
Infrastructure	2,315,537	-	-	2,315,537
Recreational facilities and amenities	1,526,077	-	-	1,526,077
Total Capital Assets, Being Depreciated	<u>4,265,104</u>	<u>-</u>	<u>-</u>	<u>4,265,104</u>
Less accumulated depreciation for:				
Improvements other than buildings	(127,050)	(21,175)	-	(148,225)
Infrastructure	(576,582)	(77,165)	-	(653,747)
Recreational facilities and amenities	(1,165,347)	(76,304)	-	(1,241,651)
Total Accumulated Depreciation	<u>(1,868,979)</u>	<u>(174,644)</u>	<u>-</u>	<u>(2,043,623)</u>
Total Capital Assets, Being Depreciated, net	<u>\$ 2,396,125</u>	<u>\$ (174,644)</u>	<u>\$ -</u>	<u>\$ 2,221,481</u>
Governmental Activities Capital Assets	<u>\$ 8,229,292</u>	<u>\$ (172,445)</u>	<u>\$ -</u>	<u>\$ 8,056,847</u>

Depreciation of \$174,644 was charged to physical environment, \$98,340, and culture/recreation, \$76,304.

Amelia Concourse Community Development District
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2024

NOTE G – LONG-TERM DEBT

The following is a summary of activity in the long-term debt of the District for the year ended September 30, 2024:

Long-term debt at October 1, 2023	\$ 5,335,000
Principal payments	<u>(190,000)</u>
Long-term debt at September 30, 2024	<u>\$ 5,145,000</u>

Long-term debt is comprised of the following:

Capital Improvement Revenue Bonds

\$7,350,000 Series 2007 Capital Improvement Revenue Bonds due in annual principal installments beginning May 2009 and maturing May 1, 2038. Interest at a rate of 5.75% is due May and November beginning November 2007. Current portion is \$50,000.

\$ 1,040,000

\$3,385,000 Series 2016 Capital Improvement Revenue Bonds due in annual principal installments beginning May 2018 and maturing May 1, 2047. Interest at a rate of 6.00% is due May and November beginning November 2016. Current portion is \$35,000.

1,750,000

\$3,035,000 Series 2019A Capital Improvement Revenue Bonds due in annual principal installments beginning May 2020 and maturing May 1, 2049. Interest at a rate of 5.65% is due May and November beginning November 2019. Current portion is \$45,000.

2,355,000

Total Long-term Debt \$ 5,145,000

Amelia Concourse Community Development District
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2024

NOTE G – LONG-TERM DEBT (CONTINUED)

The annual requirements to amortize the principal and interest of long-term debt outstanding as of September 30, 2024 are as follows:

Year Ending September 30,	Principal	Interest	Total
2025	\$ 130,000	\$ 297,858	\$ 427,858
2026	135,000	290,340	425,340
2027	145,000	282,523	427,523
2028	160,000	274,136	434,136
2029	160,000	264,878	424,878
2030-2034	985,000	1,171,623	2,156,623
2035-2039	1,195,000	850,110	2,045,110
2040-2044	1,085,000	527,814	1,612,814
2045-2049	1,150,000	181,571	1,331,571
Totals	<u>\$ 5,145,000</u>	<u>\$ 4,140,853</u>	<u>\$ 9,285,853</u>

Summary of Significant Bonds Resolution Terms and Covenants

Significant Bond Provisions

The District's bonds are subject to redemption at the option of the District prior to maturity and extraordinary mandatory redemption prior to maturity if certain events occurred as outlined in the Trust Indentures.

The Trust Indentures have certain restrictions and requirements relating principally to the use of proceeds to pay for the infrastructure improvements and the procedures to be followed by the District on assessments to property owners. The District agrees to levy special assessments in annual amounts adequate to provide payment of debt service and to meet the reserve requirements.

Depository Funds – The bond resolution establishes certain funds and determines the order in which revenues are to be deposited into these funds. A description of the significant funds, including their purposes, is as follows:

1. Reserve Fund – The 2007 Reserve Account is funded from the proceeds of the Bonds in an amount equal to the reserve percentage, 7.0264%, times the deemed outstanding amount. Monies held in the reserve accounts will be used only for the purposes established in the Trust Indenture.
2. Reserve Fund – The 2016 Reserve Account is funded from the proceeds of the Bonds in an amount equal to 50% of the maximum annual debt service requirement for the Series 2016 Bonds. Monies held in the reserve accounts will be used only for the purposes established in the Trust Indenture.

Amelia Concourse Community Development District
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2024

NOTE G – LONG-TERM DEBT (CONTINUED)

Summary of Significant Bonds Resolution Terms and Covenants (Continued)

Significant Bond Provisions (Continued)

3. Reserve Fund – The 2019A Reserve Account is funded from the proceeds of the Bonds in an amount equal to 50% of the maximum annual debt service requirement for the Series 2019A Bonds. Monies held in the reserve accounts will be used only for the purposes established in the Trust Indenture.

The following is a schedule for the reserve requirements:

	Capital Improvement Revenue Bonds	
	Reserve Balance	Reserve Requirement
Series 2007 Capital Improvement Revenue Bonds	\$ 112,263	\$ 73,075
Series 2016 Capital Improvement Revenue Bonds	\$ 73,343	\$ 71,425
Series 2019A Capital Improvement Revenue Bonds	\$ 106,301	\$ 89,297

NOTE H – RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. These risks are covered by commercial insurance from independent third parties. There have been no claims or settled claims from these risks exceeding commercial insurance coverage over the past three years.

NOTE I – SUBSEQUENT EVENT

In May 2025, the District made the following prepayments: \$5,000 on the Capital Improvement Revenue Bonds, Series 2016, and \$20,000 on the Capital Improvement Revenue Bonds, Series 2019A.



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**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

To the Board of Supervisors
Amelia Concourse Community Development District
Nassau County, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements, as listed in the table of contents, of Amelia Concourse Community Development District, as of and for the year ended September 30, 2024, and the related notes to the financial statements, which collectively comprise the basic financial statements and have issued our report thereon dated October 13, 2025.

Report on Internal Control Over Financial Reporting

In planning and performing our audit, we considered Amelia Concourse Community Development District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Amelia Concourse Community Development District's internal control. Accordingly, we do not express an opinion on the effectiveness of Amelia Concourse Community Development District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.



To the Board of Supervisors
Amelia Concourse Community Development District

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Amelia Concourse Community Development District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants PL
Fort Pierce, Florida

October 13, 2025



Berger, Toombs, Elam, Gaines & Frank

Certified Public Accountants PL

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MANAGEMENT LETTER

To the Board of Supervisors
Amelia Concourse Community Development District
Nassau County, Florida

Report on the Financial Statements

We have audited the financial statements of the Amelia Concourse Community Development District as of and for the year ended September 30, 2024, and have issued our report thereon dated October 13, 2025.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and Chapter 10.550, Rules of the Florida Auditor General.

Other Reports and Schedule

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* and our Independent Auditor's Report on an examination conducted in accordance with AICPA Professionals Standards, AT-C Section 315 regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in that report, which is dated October 13, 2025, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been made to address findings and recommendations made in the preceding financial audit report. There were no findings or recommendations in the preceding financial audit report.



To the Board of Supervisors
Amelia Concourse Community Development District

Financial Condition and Management

Section 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, requires us to apply appropriate procedures and communicate the results of our determination as to whether or not Amelia Concourse Community Development District has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific conditions met. In connection with our audit, we determined that the Amelia Concourse Community Development District has not met one of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), Rules of the Auditor General, we applied financial conditions assessment procedures as of September 30, 2024 for the Amelia Concourse Community Development District. It is management's responsibility to monitor the Amelia Concourse Community Development District's financial condition; our financial condition assessment was based in part on the representations made by management and the review of the financial information provided by the same.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Specific Information

The information below was provided by management and has not been audited by us; therefore, we do not express an opinion or provide any assurance on the information.

As required by Section 218.39(3)(c), Florida Statutes, and Section 10.554(1)(i)7, Rules of the Auditor General, Amelia Concourse Community Development District reported:

- 1) The total number of District employees compensated in the last pay period of the District's fiscal year: 5
- 2) The total number of independent contractors, defined as individuals or entities that receive 1099s, to whom nonemployee compensation was paid in the last month of the District's fiscal year: 11
- 3) All compensation earned by or awarded to employees, whether paid or accrued, regardless of contingency: \$4,200
- 4) All compensation earned by or awarded to nonemployee independent contractors, whether paid or accrued, regardless of contingency: \$332,071.48
- 5) Each construction project with a total cost of at least \$65,000 approved by the District that is scheduled to begin on or after October 1, 2023, together with the total expenditures for such project: N/A
- 6) A budget variance based on the budget adopted under Section 189.016(4), Florida Statutes, before the beginning of the fiscal year being reported if the District amends a final adopted budget under Section 189.016(6), Florida Statutes: The Board did not amend the budget.



To the Board of Supervisors
Amelia Concourse Community Development District

As required by Section 218.39(3)(c), Florida Statutes, and Section 10.554(1)(i)9, Rules of the Auditor General, the Amelia Concourse Community Development District reported:

- 1) The rate or rates of non-ad valorem special assessments imposed by the District:
\$1,030.77 for the General Fund and \$571.74 – \$1,729.57 for the Debt Service Fund.
- 2) The amount of special assessments collected by or on behalf of the District: Total special assessments collected was \$893,443.
- 3) The total amount of outstanding bonds issued by the District and the terms of such bonds are as follows: \$1,040,000 Series 2007 Bonds due on May 1, 2038 at a fixed rate of 5.75%. \$1,750,000 Series 2016 Bonds due on May 1, 2047 at a fixed rate of 6%. \$2,355,000 Series 2019A Bonds due on May 1, 2049 at a fixed rate of 5.65%.

Additional Matters

Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or fraud, waste, or abuse, that has occurred or is likely to have occurred, that has an effect on the financial statements that is less than material, but which warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Board of Supervisors, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants PL
Fort Pierce, Florida

October 13, 2025



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**INDEPENDENT ACCOUNTANTS' REPORT/COMPLIANCE
WITH SECTION 218.415, FLORIDA STATUTES**

To the Board of Supervisors
Amelia Concourse Community Development District
Nassau County, Florida

We have examined Amelia Concourse Community Development District's compliance with Section 218.415, Florida Statutes during the year ended September 30, 2024. Management is responsible for Amelia Concourse Community Development District's compliance with those requirements. Our responsibility is to express an opinion on Amelia Concourse Community Development District's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence about Amelia Concourse Community Development District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on Amelia Concourse Community Development District's compliance with the specified requirements.

In our opinion, Amelia Concourse Community Development District complied, in all material respects, with the aforementioned requirements during the year ended September 30, 2024.

*Berger Toombs Elam
Gaines & Frank*

Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants PL
Fort Pierce, Florida

October 13, 2025

EIGHTH ORDER OF BUSINESS

RESOLUTION 2026-01

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
AMELIA CONCOURSE COMMUNITY DEVELOPMENT
DISTRICT ADOPTING AMENDED AND RESTATED RULES OF
PROCEDURE; PROVIDING A SEVERABILITY CLAUSE; AND
PROVIDING AN EFFECTIVE DATE.**

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

WHEREAS, the Act authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, to provide for efficient and effective District operations and to maintain compliance with Florida law, the Board of Supervisors finds that it is in the best interests of the District to adopt by resolution the Amended and Restated Rules of Procedure attached hereto as **Exhibit A** for immediate use and application; and

WHEREAS, the Board has complied with applicable Florida law concerning rule development and adoption.

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

SECTION 1. The attached Amended and Restated Rules of Procedure are hereby adopted pursuant to this resolution as necessary for the conduct of District business. These Amended and Restated Rules of Procedure shall remain in full force and effect until such time as the Board of Supervisors may amend these rules in accordance with the Act.

SECTION 2. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

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

PASSED AND ADOPTED this 18th day of November 2025.

ATTEST:

**AMELIA CONCOURSE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: Amended and Restated Rules of Procedure

EXHIBIT A
Amended and Restated Rules of Procedure
AMENDED AND RESTATED RULES OF PROCEDURE
AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT
EFFECTIVE AS OF NOVEMBER 18, 2025

TABLE OF CONTENTS

<u>Rule 1.0</u>	<u>General</u>	3
<u>Rule 1.1</u>	<u>Board of Supervisors; Officers and Voting</u>	4
<u>Rule 1.2</u>	<u>District Offices; Public Information and Inspection of Records; Policies; Service Contract Requirements; Financial Disclosure Coordination</u>	8
<u>Rule 1.3</u>	<u>Public Meetings, Hearings, and Workshops</u>	11
<u>Rule 1.4</u>	<u>Internal Controls to Prevent Fraud, Waste and Abuse</u>	16
<u>Rule 2.0</u>	<u>Rulemaking Proceedings</u>	17
<u>Rule 3.0</u>	<u>Competitive Purchase</u>	23
<u>Rule 3.1</u>	<u>Procedure Under the Consultants' Competitive Negotiations Act</u>	28
<u>Rule 3.2</u>	<u>Procedure Regarding Auditor Selection</u>	32
<u>Rule 3.3</u>	<u>Purchase of Insurance</u>	36
<u>Rule 3.4</u>	<u>Pre-qualification</u>	38
<u>Rule 3.5</u>	<u>Construction Contracts, Not Design-Build</u>	44
<u>Rule 3.6</u>	<u>Construction Contracts, Design-Build</u>	48
<u>Rule 3.7</u>	<u>Payment and Performance Bonds</u>	53
<u>Rule 3.8</u>	<u>Goods, Supplies, and Materials</u>	54
<u>Rule 3.9</u>	<u>Maintenance Services</u>	58
<u>Rule 3.10</u>	<u>Contractual Services</u>	61
<u>Rule 3.11</u>	<u>Protests with Respect to Proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9</u>	62
<u>Rule 4.0</u>	<u>Effective Date</u>	65

Rule 1.0 General.

- (1) The Amelia Concourse 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) Board of Supervisors. 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) Officers. 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) Committees. 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) District Offices. 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.

- (2) Public 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) Service Contracts. 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 and 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) Records Retention. The Secretary of the District shall be responsible for retaining the District's records in accordance with applicable Florida law.
- (6) Policies. The Board may adopt policies related to the conduct of its business and the provision of services either by resolution or motion.
- (7) 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 their 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 three (3) business days before the meeting/hearing/workshop by contacting Daniel Laughlin, District Manager, at Governmental Management Services, 475 West Town Place, Suite 114, St. Augustine, Florida 32092; Telephone: 904-940-5850; Email: dlaughlin@gmsnf.com. 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) Mistake. 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 Chairperson or Vice-Chairperson, shall prepare an agenda of the 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) Minutes. 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) Special Requests. 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 pre-pay 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) Budget Hearing. 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) Public Hearings. 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) Board Authorization. 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) Continuances. 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) Security and Fire safety Board Discussions. Portions of a meeting which relate to or would reveal a security or fire safety 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) Internal Controls. 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 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 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, including: 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, 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 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 to Section 120.541(2), *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 and any material proposed to be incorporated by reference shall be available for inspection and copying by the public at the time of the publication of notice.
 - (c) The notice shall be mailed, delivered electronically to all persons named in the proposed rule and to all persons who, at least fourteen (14) days prior to 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) Rule Development Workshops. 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 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) Rulemaking Materials. 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 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 protects the public interest and complies with applicable law and 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) Rulemaking Record. 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) Variances and Waivers. 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 significant 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) Rates, Fees, Rentals and Other Charges. 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) Purpose and Scope. 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, design-build services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) Board Authorization. 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.
- (f) “Design Criteria Package” means concise, performance-oriented drawings 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 performance-based 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) Qualifying Procedures. 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) Competitive Selection.

- (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, 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 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) Contracts; Public Records. 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.
- (8) Emergency Purchase. 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: §§ 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) Definitions.

- (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) Establishment of Minimum Qualifications and Evaluation Criteria. 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) Minimum Qualifications. 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) Public Announcement. 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) days 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. If a 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) Contract. 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, 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) Procedure. 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 service 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) Scope. 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) Procedure. 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, 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, 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) Procedure. 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.
 - (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 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, 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, 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 competent jurisdiction 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 shall be deemed 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, 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) Contracts; Public Records. 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) Exceptions. 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) Procedure.
 - (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) Qualifications-Based Selection. 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, 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.

4. The proposals, 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. In consultation with the Design Criteria 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, 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) Contracts; Public Records. 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) Emergency Purchase. 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) Exceptions. 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) Scope. 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) Discretionary Bond. 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) Procedure. 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, 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 Responsive and Responsible 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, 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.

- (3) 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) Renewal. 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) Emergency Purchases. 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) Procedure. 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, 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, , 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) Exemptions. 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) Renewal. Contracts for the purchase of maintenance services subject to this Rule may be renewed for a maximum period of five (5) years.
 - (5) Contracts; Public Records. 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) Emergency Purchases. 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) Contracts; Public Records. 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) Filing.

- (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) Contract Execution. 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) Informal Proceeding. 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 certified mail, hand delivery, or email with delivery confirmation 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) Formal Proceeding. 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 qualified 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) calendar days from receipt of the recommended order 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) Intervenors. 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, on terms that shall not unduly delay the proceedings.

(6) 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) Settlement. 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 November 18, 2025, 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.

