

*Amelia Concourse*  
*Community Development District*

*January 20, 2026*

# *AGENDA*

**Amelia Concourse  
Community Development District**

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

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January 13, 2026

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 Meetings are scheduled to be held **Tuesday, January 20, 2026 at 11:00 a.m. at the Amelia Concourse Amenity Center, 85200 Amaryllis Court, Fernandina Beach, Florida 32034.**

Following are the agendas for the meetings:

**Audit Committee Meeting**

- I. Call to Order
- II. Approval of Auditor Selection Evaluation Criteria
- III. Other Business
- IV. Adjournment

**Board of Supervisors 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 November 18, 2025 Meeting
- V. Discussion of County Response Regarding Phase 3 Exit
- VI. Update on Amenity Center Renovations
- VII. Ratification of Engagement Letter with Berger Toombs for the Fiscal Year 2025 Audit

- VIII. Consideration of Resolution 2026-03, Adopting an Amended Bonus Policy
- IX. Staff Reports (2)
  - A. District Counsel
  - B. District Manager
  - C. Field Operations Manager
    - 1. Report
    - 2. Proposal for Pool Motor Repair
- X. Financial Reports
  - A. Financial Statements as of December 31, 2025
  - B. Approval of Check Register
- XI. Supervisors' Requests and Audience Comments
- XII. Next Scheduled Meeting – March 17, 2026 at 11:00 a.m. at the Amelia Concourse Amenity Center
- XIII. Adjournment



*SECOND ORDER OF BUSINESS*





*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.

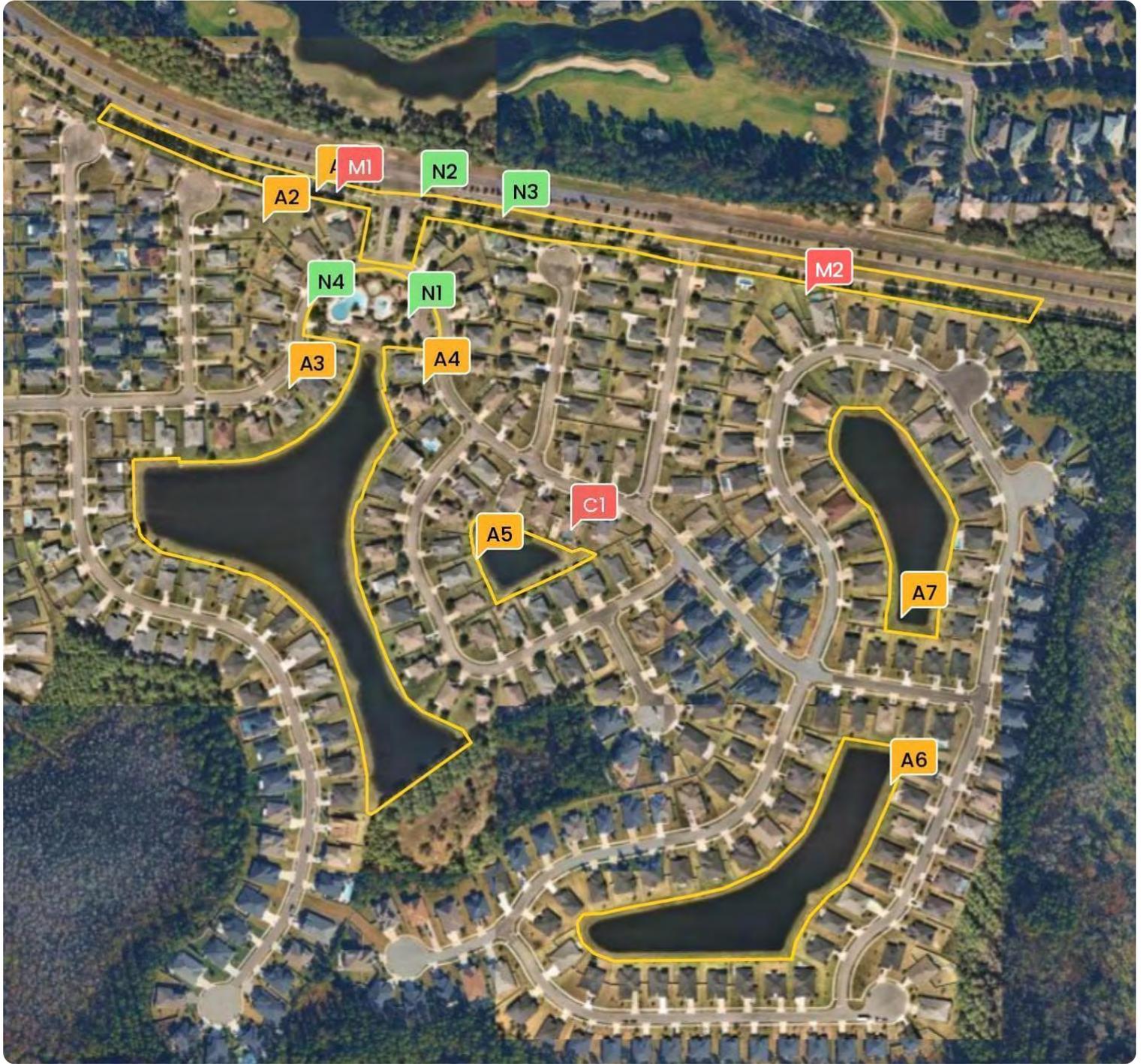
In this report, you will find a high-level overview of our recent accomplishments on your property, including the completion of specific projects and any notable highlights that showcase the beauty and health of your landscape. We also provide insights into ongoing tasks, giving you a clear picture of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



## Client Communication Report

Amelia Concourse

Reported On:  
**January 08, 2026**

Report By:  
**Jim Lynch**

Property Size:  
**18.94 Acres**

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

## Client Communication Report

### MAINTENANCE ITEMS

1. There are some low hanging oak tree canopies near the entrance. We will have the production team take care of it.
2. Bellflower Entrance: weeds along fence line. Will bring to the attention to the production team to address asap

### ACCOMPLISHMENTS

1. The production team is doing a great job keeping up with the palmettos.
2. Guys are doing a good job in the side park
3. Lift station looks good
4. Amenity pond looking good. Team is doing a good job
5. Periwinkle Pond: Team is doing great job
6. Amaryllis pond. Lookin great
7. Periwinkle Pond#2. Looking good

### NOTES TO OWNER/CLIENT

1. Noticed the flowers are failing will communicate to our team for replacement at the amenity clubhouse
2. Flowers are failing at front entrance. Will notify team to replace.
3. Just FYI. Grass is dormant this time of year.
4. The team is doing a good job in the amenity area. Beds are weed free. Shrubs look good. Turf looking good

## 1. MAINTENANCE ITEM

Created On January 08, 2026 by Jim Lynch  Created On Site

There are some low hanging oak tree canopies near the entrance.  
We will have the production team take care of it.



### Note Attachments



## 2. MAINTENANCE ITEM

Created On January 08, 2026 by Jim Lynch

Bellflower Entrance: weeds along fence line. Will bring to the attention to the production team to address asap



### Note Attachments



## 1. ACCOMPLISHMENTS

Created On January 08, 2026 by Jim Lynch  Created On Site

The production team is doing a great job keeping up with the palmettos.



### Note Attachments



**2. ACCOMPLISHMENTS**

Created On January 08, 2026 by Jim Lynch  Created On Site

Guys are doing a good job in the side park



Note Attachments



### 3. ACCOMPLISHMENTS

Created On January 08, 2026 by Jim Lynch  
Lift station looks good



Note Attachments



#### 4. ACCOMPLISHMENTS

Created On January 08, 2026 by Jim Lynch Created On Site

Amenity pond looking good. Team is doing a good job



#### Note Attachments



**5. ACCOMPLISHMENTS**

Created On January 08, 2026 by Jim Lynch Created On Site

Periwinkle Pond: Team is doing great job



Note Attachments



**6. ACCOMPLISHMENTS**

Created On January 08, 2026 by Jim Lynch  Created On Site

Amaryllis pond. Lookin great



Note Attachments



## 7. ACCOMPLISHMENTS

Created On January 08, 2026 by Jim Lynch  Created On Site

Periwinkle Pond#2. Looking good



### Note Attachments



## 1. NOTES TO OWNER/CLIENT

Created On January 08, 2026 by Jim Lynch  Created On Site

Noticed the flowers are failing will communicate to our team for replacement at the amenity clubhouse



### Note Attachments



## 2. NOTES TO OWNER/CLIENT

Created On January 08, 2026 by Jim Lynch  Created On Site

Flowers are failing at front entrance. Will notify team to replace.



### Note Attachments



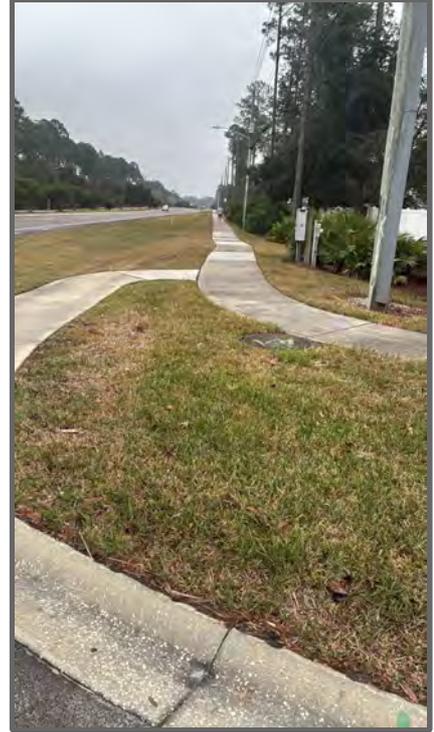
### 3. NOTES TO OWNER/CLIENT

Created On January 08, 2026 by Jim Lynch Created On Site

Just FYI. Grass is dormant this time of year.



#### Note Attachments



#### 4. NOTES TO OWNER/CLIENT

Created On January 08, 2026 by Jim Lynch  Created On Site

The team is doing a good job in the amenity area. Beds are weed free. Shrubs look good. Turf looking good



#### 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, November 18, 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	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 <i>by phone</i>	District Counsel
Mike Yuro	District Engineer
Kelly Mullins	Operations Manager
Terry Glynn <i>by phone</i>	GMS, LLC
Alan Flannery	The Greenery

The following is a summary of the discussions and actions taken at the November 18, 2025 meeting.

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Public Comment**

Jeff Robinson stated that he was an Amelia Walk resident and he has been monitoring the situation with the Dream Finders drainage swale project on Orchid Blossom. The Amelia Walk board was approached in March to potentially obtain an easement to fix the drainage problem. The Amelia Walk board was potentially about to make a decision that afternoon about their own drainage swale, so there may not be an easement opportunity in the future.

**THIRD 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 reported that a conceptual design for the swale project has been completed and Dream Finders has provided a topographic survey. The design is essentially to leave the yards sloping like they are currently and to construct a berm right at the property line to capture all of the water coming off the lots and redirect it into the inlets that would be uncovered. Dream Finders has indicated they would be ready to begin the project in January. A permit modification is needed from the water management district first. Mr. Yuro would be presenting the plan to the Amelia Walk board later that afternoon as the first step would be ensuring all of the neighborhoods involved are okay with this approach. It was noted there are several easements on the haul road that would need to be worked through.

Ms. Gentry asked if the Board wanted to appoint a board member to work with counsel between meetings since the Board does not meet again until January.

On MOTION by Mr. Busby seconded by Ms. Snow with all in favor, appointing Supervisor Toohey to work with staff on the Orchid Blossom swale project matters was approved.