NINTH ORDER OF BUSINESS

RESOLUTION 2026-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT AMENDING THE FISCAL YEAR 2025 BUDGET; AND PROVIDING FOR CONFLICTS, SEVERABILITY, AND 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*, located in Nassau County, Florida; and

WHEREAS, the Board of Supervisors of the District (“**Board**”) previously adopted a budget (“**Budget**”) for the fiscal year beginning October 1, 2024, and ending September 30, 2025 (“**Fiscal Year 2025**”); and

WHEREAS, the Board desires to amend the Fiscal Year 2025 Budget to reflect changes to budgeted revenues and expenses approved during Fiscal Year 2025; and

WHEREAS, pursuant to Chapters 189 and 190, *Florida Statutes*, the Board is authorized to amend the Fiscal Year 2025 Budget within sixty (60) days following the end of Fiscal Year 2025; and

WHEREAS, the Board finds that it is in the best interest of the District and its landowners to amend the Fiscal Year 2025 Budget to reflect the actual appropriations.

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

SECTION 1. BUDGET AMENDMENT.

a. The Board has reviewed the proposed amended Budget, copies of which are on file with the office of the District Manager and at the District’s Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.

b. The amended Budget attached hereto as **Exhibit A** and incorporated herein by reference as further amended by the Board is hereby adopted in accordance with the provisions of sections 190.008(2)(a) and 189.016(6), *Florida Statutes*; provided, however, that the comparative figures contained in the amended Budget as adopted by the Board (together, “**Adopted Annual Budget**”) may be further revised as deemed necessary by the District Manager to further reflect actual revenues and expenditures for Fiscal Year 2025.

c. The Adopted Annual Budget shall be maintained in the office of the District Manager and the District Records Office and identified as “The Adopted Budget for Amelia Concourse Community Development District for the Fiscal Year Ending September 30, 2025, as amended and adopted by the Board of Supervisors effective November 18, 2025.”

SECTION 2. APPROPRIATIONS. There is hereby appropriated out of the revenues of the District, the fiscal year beginning October 1, 2024, and ending September 30, 2025, the sums set forth below, to be raised by special assessments or otherwise, which sums are deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

GENERAL FUND	\$ 493,267
DEBT SERVICE FUND – SERIES 2007	\$ 249,764
DEBT SERVICE FUND – SERIES 2016	\$ 249,780
DEBT SERVICE FUND SERIES 2019A	\$ 264,594
CAPITAL RESERVE FUND	\$ 389,218
ALL FUNDS	\$ 1,646,623

SECTION 3. CONFLICTS. All District resolutions or parts thereof in actual conflict with this Resolution are, to the extent of such conflict, superseded and repealed.

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

SECTION 5. EFFECTIVE DATE. This Resolution shall take effect upon adoption.

PASSED AND ADOPTED this 18th day of November 2025.

ATTEST:

**AMELIA CONCOURSE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: Amended Fiscal Year 2025 Budget

EXHIBIT A
Amended Fiscal Year 2025 Budget

Amelia Concourse
Community Development District
FY 2025 Budget Amendment

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

Description	Adopted FY 25 Budget	Increase/ (Decrease)	Amended FY 25 Budget	Actual 9/30/25
Revenues				
Special Assessments - Tax Roll	\$ 459,139	\$ 8,669	\$ 467,807	\$ 467,807
Interest Income	5,000	19,189	24,189	24,189
Other Income	500	770	1,270	1,270
Total Revenues	\$ 464,639	\$ 28,628	\$ 493,267	\$ 493,267
Expenditures				
<u>General & Administrative:</u>				
Supervisors	\$ 6,000	\$ -	\$ 6,000	\$ 4,200
FICA Expense	459	-	459	321
Travel	300	-	300	-
Engineering	7,500	5,000	12,500	10,249
Attorney Fees	30,000	-	30,000	22,577
Annual Audit	4,350	200	4,550	4,550
Dissemination	11,798	300	12,098	12,098
Assessment Roll	8,427	-	8,427	8,427
Property Appraiser	5,000	-	5,000	4,640
Trustee Fees	13,588	1,228	14,816	14,816
Arbitrage	1,800	-	1,800	1,200
Management Fees	51,588	-	51,588	51,588
Information Technology	2,247	-	2,247	2,247
Website Maintenance	1,124	-	1,124	1,124
Telephone	500	-	500	242
Postage	1,000	-	1,000	460
Insurance	11,580	(316)	11,264	11,264
Printing and Binding	750	249	999	999
Legal Advertising	2,500	-	2,500	1,132
Other Current Charges	1,000	-	1,000	889
Office Supplies	100	-	100	4
Dues, Licenses & Subscriptions	175	-	175	175
Total General & Administrative	\$ 161,785	\$ 6,661	\$ 168,446	\$ 153,201
<u>Operations & Maintenance</u>				
Field:				
<u>Contract Services:</u>				
Landscape Maintenance	\$ 45,000	\$ -	\$ 45,000	\$ 38,188
Lake Maintenance	7,000	-	7,000	4,416
Field Operations Management	16,800	-	16,800	16,800
		-	-	
<u>Repairs & Maintenance:</u>				
Repairs & Maintenance	18,000	-	18,000	15,597
Irrigation Repairs	4,000	-	4,000	1,879
Landscape Contingency	10,000	4,704	14,704	14,704
<u>Utilities:</u>				
Electric	35,000	-	35,000	32,842
Water & Sewer	15,000	2,976	17,977	17,977
Total Field	\$ 150,800	\$ 7,681	\$ 158,481	\$ 142,403

Amelia Concourse
Community Development District
FY 2025 Budget Amendment

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

Description	Adopted FY 25 Budget	Increase/ (Decrease)	Amended FY 25 Budget	Actual 9/30/25
Amenity Center:				
Insurance	\$ 22,207	\$ (1,965)	\$ 20,242	\$ 20,242
Facility Management	16,800	-	16,800	16,800
Pool Maintenance	18,318	-	18,318	18,318
Pool Chemicals	13,000	3,873	16,873	16,873
Pool Permits	530	-	530	515
Cable	2,200	-	2,200	1,993
Janitorial	9,841	-	9,841	9,841
Facility Maintenance	13,596	-	13,596	9,290
Pest Control	1,000	323	1,323	1,323
Refuse	750	9	759	759
Holiday Decorations	2,000	-	2,000	-
 <u>Reserves:</u>				
Capital Reserve Funding	75,000	-	75,000	75,000
Total Amenity Center	\$ 175,242	\$ 2,240	\$ 177,481	\$ 170,953
Total Expenses	\$ 487,827	\$ 16,581	\$ 504,408	\$ 466,558
Excess Revenues (Expenditures)	\$ (23,188)	\$ 12,047	\$ (11,141)	\$ 26,709
Fund Balance - Beginning	\$ 23,188	\$ (12,047)	\$ 11,141	\$ 480,114
Fund Balance - Ending	\$ -	\$ -	\$ -	\$ 506,823

TENTH ORDER OF BUSINESS

A.

ESTIMATE

C Buss Enterprises Inc
152 Lipizzan Trl
Saint Augustine, FL 32095-8512

clayton@cbussenterprises.com
+1 (904) 710-8161
www.cbussenterprises.com



Bill to
Amelia Concourse CDD
85200 Amaryllis Court
Fernandina Beach, FL 32034

Estimate details
Estimate no.: 1476
Estimate date: 10/29/2025

#	Product or service	Description	Qty	Rate	Amount
1.	POOL REPAIR	PERFORM UNDERWATER ACID WASH TO REMOVE STAINING AROUND POOL RETURNS, PER RETURN	26	\$45.00	\$1,170.00
				Total	\$1,170.00

Note to customer
PLEASE NOTE RESULTS ARE NOT GUARANTEED. DUE TO THE NATURE OF THIS REPAIR NO WARRANTY IS AVAILABLE. POOL TO BE CLOSED DURING TREATMENT, CHEMICALS TO BE REBALANCED AFTER TREATMENT IS COMPLETE.

Accepted dateAccepted by

B.



G-FORCE Jacksonville

Kelly Mullins
Governmental Management Services
85200 Amaryllis Ct
Fernandina Beach, FL 32034

✓ kmullins@gmsnf.com

CONTACT US

255 Rivertown Shops Dr, STE 102-149
St Johns, FL 32259

📞 (904) 657-8559
✉️ jacksonville@gogforce.com

ESTIMATE

Services	qty
Striping - Re-Stripe - Amelia Concourse CDD	1.0
Re-Stripe as Currently Laid Out. Includes all of the below listed items.	
Mobilizations - Mobilization - Initial	
Initial Mobilization Fee - Includes Costs for Crew, Transportation, Set-up, and Breakdown. ***NOTE: Additional Mobilization Fee will be Charged at a rate of \$500 if Site is Not Ready for Service, for any reason, at our Scheduled Arrival Time (Excluding Weather Issues)***	
Stalls - Stall - Single	11.0
Single Stall - Standard 4" line at 18' - 20' - White or Yellow as Specified by Customer	
ADA - ADA Stall	1.0
ADA Stall - 12' Wide Stall for ADA Compliance, includes ADA symbol over blue background	
ADA - Access Aisle	1.0
Access Aisle - 5' Wide Hatch-Marked Stall for ADA Compliance	
Striping - STOP Bar	2.0
STOP Bar - 24" Wide	

Notes - Notes

"Pricing is based upon directive from customer. Cost includes all labor, material and equipment to perform the proposed work in a safe and workmanlike manner consistent with current "best"construction practices.

We will clean "normal dirt" from area prior to re-striping. Excessive dirt that requires additional cleaning will incur additional charges or will need to be complete prior to us arriving. All striping is quoted as traffic paint unless specifically denoted as thermoplastic. Any required or additional thermoplastic will be charged accordingly.

Work quoted is to be available for completion per the estimate. Should more trips be required due to unavailability of the work area, add \$500.00 for each additional trip. Proposal includes only work as specified on plans provided by customer. We are not responsible for omissions, errors, or subsequent revisions by others; any and all MOT and traffic control by others. Price is based on google image.

Approval of this estimate accepts our terms and conditions.

Payment is due upon completion.

ANY ITEM OR SERVICE NOT LISTED IN ABOVE DESCRIPTIONS IS DEEMED EXCLUDED."

Services subtotal: \$654.00

Subtotal	\$654.00
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Total	\$654.00
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50 Locations Nationwide, All Veteran-Owned and Operated. We appreciate your business!

C.

PROPOSAL
October 21, 2025

THOMPSON AWNING & SHUTTER CO.
2036 Evergreen Avenue
Jacksonville, FL 32206
FL License # CGC1524194

www.thompsonawning.com
Telephone: (904) 355-1616
Facsimile: (904) 212-1875
email: sales@thompsonawning.com

Awning Recover Proposal Submitted To:

Ameila Concourse Community Development District
Attn: Kelly Mullins
85200 Amaryllis Ct.
Fernandina Beach, Florida 32034

Telephone: 304.389.2198
email: acmanager@gmsnf.com

Project: Amelia Concourse Community Center-Pool Awning Recovers

Two (2) Canvas Awning Recovers complete with:

1. Thompson Awning Manufactured Frame being recovered: Yes.
2. Awning Style: Hipped A-Frame.
3. Awning Size: 2 @ Width: 10' - 0", Total Drop: 2' - 6", Projection: 15' - 0", Truss: 6".
4. Fabric Manufacturer.: Sunbrella, Color: Eastridge Cocoa (#4994)
5. Scallop Style: None.
6. Fabric reinforcements in all corners to increase fabric life and reduce wear.
Fabric attached to frame: Laced, utilizing Brass Grommets-Heat Sealed Seams.
7. Double Lacers required: Yes, Quantity: (8).
8. Frame pick-up required: Yes.
9. Signage: None.
10. Final measurements required: NO.
11. Installation approximately 5 - 6 weeks from confirmed order.

Quote Price: \$6,850.00 (50% Deposit Required)

Notes: 1. A convenience fee of 3% will be added to all credit card transactions.
2. Any applicable sales taxes included.
3. Price is subject to change after 30 days.

Warranty: Manufacturer's Warranty on Sunbrella – 10 years, Workmanship – 2 years.

Authorized by: Bob O'Brien _____

This Is Custom Work. A 50% deposit is required with order; balance due on day of installation. Order is confirmed upon receipt of deposit and one copy of signed proposal. A late charge of 1 1/2% per month will be added to the unpaid balance starting on the agreed upon payment date. In the event any amounts due under this proposal are not paid when due, the undersigned agrees to pay all costs of collection and attorney's fees, whether or not suit is instituted.

All material is guaranteed to be as specified. Please double check all information because this product will be custom made and cannot be returned or deposit refunded. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above estimate. It is understood and agreed that title of said property shall remain in possession of Thompson Awning until the whole amount of purchase price is paid. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner is to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation insurance.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: _____ Date of Acceptance: _____

ESTIMATE

Superior Metal Awning, LLC.
5720 Arlington Rd
Jacksonville, FL 32211

jeremy@superiormetalawning.co
m
+1 (904) 730-1377
www.SuperiorMetalAwning.com

SUPERIOR

METAL AWNING, LLC

Bill to
Amelia Concourse
85200 Amaryllis Ct
Fernandina Beach, FL 32034

Ship to
Amelia Concourse
85200 Amaryllis Ct
Fernandina Beach, FL 32034

Estimate details

Project Name: Amenity Center

Estimate no.: 2737
Estimate date: 10/28/2025
Expiration date: 11/04/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Recover	Recover existing frame of 2 free standing Hip End Style awnings with new fabric color of choice.			
2.		Recover	15'-0" long x 10'-0" wide x 2'-6" tall	2	\$2,860.00	\$5,720.00
3.		More Details	* Shop drawings included * Engineering at extra charge * Permit not included * Premium colors and fabric at extra charge ** Due to the rising costs of materials and the uncertainty of increased tariffs, this estimate will only be valid for (7) days			
4.		Time Frame	8-12 Weeks lead time from final field measurement and deposit			

Total **\$5,720.00**

Note to customer

CHANGE ORDERS: Any changes to the Standard Specifications that are requested by Customer shall be agreed to by the parties in a Client Change Order Contract, which, upon signature by all parties shall be made part of this Contract. Superior Metal Awning may, in its sole discretion, stop all work in connection with the Project until the Client Change Order Contract is signed by Customer.

TERMINATION: In the event that this Contract is terminated, Customer shall pay Superior Metal Awning for all work in progress related to the Project up to date of termination plus a cancellation fee of 25% of the total Contract Amount.

Expiry date 11/04/2025

LATE FEES: Customer agrees that all amounts not paid by due date stated on invoice sent by Company are subject to late fee of 18% per annum or the maximum rate allowable.
CONTRACT AMOUNT: Customer shall pay Superior Metal Awning for the Project as invoiced by Superior Metal Awning in the amount and in increments listed on this Contract ("Total").

Accepted dateAccepted by

ELEVENTH ORDER OF BUSINESS

A.

November 18, 2025

Board of Supervisors
Amelia Concourse Community Development District
c/o Daniel Laughlin, District Manager
475 West Town Place, Suite 114
St. Augustine, Florida 32092

Re: Kilinski | Van Wyk Proposed 2025/2026 Rates

Dear Board Members:

We are writing to propose adjustments to our billing rates for the upcoming calendar year. The proposed rates continue to reflect a significant discount from our standard new client rates, demonstrating our commitment to our long-standing relationship with the District. While we face increasing operational costs and market pressures, we remain dedicated to providing high-quality legal services at competitive rates.

We remain committed to managing your legal costs effectively while maintaining the highest professional standards. We will continue to assign matters to attorneys with the most appropriate experience level and utilize our skilled paralegals whenever suitable to ensure cost-efficient service delivery.

The proposed rate adjustments will take effect on **January 1, 2026**, and will be effective through December 31, 2026. To provide predictability in budgeting, future rate adjustments will take effect on January 1 of each year, beginning January 1, 2027, and will be capped at a maximum of \$5 annually.

	Current FY 2024/2025	Proposed Beginning 1/1/2026
Partner Attorneys	\$315-350	\$365-395
Senior Of Counsel Attorneys	\$315	\$365-395
Of Counsel Attorney	\$315	\$350-365
Associate Attorney	\$275-295	\$285-325
Paralegals	\$180	\$190-200

We value our partnership with the District and welcome the opportunity to discuss this proposal in detail. If you find these terms acceptable, please sign below and return a copy to me at jennifer@cddlattorneys.com. Should you have any questions or concerns, please don't hesitate to contact me directly.

Accepted:

Chair, Board of Supervisors

Date: _____

Very truly yours,

Kilinski | Van Wyk, PLLC

Jennifer L. Kilinski, Managing Partner

B.

Amelia Concourse Community Development District
Performance Measures/Standards & Annual Reporting Form
October 1, 2024 – September 30, 2025

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 ☐ No ☐

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 ☐ No ☐

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 ☐ No ☐

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

Achieved: Yes ☐ No ☐

Goal 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.

Achieved: Yes ☐ No ☐

3. Financial 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.

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 documents 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.

Achieved: Yes ☐ No ☐

Goal 3.2: Financial Reports

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 public as evidenced by corresponding documents on the CDD's website.

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.