Next, Mr. Yuro reported that he has been working on the Snapdragon wetland that came close to flooding some homeowner’s backyards and has come up with a design to install a series of pipes and inlets to help the water flow into the pond. The water management district approved the permit, and the project was put out to bid, however several of the contractors had concerns with access points and what could be done with the debris from the trees, so several of the contractors opted not to bid. One bid was received for a total of \$213,000. In light of that, Mr. Yuro looked at a reduced scope that would be essentially taking a phased approach. That scope will be sent off to the contractors and any bids received will be brought back to the Board at the next meeting for their consideration.

**B. Landscape Maintenance**

Mr. Flannery reported that irrigation repairs have been completed. Irrigation will be reduced down to two days per week as the weather gets colder. Next, he reported that there is a

Bottlebrush tree on the outside of the fence around the playground that has died. He asked if the Board would like to just cut the tree, or if they'd prefer to replace it.

The Board discussed cutting it down for now and it could be replaced later if it's deemed necessary.

On MOTION by Ms. Chamerda seconded by Ms. Snow with all in favor, cutting the Bottlebrush tree down was approved.

Mr. Greenberg stated that the landscaping crew does not always cut the area behind the bushes in the area at the end of Phase 1.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the September 16, 2025 Meeting**

On MOTION by Ms. Snow seconded by Mr. Busby with all in favor, the September 16, 2025 minutes were approved as presented.

**FIFTH ORDER OF BUSINESS**

**Ratification of Agreement with Superior Waterway Services, Inc. for Aquatic Management Services**

A copy of the agreement was included in the agenda package for the Board's review. Mr. Laughlin reminded the Board they selected Superior Waterway as the new lake maintenance contractor at the last meeting.

On MOTION by Mr. Toohey seconded by Mr. Busby with all in favor, the agreement with Superior Waterway Services, Inc. was ratified.

**SIXTH ORDER OF BUSINESS**

**Update on Amenity Center Renovations**

Ms. Chamerda stated that during the meetings with residents discussing desired changes to the amenities, more shade and seating at the pool has been requested, the kiddie pool needs to be repurposed, and other ideas such as increasing the pool size or adding fountains have been discussed. She expects to have more to present in the next meeting or two.

**SEVENTH ORDER OF BUSINESS**

**Acceptance of the Fiscal Year 2024 Audit Report**

Mr. Laughlin presented the fiscal year 2024 audit report noting there were no deficiencies to report.

On MOTION by Ms. Snow seconded by Ms. Chamerda with all in favor, the fiscal year 2024 audit report was accepted.

Mr. Laughlin stated that Berger Toombs has had issues getting audits done on time. This audit report was due in June and it was just completed in October. He recommended starting the process to select a new audit firm. The first step in the process is to appoint the audit committee.

On MOTION by Ms. Chamerda seconded by Mr. Busby with all in favor, appointing the board members as the audit committee was approved.

**EIGHTH ORDER OF BUSINESS**

**Public Hearing for the Purpose of Adopting Revised Rules of Procedure; Consideration of Resolution 2026-01**

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

Ms. Gentry stated that the changes made were changes to account for changes adopted by the legislature such as increasing the time in which public hearings must be noticed, changing the criteria considered with a formal construction bid, and other small changes such as increasing the timeline for people to request ADA accommodations at meetings and giving greater clarity for what constitutes an emergency for an emergency meeting.

There being no comments from members of the public, a motion to close the public hearing followed.

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

On MOTION by Mr. Busby seconded by Ms. Snow with all in favor, Resolution 2026-01, adopting revised rules of procedure was approved.

**NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2026-02,  
Amending the Fiscal Year 2025 Budget**

Mr. Laughlin stated that as a governmental entity the CDD cannot have line items over budget, so the purpose of this resolution is to pull funds from line items under budget to balance out the line items over the budget.

On MOTION by Ms. Snow seconded by Mr. Toohey with all in favor, Resolution 2026-02, amending the fiscal year 2025 budget was approved.

**TENTH ORDER OF BUSINESS**

**Consideration of Proposals**

Ms. Mullins stated that just prior to the meeting she was made aware that the motor for the kid’s splash pool was not working properly, so it was closed. More research was being done, but the repair estimates were between \$4,000 and \$8,000.

**A. Acid Wash Pool Returns**

Ms. Mullins presented a proposal from C Buss Enterprises totaling \$1,170 to remove the rust stains at the bottom of the pool.

Resident Jesse recommended that instead of an acid, a stain and scale remover should be used to avoid damaging the finish.

On MOTION by Ms. Snow seconded by Mr. Busby with all in favor, authorizing Supervisor Toohey to work with staff and C Buss Enterprises to clean the rust stains at an amount not to exceed \$1,170 was approved.

**B. Repaint Amenity Center Parking Lot Lines**

Ms. Mullins presented a proposal from G-Force Jacksonville totaling \$654 to repaint the parking lot lines at the amenity center.

Mr. Greenberg stated that he has asked the engineer to see if parking spots can be added around the island in the center.

Mr. Yuro stated that there was not enough room to add new spots.

On MOTION by Mr. Toohey seconded by Ms. Chamerda with all in favor, the proposal from G-Force Jacksonville totaling \$654 was approved.

**C. Recover Pool Awnings**

Ms. Mullins presented two proposals to recover the pool awnings totaling \$6,850 and \$5,720.

The Board discussed the fact that the awnings may not stay in their current locations with the future renovations to the amenities, so it may be a waste of money to approve either of the proposals at this time. Ms. Mullins was directed to research whether there was a warranty still in place that could be used to replace the awnings in the meantime.

This item was tabled.

**ELEVENTH ORDER OF BUSINESS                      Staff Reports (2)**

**A. District Counsel – Proposed 2025/2026 Rate Increase**

Ms. Gentry reported that she worked with Supervisor Chamerda to send a letter to the county regarding the Orchid Blossom Road turnout problem. The county has acknowledged receipt of the letter, but has not responded with any plans to solve the problem. Next, Ms. Gentry reminded the board members to complete four hours of ethics training by December 31<sup>st</sup>. Next, Ms. Gentry reported that a payment agreement with AT&T has been put in place as their corporate policy is not to include payment amounts for easement rights in the easement agreements. The signed easement agreement will not be turned over until AT&T's signature is in place on the payment agreement.

Ms. Gentry presented proposed rate increases for her firm, which would take effect on January 1, 2026. She noted Mr. Greenberg requested that any future rate increases be brought to the board for their approval first.

On MOTION by Mr. Toohey seconded by Mr. Busby with all in favor, the rate increase for 2026 was approved.

Mr. Laughlin and Ms. Mullins left the room at this time and Mr. Greenberg proposed bonuses for Mr. Laughlin and Ms. Mullins. The Board’s consensus was to approve a \$500 bonus for Mr. Laughlin and a \$300 bonus for Ms. Mullins.

On MOTION by Ms. Chamerda seconded by Ms. Snow with all in favor, bonuses in the amount of \$500 for Daniel Laughlin and \$300 for Ms. Mullins were approved.

Ms. Gentry reminded the Board that the current bonus policy caps the bonuses at \$500. She asked if the Board would like her to bring back a revised policy that allows the Board to increase the bonuses above \$500. The Board directed her to bring back the revised policy.

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

Mr. Laughlin presented the goals and objectives previously adopted by the Board, noting they were all achieved. The completed goals and objectives form will be posted to the District’s website.

On MOTION by Ms. Chamerda seconded by Ms. Snow with all in favor, marking the goals and objectives for Fiscal Year 2025 achieved was approved.

**C. Field Operations Manager – Report**

Ms. Mullins provided an overview of the operations report, a copy of which was included in the agenda package for the Board’s review. It was noted the storage building renovation has been completed.

Mr. Greenberg suggested replacing one of the fence panels with a two-sided locked gate so that the pool chemical contractor does not have to run their hose over the fence during the pool chemical deliveries.

On MOTION by Ms. Chamerda seconded by Ms. Snow with all in favor, replacing a fence panel with a gate in the storage building fencing was approved at an amount not to exceed \$750.

**TWELFTH ORDER OF BUSINESS                      Financial Reports**

**A.    Financial Statements as of October 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 \$98,181.82 was included in the agenda package.

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

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

Mr. Busby asked if a sign could be installed at the end of Snapdragon where it cuts through to Windflower on the Windflower side of the road as it doesn’t make sense to have signs on one side and not the other. Mr. Laughlin stated that staff would look into it as Mr. Greenberg questioned whether a sign could be installed on a county roadway.

Ms. Mullins asked if the area at the end of Snapdragon where is cuts through to Windflower should be in the landscaping contract. Mr. Laughlin stated that he would look into it as it’s not part of the stormwater system, so it may already be owned by the District.

Ms. Chamerda asked if there is an update on anything else Dream Finders is responsible for to close out the community. Mr. Yuro responded that they have completed the pond outfall control structure modifications and the regrading of those areas, however they have not completed the more cosmetic issues.

**FOURTEENTH ORDER OF BUSINESS            Next Scheduled Meeting – January 20, 2026 at 11:00 a.m. at the Amelia Concourse Amenity Center**

**FIFTEENTH ORDER OF BUSINESS            Adjournment**

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

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Secretary / Assistant Secretary

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Chairman / Vice Chairman

*FIFTH ORDER OF BUSINESS*



**NASSAU COUNTY**  
**BOARD OF COUNTY COMMISSIONERS**  
96135 Nassau Place, Suite 1  
Yulee, Florida 32097

John F. Martin  
A.M. "Hupp" Huppmann  
Jeff Gray  
Alyson R. McCullough  
Klynt A. Farmer

Dist. No. 1 Fernandina Beach  
Dist. No. 2 Amelia Island/Fernandina Beach  
Dist. No. 3 Yulee  
Dist. No. 4 Bryceville/Hilliard  
Dist. No. 5 Callahan/West Yulee

TACO E. POPE, AICP  
County Manager

Mitch L. Keiter  
Clerk of the Circuit Court & Comptroller

DENISE C. MAY  
County Attorney

Daniel Laughlin  
District Manager  
Amelia Concourse Community Development District  
c/o Governmental Management Services, LLC  
Via Email: [dlaughlin@gmsnf.com](mailto:dlaughlin@gmsnf.com)  
475 West Town Place, Suite 114  
St. Augustine, Florida 32092

Copy: Taco E. Pope, County Manager

**RE: Traffic Safety in Amelia Concourse – Orchid Blossom Trail**

Dear Mr. Laughlin:

I am in receipt of the letter you sent on behalf of the Amelia Concourse Community Development District Board, dated November 6, 2025.

Within the CDD Board letter, you refer to and include a letter dated August 11, 2020, written in support of modifications to the planned access points for Amelia Concourse during the final design stages for Phase 3. The intent of this letter was for the developments' design engineer to consider alternatives and explore opening the median cut. This context is supported by the final sentence advising that signed and sealed plans of any planned modifications would need to be submitted for review and approval before any modification could begin to be constructed. The design engineer ultimately decided due to the proximity of the curve and site distance concerns for opening the median at Orchid Blossom Trail that it was best to only allow right-in and right-out movements at this intersection and move forward with westbound motorist traveling through Amelia Concourse to exit through Daisy Lane or Bellflower Way.

After the developments' design engineer decided not to propose a revision to the approved plans, Staff contracted with Peters and Yaffee to study the Amelia Concourse corridor from SR 200 to County Road 107 (Old Nassauville Road) and make recommendations for improvements. You also reference and include that study in your letter. The long-term recommendations from the study did not include support for opening the median at Orchid Blossom Trail. However, the study did support continuing to monitor the corridor as development came online. They also noted that it may be helpful to add an east bound left turn lane and bulb out for U-turns at Daisy Lane and at Timberlake Drive. They note these improvements in context that they may mitigate the need for altering the traffic control at

Daisy Lane and Timberlake Drive when the conflicting vehicular volumes warrant a change in the type of intersection control.

Based on the long-term recommendations from the study to continue to monitor the corridor, staff will conduct an update to the study to determine if the traffic volumes warrant the altering the traffic control and/or installation of the turn lane and bulb out improvements at this time.

In summary, request (1) from your letter is no longer supported and will not be implemented. Request (2) may be implemented when the warrant analysis, based on Manual on Uniform Traffic Control Devices, supports the modification. Staff agrees with request (3) and will have the study updated and have a warrant analysis, performed to determine the best course of action. The result from the study will dictate the timeline for request (2).

Please contact me if you have any questions at (904) 530-6010 or at [rcompanion@nassaucountyfl.com](mailto:rcompanion@nassaucountyfl.com)

Sincerely,

A handwritten signature in blue ink, appearing to read "Robert T. Companion", with a horizontal line extending to the right.

Robert T. Companion, PE  
Deputy County Manager – County Engineer

*SIXTH ORDER OF BUSINESS*

## Evaluation of Current State and Prioritization by the committee

Item	Qty.	Comments on Item	Prioritize?			Rank	\$ RANGE	Rank of M is MAINTENANCE
			YES	NO	Maybe			
Building*/All Purpose Room	1	Room is ok. Expansion? (where?) so No. Seating is ok although maybe can upgrade (not a priority). <b>Refresh Painting Maintenance</b> but \$\$\$\$\$\$. <b>Maintenance but \$\$\$\$\$\$.</b>			X	M	75,000 - 100,000	<b>S/T Maintenance: soft wash and clean building. Long term-repair all stucco and repaint</b>
Rest Rooms	3	Re-do, refresh fixtures, overhaul?. No, they are ok upon inspection. But we noticed some quick fix easy maintenance items. To the right and a professional clean (bleach floors, grout, etc.)	X			3M	1,000?	<b>Maintenance Notes: one ladies toilet needs resealed on floor; mens - one panel needs repair from slamming stall door to wall. Two tiles need replaced need entrance door floor.</b>
Main Swimming Pool	1	Consensus that cost is limiting (small could = 500k+ and complete redo could be \$2M). Condition of pool and pump is good. <b>But FUTURE: will need to refinish pool 5+ years from now, Currently 50k to do.</b>			X	M	60,000 - 65,000	<b>used 5% a year inflation factor to refinish pool at least 5 years from now</b>
Wading Pool	1	Lobster pot. Universal: Must go. DEMO and paver the area	X			1	25,000-35,000	Remove current wading pool, and the piece of fence no longer needed (put in shed). Extend pavers, prep for the shade structure
Splash Pad	1	Equipment does not need replaced, just refreshed and a new pump. Rust spots: sandblast and re-finish. New pump (\$8k)	X			3M	13,000	<b>Maintenance but is priority do with the Playground equipment: prelim est. for BOTH is 13,000 including new pump</b>
Seating	v	More Tables, Chairs needed. Estimate 3-5 sets	X			3	5,000	conservative - could be 3k
Shade	2	No Umbrellas (break). So Add 2 more structures w/awnings. Lobster pot area: large and AT&T shed side 1 like the current 2. Replace the 2 current awnings SOON	X			2	100,000-125,000	<b>6,000* for the new awnings on the 2 current (SOON).</b> ~110,000 for the 2 new structures (lobster pot area and the AT&T shed area ) and awnings and privacy sides. Plus posts
<del>Safety Enhancements</del>	v	<del>Fences already around pool; checked regs. See landscape-</del>			X	n/a	0	We are grandfathered in and there are no updates needed. Fences are good
<del>Grassy Area(s)</del>	v	<del>More grassy area in lieu of lobster pot? Or shade structure? NO grass will get in pool.</del>		X		n/a	0	Nobody wants grass in lieu of lobster pot, prefer pavers
Playground	1	Equipment does not need replaced just refreshed, Rust spots: sandblast and re-finish. Do along w/splash pad	X			3M	see splash pad	<b>the 13k in splash pad includes this maintenance at the same time. Timing for both 1Q 2026</b>
<del>Car Parking</del>	v	<del>It is not great but not possible to expand.</del>		X		n/a	0	
<del>Golf Cart Pkg</del>	v	<del>Just addressed; meets our needs. Possible to expand slightly. Not noted as a priority</del>		X		n/a	0	
Upgraded Landscaping	v	Remove grasses/bushes so line of sight into pool. Astroturf? Asst minor tweaks			X	4	8,000	Nothing major but add in 5-8k to for potential planting(s). Not highest priority
<del>Storage (shed)</del>	±	<del>Addressed separately (AT&amp;T). Completed and ok</del>		X		n/a	0	
<del>Security</del>	±	<del>Replaced last year. System OK. NO GUARDS</del>		X		n/a	0	<b>* is any of this under warranty? Kelly to say.</b>

## Framework

### Needs - Do Facilities Meet Needs of Community

Break out by demographics

### Evaluation of Current Facility

Main Pool

Splash

Wading Pool

Seating

Shade

Safety

### Consideration of Recommendations for Consultant

Guidelines and Goals

COSTS

BUDGET

### Development of Plan

Survey of all residents

Sample "Boards" to present to CDD Board

Board Selection of Final 2 to present to Community to Vote

### Finances

**What do we have set aside**

Is current Assessment Sufficient for the possibilities

What is the delta - need to raise more capital? How - incremental or a one-time?

### FINAL SELECTION

RFPs sent

Evaluate and Award Contract

Timeline of how this will be implemented

We give the Consultant what we see are the goals, requirements and budget and they design for us

**AC Committee Findings** – please see .xls for breakouts and our findings on all the AC center items

We find we have consensus on all of the following:

Maintenance Items

**1. Soon (or now), i.e., prior to season**

Splash pad and playground repair (5k) and new pump (8k)	13,000
Minor restroom repairs	<1,000
Soft wash and clean the Amenity Center	3,000
<b>TOTAL NOW</b>	<b>17,000</b>

**2. Future (but get on the list)**

Repair stucco and stones and freshly paint the Center (3+ yrs)	100,000
Drain and refinish pool (5+ years from now)	65,000
<b>TOTAL FUTURE KNOWN MAINTENANCE LIABILITIES (3-5 years)</b>	<b>165,000</b>

**UPGRADED ITEMS** – in order of when to address (see .xls for our priority #s)

**Soon (or now), i.e., prior to season**

- a. Replace 2 current awnings (predecessor- determine fabric now) **6,000**

*Within one year:*

- |   |         |
|---|---------|
| 1. Demo lobster pot, extend pavers over area, remove fence            | 35,000  |
| 2. Add 2 more shade structures/awnings (1 <b>XL</b> , 1 like current) | 110,000 |
| 3. Purchase ~5 more sets of like tables and chairs                    | <5,000  |
| 4. Finish off with landscaping, nominal                               | <8,000  |

**GRAND TOTAL UPGRADES within a year** 164,000

ALL-IN in the next 5+ years \$346,000

Sample quotes:

The most expensive upgrade would be 2 new shade structures on top of a demo'd lobster pot and here are some quotes to approximate how much it might cost to fix the current 2 and upgrade (2 new) shade availability:

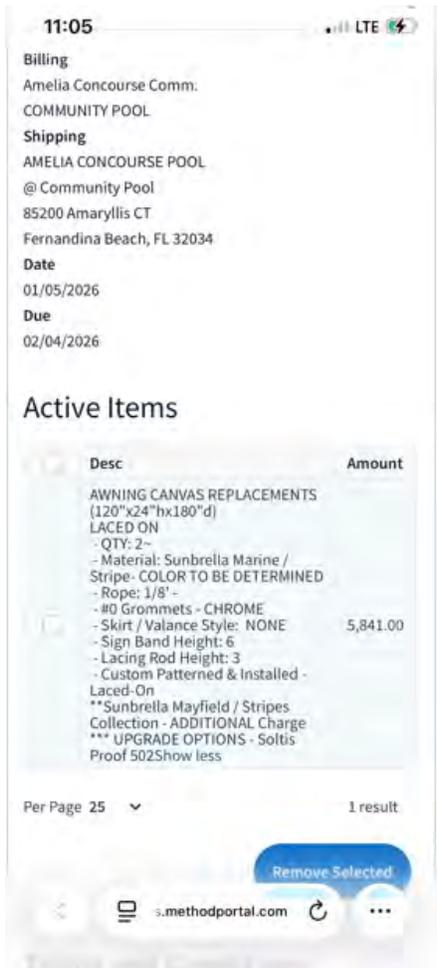
Kim

This is the other estimate for the shade structure fabric and the metal framework.

View Estimate for **one new shade structure** identical to our 2 current ones (fabric PLUS the metal poles, etc.) <https://topstitchcustomcanvas.methodportal.com/apps/8626d2f8-50cd-4254-a75b-63a217ac3139#/44c9d568-85bd-4c6d-96bc-81a1c26ed781/bHI0YUVDK2EzYmNkOGhLNklkUmRody0t> (Copy and paste to browser)

This is **15,300**.

So, we estimate the extra-large which is ~ 3X the current size to be ~ 3X the cost of the smaller one, or **\$45,000** for a **TOTAL of \$60,000** for 2 new ones. Then, add on the demo of the lobster pot plus extending pavers at \$35,000. That is where we get the ~110,000 for upgraded shade structure. Then to fix the fabric of the 2 current ones (need to do this one soon):



This is **\$6,000**. However, Kelly indicated that the old two might still be under warranty. If so, depending on what they will cover, this will be less – or even zero.

This quote is for the splash pad pump and should be done before the season starts. It is **\$8,000**.

**ESTIMATE**

C Buss Enterprises Inc.  
 152 Lipizan Tr.  
 Seft Augustine, FL 32085-8512

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



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

Estimate details PC: ACTIVITY POOL  
 Estimate no.: 1510  
 Estimate date: 11/18/2025

#	Product or service	Description	Qty	Rate	Amount
1.	POOL REPAIR	REPLUMB SUCTION SIDE OF VACUUM PUMP WITH HIGH-HEAT UNION	1	\$267.68	\$267.68
2.	LABOR	INSTALLATION/REPAIR LABOR, PER HOUR	1	\$125.00	\$125.00
3.	POOL PUMP	Jandy Jandy Stealth Series Pump SHP 208/230/480V 3PH *1-Year Manufacturer warranty	1	\$4,638.30	\$4,638.30
4.	POOL PARTS	MISC. PVC FITTINGS, FLANGES, GLUE/PRIMER, PVC PIPE	1	\$2,324.56	\$2,324.56
5.	LABOR	INSTALLATION/REPAIR LABOR, REMOVAL AND HAUL-OFF OF OLD PUMP/MOTOR & PUMP STAND	1	\$720.65	\$720.65

**Total** **\$8,076.57**

**Note to customer**

This pump modification will need to be approved by the Nassau County Health Department before installation. Permits may be required.  
 Limited Warranty Coverage: The pool motors/fights installed by C Buss Enterprises is warranted to be free from defects in material and workmanship for a period of 1-year from the date of installation.  
 Exclusions: This warranty does not cover:  
 -Damage due to improper use or abuse, including but not limited to failure to follow operating instructions, improper voltage, or exposure to extreme conditions.  
 -Normal wear and tear from regular use, including but not limited to noise, vibration, or minor cosmetic damages.  
 -Electrical or water damage caused by power surges, natural

# 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

PO: ACTIVITY POOL

Estimate no.: 1510

Estimate date: 11/18/2025

#	Product or service	Description	Qty	Rate	Amount
1.	<b>POOL REPAIR</b>	REPLUMB SUCTION SIDE OF VACUUM PUMP WITH HIGH-HEAT UNION	1	\$267.86	\$267.86
2.	<b>LABOR</b>	INSTALLATION/REPAIR LABOR, PER HOUR	1	\$125.00	\$125.00
3.	<b>POOL PUMP</b>	Jandy Jandy Stealth Series Pump 5HP 208/230/460V 3PH *1-Year Manufacturer warranty	1	\$4,638.30	\$4,638.30
4.	<b>POOL PARTS</b>	MISC. PVC FITTINGS, FLANGES, GLUE/PRIMER, PVC PIPE	1	\$2,324.56	\$2,324.56
5.	<b>LABOR</b>	INSTALLATION/REPAIR LABOR, REOVAL AND HAUL-OFF OF OLD PUMP/MOTOR & PUMP STAND	1	\$720.85	\$720.85

**Total**

**\$8,076.57**

## Note to customer

This pump modification will need to be approved by the Nassau County Health Department before installation. Permits may be required.