Achieved: Yes ☐ No ☐

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 ☐ No ☐

Chair/Vice Chair: _____

Date: _____

Print Name: _____

Amelia Concourse Community Development District

District Manager: _____

Date: _____

Print Name: _____

Amelia Concourse Community Development District

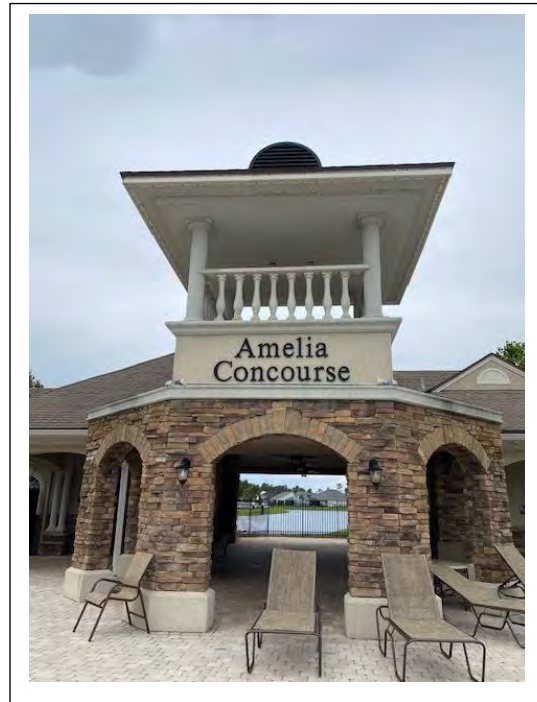
C.

11/18/2025

Amelia Concourse

Community Development District

Amenity Management & Field Operations Report



Kelly Mullins

AMENITY & FIELD OPERATIONS MANAGER
GOVERNMENTAL MANAGEMENT SERVICES

Amelia Concourse
Community Development District

Amenity & Field Operations Report

November 18, 2025

To: Board of Supervisors

From: Kelly Mullins
Amenity & 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 Acmanager@gmsnf.com
 - 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 has been sending out monthly newsletter email blasts 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 once a week now that we are in the slow season. Trash is being emptied once a week, or more frequently by management if needed. Bathrooms are being restocked as necessary.

Completed Projects – Maintenance

Before

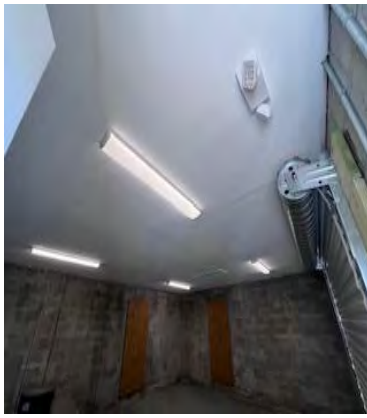


After



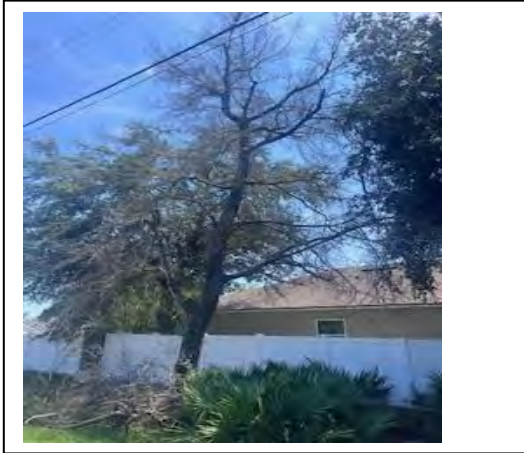
- Shrubs in pool equipment area were overgrown. Requested that The Greenery trim them.
- Also discarded broken pool furniture to make a clear walking path to the pool equipment.
- Two landscaping lights on the exit side of the main entrance were replaced, and a new photocell was installed.
- Gate at amenity center entrance has been fixed so it closes correctly and new hinges were installed.

Completed Projects – Storage Building



- The renovations to the storage building have been completed, with the exception of a few small details.
- Final inspections should be completed the week of November 10th.

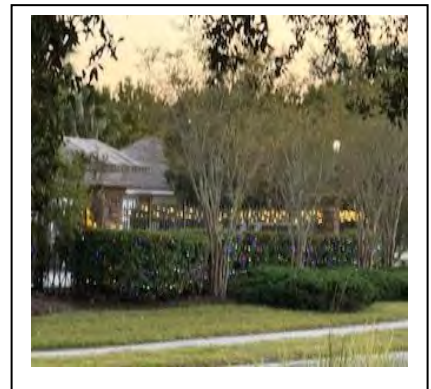
Completed Projects – Landscaping/Ponds



- Two dead trees on Amelia Concourse have been cut down by The Greenery. One was near the main entrance and the other was near Bellflower Way.
- At the last CDD meeting, Superior Waterways was chosen as the new pond maintenance provider. They are scheduled to perform the first treatment this month.

Completed Projects – Holiday Lights

- The holiday lights were installed on November 5th by Celebration Lights.
- They will return the week of Thanksgiving to hang up the wreaths and set the timers for the lights.
- There will be almost twice as many lights as last year, with the addition of new multi-colored lights.



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



TWELFTH ORDER OF BUSINESS

A.

Amelia Concourse
Community Development District

Unaudited Financial Reporting
October 31, 2025



Amelia Concourse
Community Development District
Combined Balance Sheet
October 31, 2025

	<i>General Fund</i>	<i>Debt Service Fund</i>	<i>Capital Reserve Fund</i>	<i>Capital Project Fund</i>	<i>Totals Governmental Funds</i>
Assets:					
<u>Cash:</u>					
Operating Account	\$ 107,166	\$ -	\$ -	\$ -	\$ 107,166
Assessment Receivable	2,620	2,499	-	-	5,119
<u>Investments:</u>					
State Board of Administration (SBA)	64,062	-	302,121	-	366,183
Custody (US Bank)	260,607	-	-	-	260,607
<u>Series 2007</u>					
Reserve	-	112,263	-	-	112,263
Revenue	-	124,539	-	-	124,539
Prepayment	-	10,273	-	-	10,273
Cost of Issuance	-	-	-	1	1
<u>Series 2016</u>					
Reserve	-	72,793	-	-	72,793
Revenue	-	98,117	-	-	98,117
<u>Series 2019A</u>					
Reserve	-	106,301	-	-	106,301
Revenue	-	79,650	-	-	79,650
Prepayment	-	81	-	-	81
Construction	-	-	-	14,982	14,982
<u>Series 2019B</u>					
Prepayment	-	267	-	-	267
Construction	-	-	-	673,171	673,171
Deposits	2,475	-	-	-	2,475
Total Assets	\$ 436,930	\$ 606,783	\$ 302,121	\$ 688,154	\$ 2,033,989
Fund Balance:					
Nonspendable:					
Deposits	\$ 2,475	\$ -	\$ -	\$ -	\$ 2,475
Restricted for:					
Debt Service - Series	-	606,783	-	-	606,783
Capital Project - Series	-	-	-	688,154	688,154
Assigned for:					
Capital Reserve Fund	-	-	302,121	-	302,121
Unassigned	434,456	-	-	-	434,456
Total Fund Balances	\$ 436,930	\$ 606,783	\$ 302,121	\$ 688,154	\$ 2,033,989
Total Liabilities & Fund Balance	\$ 436,930	\$ 606,783	\$ 302,121	\$ 688,154	\$ 2,033,989

Amelia Concourse
Community Development District
General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending October 31, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 10/31/25	Thru 10/31/25	Variance

Revenues:

Special Assessments - Tax Roll	\$ 477,433	\$ 1,738	\$ 1,738	\$ -
Interest Income	5,000	417	1,457	1,041
Other Income	1,000	83	-	(83)
Total Revenues	\$ 483,433	\$ 2,238	\$ 3,195	\$ 957

Expenditures:

General & Administrative:

Supervisors	\$ 3,600	\$ 300	\$ -	\$ 300
FICA Expense	275	23	-	23
Travel	300	25	-	25
Engineering	7,500	625	-	625
Attorney Fees	20,000	1,667	-	1,667
Annual Audit	4,500	375	-	375
Dissemination	12,152	1,013	1,013	(0)
Assessment Roll	8,680	8,680	8,680	(0)
Property Appraiser	5,000	417	-	417
Trustee Fees	14,946	1,246	8,979	(7,734)
Arbitrage	1,800	150	-	150
Management Fees	53,135	4,428	4,428	0
Information Technology	2,315	193	193	(0)
Website Maintenance	1,157	96	96	0
Telephone	500	42	-	42
Postage	1,000	83	30	53
Insurance	12,672	11,939	11,939	-
Printing and Binding	750	63	21	41
Legal Advertising	2,500	208	300	(91)
Other Current Charges	1,000	83	50	33
Office Supplies	100	8	-	8
Dues, Licenses & Subscriptions	175	175	175	-
Total General & Administrative	\$ 154,057	\$ 31,838	\$ 35,905	\$ (4,067)

Operations & Maintenance

Field:

Contract Services:

Landscape Maintenance	\$ 58,250	\$ 4,854	\$ 3,241	\$ 1,613
Lake Maintenance	9,400	783	368	415
Field Operations Management	19,320	1,610	1,610	-

Repairs & Maintenance:

Repairs & Maintenance	18,000	1,500	-	1,500
Irrigation Repairs	4,000	333	-	333
Landscape Contingency	10,000	833	1,485	(652)

Utilities:

Electric	35,000	2,917	1,660	1,257
Water & Sewer	23,000	1,917	855	1,061

Subtotal Field	\$ 176,970	\$ 14,748	\$ 9,219	\$ 5,528
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Amelia Concourse
Community Development District
General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending October 31, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 10/31/25	Thru 10/31/25	Variance
<u>Amenity Center:</u>				
Insurance	\$ 22,361	\$ 19,450	19,450	\$ -
Facility Management	19,320	1,610	1,610	-
Pool Maintenance	19,565	1,630	1,630	(0)
Pool Chemicals	13,500	1,125	1,810	(685)
Pool Permits	530	44	-	44
Cable	2,200	183	184	(1)
Janitorial	9,840	820	820	-
Facility Maintenance	15,635	1,303	195	1,108
Pest Control	1,000	83	81	2
Refuse	750	63	68	(5)
Holiday Decorations	2,000	2,115	2,115	-
<u>Reserves:</u>				
Capital Reserve Funding	75,000	-	-	-
Subtotal Amenity Center:	\$ 181,701	\$ 28,427	\$ 27,964	\$ 463
Total Operations & Maintenance	\$ 358,672	\$ 43,174	\$ 37,183	\$ 5,991
Total Expenditures	\$ 512,729	\$ 75,012	\$ 73,088	\$ 1,924
Excess (Deficiency) of Revenues over Expenditures	\$ (29,296)	\$ (72,774)	\$ (69,893)	\$ 2,882
<u>Other Financing Sources/(Uses):</u>				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ (29,296)	\$ (72,774)	\$ (69,893)	\$ 2,882
Fund Balance - Beginning	\$ 29,296		\$ 506,823	
Fund Balance - Ending	\$ -		\$ 436,930	

Amelia Concourse

Community Development District

Month to Month

[illegible]

Expenditures:

General & Administrative:

[illegible]

Operations & Maintenance

Field:

Contract Services:

[illegible]Repairs & Maintenance:[illegible]

Utilities:

[illegible][illegible]

Amelia Concourse

Community Development District

Month to Month

[illegible]

Amelia Concourse

Community Development District

Debt Service Fund Series 2007

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending October 31, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 10/31/25	Thru 10/31/25	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 111,295	\$ 401	\$ 401	\$ -
Interest Income	5,000	417	830	414
Total Revenues	\$ 116,295	\$ 818	\$ 1,231	\$ 414
Expenditures:				
Interest - 11/1	\$ 28,463	\$ -	\$ -	\$ -
Interest - 5/1	28,463	-	-	-
Principal - 5/1	50,000	-	-	-
Total Expenditures	\$ 106,925	\$ -	\$ -	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 9,370	\$ 818	\$ 1,231	\$ 414
Other Financing Sources/(Uses):				
Property Appraiser	\$ (1,200)	\$ -	\$ -	\$ -
Transfer (Out)	-	-	-	-
Transfer In	-	-	-	-
Total Other Financing Sources/(Uses)	\$ (1,200)	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 8,170	\$ 818	\$ 1,231	\$ 414
Fund Balance - Beginning	\$ 133,469		\$ 246,481	
Fund Balance - Ending	\$ 141,639		\$ 247,712	

Amelia Concourse

Community Development District

Debt Service Fund Series 2016

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending October 31, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 10/31/25	Thru 10/31/25	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 146,859	\$ 535	\$ 535	\$ -
Interest Income	5,000	417	573	157
Total Revenues	\$ 151,859	\$ 951	\$ 1,108	\$ 157
Expenditures:				
Interest - 11/1	\$ 51,150	\$ -	\$ -	\$ -
Interest - 5/1	51,150	-	-	-
Principal - 5/1	40,000	-	-	-
Total Expenditures	\$ 142,300	\$ -	\$ -	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 9,559	\$ 951	\$ 1,108	\$ 157
Other Financing Sources/(Uses):				
Property Appraiser	\$ (1,500)	\$ -	\$ -	\$ -
Transfer In/(Out)	-	-	-	-
Total Other Financing Sources/(Uses)	\$ (1,500)	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 8,059	\$ 951	\$ 1,108	\$ 157
Fund Balance - Beginning	\$ 97,921		\$ 170,638	
Fund Balance - Ending	\$ 105,980		\$ 171,746	

Amelia Concourse
Community Development District
Debt Service Fund Series 2019A
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending October 31, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 10/31/25	Thru 10/31/25	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 179,916	\$ 650	\$ 650	\$ -
Interest Income	5,000	417	625	209
Total Revenues	\$ 184,916	\$ 1,067	\$ 1,276	\$ 209
Expenditures:				
Interest - 11/1	\$ 64,693	\$ -	\$ -	\$ -
Interest - 5/1	64,693	-	-	-
Principal - 5/1	45,000	-	-	-
Total Expenditures	\$ 174,385	\$ -	\$ -	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 10,531	\$ 1,067	\$ 1,276	\$ 209
Other Financing Sources/(Uses):				
Property Appraiser	\$ (1,900)	\$ -	\$ -	\$ -
Transfer In/(Out)	-	-	(359)	(359)
Total Other Financing Sources/(Uses)	\$ (1,900)	\$ -	\$ (359)	\$ (359)
Net Change in Fund Balance	\$ 8,631	\$ 1,067	\$ 917	\$ (151)
Fund Balance - Beginning	\$ 79,678		\$ 186,140	
Fund Balance - Ending	\$ 88,309		\$ 187,057	

Amelia Concourse

Community Development District

Debt Service Fund Series 2019B

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending October 31, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 10/31/25	Thru 10/31/25	Variance
<u>Revenues:</u>				
Special Assessments - Tax Roll	\$ -	\$ -	\$ -	\$ -
Interest Income	-	-	1	1
Total Revenues	\$ -	\$ -	\$ 1	\$ 1
<u>Expenditures:</u>				
Interest - 11/1	\$ -	\$ -	\$ -	\$ -
Principal Prepayment - 11/1	-	-	-	-
Total Expenditures	\$ -	\$ -	\$ -	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ -	\$ 1	\$ 1
<u>Other Financing Sources/(Uses):</u>				
Transfer In	\$ -	\$ -	\$ -	\$ -
Transfer (Out)	-	-	-	-
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ -	\$ -	\$ 1	\$ 1
Fund Balance - Beginning	\$ -		\$ 266	
Fund Balance - Ending	\$ -		\$ 267	

Amelia Concourse

Community Development District

Capital Reserve Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending October 31, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 10/31/25	Thru 10/31/25	Variance
Revenues				
Capital Reserve Funding	\$ 75,000	\$ -	\$ -	\$ -
Interest	5,000	417	1,096	679
Total Revenues	\$ 80,000	\$ 417	\$ 1,096	\$ 679
Expenditures:				
Capital Outlay	\$ 20,000	\$ 1,667	\$ -	\$ 1,667
Repair and Replacements	50,000	4,167	-	4,167
Total Expenditures	\$ 70,000	\$ 5,833	\$ -	\$ 5,833
Excess (Deficiency) of Revenues over Expenditures	\$ 10,000		\$ 1,096	
Other Financing Sources/(Uses)				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 10,000		\$ 1,096	
Fund Balance - Beginning	\$ 309,218		\$ 301,025	
Fund Balance - Ending	\$ 319,218		\$ 302,121	

Amelia Concourse

Community Development District

Statement of Revenues and Expenditures

Capital Projects Funds

For The Period Ending October 31, 2025

Description	SE 2007	SE 2019A	SE 2019B
Revenues			
Interest Income	\$ -	\$ 46	\$2,099
Transfer In	-	359	-
Total Revenues	\$ -	\$ 405	\$ 2,099
Expenditures			
Capital Outlay	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -
Excess Revenues (Expenditures)	\$ -	\$ 405	\$ 2,099
Beginning Fund Balance	\$ 1	\$ 14,577	\$ 671,073
Ending Fund Balance	\$ 1	\$ 14,982	\$ 673,171

Amelia Concourse
Community Development District
Long Term Debt Report

Series 2007, Capital Improvement Revenue 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 lawful 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 Improvement 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	\$ 72,793		
Reserve Fund Balance	72,793		
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	

Amelia Concourse

Community Development District

Long Term Debt Report

Series 2019A, Capital Improvement 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 2026 ASSESSMENT RECEIPTS SUMMARY**

ASSESSED	# UNITS ASSESSED	SERIES 2007 DEBT SERVICE ASMT	SERIES 2016 DEBT SERVICE ASMT	SERIES 2019A DEBT SERVICE ASMT	FY26 O&M ASMT	TOTAL
NET ASSESSED TAX ROLL	458	110,167.73	146,859.16	178,680.05	477,431.89	913,138.83
TOTAL NET ASSESSED	458	110,167.73	146,859.16	178,680.05	477,431.89	913,138.83

DUE / RECEIVED	BALANCE DUE	SERIES 2007 DEBT SERVICE PAID	SERIES 2016 DEBT SERVICE PAID	SERIES 2019A DEBT SERVICE PAID	O&M PAID	TOTAL PAID
TAX ROLL DUE / RECEIPTS	909,814.82	401.03	534.60	650.43	1,737.95	3,324.01
TOTAL DUE / RECEIVED	909,814.82	401.03	534.60	650.43	1,737.95	3,324.01

SUMMARY OF TAX ROLL RECEIPTS						
NASSAU COUNTY DISTRIBUTION	DATE RECEIVED	AMOUNT RECEIVED	SERIES 2007 RECEIPTS	SERIES 2016 RECEIPTS	SERIES 2019A RECEIPTS	O&M RECEIPTS
1	10/29/25	3,324.01	401.03	534.60	650.43	1,737.95
			-	-	-	-
			-	-	-	-
			-	-	-	-
			-	-	-	-
			-	-	-	-
			-	-	-	-
			-	-	-	-
			-	-	-	-
			-	-	-	-
			-	-	-	-
			-	-	-	-
TOTAL TAX ROLL RECEIPTS		3,324.01	401.03	534.60	650.43	1,737.95

PERCENT COLLECTED TAX ROLL		0.36%	0.36%	0.36%	0.36%	0.36%
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B.