Limited Warranty Coverage: The pool motors/lights installed by C Buss Enterprises is warranted to be free from defects in material and workmanship for a period of 1-year from the date of installation.

Exclusions: This warranty does not cover:

-Damage due to improper use or abuse, including but not limited to failure to follow operating instructions, improper voltage, or exposure to extreme conditions.

-Normal wear and tear from regular use, including but not limited to noise, vibration, or minor cosmetic damages.

-Electrical or water damage caused by power surges, natural

disasters, lightning strikes, or improper electrical installation or maintenance.  
-Damage resulting from improper installation by parties other than C Buss Enterprises or authorized personnel.  
-Modifications made to the pool motor or equipment that were not authorized by C Buss Ent.

---

**Accepted date**

**Accepted by**

*SEVENTH ORDER OF BUSINESS*



# 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

October 21, 2025

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

## **The Objective and Scope of the Audit of the Financial Statements**

You have requested that Berger, Toombs, Elam, Gaines & Frank CPAs PL (“we”) audit Amelia Concourse Community Development District’s, (the “District”), governmental activities and each major fund as of and for the year ending September 30, 2025, which collectively comprise the District’s basic financial statements. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter for the year ending September 30, 2025, and thereafter if mutually agreed upon by Amelia Concourse Community Development district and Berger, Toombs, Elam, Gaines & Frank.

The objectives of our audit 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 auditing standards generally accepted in the United States of America (“GAAS”) and *Government Auditing Standards* issued by the Comptroller General of the United States (“GAS”) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and 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. 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 controls.

## **The Responsibilities of the Auditor**

We will conduct our audit in accordance with GAAS and GAS. Those standards require that we comply with applicable ethical requirements. As part of an audit in accordance with GAAS and GAS, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

1. Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, based on an understanding of the entity and its environment, the applicable financial reporting framework, and the entity’s system of internal control, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion;

Fort Pierce / Stuart



Amelia Concourse Community Development District  
October 21, 2025  
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2. Consider the entity's system of internal control 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. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit;
3. 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, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation; and
4. Conclude, based on the audit evidence obtained, 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 the reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of controls, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS and GAS. Because the determination of waste or abuse is subjective, GAS does not require auditors to perform specific procedures to detect waste or abuse in financial statement audits.

We will also communicate to the Board (a) any fraud involving senior management and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements that becomes known to us during the audit, and (b) any instances of noncompliance with laws and regulations that we become aware of during the audit (unless they are clearly inconsequential).

We will maintain our independence in accordance with the standards of the American Institute of Certified Public Accountants ("AICPA") and GAS.

### **The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework**

Management is responsible for:

1. Identifying and ensuring that the District complies with the laws and regulations applicable to its activities, and for informing us about all known violations of such laws or regulations, other than those that are clearly inconsequential;



Amelia Concourse Community Development District  
October 21, 2025  
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2. The design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the District involving management, employees who have significant roles in internal control, and others where the fraud could have a material effect on the financial statements; and
3. Informing us of its knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, analysts, regulators, short sellers, vendors, customers or others.

Management is responsible for the required supplementary information ("RSI") which accounting principles generally accepted in the United States of America ("U.S. GAAP") require to be presented to supplement the basic financial statements.

The Board is responsible for informing us of its views about the risks of fraud, waste or abuse within the District, and its knowledge of any fraud, waste or abuse or suspected fraud, waste or abuse affecting the District.

Our audit will be conducted on the basis that management acknowledges and understands that it has responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with U.S. GAAP;
2. To evaluate subsequent events through the date the financial statements are issued. Management also agrees that it will not conclude on subsequent events earlier than the date of the management representation letter referred to below;
3. For the design, implementation and maintenance of internal control relevant to the preparation of fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
4. For report distribution; and
5. To provide us with:
  - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements including information relevant to disclosures;
  - b. Information relevant to the preparation and fair presentation of the financial statements, when needed, to allow for the completion of the audit in accordance with the proposed timeline;
  - c. Additional information that we may request from management for the purpose of the audit; and



Amelia Concourse Community Development District  
October 21, 2025  
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- d. Unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence.

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit, including among other items:

1. That management has fulfilled its responsibilities as set out in the terms of this Engagement Letter; and
2. That it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

## Reporting

We will issue a written report upon completion of our audit of the District's financial statements. Our report will be addressed to the Board of Supervisors of the District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, or add an emphasis-of-matter paragraph or other-matter paragraph to our auditor's report.

If circumstances arise relating to the condition of the District's records, the availability of appropriate audit evidence or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting or misappropriation of assets which, in our professional judgement, prevent us from completing the audit or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including, but not limited to, declining to express an opinion or issue a report, or withdrawing from the engagement.

In addition to our report on the District's financial statements, we will also issue the following reports:

1. Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with GAS;
2. Auditor General Management Letter, if applicable; and
3. Report on Compliance with Section 218.415, Florida Statutes, if applicable.



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## **Records and Assistance**

During the course of our engagement, we may accumulate records containing data that should be reflected in the District's books and records. The District will determine that all such data, if necessary, will be so reflected. Accordingly, the District will not expect us to maintain copies of such records in our possession.

The assistance to be supplied by District personnel, including the preparation of schedules and analyses of accounts, will be discussed and coordinated with a designated individual, serving on behalf of management. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report.

## **Non-audit Services**

In connection with our audit, you have requested us to perform the following non-audit services:

1. Assistance in drafting the District's financial statements in accordance with accounting principles generally accepted in the United States of America, based on information provided by the District. While we will assist in drafting the financial statements, management retains responsibility for the financial statements, including their fair presentation, the selection and application of accounting principles, the accuracy and completeness of the underlying financial information, and for reviewing, approving, and accepting the financial statements prior to their issuance. Management is also responsible for establishing and maintaining effective internal controls relevant to the financial reporting process.

GAS independence standards require that the auditor maintain independence so that opinions, findings, conclusions, judgments, and recommendations will be impartial and viewed as impartial by reasonable and informed third parties. Before we agree to provide a non-audit service to the District, we determine whether providing such a service would create a significant threat to our independence for GAS audit purposes, either by itself or in aggregate with other non-audit services provided. A critical component of our determination is consideration of management's ability to effectively oversee the non-audit services to be performed. The District has agreed to designate an individual, serving on behalf of management, who possesses suitable skill, knowledge, and experience, and who understands the non-audit services to be performed and described above sufficiently to oversee them. Accordingly, the management of the District agrees to the following:

1. The District will designate a qualified individual, serving in a management capacity, who possesses suitable skill, knowledge, and experience to oversee the services;
2. The designated individual will assume all management responsibilities for the subject matter and scope of the non-audit service described above;



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3. The District will evaluate the adequacy and results of the services performed; and
4. The District accepts responsibility for the results and ultimate use of the services.

GAS further requires that we establish an understanding with the District's management or those charged with governance of the objectives of the non-audit services, the services to be performed, the District's acceptance of its responsibilities, the auditor's responsibilities, and any limitations of the non-audit services. We believe this Engagement Letter documents that understanding.

### **Other Relevant Information**

In accordance with GAS, a copy of our most recent peer review report has been provided to you, for your information.

### **Fees and Costs**

Our fees for the services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement, plus direct expenses. Billings are due upon submission. Our fee for the services described in this letter for the year ending September 30, 2025 will not exceed \$4,550 unless the scope of the engagement is changed, the assistance which the District has agreed to furnish is not provided, or unexpected conditions are encountered, in which case we will discuss the situation with you before proceeding. Our fee and the timely completion of our work are based on anticipated cooperation from District personnel, timely responses to our inquiries, timely completion and delivery of client assistance requests, timely communication of all significant accounting and financial reporting matters, and the assumption that no unexpected circumstances will be encountered during the engagement. All other provisions of this letter will survive any fee adjustment.

### **Use and Ownership; Access to Audit Documentation**

The Audit Documentation for this engagement is the property of Berger, Toombs, Elam, Gaines, & Frank. For the purposes of this Engagement Letter, the term "Audit Documentation" shall mean the confidential and proprietary records of Berger, Toombs, Elam, Gaines, & Frank's audit procedures performed, relevant audit evidence obtained, other audit-related workpapers, and conclusions reached. Audit Documentation shall not include custom-developed documents, data, reports, analyses, recommendations, and deliverables authored or prepared by Berger, Toombs, Elam, Gaines, & Frank for the District under this Engagement Letter, or any documents belonging to the District or furnished to Berger, Toombs, Elam, Gaines, & Frank by the District.



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October 21, 2025  
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Review of Audit Documentation by a successor auditor or as part of due diligence is subject to applicable Berger, Toombs, Elam, Gaines, & Frank policies, and will be agreed to, accounted for and billed separately. Any such access to our Audit Documentation is subject to a successor auditor signing an Access and Release Letter substantially in Berger, Toombs, Elam, Gaines, & Frank's form. Berger, Toombs, Elam, Gaines, & Frank reserves the right to decline a successor auditor's request to review our Audit Documentation.

In the event we are required by government regulation, subpoena or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for the District, the District will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

### **Indemnification, Limitation of Liability, and Claim Resolution**

Because we will rely on the District and its management and Board of Supervisors to discharge the foregoing responsibilities, the District agrees to indemnify, hold harmless and release Berger, Toombs, Elam, Gaines & Frank, its partners, directors, and employees from all third-party claims, liabilities, losses and costs arising in circumstances where there has been a knowing misrepresentation by a member of the District's management.

The District and Berger, Toombs, Elam, Gaines & Frank agree that no claim arising out of, from, or relating to the services rendered pursuant to this engagement letter shall be filed more than two years after the date of the audit report issued by Berger, Toombs, Elam, Gaines & Frank or the date of this engagement letter if no report has been issued. To the fullest extent permitted by Florida law, our firm shall not be liable for any loss of profits, business interruption, or other consequential, incidental, or punitive damages. In all circumstances, the total liability for any claim arising from this engagement will not exceed the total amount of the fees paid by the District to Berger, Toombs, Elam, Gaines & Frank under this engagement letter. Notwithstanding the foregoing, nothing in this limitation of liability provision shall, or shall be interpreted or construed to, relieve the District of its payment obligations to Berger, Toombs, Elam, Gaines & Frank under this Engagement Letter.

### **Confidentiality**

Berger, Toombs, Elam, Gaines & Frank is committed to the safe and confidential treatment of the District's proprietary information. Berger, Toombs, Elam, Gaines & Frank is required to maintain the confidential treatment of client information in accordance with relevant industry professional standards which govern the provision of services described herein. The District agrees that it will not provide Berger, Toombs, Elam, Gaines & Frank with any unencrypted electronic confidential or proprietary information, and the parties agree to utilize commercially reasonable measures to maintain the confidentiality of the District's information, including the use of collaborate sites to ensure the safe transfer of data between the parties.



Amelia Concourse Community Development District  
October 21, 2025  
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### **Retention of Records**

We will return to you all original records you provide to us in connection with this engagement. Further, in addition to providing you with those deliverables set forth in this Engagement Letter, upon request, we will provide you with a copy of any records we prepare or accumulate in connection with such deliverables which are not otherwise reflected in your books and records without which your books and records would be incomplete. You have the sole responsibility for retaining and maintaining in your possession or custody all of your financial and non-financial records related to this engagement. We will not host, and will not accept responsibility to host, any of your records. We, however, may maintain a copy of any records of yours necessary for us to comply with applicable law and/or professional standards or to exercise our rights under this Engagement Letter. Any such records retained by us will be destroyed in accordance with our record retention policies.

### **Termination**

Either party hereto may terminate this Engagement Letter for any reason upon fifteen (15) days' prior written notice to the other party. In the event the District terminates this engagement, the District will pay us for all services rendered, expenses incurred, and noncancelable commitments made by us on the District's behalf through the effective date of termination.

Either party may terminate this Engagement Letter upon written notice if: (i) circumstances arise that in its judgment cause its continued performance to result in a violation of law, a regulatory requirement, applicable professional or ethical standards, or in the case of Berger, Toombs, Elam, Gaines, & Frank, our client acceptance or retention standards; or (ii) if the other party is placed on a Sanctioned List, or if any director or executive of, or other person closely associated with such other party or its affiliate, is placed on a Sanctioned List.

Neither Berger, Toombs, Elam, Gaines & Frank nor the District shall be responsible for any delay or failure in its performance resulting from acts beyond our reasonable control or unforeseen or unexpected circumstances, such as, but not limited to, acts of God, government or war, riots or strikes, disasters, fires, floods, epidemics, pandemics, or outbreaks of communicable disease, cyberattacks, and internet or other system or network outages. At the District's option, the District may terminate this Engagement Letter where our services are delayed more than 120 days; however, the District is not excused from paying us for all amounts owed for services rendered and deliverables provided prior to the termination of this Engagement Letter.

The parties agree that those provisions of this Engagement Letter which, by their context, are intended to survive, including, but not limited to, payment, limitations on liability, claim resolution, use and ownership, and confidentiality obligations, shall survive the termination of this Engagement Letter.



Amelia Concourse Community Development District  
October 21, 2025  
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### **Miscellaneous**

We may mention your name and provide a general description of the engagement in our client lists and marketing materials.

Each party hereto affirms it has not been placed on a Sanctioned List (as defined below) and will promptly notify the other party upon becoming aware that it has been placed on a Sanctioned List at any time throughout the duration of this Engagement Letter. The District shall not, and shall not permit third parties to, access or use any of the deliverables provided for hereunder, or Third-Party Products provided hereunder, in violation of any applicable sanctions laws or regulations, including, but not limited to, accessing or using the deliverables provided for hereunder or any Third-Party Products from any territory under embargo by the United States. The District shall not knowingly cause Berger, Toombs, Elam, Gaines & Frank to violate any sanctions applicable to Berger, Toombs, Elam, Gaines & Frank. As used herein "Sanctioned List" means any sanctioned person or entity lists promulgated by the Office of Foreign Assets Control of the U.S. Department of the Treasury and the U.S. State Department.

Any term of this Engagement Letter that would be prohibited by or impair our independence under applicable law or regulation shall not apply, to the extent necessary only to avoid such prohibition or impairment.

### **Governing Law**

This Engagement Letter, including, without limitation, its validity, interpretation, construction, and enforceability, and any dispute, litigation, suit, action, claim, or other legal proceeding arising out of, from, or relating in any way to this Engagement Letter, any provisions herein, a report issued or the services provided hereunder, will be governed and construed in accordance with the laws of the State of Florida, without regard to its conflict of law principles, and applicable U.S. federal law.

### **Entire Agreement**

This Engagement Letter constitutes the entire agreement between Berger, Toombs, Elam, Gaines & Frank and the District, and supersedes all prior agreements, understandings, and proposals, whether oral or written, relating to the subject matter of this Engagement Letter including any separate nondisclosure agreement executed between the parties.

If any term or provision of this Engagement Letter is determined to be invalid or unenforceable, such term or provision will be deemed stricken and all other terms and provisions will remain in full force and effect.

This Engagement Letter may be amended or modified only by a written instrument executed by both parties.



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October 21, 2025  
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**Electronic Signatures and Counterparts**

This Engagement Letter may be executed in one or more counterparts, each of which will be deemed to be an original, but all of which taken together will constitute one and the same instrument. Each party agrees that any electronic signature of a party to this Engagement Letter or any electronic signature to a document contemplated hereby (including any representation letter) is intended to authenticate such writing and shall be as valid and have the same force and effect as a manual signature.

**Acknowledgement and Acceptance**

Each party acknowledges that it has read and agrees to all of the terms contained herein. Each party and its signatory below represent that said signatory is a duly authorized representative of such party and has the requisite power and authority to bind such party to the undertakings and obligations contained herein.

Please sign and return this letter to indicate your acknowledgment of, and agreement with, the terms of this Engagement Letter.

Sincerely,

A handwritten signature in black ink that reads "Berger Toombs Elam Gaines + Frank".

BERGER, TOOMBS, ELAM, GAINES & FRANK  
CERTIFIED PUBLIC ACCOUNTANTS PL  
Maritza Stonebraker, CPA

Confirmed on behalf of the addressee:

Sign: <sup>Signed by:</sup> Daniel Laughlin  
0A989FE07A6A46B...

Title: Secretary

Date: 2025-12-02



6815 Dairy Road  
Zephyrhills, FL 33542

813.788.2155  
[BodinePerry.com](http://BodinePerry.com)

### Report on the Firm's System of Quality Control

To the Partners of  
Berger, Toombs, Elam, Gaines & Frank, CPAs, PL  
and the Peer Review Committee of the Florida Institute of Certified Public Accountants

November 30, 2022

We have reviewed the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs, PL (the firm), in effect for the year ended May 31, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [aicpa.org/prsummary](http://aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

#### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

#### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control, and the firm's compliance therewith based on our review.

#### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

#### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs, PL, in effect for the year ended May 31, 2022, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Berger, Toombs, Elam, Gaines & Frank, CPAs, PLC, has received a peer review rating of *pass*.



Bodine Perry

(BERGER\_REPORT22)

**ADDENDUM TO ENGAGEMENT LETTER BETWEEN BERGER, TOOMBS,  
ELAM, GAINES AND FRANK AND AMELIA CONCOURSE COMMUNITY  
DEVELOPMENT DISTRICT  
(DATED OCTOBER 21, 2025)**

**Public Records.** Auditor shall, pursuant to and in accordance with Section 119.0701, Florida Statutes, comply with the public records laws of the State of Florida, and specifically shall:

- a. Keep and maintain public records required by the District to perform the services or work set forth in this Agreement; and
- b. Upon the request of the District's custodian of public records, provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law; and
- c. Ensure that public records that 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 completion of the Agreement if the Auditor does not transfer the records to the District; and
- d. Upon completion of the Agreement, transfer, at no cost to the District, all public records in possession of the Auditor or keep and maintain public records required by the District to perform the service or work provided for in this Agreement. If the Auditor transfers all public records to the District upon completion of the Agreement, the Auditor shall destroy any duplicate public records that are exempt or confidential and exempt from public disclosure requirements. If the Auditor keeps and maintains public records upon completion of the Agreement, the Auditor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the District, upon request from the District's custodian of public records, in a format that is compatible with the information technology systems of the District.

Auditor acknowledges that any requests to inspect or copy public records relating to this Agreement must be made directly to the District pursuant to Section 119.0701(3), Florida Statutes. If notified by the District of a public records request for records not in the possession of the District but in possession of the Auditor, the Auditor shall provide such records to the District or allow the records to be inspected or copied within a reasonable time. Auditor acknowledges that should Auditor fail to provide the public records to the District within a reasonable time, Auditor may be subject to penalties pursuant to Section 119.10, Florida Statutes.

**IF THE AUDITOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AUDITOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT/CONTRACT, THE AUDITOR MAY CONTACT THE CUSTODIAN OF PUBLIC RECORDS FOR THE DISTRICT AT:**

**GMS-NF, LLC  
475 WEST TOWN PLACE, SUITE 114  
ST. AUGUSTINE, FL 32092  
TELEPHONE: 904-940-5850  
EMAIL: DLAUGHLIN@GMSNF.COM**

**Auditor: Maritza Stonebraker**

**By:** \_\_\_\_\_

**Title: Director**

**Date: October 21, 2025**



**District: Amelia Concourse CDD**

**By:** \_\_\_\_\_

**Title: Secretary**

**Date: 2025-12-02**

Signed by:



*EIGHTH ORDER OF BUSINESS*

**RESOLUTION 2026-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT ADOPTING A REVISED BONUS & COMOPENSATION POLICY; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

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

**WHEREAS**, the District’s Board of Supervisors (“Board”) is authorized by Chapter 190, *Florida Statutes*, authorizes the District to adopt resolutions as may be necessary for the conduct of district business; and

**WHEREAS**, the Board accordingly finds that it is in the best interest of the District to adopt an amended and restated *Bonus & Compensation Policy* attached as **Exhibit A** (the “Policy”) for immediate use and application.

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

**SECTION 1.** The above stated recitals are true and correct and are hereby incorporated herein by reference.

**SECTION 2.** The revised Policy attached hereto as **Exhibit A** is hereby adopted pursuant to this Resolution as necessary for the conduct of District business. The Policy shall remain in full force and effect until such time as the Board may amend or replace it.

**SECTION 3.** If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**SECTION 4.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this 20th day of January 2026.

**ATTEST:**

**AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairman, Board of Supervisors

**Exhibit A:** Bonus & Compensation Policy

**EXHIBIT A**

**AMELIA CONCOURSE COMMUNITY DEVELOPMENT  
BONUS & COMPENSATION POLICY**

**Adopted January 20, 2026**

**General Guidelines**

- The bonus program is intended to apply to Amelia Concourse Community Development District (“CDD”) independent contractors providing district management and/or operations and general management services.
- The bonus program payout is not guaranteed pay. It is subject to funding, performance, management discretion, and may be discontinued at any time.
- The CDD chairman will conduct evaluations on the independent contractor(s) providing district management and operations and general management services. The general manager will conduct evaluations to the extent there are other contractors identified in the bonus and compensation pool.
- The provisions, application, and rewards of this bonus program are not subject to any grievance or dispute procedure.
- The bonus evaluation period will run from January 1<sup>st</sup> to December 31<sup>st</sup> for each year.
- See **Exhibit A** for evaluation forms, as may be amended from time to time.

**District Management Bonus**

- This bonus is available to the district manager, whether employed by the District or employed as an independent contractor.
- District manager bonuses will be awarded based on work performed at the end of the bonus term. The amount is expected to range from \$0 to up to \$1000 for a bonus year.
- The bonus shall be based on performance as rated by the Board Chairman. Performance includes contract management of District contracts, District record keeping, efficiency and responsiveness, resident satisfaction and overall quality of the district management work performed.