Amelia Concourse
Community Development District
Check Register Summary
9/1/2025-10/31/2025

Fund	Date	Check #'s	Amount
<i>Payroll</i>	9/18/25	50246-50249	\$ 738.80
Sub-Total			\$ 738.80
<i>General Fund</i>	9/5/25	2616-2623	\$ 19,125.82
	9/19/25	2624-2630	35,314.02
	10/6/25	2631-2644	20,394.45
	10/10/25	2645-2647	11,895.73
	10/24/25	2648-2653	10,713.00
Sub-Total			\$ 97,443.02
Total			\$ 98,181.82

CHECK #	EMP #	EMPLOYEE NAME	CHECK AMOUNT	CHECK DATE
50246	16	KHRISTEN R SNOW	184.70	9/18/2025
50247	13	KIMBERLY CHAMERDA	184.70	9/18/2025
50248	11	WILLIAM J TOOHEY	184.70	9/18/2025
50249	15	WILLIAM T BUSBY	184.70	9/18/2025
TOTAL FOR REGISTER			738.80	

ACON AMELIA CONCOUR DLAUGHLIN

Attendance Sheet

District Name: Amelia Concourse CDD

Board Meeting Date: September 16, 2025 Meeting

	Name	In Attendance	Fee
1	William Busby	☒	\$200
2	Harvey Greenberg	☒	N/A
3	Bill Toohey <i>phone</i>	☒	N/A
4	Kimberly Chamerda	☒	\$200
5	Khristen Snow	☒	\$200

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

Approved for Payment:

D. P. [Signature]
District Manager Signature

9/16/25
Date

PLEASE RETURN COMPLETED FORM TO DANIEL LAUGHLIN

CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK.... AMOUNT #
9/05/25	000005	9/01/25	356 SEP MANAGEMENT FEES	202509 310-51300-34000		*	4,299.00	
		9/01/25	356 SEP WEBSITE ADMIN	202509 310-51300-52000		*	93.67	
		9/01/25	356 SEP INFO TECH	202509 310-51300-35100		*	187.25	
		9/01/25	356 SEP DISSEM AGENT SRVCS	202509 310-51300-32400		*	983.17	
		9/01/25	356 OFFICE SUPPLIES	202509 310-51300-51000		*	.36	
		9/01/25	356 POSTAGE	202509 310-51300-42000		*	8.88	
		9/01/25	356 COPIES	202509 310-51300-42500		*	2.70	
		9/01/25	356 TELEPHONE	202509 310-51300-41000		*	28.72	
		9/01/25	356 POOL CHEM-TRICHLOR	202509 320-57200-45400		*	43.73	
		9/01/25	356 POOL CHEM-LIQUID BLEACH	202509 320-57200-45400		*	41.80	
		9/01/25	356 POOL CHEM-CAL HYPO	202509 320-57200-45400		*	9.90	
		9/01/25	356 POOL CHEM-NAT POOL ENZYME	202509 320-57200-45400		*	74.65	
		9/01/25	356 POOL CHEM-TILE SOAP	202509 320-57200-45400		*	42.16	
- - - - -	- - - - -	- - - - -	- - - - -	- - - - -	GOVERNMENTAL MANAGEMENT SERVICES	- - - - -	- - - - -	5,815.99 002616
9/05/25	000005	9/01/25	357 SEP CONTRACT ADMIN	202509 320-57200-35100		*	1,400.00	
		9/01/25	357 SEP FACILITY MAINTENANCE	202509 320-57200-34000		*	1,400.00	
		9/01/25	357 SEP JANITORIAL	202509 320-57200-46000		*	820.08	
		9/01/25	357 SEP POOL MAINTENANCE	202509 320-57200-45300		*	1,526.50	
- - - - -	- - - - -	- - - - -	- - - - -	- - - - -	GOVERNMENTAL MANAGEMENT SERVICES	- - - - -	- - - - -	5,146.58 002617
9/05/25	00142	8/25/25	7179791 POOL CHEMICALS	202508 320-57200-45400		*	507.00	
- - - - -	- - - - -	- - - - -	- - - - -	- - - - -	HAWKINS INC	- - - - -	- - - - -	507.00 002618
9/05/25	00127	9/01/25	429943 SEP CLOUD ACCESS CONTROL	202509 320-57200-34500		*	195.00	
- - - - -	- - - - -	- - - - -	- - - - -	- - - - -	HI-TECH SYSTEM	- - - - -	- - - - -	195.00 002619
- - - - -	- - - - -	- - - - -	- - - - -	- - - - -	ACON AMELIA CONCOUR OKUZMUK	- - - - -	- - - - -	- - - - -

CHECK DATE	VEND#	INVOICE DATE	INVOICE INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	 #
9/05/25	00082	8/04/25	63230029	202508	320	53800	-45513			*	81.00		
			AUG FIRE ANT						NADERS PEST CONTROL			81.00	002620
9/05/25	00129	9/01/25	10221-B	202509	320	57200	-46800			*	368.00		
			SEP LAKE MAINTENANCE						SITEX AQUATICS			368.00	002621
9/05/25	00157	9/02/25	792746	202509	320	57200	-46200			*	3,241.00		
			SEP LANDSCAPE PH1&2 RENEW						THE GREENERY OF NORTH FLORIDA INC			3,241.00	002622
9/05/25	00022	8/25/25	11731300	202508	310	51300	-32300			*	583.33		
			FY25 SE2007 TRUSTEE FEE							*	2,916.67		
		8/25/25	11731300	202508	300	15500	-10100			*	271.25		
			FY26 SE2007 TRUSTEE FEE							*			
		8/25/25	11731300	202508	310	51300	-32300						
			INCIDENTAL EXPENSES						U.S. BANK			3,771.25	002623
9/19/25	00164	9/16/25	09162025	202509	300	36900	-10100			*	250.00		
			RENTAL DEPOSIT REFUND						CASON VANZANT			250.00	002624
9/19/25	00168	9/09/25	09092025	202509	300	36900	-10100			*	250.00		
			RENTAL DEPOSIT REFUND						CHRISTINA PROCTOR			250.00	002625
9/19/25	00034	9/15/25	29251	202509	300	15500	-10100			*	31,389.00		
			FY26 RENEW POLICY						EGIS INSURANCE ADVISORS, LLC			31,389.00	002626
9/19/25	00142	9/05/25	7190083	202509	320	57200	-45400			*	994.57		
			POOL CHEMICALS						HAWKINS INC			994.57	002627
9/19/25	00011	9/04/25	25-00197	202509	310	51300	-48000			*	96.25		
			9/4 NTC OF MTGS						JACKSONVILLE DAILY RECORD			96.25	002628
9/19/25	00112	9/05/25	3872	202507	310	51300	-31100			*	1,007.50		
			JUL ENGINEERING SERVICES						YURO & ASSOCIATES, LLC			1,007.50	002629
9/19/25	00112	9/05/25	3873	202508	310	51300	-31100			*	1,326.70		
			AUG ENGINEERING SERVICES						YURO & ASSOCIATES, LLC			1,326.70	002630
									ACON AMELIA CONCOUR OKUZMUK				

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	#
10/06/25	00154	9/15/25	INV0136 DEP HOLIDAY DECORATIONS	202510 320-57200-46500	KASE HANNAH	*	2,115.17	2,115.17	002631
10/06/25	00005	9/11/25	358 MAINTENANCE SUPPLIES	202508 320-57200-62000	GOVERNMENTAL MANAGEMENT SERVICES	*	233.83	233.83	002632
10/06/25	00005	9/15/25	361 FY26 ASSESSMENT ROLL CERT	202510 310-51300-31300	GOVERNMENTAL MANAGEMENT SERVICES	*	8,680.00	8,680.00	002633
10/06/25	00142	9/18/25	7203426 POOL CHEMICALS	202509 320-57200-45400		*	947.00		
		10/01/25	7214918 POOL CHEMICALS	202510 320-57200-45400	HAWKINS INC	*	897.00	1,844.00	002634
10/06/25	00127	9/25/25	77775 CCTV SYSTEM	202509 320-57200-34500		*	599.00		
		10/01/25	431492 OCT CLOUD ACCESS CONTROL	202510 320-57200-34500	HI-TECH SYSTEM	*	195.00	794.00	002635
10/06/25	00011	10/02/25	25-00214 10/02 NTC OF DEVELOPMENT	202510 310-51300-48000	JACKSONVILLE DAILY RECORD	*	112.50	112.50	002636
10/06/25	00135	9/11/25	13088 AUG GENERAL SERVICES	202508 310-51300-31500	KILINSKI VAN WYK PLLC	*	822.50	822.50	002637
10/06/25	00145	9/23/25	1307 GATE REPAIR	202509 320-57200-62000	LV FENCE & GATES LLC	*	685.00	685.00	002638
10/06/25	00145	9/25/25	1311 ACCESSORIES RPR/RPLC	202509 320-57200-62000	LV FENCE & GATES LLC	*	315.00	315.00	002639
10/06/25	00082	9/04/25	63658541 SEP FIRE ANT SERVICE	202509 320-53800-45513	NADERS PEST CONTROL	*	81.00	81.00	002640
10/06/25	00129	10/01/25	10333-B OCT LAKE MAINTENANCE	202510 320-57200-46800	SITEX AQUATICS	*	368.00	368.00	002641

ACON AMELIA CONCOUR OKUZMUK

CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK.... AMOUNT #
10/06/25	00163	5/23/25 1A FNL PMT	202509 320-57200-62000 DESIGN DEVT	STONE ELECTRICAL ENGINEERING LLC	*	450.00	450.00 002642
10/06/25	00157	10/01/25 795188 OCT LANDSCAPE PHI&2	202510 320-57200-46200 RENEW	THE GREENERY OF NORTH FLORIDA INC	*	3,241.00	3,241.00 002643
10/06/25	00157	9/30/25 794300 SEP IRRIGATION SRVCS	202509 320-57200-46400	THE GREENERY OF NORTH FLORIDA INC	*	652.45	652.45 002644
10/10/25	00005	10/01/25 359 OCT MANAGEMENT FEES	202510 310-51300-34000		*	4,427.92	
		10/01/25 359 OCT WEBSITE ADMIN	202510 310-51300-52000		*	96.42	
		10/01/25 359 OCT INFO TECH	202510 310-51300-35100		*	192.92	
		10/01/25 359 OCT DISSEM AGENT SRVCS	202510 310-51300-32400		*	1,012.67	
		10/01/25 359 POSTAGE	202510 310-51300-42000		*	30.31	
		10/01/25 359 COPIES	202510 310-51300-42500		*	21.45	
				GOVERNMENTAL MANAGEMENT SERVICES			5,781.69 002645
10/10/25	00005	10/01/25 360 OCT CONTRACT ADMIN	202510 320-57200-35100		*	1,610.00	
		10/01/25 360 OCT FACILITY MANAGEMENT	202510 320-57200-34000		*	1,610.00	
		10/01/25 360 OCT JANITORIAL	202510 320-57200-46000		*	820.00	
		10/01/25 360 OCT POOL MAINTENANCE	202510 320-57200-45300		*	1,630.42	
		10/01/25 360 POOL CHEM-LIQUID BLEACH	202510 320-57200-45400		*	201.14	
		10/01/25 360 POOL CHEM-TRICHLOR	202510 320-57200-45400		*	13.07	
		10/01/25 360 POOL CHEM-TILE SOAP	202510 320-57200-45400		*	42.16	
				GOVERNMENTAL MANAGEMENT SERVICES			5,926.79 002646
10/10/25	00011	10/09/25 25-00222 10/9 NTC OF RULEMAKING	202510 310-51300-48000	JACKSONVILLE DAILY RECORD	*	187.25	187.25 002647

ACON AMELIA CONCOUR OKUZMUK

CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK..... AMOUNT #
10/24/25	00064	10/17/25 373759	202509 310-51300-32200	AUDIT FYE 09/30/24	*	4,550.00	
				BERGER TOOMBS ELAM GAINES & FRANK			4,550.00 002648
10/24/25	00005	10/16/25 362	202509 320-57200-35000	SEP FACILITY MAINTENANCE	*	145.20	
		10/16/25 362	202509 320-57200-35000	FACILITY MAINTENANCE CRED	*	145.20-	
		10/16/25 362	202509 320-57200-62000	MAINTENANCE SUPPLIES	*	198.94	
				GOVERNMENTAL MANAGEMENT SERVICES			198.94 002649
10/24/25	00142	10/13/25 722928	202510 320-57200-45400	POOL CHEMICALS	*	717.00	
				HAWKINS INC			717.00 002650
10/24/25	00135	10/07/25 13367	202509 310-51300-31500	SEP GENERAL SERVICES	*	3,681.06	
				KILINSKI VAN WYK PLLC			3,681.06 002651
10/24/25	00082	10/01/25 64091463	202510 320-53800-45513	OCT PEST CONTROL	*	81.00	
				NADERS PEST CONTROL			81.00 002652
10/24/25	00157	10/09/25 796092	202510 320-57200-46300	TREE REMOVAL	*	1,485.00	
				THE GREENERY OF NORTH FLORIDA INC			1,485.00 002653
TOTAL FOR BANK A						97,443.02	
TOTAL FOR REGISTER						97,443.02	

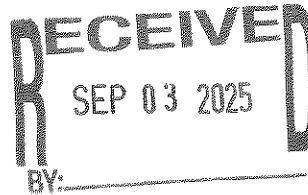
ACON AMELIA CONCOUR OKUZMUK

Governmental Management Services, LLC

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

Invoice**Invoice #:** 356**Invoice Date:** 9/1/25**Due Date:** 9/1/25**Case:****P.O. Number:****Bill To:**

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



Description	Hours/Qty	Rate	Amount
Management Fees - September 2025		4,299.00	4,299.00
Website Administration - September 2025		93.67	93.67
Information Technology - September 2025		187.25	187.25
Dissemination Agent Services - September 2025		983.17	983.17
Office Supplies		0.36	0.36
Postage		8.88	8.88
Copies		2.70	2.70
Telephone		28.72	28.72
Pool Chemicals - Trichlor		43.73	43.73
Pool Chemicals - Liquid Bleach		41.80	41.80
Pool Chemicals - Cal Hypo		9.90	9.90
Pool Chemicals - Natural Pool Enzymes		74.65	74.65
Pool Chemicals - Tile Soap		42.16	42.16
Total			\$5,815.99
Payments/Credits			\$0.00
Balance Due			\$5,815.99

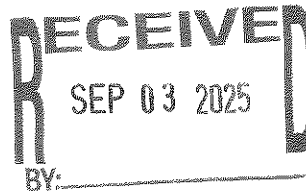
Governmental Management Services, LLC
475 West Town Place, Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 357
Invoice Date: 9/1/25
Due Date: 9/1/25
Case:
P.O. Number:

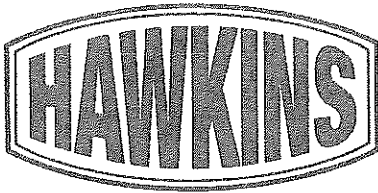
Bill To:

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



Description	Hours/Qty	Rate	Amount
Contract Administration - September 2025		1,400.00	1,400.00
Facility Management- September 2025		1,400.00	1,400.00
Janitorial - September 2025		820.08	820.08
Pool Maintenance - September 2025		1,526.50	1,526.50
Alison Moring 9-3-25			
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	\$507.00
Invoice Number	7179791
Invoice Date	8/25/25
Sales Order Number/Type	4919950 SL
Branch Plant	74
Shipment Number	5898423

Sold To: 498805
ACCOUNTS PAYABLE
AMELIA CONCOURSE COMMUNITY
DEVELOPMENT
475 W Town Pl
SUITE 114
Saint Augustine FL 32092-3648

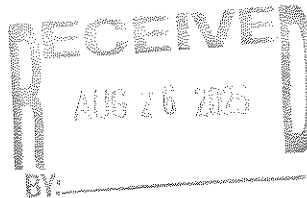
Ship To: 498806
AMELIA CONCOURSE COMMUNITY
DEVELOPMENT
85200 Amaryllis Ct
SUITE 114
Fernandina Beach FL 32034-9716

Net Due Date	Terms	FOB Description	Ship Via	Customer P.O.#			P.O. Release		Sales Agent #
9/24/25	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. 7870-1	N	165.0000	GA	\$3.0000	GA	1,595.6 LB	\$495.00
		1 LB BLK (Mini-Bulk)		165.0000	GA			1,595.6 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: 8-26-25
Acct. # 1-320-57200-45400



Page 1 of 1

Tax Rate

Sales Tax

Invoice Total

\$507.00

0 %

\$0.00

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.
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:

Email: Credit.Dept@Hawkinsinc.com

Phone Number: (612) 331-6910
Fax Number: (612) 225-6702

FINANCIAL INSTITUTION:

US Bank
800 Nicollet Mall
Minneapolis, MN 55402

Account Name:

Hawkins, Inc.