### **General/Operations Manager Bonuses**

- This bonus is available to the general or operations manager, whether employed by the District or employed as an independent contractor.
- Operations manager bonuses will be awarded based on work performed at the end of the bonus term. The amount is expected to range from \$0 to up to \$1000 for a bonus year.
- The bonus shall be based on performance as rated by the Board Chairman. Performance includes staff management skills, record keeping, equipment/facility condition, resident satisfaction and overall quality of the work.

Performance Planning & Appraisal  
Bonus Distribution Worksheet

Year: \_\_\_\_\_

Maximum Bonus Available

District Manager: \$ \_\_\_\_\_

General/Operations Manager: \$ \_\_\_\_\_

Bonus Qualification Threshold: 6 points

**Position 1: District Manager**

*Meeting Management*

Attend, record and conduct regularly scheduled Board of Supervisors' Meetings including landowners meetings, continued meetings and workshops; review and approve agendas for circulation to the Board of Supervisors.

- Never (0 points)
- Sometimes (1 point)
- Often (2 points)
- Always (3 points)

*Budget/Finance*

Present the District's annual budget in accordance with Chapter 190, Florida Statutes; Review and approve annual budget, annual audit, monthly disbursements; Review annual insurance policy to ensure District maintains proper insurance coverage.

- Never (0 points)
- Sometimes (1 point)
- Often (2 points)
- Always (3 points)

*Communication/Reporting*

Ensure District is in compliance with administrative and financial reporting for Community Development Districts; Correspond and communicate with Board of Supervisors and Staff to respond to the various needs of the District and Community.

- Never (0 points)
- Sometimes (1 point)
- Often (2 points)
- Always (3 points)

TOTAL: \_\_\_ points

**Position 2: General/Operations Manager**

*Facility Management and Maintenance*

Includes oversight of the recreation facilities, issuing access cards, processing reservation requests, monitoring the use and condition of the facility, responding to and reporting rules violations, attempting to resolve issues on behalf of the residents (as appropriate), repairing minor issues that do not require a trade license. Attention to detail and top-notch customer service are important to the community.

- Never (0 points)
- Sometimes (1 point)
- Often (2 points)
- Always (3 points)

*Field/Contract Management*

Includes providing professional interaction with and coordination with outside entities, which may include but not be limited to, coordination with District vendors, the homeowner's association, landscape maintenance, and other service contractors, along with the administration of contracts with one or more of the same. Also includes monitoring the performance of the District's vendors and service providers, ensuring that contractual requirements are met, noting any maintenance needs for District facilities, and procuring proposals for repair or additional service when needed.

- Never (0 points)
- Sometimes (1 point)
- Often (2 points)
- Always (3 points)

*Communication and Board Meetings*

Includes courteous and respectful communication with the District Board, residents and others, monthly reporting to the Board of Supervisors, and attendance at Board meetings, including making recommendations for vendor changes, performance, and contract administration.

- Never (0 points)
- Sometimes (1 point)
- Often (2 points)
- Always (3 points)

TOTAL: \_\_\_ points

*NINTH ORDER OF BUSINESS*

*C.*

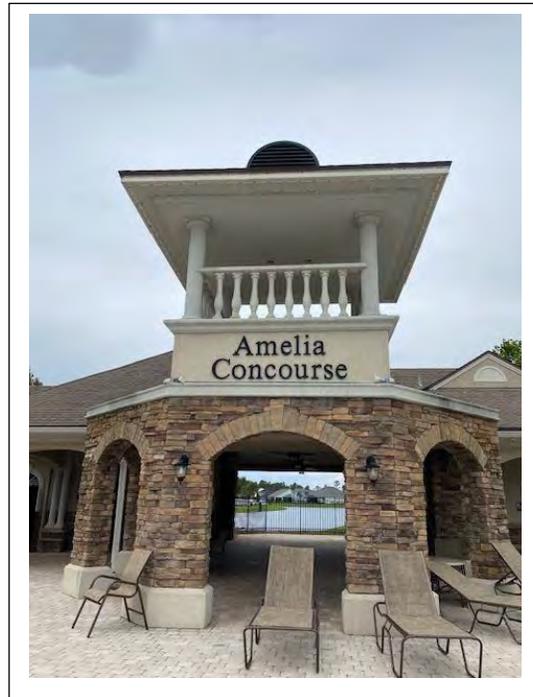
*1.*

1/20/2026

# *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

January 20, 2026

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](mailto: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



- Two areas of the amenity center fence have been cleaned.
- No Parking signs have been installed at the Phase 3 emergency access. These signs are identical to the signs on the Phase 2 side of the access.
- Two new photocells were installed on the entrance landscaping lights. The old photocells were not working properly and the lights were staying on all day.
- A gate was installed in the pool equipment area. This will allow easy access for our pool chemical deliveries. It also gives staff a direct path from the amenity center to the storage building if needed.



## Completed Projects – Parking Lot



- The amenity center parking space lines and stop bars have been repainted.

## **Community Update – Landscaping/Ponds**

- Our new pond maintenance company, Superior Waterways, has completed two treatments. Ponds are looking good at this time.
- Monthly reports are being sent with a summary of the work performed. Please see November and December 2025 reports below.

**WATERWAY  
MANAGEMENT  
REPORT**



Toll free: 1-877-966-9333 • Fax: (561) 844-9629  
www.superiorwaterway.com

CUSTOMER Amelia Concourse TECHNICIAN Thomas DATE 11/18/2025

TEMPERATURE (°F)	<55	55-65	66-75	CLOUD COVER	Clear	25-50%	WIND	0-5	6-10
	76-85	86-95	96+		50-75%	Overcast		11-15	16+

Lake #'s	<u>4,5,6,7</u>	<u>4,5,6,7</u>				
Weeds Treated	<u>A, SSS BA, BW</u>	<u>Tg, Pw, Aw</u>				

- KEY**
- |                    |                    |                        |                        |                      |
|--------------------|--------------------|------------------------|------------------------|----------------------|
| A = Algae          | Ch = Chara         | Hyg = Hygrophylla      | Pr = Primrose          | Ta = Tape Grass      |
| Aw = Alligatorweed | Co = Coontail      | Ip = Illinois Pondweed | Ru = Ruppia            | Tg = Torpedograss    |
| Bt = Baby Tears    | Cb = Cuban Bulrush | Lm = Limnophila        | Sag = Sago Pondweed    | Wh = Water Hyacinths |
| Ba = Bacopa        | Dw = Duckweed      | Mf = Mosquito Fern     | Sa = Salvinia          | Wl = Water Lettuce   |
| Bl = Banana Lilies | Fw = Fanwort       | N = Naiad              | Sd = Sedges            | Wli = Water Lilies   |
| Bw = Bladderwort   | Gb = Giant Bulrush | Pw = Pennywort         | Ss = Slender Spikerush | Wm = Water Meal      |
| Ct = Cattails      | Hy = Hydrilla      | Pa = Planktonic Algae  | Sp = Spatterdock       | Wt = Wild Taro       |

REMARKS: Today was our first visit out at the account. I treated Ponds 4,5,6,7 for Algae, Submersed weeds and shoreline grasses. I checked and cleared all outflow structures and removed debris from all Ponds. Please allow 1-2 weeks to start seeing results from treatment.

**WATER TESTING (COMBINED AVERAGE)**

TEMPERATURE H <sub>2</sub> O (°F)	<input type="checkbox"/> High 85-95	<input checked="" type="checkbox"/> Normal 75-86	<input type="checkbox"/> Low 75 <
DISSOLVED OXYGEN (ppm.)	<input type="checkbox"/> High 6-8	<input type="checkbox"/> Normal 4 -6	<input type="checkbox"/> Low 4 <
pH READING	<input type="checkbox"/> Acid 1-7	<input type="checkbox"/> Neutral 7	<input type="checkbox"/> Base 7 - 14
WATER CLARITY (Ft.)	<input type="checkbox"/> Good 6 >	<input checked="" type="checkbox"/> Fair 4-5	<input type="checkbox"/> Poor 4 <

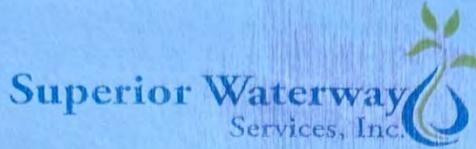
**FISH/WILDLIFE OBSERVATIONS**

- |                 |   |   |   |   |  |
|-----------------|---|---|---|---|--|
| <b>FISH</b>     | <input checked="" type="checkbox"/> Largemouth Bass | <input checked="" type="checkbox"/> Bream     | <input type="checkbox"/> Sunshine Bass                | <input type="checkbox"/> Catfish          | <input type="checkbox"/> Tripliod Grass Carp |
|                 | <input checked="" type="checkbox"/> Mosquitofish    | <input type="checkbox"/> Oscar                | <input type="checkbox"/> Suckermouth Catfish          | <input type="checkbox"/> Peacock Bass     | <input type="checkbox"/> Mayan Cichlid       |
|                 | <input type="checkbox"/> Snakehead                  | <input type="checkbox"/> Tilapia              | <input type="checkbox"/> Florida Gar                  | <input type="checkbox"/> Piranha          | <input type="checkbox"/> Clown Knife Fish    |
| <b>WILDLIFE</b> | <input type="checkbox"/> Alligator                  | <input checked="" type="checkbox"/> Turtle    | <input type="checkbox"/> Otter                        | <input type="checkbox"/> Iguana           | <input type="checkbox"/> Fox                 |
|                 | <input type="checkbox"/> Snake                      | <input type="checkbox"/> Wild Hog             | <input type="checkbox"/> Raccoon                      | <input type="checkbox"/> Coyote           | <input type="checkbox"/> Manatee             |
| <b>BIRDS</b>    | <input checked="" type="checkbox"/> Egret           | <input checked="" type="checkbox"/> Muscovies | <input checked="" type="checkbox"/> Coot              | <input type="checkbox"/> Bald Eagle       | <input type="checkbox"/> Osprey              |
|                 | <input checked="" type="checkbox"/> Anhinga         | <input checked="" type="checkbox"/> Cormorant | <input checked="" type="checkbox"/> Wild Ducks        | <input checked="" type="checkbox"/> Crows | <input type="checkbox"/> Wood Stork          |
|                 | <input type="checkbox"/> Limpkin                    | <input type="checkbox"/> Pelican              | <input type="checkbox"/> Sandhill Crane               | <input type="checkbox"/> Tricolored Heron | <input type="checkbox"/> Roseate Spoonbill   |
|                 | <input type="checkbox"/> Moorhen                    | <input type="checkbox"/> Snail Kite           | <input checked="" type="checkbox"/> Little Blue Heron | <input type="checkbox"/> Green Heron      | <input type="checkbox"/> Great Blue Heron    |

OTHER: Thank you for choosing Superior!