Account #:

180120759469

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.

This contractor and subcontractor shall abide by the requirements of 41 CFR §580-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

www.hawkinsinc.com

Job# 1618806



Tallahassee, FL 32308
2498 Centerville Rd.

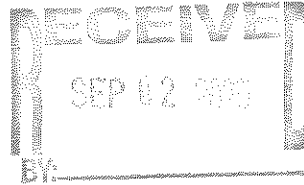
Invoice

Invoice #: 429943
Invoice Date: 09/01/2025
Completed: 09/01/2025
Terms: Due on Aging Date
Bid#:

Bill to:

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

475 W Town Place



HiTechFlorida.com

Description	Qty	Rate	Amount
1-14212-ACC-1 - Access Control System - Amelia Concourse CDD - 85200 Amaryllis Court, Fernandina Beach, 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			0.00

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



Fernandina Office 904-225-9425

PO Box 1330

Yulee, FL 32041-1330

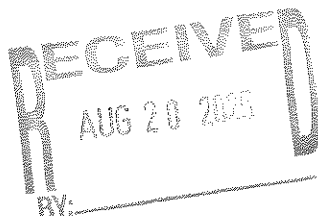
www.naderspestraiders.com**IS YOUR HOME PROTECTED FROM TERMITES?**

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

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

Customer Number: 1328696 Statement Date: 08/12/25 Payment Due Upon Receipt

Date	Invoice #	Description	Amount	Tax	Balance
Service Address: 85200 Amayllis Ct, Fernandina Beach, FL 32034-9716					
08/04/25	63230029	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

GA22349F



PO Box 1330 • Yulee, FL 32041-1330

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

*****AUTO**MIXED AADC 270



AMELIA CONOURSE AMENITIES CENTER 7
 TONY SHIVER 1000
 393 PALM COAST PKWY SW UNIT 4
 PALM COAST FL 32137-4774



Please check Invoice(s) paid below.			
☐	Invoice #	Amount	☐
☐	63230029	\$81.00	☐
☐			☐
☐			☐
☐			☐
☐			☐
☐			☐
☐			☐

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: 08/12/25
 Customer Number: 1328696

Balance Forward: \$0.00
 Amount:

Amount Due: \$81.00
 Check #



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

Service Inspection Report

ORDER #: 63230029

WORK DATE: 08/04/2025

BILL-TO 1328696
Amelia Concourse Amenities Center
Tony Shiver
393 Palm Coast Pkwy SW
Ste 4
Palm Coast, FL 32137-4773
Email:
dlaughlin@gmsnf.com;Cdellinger@gmsnf.com
Phone: 904-940-9850
Alt. Phone: 904-537-9034

LOCATION 1328696
Amelia Concourse Amenities Center
Tony Shiver
85200 Amaryllis Ct
Fernandina Beach, FL 32034-9716
Email: Cdellinger@gmsnf.com ;
dlaughlin@gmsnf.com
Phone: 904-631-5135 xChip

Time In: 08/04/2025 01:14:15 PM
Time Out: 08/04/2025 01:31:20 PM
Customer Signature

Customer is unavailable to sign
Technician Signature

Joseph Emory
License #: FL - JE225335

Purchase Order	Terms	Service Description	Quantity	Amount
None	DUE UPON RECEIPT	Fire Ant Service	1.00	
Approved Kelly Mullins, Date 8-5-25 Amenity & Operations Manager Governmental Management Services On behalf of Amelia Concourse CDD Acct. # 1-320-53800-45513				
Subtotal				81.00
Tax				0.00
Total				81.00
Prior Balance:				0.00
Total Due:				81.00

GENERAL COMMENTS / INSTRUCTIONS

Access Code to Pool Area- 7946#

Performed a fire ant treatment around exterior perimeter of home. You may see dead or dying pests following service. This is normal.

Thank you for choosing Naders Pest Raiders as your service provider. We truly appreciate your business.

Thanks, Joseph.

CUSTOMER INSTRUCTIONS & PRECAUTIONS

Contact Treated Areas - Do not allow unprotected persons, children, or pets to touch, enter, or replace items or bedding, to contact or enter treated area(s) until dry.

Ventilation/Re-Occupying - Vacate & keep area(s) closed up to 30 minutes after treatment, then ventilate area(s) for up to 2 hours before re-occupying.

Equipment/Processing/Food - Thoroughly wash dishes, utensils, food preparation/processing equipment & surfaces with an effective cleansing compound & rinse with clean water, if not removed or covered during a treatment. The area should be odor free before food products are placed in the area.

Exterior Applications (baits) - Do not allow grazing of feed, lawn, or sod clippings by livestock after bait applications.

Do not burn treated firewood for 1 month after treatment.

PRODUCTS APPLIED

Material	A.I. %	Finished Qty	Application Equipment	Application Rate	Time
EPA #	A.I. Concentration	Undiluted Qty	Application Method	Sq/Cu/L Ft	Lot #
Advion Fire Ant Bait 100-1481	0.0450% n/a	10.0000 Ounce	Spreader BROADCAST Uniform application to an entire area.		1:14:42 PM
Target Pests: Fire Ants Areas Applied: EXTERIOR; EXTERIOR -> Landscaped Areas;					
Niban G	5.0000%	6.0000 Ounce	Spreader		1:15:00 PM



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

Service Inspection Report

ORDER #: 63230029

WORK DATE: 08/04/2025

PRODUCTS APPLIED

Material	A.I. %	Finished Qty	Application Equipment	Application Rate	Time
EPA #	A.I. Concentration	Undiluted Qty	Application Method	Sq/Cu/L Ft	Lot #
64405-2	n/a		BROADCAST Uniform application to an entire area.		

Target Pests: A) Nuisance ants, A) Roaches, A) Silverfish

Areas Applied: EXTERIOR; EXTERIOR -> Landscaped Areas;

INVOICE

Sitex Aquatics, LLC
PO Box 917
Parrish, FL 34219

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



Bill to

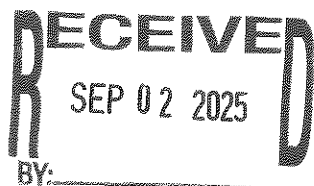
Amelia Concourse CDD
352 Period St.
St. Johns, FL 32259

Invoice details

Invoice no.: 10221-b
Terms: Net 30
Invoice date: 09/01/2025
Due date: 10/01/2025

#	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 Servic
On behalf of Amelia Concourse CD
Date: 9-2-25
Acct. # 1-320-57200-46800





PO Box 6569
Hilton Head Island, SC 29938

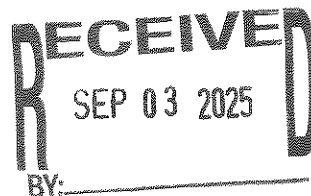
Bill To
Amelia Concourse CDD 475 w Town PL Ste 114 St Augustine , FL 32092

Invoice 792746	
Date	PO/Contract#
09/02/25	
Account Manager	Terms
WILLIAM FLANNERY	Net 60
Total Amount	\$3,241.00
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
#80204 - Maintenance Contract Services - Amelia Concourse CDD Phase 1 & 2 RENEWAL September 2025	\$3,241.00
	Total \$3,241.00

Approved
Kelly Mullins
Operations Manager
Governmental Management Services
On behalf of Amelia Concourse CDD
Date: 9-3-25
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 Past Due	31-60 Days Past Due	61-90 Days Past Due	90+ Days Past Due
\$3,241.00	\$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: 7867857

Invoice Date: 08/25/2025
Direct Inquiries To: Schuhle, Scott A
Phone: (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 CONOURSE COMMUNITY DEVELOPMENT DISTRICT
CAPITAL IMPROVEMENT REVENUE BONDS, SERIES 2007

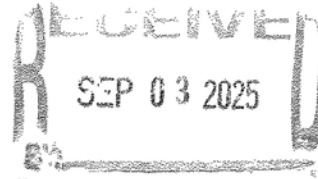
The following is a statement of transactions pertaining to your account. For further information, please review the attached.

STATEMENT SUMMARY

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

TOTAL AMOUNT DUE \$3,771.25

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 CONOURSE COMMUNITY DEVELOPMENT
DISTRICT
CAPITAL IMPROVEMENT REVENUE BONDS, SERIES
2007

Invoice Number:	7867857
Current Due:	\$3,771.25
Direct Inquiries To: Phone:	Schuhle, Scott A (954)-938-2476

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

3/3

Invoice Number: 7867857
Invoice Date: 08/25/2025

Direct Inquiries To: Schuhle, Scott A
Phone: (954)-938-2476

AMELIA CONCOURSE COMMUNITY DEVELOPMENT
DISTRICT
CAPITAL IMPROVEMENT REVENUE BONDS, SERIES
2007

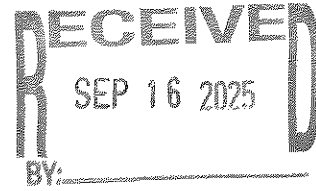
CURRENT CHARGES SUMMARIZED FOR ENTIRE RELATIONSHIP

Detail of Current Charges	Volume	Rate	Portion of Year	Total Fees
04200 Trustee	1.00	3,500.00	100.00%	\$3,500.00
Subtotal Administration Fees - In Advance 08/01/2025 - 07/31/2026				\$3,500.00
Incidental Expenses 08/01/2025 to 07/31/2026	3,500.00	0.0775		\$271.25
Subtotal Incidental Expenses				\$271.25
TOTAL AMOUNT DUE				\$3,771.25



Amelia Concourse
COMMUNITY DEVELOPMENT DISTRICT

General Fund



Check Request

Date	Amount	Authorized By
September 16, 2025	\$250.00	Kelly Mullins

Payable to:

Cason Vanzant

Date Check Needed:

Budget Category:

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

Intended Use of Funds Requested:

Rental Deposit Refund	
Mailing Address	95086 Lavender Lane, Fernandina Beach, 32034.
(Attach supporting documentation for request.)	



Amelia Concourse
COMMUNITY DEVELOPMENT DISTRICT

General Fund

Check Request

Date	Amount	Authorized By
September 9, 2025	\$250.00	Kelly Mullins

Payable to:

Christina Proctor

Date Check Needed:

Budget Category:

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

Intended Use of Funds Requested:

Rental Deposit Refund	
Mailing Address	95331 Snapdragon Dr., Fernandina Beach, 32034.
(Attach supporting documentation for request.)	



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

Customer	Amelia Concourse Community Development District
Acct #	276
Date	09/15/2025
Customer Service	Kristina Rudez
Page	1 of 1

Payment Information	
Invoice Summary	\$ 31,389.00
Payment Amount	
Payment for:	Invoice#29251
100125539	



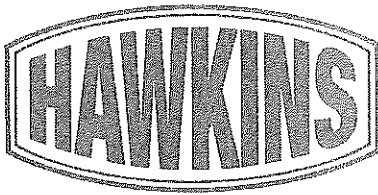
Customer: Amelia Concourse Community Development District

Invoice	Effective	Transaction	Description	Amount
29251	10/01/2025	Renew policy	Policy #100125539 10/01/2025-10/01/2026 Florida Insurance Alliance Package - Renew policy Due Date: 9/15/2025	31,389.00
Please Remit Payment To: Egis Insurance and Risk Advisors P.O. Box 748555				Total \$ 31,389.00

FOR PAYMENTS SENT OVERNIGHT: Bank of America Lockbox Services, Lockbox 748555, 6000 Feldwood Rd. College Park, GA 30349
 TO PAY VIA ACH: Accretive Global Insurance Services LLC
 Routing ACH: 121000358 Account: 1291776914

Remit Payment To: Egis Insurance Advisors		(321)233-9939	Date
P.O. Box 748555		accounting@egisadvisors.com	09/15/2025
Atlanta, GA 30374-8555			

Original



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

INVOICE

Total Invoice	\$994.57
Invoice Number	7190083
Invoice Date	9/5/25
Sales Order Number/Type	4930856 SL
Branch Plant	74
Shipment Number	5912435

Sold To: 498805
ACCOUNTS PAYABLE
AMELIA CONOURSE COMMUNITY
DEVELOPMENT
475 W Town Pl
SUITE 114
Saint Augustine FL 32092-3648

Ship To: 498806
AMELIA CONOURSE COMMUNITY
DEVELOPMENT
85200 Amaryllis Ct
SUITE 114
Fernandina Beach FL 32034-9716

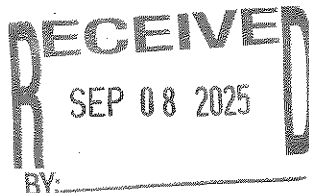
Net Due Date	Terms	FOB Description	Ship Via	Customer P.O.#			P.O. Release		Sales Agent #
10/5/25	Net 30	PPD Origin	HWTG						382
Line #	Item Number	Item Name/ Description	Tax	Qty Shipped	Trans UOM	Unit Price	Price UOM	Weight Net/Gross	Extended Price
1.000	41930	Azone - EPA Reg. No. 7870-1	N	246.0000	GA	\$3.0000	GA	2,378.8 LB	\$738.00
		1 LB BLK (Mini-Bulk)		246.0000	GA			2,378.8 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 MURIATIC 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
		DELDRM 1H1/X1.9/250		2.0000	RD			20.0 GW	

Related Order #: 04930856

***** 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: 9-8-25
Acct. # 1-320-57200-45400



Page 1 of 1

Tax Rate

0 %

Sales Tax

\$0.00

Invoice Total

\$994.57

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. 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.
P.O. Box 860263
Minneapolis, MN 55486-0263

WIRING CONTACT INFORMATION:
Email: Credit.Dept@Hawkinsinc.com
Phone Number: (612) 331-6910
Fax Number: (612) 225-6702

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

Account Name: Hawkins, Inc.
Account #: 180120759469
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.

This contractor and subcontractor shall abide by the requirements of 41 CFR 55.60-1.4(b), 60-300.6(e) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

www.hawkinsinc.com

Job# 1666978

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

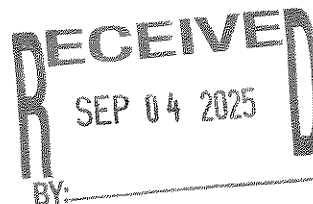
P.O. Box 2177
Jacksonville, FL 32203
(904) 356-2466

INVOICE

September 4, 2025

Date

Attn: Courtney Hogge
GMS, LLC
475 West Town Place, Ste 114
Saint Augustine FL 32092



Serial #	25-00197N	PO/File #		\$96.25
				Payment Due
Notice of Meetings				
				\$96.25
				Publication Fee
Amelia Concourse Community Development District				
Case Number				Amount Paid
Publication Dates	9/4			
County	Nassau			

*Payment is due before
the Proof of Publication
is released.*

Payment Due Upon Receipt
For your convenience, you
may remit payment online at
[www.jaxdailyrecord.com/
send-payment](http://www.jaxdailyrecord.com/send-payment).

If your payment is being
mailed, please reference
Serial # 25-00197N on your
check or remittance advice.

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

Terms: Net 30 days from date of invoice. Past due items will accrue a finance charge of 1.5% per month thereafter.
Please remit any payment due upon receipt of this invoice.

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.

**Notice of Meetings
Amelia Concourse
Community
Development District**

The Board of Supervisors of the **Amelia Concourse Community Development District** will hold their regular meetings for **Fiscal Year 2026** at 11:00 a.m. at the Amelia Concourse Amenity Center, 85200 Amaryllis Court, Fernandina Beach, Florida 32034 on the third Tuesday of each month listed (*unless notated otherwise) as follows:

November 18, 2025

January 20, 2026

March 17, 2026

April 21, 2026

(Budget Workshop Only)

May 19, 2026

July 21, 2026

September 15, 2026

The meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. The meetings may be continued to a date, time, and place to be specified on the record at the meeting. A copy of the agenda for these meetings may be obtained from Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 or by calling (904) 940-5850.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations at the meetings because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least 48 hours prior to the meetings. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

A person who decides to appeal any decision made at the meetings with respect to any matter considered at the meetings 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 such appeal is to be based.