**Weed & Algae Control • Fountains & Aeration • Preserve Restoration  
Fish Stocking • Wetland Planting & Maintenance • Water Clarification**

**WATERWAY  
MANAGEMENT  
REPORT**



Toll free: 1-877-966-9333 • Fax: (561) 844-9629  
www.superiorwaterway.com

CUSTOMER Amelia Concourse TECHNICIAN Thomas DATE 12/17/25

TEMPERATURE (°F) 

<55	<u>55-65</u>	66-75
76-85	86-95	96+

 CLOUD COVER 

<u>Clear</u>	25-50%
50-75%	Overcast

 WIND 

<u>0-5</u>	6-10
11-15	16+

Lake #'s	<u>4,5,6,7</u>	<u>4,5,7</u>				
Weeds Treated	<u>A,SS,Ba</u>	<u>TG,Au,Ru</u>				

- KEY**
- |                    |                    |                        |                        |                      |
|--------------------|--------------------|------------------------|------------------------|----------------------|
| A = Algae          | Ch = Chara         | Hyg = Hygrophila       | Pr = Primrose          | Ta = Tape Grass      |
| Aw = Alligatorweed | Co = Coontail      | Ip = Illinois Pondweed | Ru = Ruppia            | Tg = Torpedograss    |
| Bt = Baby Tears    | Cb = Cuban Bulrush | Lm = Limnophila        | Sag = Sago Pondweed    | Wh = Water Hyacinths |
| Ba = Bacopa        | Dw = Duckweed      | Mf = Mosquito Fern     | Sa = Salvinia          | Wl = Water Lettuce   |
| Bl = Banana Lilies | Fw = Fanwort       | N = Naiad              | Sd = Sedges            | Wli = Water Lilies   |
| Bw = Bladderwort   | Gb = Giant Bulrush | Pw = Pennywort         | Ss = Slender Spikerush | Wm = Water Meal      |
| Ct = Cattails      | Hy = Hydrilla      | Pa = Planktonic Algae  | Sp = Spatterdock       | Wt = Wild Taro       |

REMARKS Today I treated ponds 4,5,6,7 for Algae and Submersed Weeds. Ponds 4,5,7 were treated for Shoreline grasses. All debris was removed from the ponds treated today. The ponds are looking great after the initial treatment. Thank you for choosing Superior!

**WATER TESTING (COMBINED AVERAGE)**

TEMPERATURE H <sub>2</sub> O (°F)	<input type="checkbox"/> High 85-95	<input checked="" type="checkbox"/> Normal 75-86	<input type="checkbox"/> Low 75 <
DISSOLVED OXYGEN (ppm.)	<input type="checkbox"/> High 6-8	<input type="checkbox"/> Normal 4 -6	<input type="checkbox"/> Low 4 <
pH READING	<input type="checkbox"/> Acid 1-7	<input type="checkbox"/> Neutral 7	<input type="checkbox"/> Base 7 - 14
WATER CLARITY (FT)	<input type="checkbox"/> Good 6 >	<input checked="" type="checkbox"/> Fair 4-5	<input type="checkbox"/> Poor 4 <

**FISH/WILDLIFE OBSERVATIONS**

- |                 |   |   |  |   |  |
|-----------------|---|---|--|---|--|
| <b>FISH</b>     | <input checked="" type="checkbox"/> Largemouth Bass | <input checked="" type="checkbox"/> Bream     | <input type="checkbox"/> Sunshine Bass         | <input type="checkbox"/> Catfish          | <input type="checkbox"/> Triploid Grass Carp |
|                 | <input type="checkbox"/> Mosquitofish               | <input type="checkbox"/> Oscar                | <input type="checkbox"/> Suckermouth Catfish   | <input type="checkbox"/> Peacock Bass     | <input type="checkbox"/> Mayan Cichlid       |
|                 | <input type="checkbox"/> Snakehead                  | <input type="checkbox"/> Tilapia              | <input type="checkbox"/> Florida Gar           | <input type="checkbox"/> Piranha          | <input type="checkbox"/> Clown Knife Fish    |
| <b>WILDLIFE</b> | <input type="checkbox"/> Alligator                  | <input type="checkbox"/> Turtle               | <input type="checkbox"/> Otter                 | <input type="checkbox"/> Iguana           | <input type="checkbox"/> Fox                 |
|                 | <input type="checkbox"/> Snake                      | <input type="checkbox"/> Wild Hog             | <input type="checkbox"/> Raccoon               | <input type="checkbox"/> Coyote           | <input type="checkbox"/> Manatee             |
| <b>BIRDS</b>    | <input type="checkbox"/> Egret                      | <input checked="" type="checkbox"/> Muscovies | <input type="checkbox"/> Coot                  | <input type="checkbox"/> Bald Eagle       | <input type="checkbox"/> Osprey              |
|                 | <input type="checkbox"/> Anhinga                    | <input type="checkbox"/> Cormorant            | <input checked="" type="checkbox"/> Wild Ducks | <input type="checkbox"/> Ibis             | <input type="checkbox"/> Wood Stork          |
|                 | <input type="checkbox"/> Limpkin                    | <input type="checkbox"/> Pelican              | <input type="checkbox"/> Sandhill Crane        | <input type="checkbox"/> Tricolored Heron | <input type="checkbox"/> Roseate Spoonbill   |
|                 | <input type="checkbox"/> Moorhen                    | <input type="checkbox"/> Snail Kite           | <input type="checkbox"/> Little Blue Heron     | <input type="checkbox"/> Green Heron      | <input type="checkbox"/> Great Blue Heron    |

OTHER: \_\_\_\_\_

**Weed & Algae Control • Fountains & Aeration • Preserve Restoration  
Fish Stocking • Wetland Planting & Maintenance • Water Clarification**

## Conclusion

For any questions or comments regarding the above information please contact:  
Kelly Mullins, Field Operations Manager, at [acmanager@gmsnf.com](mailto:acmanager@gmsnf.com)

Respectfully,  
*Kelly Mullins, LCAM*



2.

**Amelia Concourse CDD  
Proposal Summaries  
January 20, 2026**

**Children's Pool Motor Repair**

<b>Vendor</b>	<b>Price</b>	<b>Notes</b>
<b>C Buss Enterprises</b>	<b>\$ 2,991.13</b>	The smaller proposal is to repair the existing motor. The larger proposal is to replace the motor. See attached proposals for specific breakdown.
	<b>\$ 8,076.57</b>	

# 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.: 1531  
Estimate date: 12/05/2025

#	Product or service	Description	Qty	Rate	Amount
1.	<b>POOL PARTS</b>	7.5 HP TEFC 3PHASE 3600RPM MOTOR	1	\$2,142.85	\$2,142.85
2.	<b>POOL PARTS</b>	COMPLETE SEAL KIT	1	\$473.28	\$473.28
3.	<b>LABOR</b>	INSTALLATION/REPAIR LABOR, PER HOUR	3	\$125.00	\$375.00
				<b>Total</b>	<b>\$2,991.13</b>

Accepted date

Accepted by

# 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

PO: ACTIVITY POOL

Estimate no.: 1510

Estimate date: 11/18/2025

#	Product or service	Description	Qty	Rate	Amount
1.	<b>POOL REPAIR</b>	REPLUMB SUCTION SIDE OF VACUUM PUMP WITH HIGH-HEAT UNION	1	\$267.86	\$267.86
2.	<b>LABOR</b>	INSTALLATION/REPAIR LABOR, PER HOUR	1	\$125.00	\$125.00
3.	<b>POOL PUMP</b>	Jandy Jandy Stealth Series Pump 5HP 208/230/460V 3PH *1-Year Manufacturer warranty	1	\$4,638.30	\$4,638.30
4.	<b>POOL PARTS</b>	MISC. PVC FITTINGS, FLANGES, GLUE/PRIMER, PVC PIPE	1	\$2,324.56	\$2,324.56
5.	<b>LABOR</b>	INSTALLATION/REPAIR LABOR, REOVAL AND HAUL-OFF OF OLD PUMP/MOTOR & PUMP STAND	1	\$720.85	\$720.85

**Total**

**\$8,076.57**

## Note to customer

This pump modification will need to be approved by the Nassau County Health Department before installation. Permits may be required.

Limited Warranty Coverage: The pool motors/lights installed by C Buss Enterprises is warranted to be free from defects in material and workmanship for a period of 1-year from the date of installation.

Exclusions: This warranty does not cover:

-Damage due to improper use or abuse, including but not limited to failure to follow operating instructions, improper voltage, or exposure to extreme conditions.

-Normal wear and tear from regular use, including but not limited to noise, vibration, or minor cosmetic damages.

-Electrical or water damage caused by power surges, natural

disasters, lightning strikes, or improper electrical installation or maintenance.  
-Damage resulting from improper installation by parties other than C Buss Enterprises or authorized personnel.  
-Modifications made to the pool motor or equipment that were not authorized by C Buss Ent.

---

**Accepted date**

**Accepted by**

*TENTH ORDER OF BUSINESS*

*A.*

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

***Unaudited Financial Reporting***  
***December 31, 2025***



**Amelia Concourse**  
**Community Development District**  
**Combined Balance Sheet**  
**December 31, 2025**

	General Fund	Debt Service Fund	Capital Reserve Fund	Capital Project Fund	Totals Governmental Funds
<b>Assets:</b>					
<u>Cash:</u>					
Operating Account	\$ 130,800	\$ -	\$ -	\$ -	\$ 130,800
Assessment Receivable	2,620	2,499	-	-	5,119
Due from General Fund	-	10,108	-	-	10,108
Due from Debt Service Fund	4,423	-	-	-	4,423
Due from Capital Reserve Fund	8,148	-	-	-	8,148
 <u>Investments:</u>					
State Board of Administration (SBA)	64,498	-	303,898	-	368,396
Custody (US Bank)	640,526	-	-	-	640,526
 <u>Series 2007</u>					
Reserve	-	112,263	-	-	112,263
Revenue	-	200,838	-	-	200,838
Cost of Issuance	-	-	-	1	1
 <u>Series 2016</u>					
Reserve	-	71,336	-	-	71,336
Revenue	-	188,358	-	-	188,358
 <u>Series 2019A</u>					
Reserve	-	106,301	-	-	106,301
Revenue	-	175,432	-	-	175,432
Prepayment	-	1	-	-	1
Construction	-	-	-	15,762	15,762
 <u>Series 2019B</u>					
Prepayment	-	269	-	-	269
Construction	-	-	-	677,274	677,274
Prepaid Expenses	27	-	-	-	27
Deposits	2,475	-	-	-	2,475
<b>Total Assets</b>	<b>\$ 853,517</b>	<b>\$ 867,404</b>	<b>\$ 303,898</b>	<b>\$ 693,037</b>	<b>\$ 2,717,856</b>
 <b>Liabilities:</b>					
Due to General Fund	\$ -	\$ 4,423	\$ -	\$ -	\$ 4,423
Due to Debt Service Fund	10,108	-	-	-	10,108
<b>Total Liabilities</b>	<b>\$ 10,108</b>	<b>\$ 4,423</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,531</b>
 <b>Fund Balance:</b>					
Nonspendable:					
Prepaid Items	\$ 27	\$ -	\$ -	\$ -	\$ 27
Deposits	2,475	-	-	-	2,475
Restricted for:					
Debt Service - Series	-	862,981	-	-	862,981
Capital Project - Series	-	-	-	693,037	693,037
Assigned for:					
Capital Reserve Fund	-	-	303,898	-	303,898
Unassigned	840,907	-	-	-	840,907
<b>Total Fund Balances</b>	<b>\$ 843,409</b>	<b>\$ 862,981</b>	<b>\$ 303,898</b>	<b>\$ 693,037</b>	<b>\$ 2,703,325</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 853,517</b>	<b>\$ 867,404</b>	<b>\$ 303,898</b>	<b>\$ 693,037</b>	<b>\$ 2,717,856</b>

**Amelia Concourse**  
**Community Development District**  
**General Fund**

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

	Adopted Budget	Prorated Budget Thru 12/31/25	Actual Thru 12/31/25	Variance
<b>Revenues:</b>				
Special Assessments - Tax Roll	\$ 477,433	\$ 469,800	\$ 469,800	\$ -
Interest Income	5,000	1,250	3,642	2,392
Other Income	1,000	250	-	(250)
<b>Total Revenues</b>	<b>\$ 483,433</b>	<b>\$ 471,300</b>	<b>\$ 473,442</b>	<b>\$ 2,142</b>