Daniel Laughlin
District Manager

Sep. 4

00 (24-00197N)



Civil Engineering
Land Surveying & Mapping
Permitting
ADA Consulting

Invoice

Date	Invoice #
9/5/25	3873

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	

RECEIVED
SEP 08 2025
BY: _____

Yuro & Assoc. - Job ...
Y20-910

Item	Date	Description	Hours	Rate	Amount
AMELIA CONCOURSE - AUGUST ENGINEERING					
CDD Amelia ...	8/4/25	resident complaint & emails	1	165.00	165.00
CDD Amelia ...	8/5/25	resident complaint & emails	1	165.00	165.00
CDD Amelia ...	8/5/25	wetland pop-off plans	4	125.00	500.00
CDD Amelia ...	8/8/25	wetland permit mod	2	145.00	290.00
CDD Amelia ...	8/11/25	wetland permit coordination	0.5	145.00	72.50
Reimbursable...	8/29/25	SJRWMD Permit FEE	1	134.20	134.20
Total					\$1,326.70



CELEBRATION LIGHTS LLC
9047993718
CELEBRATELIGHTS904@GMAIL.COM

INVOICE

SEP 15, 2025

BILL TO: Amelia Concourse CDD
475 West Town Place, Suite 114
Saint Augustine, Florida 32092
904-940-5850
kasmullins@qmsnf.com

NUMBER: INV0136
DATE: Sep 15, 2025
DUE DATE: Sep 30, 2025

Description	Quantity	Unit price	Amount
TIMERS Solar activated light timers to be placed as needed.	4	\$0.00	\$0.00
METAL FENCE WRAP Warm lights on Top of black metal fence wrap surrounding pool by community center. Installation	1	\$498.42	\$498.42
WREATHS 30" large wreath with warm lights and red bow	4	\$114.78	\$459.12
FOLIAGE Warm lights on Bushes along entry walk way in both sides of community entrance. Along with small palms.	1	\$730.81	\$730.81
NEW FOLIAGE Multicolor lights on Bushes on bushes surrounding the front of community center viewable at entrance	1	\$2,542.00	\$2,542.00

SUBTOTAL: \$4,230.35
TOTAL: \$4,230.35
PAID: \$0.00

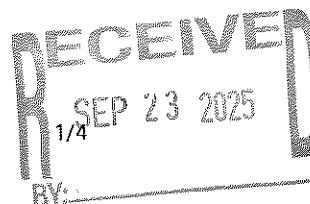
Payment instructions

Check to Celebration Lights LLC
Venmo @kasehannah
Cash App \$kasehannah
Zelle 9047993718

BALANCE DUE \$4,230.35

50% Deposit Due: \$2,115.17
Remaining 50% Due at Completion: \$2,115.18

Deposit Approved
Kelly Mullins, Operations Manager
Governmental Management Services
On behalf of Amelia Concourse CDD
Date: 9-23-25
Acct. # 1-320-57200-46500
Holiday Decorations

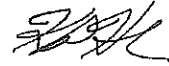


Comments

Installation Date TBD

Removal is included is no additional cost.

Storage is not offered and please make acclamations.



Business signature

Terms and conditions

50% Deposit Required to schedule

Please review invoice in its entirety. Any corrections or adjustments must be discussed as this will be the reference for the set up, removal, materials, and pick up. Any sudden adjustments must be discussed as this will be the reference for the set up, removal, materials, and pick up. Any sudden adjustments or changes at time of set up are subject to additional charges.

Monday Lights are included in our professional grade clips either on the shingles, gutters, or the drip edge as required by manufacturer specifications. Lights on trees / eaves will be installed in professional standards without permanent damage to the tree, plant, bush, etc. If modifications to the quote are for installation, extra materials and labor will be necessary and additional charges will be applied.

Takedown is not included in price unless otherwise stated in the invoice and will need to be scheduled. At the end of the season we will include takedown fees. Storage options are available as well. Takedown and storage pertain to non permanent / seasonal lighting. Permanent lighting is to be attached permanently into the area of use based on the standard installation procedures and manufacturer recommendations. In certain situations custom hooks for permanent lighting can be designed and applied during the install.

Quote good for 15 days to ensure scheduling has not been filled. Cancellation or installation is a forfeiture of deposit. Cancellation is also subject to include a restocking fee. Third or fourth payment is due at time of installation or delivery. Please have payment method ready upon arrival.

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

Invoice

Invoice #: 358
Invoice Date: 9/11/25
Due Date: 9/11/25
Case:
P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
Facility Maintenance August 1 - August 31, 2025	2.37	40.00	94.80
Facility Maintenance Credit - \$700 - Remaining Balance \$605.20		-94.80	-94.80
Maintenance Supplies		233.83	233.83
RECEIVED SEP 17 2025 BY: _____			

Approved
Kelly Mullins, Amenity & Operations Manager
Governmental Management Services
On behalf of Amelia Concourse CDD
Date: 9/16/2025
Acct. # 1-320-57200-62000

Total \$233.83

Payments/Credits \$0.00

Balance Due \$233.83

Alison Moxing
9-17-25

**AMELIA CONOURSE COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF AUGUST 2025**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
8/24/25	2.37	T.M.	Dug holes for two no parking signs by the entrance of amenity center, installed both posts in the ground, used hardware to attach the signs to the post and completed install
TOTAL	<u>2.37</u>		
MILES	<u>0</u>		*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

Period Ending 9/05/25

DISTRICT	DATE	SUPPLIES	PRICE	EMPLOYEE
Amelia Concourse				
	8/4/25	Sign for Golf Cart Parking Area	57.82	K.M.
	8/4/25	Contractor Trash Bags	44.90	K.M.
	8/4/25	Fence Post Capes	27.43	K.M.
	8/4/25	Toilet Seat Screws	7.37	K.M.
	8/7/25	Life Rings Rope (2)	44.28	K.M.
	8/7/25	No Parking on Grass Sign	52.04	K.M.
		TOTAL	\$233.83	

amazon.com

Details for Order #113-4061138-7128263

Paid By: Government Managment Systems
Placed By: [REDACTED]
Order Placed: August 4, 2025
Amazon.com order number: 113-4061138-7128263
Order Total: \$50.28

Not Yet Shipped	
Items Ordered	Price
1 of: Custom Decorative Sign, Personalized Metal Sign for Business, Driveway, Home, Airbnb, Office Door Plaque, Green Background 12x18 Inches, ACM, Fade Resistant, Made in USA by Sigo Signs Sold by: SIGO SIGNS (seller profile) Condition: New	\$46.99
Shipping Address: Kelly Mullins [REDACTED] United States	Item(s) Subtotal: \$46.99 Shipping & Handling: \$0.00 Total before tax: \$46.99 Sales Tax: \$3.29
Shipping Speed: Standard Shipping	Total for This Shipment: \$50.28

Payment information	
Payment Method: Visa Last digits: [REDACTED]	Item(s) Subtotal: \$46.99 Shipping & Handling: \$0.00 Total before tax: \$46.99 Estimated Tax: \$3.29
	Grand Total: \$50.28

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

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amazon.com

Final Details for Order #113-5549094-0669008

Paid By: Government Managment Systems
Placed By: [REDACTED]
Order Placed: August 4, 2025
Amazon.com order number: 113-5549094-0669008
Order Total: \$69.30

Shipped on August 4, 2025	
Items Ordered	Price
1 Of: Reli. Contractor Garbage Bags 55 Gallon 40 Trash Bags Heavy Duty Black Contractor Sold by: Reli. (seller profile) Business Price Condition: New	\$36.49
1 Of: QWORK Vinyl Post Cap, 8 Pack 5" x 5" Vinyl Pyramid Fence Post Cap for Mailbox, Lamp Post, Deck, Dock, Piling C aps, White Sold by: QWORK (seller profile) Business Price Condition: New	\$22.29
1 Of: Jelec 2 Pieces Toilet Seat Screws Replacement Kit Plastic Bolts with Plastic Nuts and Washers Parts Kit for Fixing The T op Toilet Seat, White Sold by: XiajiaPer (seller profile) Condition: New	\$5.99
Shipping Address: Kelly Mullins [REDACTED] United States	Item(s) Subtotal: \$64.77 Shipping & Handling: \$6.99 Free Shipping: -\$6.99 ----- Total before tax: \$64.77 Sales Tax: \$4.53 ----- Total for This Shipment: \$69.30 -----
Shipping Speed: FREE Shipping	

Payment information	
Payment Method: Visa Last digits: [REDACTED]	Item(s) Subtotal: \$64.77 Shipping & Handling: \$6.99 Promotion applied: -\$6.99 ----- Total before tax: \$64.77 Estimated Tax: \$4.53 ----- Grand Total: \$69.30 -----
Credit Card transactions	Visa ending in 6181: August 4, 2025: \$69.30

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

amazon.com

Details for Order #113-6823721-8714604

Paid By: Government Managment Systems
Placed By: [REDACTED]
Order Placed: August 7, 2025
Amazon.com order number: 113-6823721-8714604
Order Total: \$38.50

Not Yet Shipped	
Items Ordered	Price
2 of: Shappy Floating Rope Life Ring Rope Lifesaving Dock Lines Boat Braided Polypropylene Outdoor Throwing Lines for Life Preserver Ring Anchor Heaving Line with Spring Hook(15 m/ 16.4 Yards, White) Sold by: ROOTAPick (seller profile) Condition: New	\$17.99
Shipping Address: Kelly Mullins [REDACTED] United States	
Shipping Speed: FREE Shipping	

Payment information	
Payment Method: Visa Last digits: [REDACTED]	Item(s) Subtotal: \$35.98
	Shipping & Handling: \$6.99
	Promotion applied: -\$6.99

	Total before tax: \$35.98
	Estimated Tax: \$2.52

	Grand Total: \$38.50

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

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amazon.com

Details for Order #113-7156432-6169860

Paid By: Government Managment Systems
Placed By: [REDACTED]
Order Placed: August 7, 2025
Amazon.com order number: 113-7156432-6169860
Order Total: \$45.25

Not Yet Shipped	
Items Ordered	Price
1 of: Custom Decorative Sign, Personalized Metal Sign for Business, Driveway, Home, Airbnb, Office Door Plaque, Green Background 12x18 Inches, ACM, Fade Resistant, Made in USA by Sigo Signs Sold by: SIGO SIGNS (seller profile) Condition: New	\$46.99
Shipping Address: Kelly Mullins [REDACTED] United States	
Shipping Speed: Standard Shipping	

Payment information	
Payment Method: Visa Last digits [REDACTED]	Item(s) Subtotal: \$46.99
	Shipping & Handling: \$0.00
	Promotion applied: -\$4.70

	Total before tax: \$42.29
	Estimated Tax: \$2.96

	Grand Total: \$45.25

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

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Governmental Management Services, LLC

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

Invoice

Invoice #: 361

Invoice Date: 9/15/25

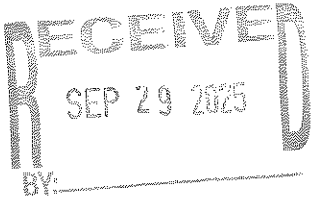
Due Date: 9/15/25

Case:

P.O. Number:

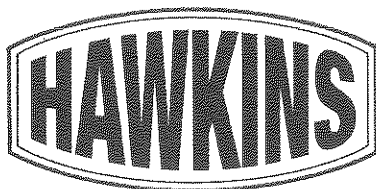
Bill To:

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



Description	Hours/Qty	Rate	Amount
Assessment Roll Certification - FY 2026		8,680.00	8,680.00
Total			\$8,680.00
Payments/Credits			\$0.00
Balance Due			\$8,680.00

Original



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

INVOICE

Total Invoice	\$947.00
Invoice Number	7203426
Invoice Date	9/18/25
Sales Order Number/Type	4942293 SL
Branch Plant	74
Shipment Number	5927402

Sold To: 498805
ACCOUNTS PAYABLE
AMELIA CONOURSE COMMUNITY
DEVELOPMENT
475 W Town Pl
SUITE 114
Saint Augustine FL 32092-3648

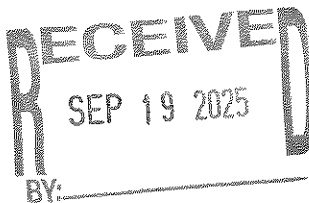
Ship To: 498806
AMELIA CONOURSE COMMUNITY
DEVELOPMENT
85200 Amaryllis Ct
SUITE 114
Fernandina Beach FL 32034-9716

Net Due Date	Terms	FOB Description	Ship Via	Customer P.O.#			P.O. Release		Sales Agent #
10/18/25	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. 7870-1	N	195.0000	GA	\$3.0000	GA	1,885.7 LB	\$585.00
		1 LB BLK (Mini-Bulk)		195.0000	GA			1,885.7 GW	
1.010	Fuel Surcharge	Freight	N	1.0000	EA	\$12.0000			\$12.00
2.000	42756	Filter Media	N	10.0000	BG	\$35.0000	BG	120.0 LB	\$350.00
		12 LB BG 1.6 cft Cela/Perlite		10.0000	BG			130.0 GW	

***** 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: 9-19-25
Acct. # 1-320-57200-45400



Page 1 of 1

Tax Rate
0 %

Sales Tax
\$0.00

Invoice Total

\$947.00

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.
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:
Email: Credit.Dept@HawkinsInc.com
Phone Number: (612) 331-6910
Fax Number: (612) 225-6702

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

Account Name: Hawkins, Inc.
Account #: 180120759469
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.

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

www.hawkinsinc.com

Job# 1720756

Original

INVOICE

Total Invoice	\$897.00
Invoice Number	7214918
Invoice Date	10/1/25
Sales Order Number/Type	4952945 SL
Branch Plant	74
Shipment Number	5941047



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

Sold To: 498805
ACCOUNTS PAYABLE
AMELIA CONOURSE COMMUNITY
DEVELOPMENT
475 W Town Pl
SUITE 114
Saint Augustine FL 32092-3648

Ship To: 498806
AMELIA CONOURSE COMMUNITY
DEVELOPMENT
85200 Amaryllis Ct
SUITE 114
Fernandina Beach FL 32034-9716

Net Due Date	Terms	FOB Description	Ship Via	Customer P.O.#			P.O. Release		Sales Agent #
10/31/25	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. 7870-1	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	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: 10-2-25
Acct. # 1-320-57200-45400



Page 1 of 1

Tax Rate Sales Tax
0 % \$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 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.
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:
Email: Credit.Dept@HawkinsInc.com
Phone Number: (612) 331-6910
Fax Number: (612) 225-6702

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

Account Name: Hawkins, Inc.
Account #: 180120759469
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

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www.hawkinsinc.com

Job# 1773756



Tallahassee, FL 32308
2498 Centerville Rd.

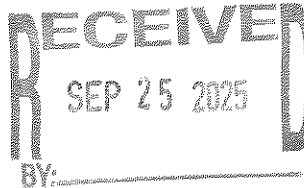
Invoice

Invoice #: 77775
Invoice Date: 09/25/2025
Completed: 09/25/2025
Terms: Due On Receipt
Bid#:
Service Ticket: 77775

Bill to:

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

475 W Town Place



HiTechFlorida.com

Description	Qty	Rate	Amount
1-14212-CCTV-1 - CCTV System - Amelia Concourse CDD - 85200 Amaryllis Court, Fernandina Beach, FL	1.00	\$599.00	599.00
Pro Series CSVR w/ Built-in Gb NIC Port w/ no HDD			0.00
Sales Tax			

Tech Resolution Note:

WCT: Arrived to site and no one was on site. Gained access from the hide a key on site but this only let me into the pool equipment closet that has our access panel. Our camera equipment is in the office. Contacted the office and reached out to customer on ticket - I left a message and then contacted the office. They reached out and someone showed up to site and let me into the closet. Removed old SVR and removed hard drives. Installed hard drives into new SVR. Loaded SVR onto account and then setups record on all cameras on site. Once SVR was online and recording I ran a system check that showed one or more hard drives not recording. Contacted a new login just residual from the old SVR and if I run a system check after a few minutes this should remove from the active table history. Wrote a bit and ran new system check which passed. Once complete the reboot schedule was deleted from QVRc.

Total \$599.00
Payments \$0.00
Balance Due \$599.00

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



Tallahassee, FL 32308
2498 Centerville Rd.

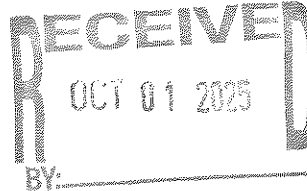
Invoice

Invoice #: 431492
Invoice Date: 10/01/2025
Completed: 10/01/2025
Terms: Due on Aging Date
Bid#:

Bill to:

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

475 W Town Place



HiTechFlorida.com

Description	Qty	Rate	Amount
1-14212-ACC-1 - Access Control System - Amelia Concourse CDD - 85200 Amaryllis Court, Fernandina Beach, 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			0.00

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

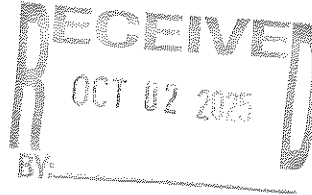
P.O. Box 2177
Jacksonville, FL 32203
(904) 356-2466

INVOICE

October 2, 2025

Date

Attn: Courtney Hogge
GMS, LLC
475 West Town Place, Ste 114
Saint Augustine FL 32092



Serial #	25-00214N	PO/File #		\$112.50
				Payment Due
Notice of Rule Development				
				\$112.50
Amelia Concourse Community Development District				Publication Fee
Case Number				Amount Paid
Publication Dates	10/2			
County	Nassau			

*Payment is due before
the Proof of Publication
is released.*

Payment Due Upon Receipt

For your convenience, you
may remit payment online at
[www.jaxdailyrecord.com/
send-payment](http://www.jaxdailyrecord.com/send-payment).

If your payment is being
mailed, please reference
Serial # 25-00214N on your
check or remittance advice.

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

Terms: Net 30 days from date of invoice. Past due items will accrue a finance charge of 1.5% per month thereafter.
Please remit any payment due upon receipt of this invoice.

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.

**NOTICE OF RULE
DEVELOPMENT BY THE
AMELIA CONCOURSE
COMMUNITY
DEVELOPMENT DISTRICT**

In accordance with Chapters 120 and 190, *Florida Statutes*, the Amelia Concourse Community Development District ("District") hereby gives notice of its intention to develop Amended and Restated Rules of Procedure, Rule No. 2025-01, to govern the operations of the District.

The Amended and Restated Rules of Procedure will address such topics as the Board of Supervisors, officers and voting, district offices, public information and inspection of records, policies, public meetings, hearings and workshops, rulemaking proceedings and competitive purchase including procedure under the Consultants Competitive Negotiation Act, procedure regarding auditor selection, purchase of insurance, pre-qualification, construction contracts, goods, supplies and materials, maintenance services, contractual services and protests with respect to proceedings, as well as any other area of the general operation of the District.

The purpose and effect of the Amended and Restated Rules of Procedure is to provide for efficient and effective District operations and to ensure compliance with recent changes to Florida law. The legal authority for the adoption of the proposed Amended and Restated Rules of Procedure includes sections 190.011(5), 190.011(15) and 190.035, *Florida Statutes* (2025). The specific laws implemented in the Amended and Restated Rules of Procedure include, but are not limited to, sections 112.08, 112.3143, 112.31446, 112.3145, 119.07, 119.0701, 120.54, 189.053, 189.069(2)(a)(15), 190.006, 190.007, 190.008, 190.011(3), 190.011(5), 190.011(15), 190.033, 190.035, 218.33, 218.391, 255.05, 255.0518, 255.0525, 255.0992, 255.20, 286.0105, 286.011, 286.0113, 286.0114, 287.017, 287.055, and 287.084, *Florida Statutes* (2025).

A copy of the proposed Amended and Restated Rules of Procedure and any material proposed to be incorporated by reference may be obtained by contacting Daniel Laughlin at the District Manager's Office by mail at c/o Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, FL 32092, by telephone at (904) 940-5850, or by email at dlaughlin@gmsnf.com.
District Manager
Amelia Concourse
Community Development District
Oct. 2 00 (25-00211N)



KILINSKI | VAN WYK

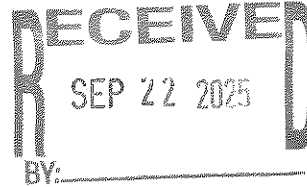
Kilinski | Van Wyk PLLC

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

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

INVOICE

Invoice # 13088
Date: 09/11/2025
Due On: 10/11/2025



Statement of Account

Outstanding Balance	New Charges	Payments Received	Total Amount Outstanding
(\$0.00	+ \$822.50	) - (\$0.00	) = \$822.50

ACCDD-01

Amelia Concourse CDD - General

Type	Attorney	Date	Notes	Quantity	Rate	Total
Service	LG	08/04/2025	Review resident correspondence regarding alleged ethical violations; prepare response to same; confer with Chamerda regarding same.	1.20	\$315.00	\$378.00
Service	MGH	08/20/2025	Review status of outstanding audit report.	0.10	\$275.00	\$27.50
Service	LG	08/21/2025	Review July minutes; provide ownership information required by County for building permitting.	0.80	\$315.00	\$252.00
Service	MGH	08/21/2025	Analyze correspondence and documentation regarding utility building deed and authorization for execution of permitting documents.	0.20	\$275.00	\$55.00
Service	MGH	08/22/2025	Review county feedback on letter of authorization for utility building roofing project.	0.20	\$275.00	\$55.00
Service	MGH	08/29/2025	Review draft agenda and identify legal follow-up items needed.	0.20	\$275.00	\$55.00

Non-billable entries

Invoice # 13088 - 09/11/2025

Service	MGH	08/04/2025	Review and analyze resident complaint against Board member.	0.20	\$275.00	\$55.00
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Total	\$822.50
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Please make all amounts payable to: Kilinski | Van Wyk PLLC

Please pay within 30 days.

INVOICE

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

Invoice details

Invoice no.: 1307

Terms: Due Upon Completion

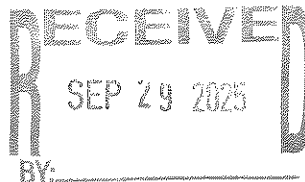
Invoice date: 09/23/2025

Due date: 09/23/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Gate Repair	Pull gate post at main entrance. Re set post level to allow access control to latch properly. Gate post will have 480 pounds of concrete.	1	\$235.00	\$235.00
2.		Services		1	\$450.00	\$450.00

Ways to pay

VISA BANK VENMO



Total \$685.00

Overdue 09/23/2025

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.

Approved
Kelly Mullins
Amenity & Operations Manager
Governmental Management Services
On behalf of Amelia Concourse CDD
Date: 9-29-25
Acct. # 1-320-57200-62000

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_____

Date_____



INVOICE

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

475 West Town Place
Suite #114
St. Augustine
FL
32092
St. Johns

Ship to

85200 Amaryllis Ct
Fernandina Beach
FL
32034
Nassau

Invoice details

Invoice no.: 1311
Terms: Due Upon Completion
Invoice date: 09/25/2025
Due date: 09/25/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Accessories repair/ replacement	3, New sprung hinges for main entrance gate.	1	\$315.00	\$315.00

Total \$315.00

Ways to pay

BANK

Note to customer

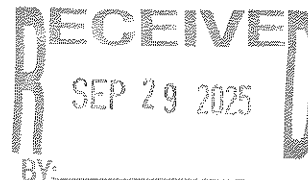
*LV FENCE & GATES TERMS AND CONDITIONS ARE INCORPORATED INTO THIS DOCUMENT BY REFERENCE AND TOGETHER REPRESENT THE ENTIRE AGREEMENT. CUSTOMER'S SIGNATURE ON THE INVOICE OR QUOTE/ESTIMATE SHALL BE CONSIDERED ACCEPTANCE OF THE REFERENCED TERMS AND CONDITIONS AND COMMITMENT TO PAY FOR THE SERVICES AND MATERIALS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



Approved
Kelly Mullins
Amenity & Operations Manager
Governmental Management Services
On behalf of Amelia Concourse CDD
Date: 9-29-25
Acct. # 1-320-57200-62000

Date _____

View and pay



Fernandina Office 904-225-9425

PO Box 1330

Yulee, FL 32041-1330

www.naderspestraiders.com**IS YOUR HOME PROTECTED FROM TERMITES?**

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

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

Customer Number: 1328696 Statement Date: 09/09/25 Payment Due Upon Receipt

Date	Invoice #	Description	Amount	Tax	Balance
Service Address: 85200 Amaryllis Ct, Fernandina Beach, FL 32034-9716					
08/04/25	63230029	Fire Ant Service	\$81.00	\$0.00	\$81.00
09/04/25	63658541	Fire Ant Service	\$81.00	\$0.00	\$81.00

Approved
Kelly Mullins, Date 9-22-25
Amenity & Operations Manager
Governmental Management Services
On behalf of Amelia Concourse CDD
Acct. # 1-320-53800-45513

RECEIVED
SEP 22 2025
BY: _____

Current: \$81.00

Past Due: \$81.00

Total Amount Due: \$162.00

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

GA22349F



PO Box 1330 • Yulee, FL 32041-1330

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

*****AUTO**MIXED AADC 270



AMELIA CONCOURSE AMENITIES CENTER 8
TONY SHIVER 1439
393 PALM COAST PKWY SW UNIT 4
PALM COAST FL 32137-4774



Please check Invoice(s) paid below.			
	Invoice #	Amount	
☐	63230029	\$81.00	☐
☒	63658541	\$81.00	☐
☐			☐
☐			☐
☐			☐
☐			☐

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: 09/09/25
Customer Number: 1328696

Balance Forward: \$81.00

Amount: _____

Amount Due: \$162.00

Check # _____

INVOICE

Sitex Aquatics, LLC
PO Box 917
Parrish, FL 34219

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



Bill to

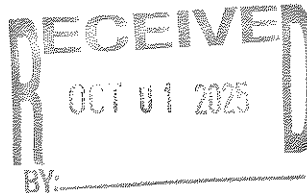
Amelia Concourse CDD
352 Period St.
St. Johns, FL 32259

Invoice details

Invoice no.: 10333-b
Terms: Net 30
Invoice date: 10/01/2025
Due date: 10/31/2025

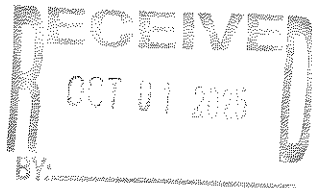
#	Date	Product or service	Description	Qty	Rate	Amount
1.		Aquatic Maintenance	Monthly Lake Maintenance-4 Ponds	1	\$368.00	\$368.00
Total						\$368.00

Approved
Kelly Mullins
Amenity & Operations Manager
Governmental Management Services
On behalf of Amelia Concourse CDD
Date: 10-1-25
Acct. # 1-320-57200-46800





Stone Electrical Engineering
904-635-0176
3948 3rd St S, Ste 29
Jacksonville Beach 32250



Billed To
Daniel Laughlin
Amelia Concourse Community
District
475 West Town Place, Suite 114
St. Augustine, FL 32092

Date of Issue
05/23/2025

Due Date
09/10/2025

Invoice Number
0000001

Reference
Building Renovation

Amount Due (USD)
\$450.00

Description	Rate	Qty	Line Total
Amelia Concourse Building Renovation Electrical Design - 50% Contract Acceptance	\$450.00	1	\$450.00
Total Balance due upon delivered signed and sealed permit drawing set			
Subtotal			450.00
Tax			0.00
Total			450.00
Amount Paid			0.00
Amount Due (USD)			\$450.00

Notes

Design services will begin upon receipt of the initial payment. A 50% design development set is expected to be completed within approximately one week of payment.



PO Box 6569
Hilton Head Island, SC 29938

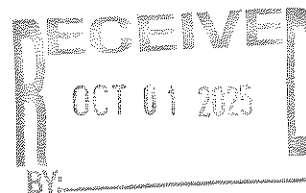
Bill To
Amelia Concourse CDD 475 w Town PL Ste 114 St Augustine , FL 32092

Invoice 795188	
Date	PO/Contract#
10/01/25	
Account Manager	Terms
WILLIAM FLANNERY	Net 30
Total Amount	\$3,241.00
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
#80204 - Maintenance Contract Services - Amelia Concourse CDD Phase 1 & 2 RENEWAL October 2025	\$3,241.00
Total	\$3,241.00

Approved
Kelly Mullins
Operations Manager
Governmental Management Services
On behalf of Amelia Concourse CDD
Date: 10-1-25
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 Past Due	31-60 Days Past Due	61-90 Days Past Due	90+ Days Past Due
\$3,893.45	\$0.00	\$0.00	\$0.00	\$0.00

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



PO Box 6569
Hilton Head Island, SC 29938

Invoice 794300	
Date	PO/Contract#
09/30/25	
Account Manager	Terms
WILLIAM FLANNERY	Net 30
Total Amount	\$652.45
Property Address	
Amelia Concourse CDD 85200 Amaryllis Ct Fernandina Beach, FL 32034	

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

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

Description	Amount
-------------	--------

#83762 - Amelia Concourse CDD September 2025 Irrigation Service Call- JAX



Irrigation Systems I

Site Name:	Amelia Concourse CDD clock
Technician:	Karen
Date of Inspection:	9/12/2025

Program A	Start Time:	12:30am	Run Days:						
Program B	Start Time:		Run Days:						
Program C	Start Time:		Run Days:						

					NECESSARY REPAIRS								
Zone #	Zone Name	Run Time	Type	Plant Type	Pipe Type	Valves			Rotors		Sprays		
					Pipes	1"	1.5"	2"	6"	12"	4"	6"	
1	Sprays exit sidewalk	20m	Spray	Turf					Pass				
2	Rotors roadway	45m	Rotor	Turf					Pass				
3	Rotors roadway	-	Rotor	Turf					Fail				
4	Rotors roadway	45m	Rotor	Turf					Pass	1			
5	Rotors roadway	45m	Rotor	Turf					Pass				



Irrigation Systems I

Site Name:	Amelia Concourse CDD clock
Technician:	Karen
Date of Inspection:	9/12/2025

Program A	Start Time:	12:00am	Run Days:						
Program B	Start Time:		Run Days:						
Program C	Start Time:		Run Days:						

					NECESSARY REPAIRS							
Zone #	Zone Name	Run Time	Type	Plant Type	Pipe Type	Valves			Rotors		Sprays	
					Pipes	1"	1.5"	2"	6"	12"	4"	6"
1	Sprays center island	15m	Spray	Annuals				Pass				
2	Rotors entrance side	45m	Rotor	Turf				Pass	1			
3	Rotors roadway	45m	Rotor	Turf				Pass	1			
4	Rotors roadway	45m	Rotor	Turf				Pass				
5	Rotors roadway	45m	Rotor	Turf				Pass				
6	Rotors roadway	45m	Rotor	Turf				Pass				

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



Irrigation Systems I

Site Name:	Amelia Concourse GDD
Technician:	Karen
Date of Inspection:	9/12/2025

Program A	Start Time:	12:00am	Run Days:						
Program B	Start Time:		Run Days:						
Program C	Start Time:		Run Days:						

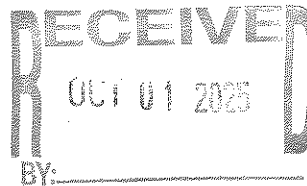
					NECESSARY REPAIRS							
Zone #	Zone Name	Run Time	Type	Plant Type	Pipe Type	Valves			Rotors		Sprays	
					Pipes	1"	1.5"	2"	6"	12"	4"	6"
1	Sprays sidewalk	20m	Spray	Turf				Pass				
2	Sprays entrance to pool	20m	Spray	Annuals				Pass				
3	Sprays along fence	20m	Spray	Turf				Pass				
4	Sprays along sidewalk	20m	Spray	Turf				Pass				
5	Sprays front of pool	20m	Spray	Turf				Pass				
6	Sprays along sidewalk	20m	Spray	Turf				Pass				
7	Risers along fence	20m	Spray	Shrubs				Pass				
8	Sprays along sidewalk	20m	Spray	Turf				Pass				
9	Sprays pool area by shed	20m	Spray	Turf				Pass				
10	Rotors/sprays behind pool area	45m	Rotor	Turf				Pass				
11	Rotors behind pool area	45m	Rotor	Turf				Pass				

Irrigation REPAIR - 09/26/2025
Labor - 09/26/25

\$652.45

Total \$652.45

Approved
Kelly Mullins
Operations Manager
Governmental Management Service
On behalf of Amelia Concourse CD
Date: 10-1-25
Acct. # 001 320 57200 46400



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
\$652.45	\$0.00	\$0.00	\$0.00	\$0.00

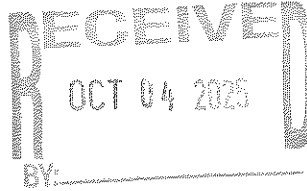
Phone #	E-mail	Web Site
843-785-3848	accountsreceivable@thegreeneryinc.com	www.thegreeneryinc.com

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

Invoice

Bill To:

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



Invoice #: 359
Invoice Date: 10/1/25
Due Date: 10/1/25
Case:
P.O. Number:

Description	Hours/Qty	Rate	Amount
Management Fees - October 2025		4,427.92	4,427.92
Website Administration - October 2025		96.42	96.42
Information Technology - October 2025		192.92	192.92
Dissemination Agent Services - October 2025		1,012.67	1,012.67
Postage		30.31	30.31
Copies		21.45	21.45
		Total	\$5,781.69
		Payments/Credits	\$0.00
		Balance Due	\$5,781.69

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

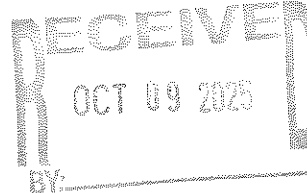
P.O. Box 2177
Jacksonville, FL 32203
(904) 356-2466

INVOICE

October 9, 2025

Date

Attn: Courtney Hogge
GMS, LLC
475 West Town Place, Ste 114
Saint Augustine FL 32092



Serial # 25-00222N	PO/File #	\$187.25
Notice of Rulemaking Regarding the Amended and Restated Rules of Procedure		Payment Due
Amelia Concourse Community Development District		\$187.25
		Publication Fee
Case Number		Amount Paid
Publication Dates 10/9		
County Nassau		

***Payment is due before
the Proof of Publication
is released.***

Payment Due Upon Receipt

For your convenience, you may remit payment online at www.jaxdailyrecord.com/send-payment.

If your payment is being mailed, please reference Serial # 25-00222N on your check or remittance advice.

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

Terms: Net 30 days from date of invoice. Past due items will accrue a finance charge of 1.5% per month thereafter.
Please remit any payment due upon receipt of this invoice.

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.

**NOTICE OF RULEMAKING
REGARDING THE AMENDED
AND RESTATED RULES OF
PROCEDURE OF THE
AMELIA CONCOURSE
COMMUNITY**

DEVELOPMENT DISTRICT

A public hearing will be conducted by the Board of Supervisors of the Amelia Concourse Community Development District ("District") on November 18, 2025, at 11:00 a.m., at the Amelia Concourse Amenity Center, 85200 Amariyllis Court, Fernandina Beach, Florida 32034.

In accordance with Chapters 120 and 190, *Florida Statutes*, the District hereby gives the public notice of its intent to adopt its proposed Amended and Restated Rules of Procedure, Rule No. 2025-01. The purpose and effect of the proposed Amended and Restated Rules of Procedure is to provide for efficient and effective District operations and to ensure compliance with recent changes to Florida law. Prior notice of rule development was published in the *Jacksonville Daily Record* on October 2, 2025.

The Amended and Restated Rules of Procedure may address topics such as the Board of Supervisors, officers and voting, district offices, public information and inspection of records, policies, public meetings, hearings and workshops, rulemaking proceedings and competitive purchase including procedure under the Consultants Competitive Negotiation Act, procedure regarding auditor selection, purchase of insurance, pre-qualification, construction contracts, goods, supplies and materials, maintenance services, contractual services and protests with respect to proceedings, as well as any other area of the general operation of the District.

Specific legal authority for the adoption of the proposed Amended and Restated Rules of Procedure includes Sections 190.011(5), 190.011(15) and 190.035, *Florida Statutes* (2025). The specific laws implemented in the Amended and Restated Rules of Procedure include, but are not limited to, Sections 112.08, 112.3143, 112.31446, 112.3145, 119.07, 119.0701, 120.54, 189.053, 189.069(2)(a)(15), 190.006,

190.007, 190.008, 190.011(3), 190.011(5), 190.011(15), 190.033, 190.035, 218.33, 218.391, 255.05, 255.0518, 255.0992, 255.0525, 255.20, 286.0105, 286.011, 286.0113, 286.0114, 287.017, 287.055, and 287.084, *Florida Statutes* (2025).

A copy of the proposed Amended and Restated Rules of Procedure and any material proposed to be incorporated by reference may be obtained by contacting Daniel Laughlin at the District Manager's Office by mail at c/o Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, FL 32092, by telephone at (904) 940-5850, or by email at dlaughlin@gmsufl.com.

Any person who wishes to provide the District with a proposal for a lower cost regulatory alternative as provided by Section 120.541(1), *Florida Statutes*, must do so in writing within twenty one (21) days after publication of this notice to the District Manager's Office.

This public hearing may be continued to a date, time, and place to be specified on the record at the hearing without additional notice. If anyone chooses to appeal any decision of the Board with respect to any matter considered at a public hearing, such person will need a record of the proceedings and should accordingly ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which such appeal is to be based. At the hearing, staff or Supervisors may participate in the public hearing by speaker telephone.

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at least three (3) business days prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8771 or 1-800-955-8770 for aid in contacting the District Manager's Office.

District Manager
Amelia Concourse Community
Development District
Oct. 9 00 (25-00222N)

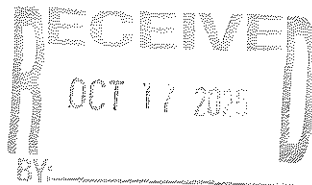


**Berger, Toombs, Elam,
Gaines & Frank**

Certified Public Accountants PL

600 Citrus Avenue
Suite 200
Fort Pierce, Florida 34950

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



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

Invoice No. 373759
Date 10/17/2025
Client No. 20166

Services rendered in connection with the audit of the Basic Financial Statements
as of and for the year ended September 30, 2024.

Total Invoice Amount \$ 4,550.00

You can pay online at: <https://treasurecoastcpas.com> or

Scan to Pay

Berger, Toombs, Elam, Gaines, Frank,
McGuire & Gonano CPAs PL
Invoice Payment



We accept major credit cards.
A 3% fee will be applied.

Please enter client number on your check.

Finance charges are calculated on balances over 30 days old at an annual percentage rate of 18%.

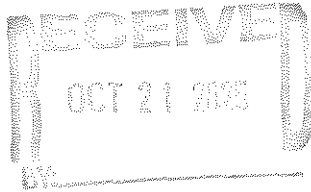
Governmental Management Services, LLC
475 West Town Place, Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 362
Invoice Date: 10/16/25
Due Date: 10/16/25
Case:
P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
Facility Maintenance September 1- September 30, 2025	3.63	40.00	145.20
Facility Maintenance Credit - \$145.20 - Remaining Balance \$460 (Prior Credit Balance \$605.20)		-145.20	-145.20
Maintenance Supplies		198.94	198.94
			

Approved
Kelly Mullins, Amenity & Operations Manager
Governmental Management Services
On behalf of Amelia Concourse CDD
Date: 10/17/2025
Acct. # 1-320-57200-62000

Total	\$198.94
Payments/Credits	\$0.00
Balance Due	\$198.94

Alison Moring
10-21-25

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
9/16/25	1	T.M.	Diagnosed bad landscape lights at the front tower by the entrance, detemined what lights are need for replacement, prepped lights to be removed for replacement
9/20/25	1.5	T.M.	Removed broken landscape lights and installed two new lights, tested both lights to ensure working properly, removed debris in parking lot
9/27/25	1.13	T.M.	Removed old photocell, wired up new photocell to light and ensured proper operation, picked up supplies

TOTAL	<u>3.63</u>
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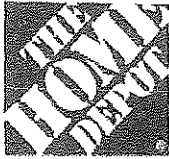
MILES	<u>0</u>
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*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

MAINTENANCE BILLABLE PURCHASES

Period Ending 10/05/25

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
Amelia Concourse				
	8/24/25	Post Cap	2.84	K.M.
	9/9/25	42 Gallon Contractor Trash Bags 26 ct (2)	38.27	K.M.
	9/9/25	13 Gallon Trash Bags 200 ct	20.01	K.M.
	9/17/25	Landscape Lights for Entrance	137.82	K.M.
TOTAL			<u>\$198.94</u>	



How doers
get more done.

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

6921 00052 66614 08/24/25 02:28 PM
SALE SELF CHECKOUT

844219023869 CAP BEV WHT <A,S> 2.31
FIBERON 4" BEVEL POST CAP WHITE

SUBTOTAL 2.31
SALES TAX 0.16
TOTAL \$2.47

XXXXXXXXXXXX6181 VISA

USD\$ 2.47

AUTH CODE 05073G/5522138

TA

Contactless

AID A0000000031010

VISA CREDIT

P.O.#/JOB NAME: AC

6921 08/24/25 02:28 PM



6921 52 66614 08/24/2025 4392

RETURN POLICY DEFINITIONS
POLICY ID DAYS POLICY EXPIRES ON
A 1 90 11/22/2025

Order Summary

Order placed September 9, 2025 Order # 113-6350025-9066650

Ship to

Kelly Mullins

[Redacted Address]
United States

Payment method

Visa ending in 6181

[View related transactions](#)

Order Summary

Item(s) Subtotal:	\$50.68
Shipping & Handling:	\$6.99
Free Shipping:	-\$6.99
Total before tax:	\$50.68
Estimated tax to be collected:	\$0.00
Grand Total:	\$50.68

Placed by

Kelly Mullins

Arriving Sunday



Hefty Load & Carry Heavy Duty Contractor Large Trash Bags, 42 Gallon, 26 Count

Sold by: Amazon

Supplied by: Other

\$16.64



Amazon Basics Trash Bags, Tall Kitchen Drawstring, Unscented, 13 Gallon, 200 Count, Pack of 1

Sold by: Amazon

Supplied by: Other

\$17.40

Have an idea to help us improve? [Send feedback](#)

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Sustainability
Press Center
Investor Relations
Amazon Devices

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Customer Service
Shipping Rates & Policies
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Sell on Amazon
Fulfillment By Amazon
Advertise on Amazon
Amazon Global Selling

Business Solutions

Amazon Business app
Amazon Business Solutions
Manage Suppliers
Purchasing Systems
Amazon Business Card
Pay by Invoice
Purchasing Line
Amazon Business Blog

Business Settings

Add people
Simplify Your Reporting
Billing & shipping
Manage your Budgets (Blanket PO)
Buying Policies & Approvals
Tax Exemption & licenses
System integrations

Buy For Your Business

Buy wholesale
Today's Deals
Buy Again
PPE for Work
Request for quote



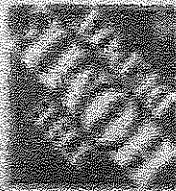
Scan the QR code to download the new Amazon Business app



amazon business

English

United States



How doers
get more done.

WORKING WITH IBM

IBM 3090 10/10/80 09:07 AM

IBM 3090 10/10/80 09:07 AM

IBM 3090 10/10/80 09:07 AM

IBM 3090 10/10/80 09:07 AM

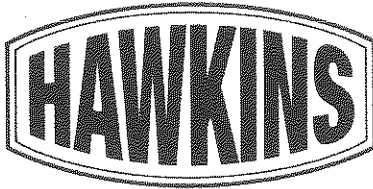
IBM 3090 10/10/80 09:07 AM

IBM 3090 10/10/80 09:07 AM



RETURN TO: J. J. MILLER
POLICE DEPT. 1000
1000

Original



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

INVOICE

Total Invoice	\$717.00
Invoice Number	7229928
Invoice Date	10/13/25
Sales Order Number/Type	4962089 SL
Branch Plant	74
Shipment Number	5952682

Sold To: 498805
ACCOUNTS PAYABLE
AMELIA CONOURSE COMMUNITY
DEVELOPMENT
475 W Town Pl
SUITE 114
Saint Augustine FL 32092-3648

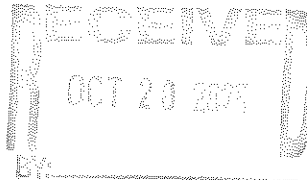
Ship To: 498806
AMELIA CONOURSE COMMUNITY
DEVELOPMENT
85200 Amaryllis Ct
SUITE 114
Fernandina Beach FL 32034-9716

Net Due Date		Terms	FOB Description	Ship Via	Customer P.O.#		P.O. Release		Sales Agent #
11/12/25		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. 7870-1	N	235.0000	GA	\$3.0000	GA	2,272.5 LB	\$705.00
		1 LB BLK (Mini-Bulk)		235.0000	GA			2,272.5 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: 10-20-25
Acct. # 1-320-57200-45400



Page 1 of 1

Tax Rate
0 %

Sales Tax
\$0.00

Invoice Total

\$717.00

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.
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:
Email: Credit.Dept@HawkinsInc.com

Phone Number: (612) 331-6910
Fax Number: (612) 225-6702

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

Account Name: Hawkins, Inc.
Account #: 180120759469
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.

This contractor and subcontractor shall abide by the requirements of 41 CFR §§501-1.4(n), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

www.hawkinsinc.com

Job# 1838973



KILINSKI | VAN WYK

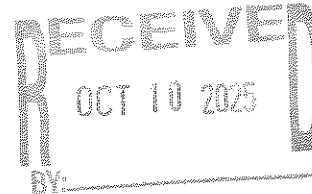
Kilinski | Van Wyk PLLC

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

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

INVOICE

Invoice # 13367
Date: 10/07/2025
Due On: 11/06/2025



Statement of Account

Outstanding Balance	New Charges	Payments Received	Total Amount Outstanding
(\$822.50	+ \$3,681.06	) - (\$0.00	) = \$4,503.56

ACCDD-01

Amelia Concourse CDD - General

Type	Attorney	Date	Notes	Quantity	Rate	Discount	Total
Service	MGH	09/02/2025	Review materials from District Engineer pertaining to minor modification application.	0.20	\$275.00	-	\$55.00
Service	MGH	09/03/2025	Analyze draft agenda for September meeting and identify legal backup items needed.	0.20	\$275.00	-	\$55.00
Service	LG	09/04/2025	Review draft agenda and attend agenda planning call; prepare resolution for revisions to public comment policy.	0.90	\$315.00	-	\$283.50
Service	AH	09/04/2025	Confer with district staff regarding agenda items.	0.40	\$180.00	-	\$72.00
Service	AH	09/05/2025	Prepare agenda items.	0.60	\$180.00	-	\$108.00
Service	LG	09/05/2025	Confer with Laughlin regarding amenity suspension.	0.10	\$315.00	-	\$31.50

Service	LG	09/07/2025	Review approved form of AT&T easement agreement; prepare payment agreement.	0.90	\$315.00	-	\$283.50
Service	LG	09/15/2025	Review agenda and prepare for meeting.	0.50	\$315.00	-	\$157.50
Service	MGH	09/15/2025	Review and analyze agenda package and materials for Board consideration in preparation for Board meeting.	1.10	\$275.00	50.0%	\$151.25
Service	MGH	09/16/2025	Prepare informal hearing outline for resident amenity suspension.	0.50	\$275.00	-	\$137.50
Service	LG	09/16/2025	Travel to and attend Board meeting.	4.20	\$315.00	-	\$1,323.00
Expense	KB	09/16/2025	Travel: Meals - LG.	1.00	\$6.21	-	\$6.21
Expense	KB	09/16/2025	Travel: Hotel - LG.	1.00	\$58.06	-	\$58.06
Expense	KB	09/16/2025	Travel: Mileage - LG.	82.20	\$0.70	-	\$57.54
Service	AH	09/17/2025	Prepare notices of rule development and rulemaking; confer with Hogge regarding same.	0.20	\$180.00	-	\$36.00
Service	LG	09/18/2025	Prepare letter extending suspension.	0.60	\$315.00	-	\$189.00
Service	AH	09/19/2025	Finalize notices of rulemaking and rule development; transmit same.	0.20	\$180.00	-	\$36.00
Service	JK	09/22/2025	Research and prepare memorandum regarding Florida open carry law changes and impact to District operations and transmit same.	0.20	\$350.00	-	\$70.00
Service	LG	09/23/2025	Research legal impact of new open carry firearm decision.	0.30	\$315.00	-	\$94.50
Service	AH	09/24/2025	Prepare updates to district file regarding executed agenda items.	0.20	\$180.00	-	\$36.00
Service	MGH	09/26/2025	Prepare aquatic management services	1.60	\$275.00	-	\$440.00

agreement with Superior
Waterways; prepare letter
terminating aquatic
management services
with Sitex.

Non-billable entries

Service	MGH	09/16/2025	Prepare for and attend Board meeting.	4.40	\$275.00	-	\$4,127.60
Expense	KB	09/16/2025	Travel: Mileage - MGH.	77.00	\$0.70	-	\$53.90
Expense	KB	09/16/2025	Travel: Meals - MGH.	1.00	\$6.16	-	\$6.16
Line Item Discount Subtotal							-\$151.25
Total							\$3,681.06

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

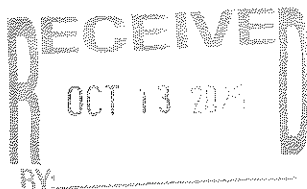
www.naderspestraiders.com**IS YOUR HOME PROTECTED FROM TERMITES?**

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 Statement Date: 10/07/25 Payment Due Upon Receipt

Date	Invoice #	Description	Amount	Tax	Balance
Service Address: 85200 Amaryllis Ct, Fernandina Beach, FL 32034-9716					
09/04/25	63658541	Fire Ant Service	\$81.00	\$0.00	\$81.00
10/01/25	64091463	Fire Ant Service	\$81.00	\$0.00	\$81.00



Current: \$81.00

Past Due: \$81.00

Total Amount Due: \$162.00

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

GA22349F



PO Box 1330 • Yulee, FL 32041-1330

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

*****AUTO**MIXED AADC 270



AMELIA CONOURSE AMENITIES CENTER 8
 TONY SHIVER 1568
 393 PALM COAST PKWY SW UNIT 4
 PALM COAST FL 32137-4774



Please check invoice(s) paid below.			
	Invoice #	Amount	
☐	63658541	\$81.00	☐
☐	64091463	\$81.00	☐
☐			☐
☐			☐
☐			☐
☐			☐

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

Please make checks payable and remit to:

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



Statement Date: 10/07/25

Balance Forward: \$81.00

Amount Due: \$162.00



PO Box 6569
Hilton Head Island, SC 29938

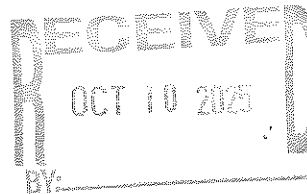
Bill To
Amelia Concourse CDD 475 w Town PL Ste 114 St Augustine , FL 32092

Invoice 796092	
Date	PO/Contract#
10/09/25	
Account Manager	Terms
WILLIAM FLANNERY	Net 30
Total Amount	\$1,485.00
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
#83624 - Tree removal	
This proposal is for the removal of a maple tree on the outside of the fence area at 85189 Amaryllis Ct.	
Landscape Enhancement Work - 10/07/2025	\$1,485.00
Total	\$1,485.00

Approved
Kelly Mullins
Operations Manager
Governmental Management Services
On behalf of Amelia Concourse CDD
Date: 10-10-25
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 Past Due	31-60 Days Past Due	61-90 Days Past Due	90+ Days Past Due
\$5,378.45	\$0.00	\$0.00	\$0.00	\$0.00

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