**Expenditures:**

**General & Administrative:**

Supervisors	\$ 3,600	\$ 900	\$ 400	\$ 500
FICA Expense	275	69	31	38
Travel	300	75	-	75
Engineering	7,500	1,875	3,130	(1,255)
Attorney Fees	20,000	5,000	5,055	(55)
Annual Audit	4,500	1,125	-	1,125
Dissemination	12,152	3,038	3,338	(300)
Assessment Roll	8,680	8,680	8,680	(0)
Property Appraiser	5,000	4,847	4,847	-
Trustee Fees	14,946	8,979	8,979	-
Arbitrage	1,800	450	-	450
Management Fees	53,135	13,284	13,284	0
Information Technology	2,315	579	579	(0)
Website Maintenance	1,157	289	289	0
Telephone	500	125	46	79
Postage	1,000	250	108	142
Insurance	12,672	11,939	11,939	-
Printing and Binding	750	188	131	57
Legal Advertising	2,500	625	300	325
Other Current Charges	1,000	250	875	(625)
Office Supplies	100	25	1	24
Dues, Licenses & Subscriptions	175	175	175	-
<b>Total General &amp; Administrative</b>	<b>\$ 154,057</b>	<b>\$ 62,766</b>	<b>\$ 62,185</b>	<b>\$ 581</b>

**Operations & Maintenance**

**Field:**

**Contract Services:**

Landscape Maintenance	\$ 58,250	\$ 14,563	\$ 9,723	\$ 4,840
Lake Maintenance	9,400	2,350	888	1,462
Field Operations Management	19,320	4,830	4,830	-

**Repairs & Maintenance:**

Repairs & Maintenance	18,000	4,500	1,592	2,908
Irrigation Repairs	4,000	1,000	841	159
Landscape Contingency	10,000	2,500	4,793	(2,293)

**Utilities:**

Electric	35,000	8,750	7,130	1,620
Water & Sewer	23,000	5,750	2,245	3,505

<b>Subtotal Field</b>	<b>\$ 176,970</b>	<b>\$ 44,243</b>	<b>\$ 32,043</b>	<b>\$ 12,199</b>
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**Amelia Concourse**  
**Community Development District**  
**General Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending December 31, 2025**

	Adopted Budget	Prorated Budget Thru 12/31/25	Actual Thru 12/31/25	Variance
<b><i>Amenity Center:</i></b>				
Insurance	\$ 22,361	\$ 19,450	19,450	\$ -
Facility Management	19,320	4,830	4,830	-
Pool Maintenance	19,565	4,891	4,891	(0)
Pool Chemicals	13,500	3,375	3,726	(351)
Pool Permits	530	133	-	133
Cable	2,200	550	553	(3)
Janitorial	9,840	2,460	2,460	-
Facility Maintenance	15,635	3,909	585	3,324
Pest Control	1,000	250	243	7
Refuse	750	188	209	(22)
Holiday Decorations	2,000	4,230	4,230	-
<b><i>Reserves:</i></b>				
Capital Reserve Funding	75,000	-	-	-
<b>Subtotal Amenity Center:</b>	<b>\$ 181,701</b>	<b>\$ 44,265</b>	<b>\$ 41,177</b>	<b>\$ 3,088</b>
<b>Total Operations &amp; Maintenance</b>	<b>\$ 358,672</b>	<b>\$ 88,508</b>	<b>\$ 73,221</b>	<b>\$ 15,287</b>
<b>Total Expenditures</b>	<b>\$ 512,729</b>	<b>\$ 151,274</b>	<b>\$ 135,406</b>	<b>\$ 15,868</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (29,296)</b>	<b>\$ 320,026</b>	<b>\$ 338,036</b>	<b>\$ 18,010</b>
<b><i>Other Financing Sources/(Uses):</i></b>				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ (29,296)</b>	<b>\$ 320,026</b>	<b>\$ 338,036</b>	<b>\$ 18,010</b>
<b>Fund Balance - Beginning</b>	<b>\$ 29,296</b>		<b>\$ 505,373</b>	
<b>Fund Balance - Ending</b>	<b>\$ -</b>		<b>\$ 843,409</b>	





# Amelia Concourse

## Community Development District

### Debt Service Fund Series 2007

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

For The Period Ending December 31, 2025

	Adopted Budget	Prorated Budget Thru 12/31/25	Actual Thru 12/31/25	Variance
<b>Revenues:</b>				
Special Assessments - Tax Roll	\$ 111,295	\$ 108,407	\$ 108,407	\$ -
Interest Income	5,000	1,250	2,313	1,063
<b>Total Revenues</b>	<b>\$ 116,295</b>	<b>\$ 109,657</b>	<b>\$ 110,719</b>	<b>\$ 1,063</b>
<b>Expenditures:</b>				
Interest - 11/1	\$ 28,463	\$ 28,463	\$ 28,463	\$ -
Principal Prepayment - 11/1	-	-	15,000	(15,000)
Interest - 5/1	28,463	-	-	-
Principal - 5/1	50,000	-	-	-
<b>Total Expenditures</b>	<b>\$ 106,925</b>	<b>\$ 28,463</b>	<b>\$ 43,463</b>	<b>\$ (15,000)</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 9,370</b>	<b>\$ 81,194</b>	<b>\$ 67,257</b>	<b>\$ (13,937)</b>
<b>Other Financing Sources/(Uses):</b>				
Property Appraiser	\$ (1,200)	\$ (1,118)	\$ (1,118)	\$ -
Transfer (Out)	-	-	-	-
Transfer In	-	-	-	-
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ (1,200)</b>	<b>\$ (1,118)</b>	<b>\$ (1,118)</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ 8,170</b>	<b>\$ 80,076</b>	<b>\$ 66,139</b>	<b>\$ (13,937)</b>
<b>Fund Balance - Beginning</b>	<b>\$ 133,469</b>		<b>\$ 246,481</b>	
<b>Fund Balance - Ending</b>	<b>\$ 141,639</b>		<b>\$ 312,620</b>	

# Amelia Concourse

## Community Development District

### Debt Service Fund Series 2016

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

For The Period Ending December 31, 2025

	Adopted Budget	Prorated Budget Thru 12/31/25	Actual Thru 12/31/25	Variance
<b>Revenues:</b>				
Special Assessments - Tax Roll	\$ 146,859	\$ 144,512	\$ 144,512	\$ -
Interest Income	5,000	1,250	1,530	280
<b>Total Revenues</b>	<b>\$ 151,859</b>	<b>\$ 145,762</b>	<b>\$ 146,041</b>	<b>\$ 280</b>
<b>Expenditures:</b>				
Interest - 11/1	\$ 51,150	\$ 51,150	\$ 51,150	\$ -
Principal Prepayment - 11/1	-	-	5,000	(5,000)
Interest - 5/1	51,150	-	-	-
Principal - 5/1	40,000	-	-	-
<b>Total Expenditures</b>	<b>\$ 142,300</b>	<b>\$ 51,150</b>	<b>\$ 56,150</b>	<b>\$ (5,000)</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 9,559</b>	<b>\$ 94,612</b>	<b>\$ 89,891</b>	<b>\$ (4,720)</b>
<b>Other Financing Sources/(Uses):</b>				
Property Appraiser	\$ (1,500)	\$ (1,491)	\$ (1,491)	\$ -
Transfer In/(Out)	-	-	-	-
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ (1,500)</b>	<b>\$ (1,491)</b>	<b>\$ (1,491)</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ 8,059</b>	<b>\$ 93,121</b>	<b>\$ 88,401</b>	<b>\$ (4,720)</b>
<b>Fund Balance - Beginning</b>	<b>\$ 97,921</b>		<b>\$ 170,638</b>	
<b>Fund Balance - Ending</b>	<b>\$ 105,980</b>		<b>\$ 259,039</b>	

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

	Adopted Budget	Prorated Budget Thru 12/31/25	Actual Thru 12/31/25	Variance
<b>Revenues:</b>				
Special Assessments - Tax Roll	\$ 179,916	\$ 175,824	\$ 175,824	\$ -
Interest Income	5,000	1,250	1,641	391
<b>Total Revenues</b>	<b>\$ 184,916</b>	<b>\$ 177,074</b>	<b>\$ 177,465</b>	<b>\$ 391</b>
<b>Expenditures:</b>				
Interest - 11/1	\$ 64,693	\$ 64,693	\$ 64,693	\$ -
Principal Prepayment - 11/1	-	-	5,000	(5,000)
Interest - 5/1	64,693	-	-	-
Principal - 5/1	45,000	-	-	-
<b>Total Expenditures</b>	<b>\$ 174,385</b>	<b>\$ 64,693</b>	<b>\$ 69,693</b>	<b>\$ (5,000)</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 10,531</b>	<b>\$ 112,381</b>	<b>\$ 107,773</b>	<b>\$ (4,609)</b>
<b>Other Financing Sources/(Uses):</b>				
Property Appraiser	\$ (1,900)	\$ (1,814)	\$ (1,814)	\$ -
Transfer In/(Out)	-	-	(1,046)	(1,046)
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ (1,900)</b>	<b>\$ (1,814)</b>	<b>\$ (2,860)</b>	<b>\$ (1,046)</b>
<b>Net Change in Fund Balance</b>	<b>\$ 8,631</b>	<b>\$ 110,567</b>	<b>\$ 104,913</b>	<b>\$ (5,655)</b>
<b>Fund Balance - Beginning</b>	<b>\$ 79,678</b>		<b>\$ 186,140</b>	
<b>Fund Balance - Ending</b>	<b>\$ 88,309</b>		<b>\$ 291,053</b>	

# Amelia Concourse

## Community Development District

### Debt Service Fund Series 2019B

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

For The Period Ending December 31, 2025

	Adopted	Prorated Budget	Actual		Variance
	Budget	Thru 12/31/25	Thru 12/31/25		
<b>Revenues:</b>					
Special Assessments - Tax Roll	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	-	-	3	3	3
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3</b>	<b>\$ 3</b>	<b>\$ 3</b>
<b>Expenditures:</b>					
Interest - 11/1	\$ -	\$ -	\$ -	\$ -	\$ -
Principal Prepayment - 11/1	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3</b>	<b>\$ 3</b>	<b>\$ 3</b>
<b>Other Financing Sources/(Uses):</b>					
Transfer In	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer (Out)	-	-	-	-	-
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3</b>	<b>\$ 3</b>	<b>\$ 3</b>
<b>Fund Balance - Beginning</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 266</b>	<b>\$ 266</b>	<b>\$ 266</b>
<b>Fund Balance - Ending</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 269</b>	<b>\$ 269</b>	<b>\$ 269</b>

**Amelia Concourse**  
**Community Development District**  
**Statement of Revenues and Expenditures**

**Capital Projects Funds**

**For The Period Ending December 31, 2025**

Description	SE 2007	SE 2019A	SE 2019B
<b>Revenues</b>			
Interest Income	\$ -	\$ 139	\$6,201
Transfer In	-	1,046	-
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 1,185</b>	<b>\$ 6,201</b>
<b>Expenditures</b>			
Capital Outlay	\$ -	\$ -	-
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$ -</b>	<b>\$ 1,185</b>	<b>\$ 6,201</b>
<b>Beginning Fund Balance</b>	<b>\$ 1</b>	<b>\$ 14,577</b>	<b>\$ 671,073</b>
<b>Ending Fund Balance</b>	<b>\$ 1</b>	<b>\$ 15,762</b>	<b>\$ 677,274</b>

**Amelia Concourse**  
**Community Development District**  
**Capital Reserve Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending December 31, 2025**

	Adopted Budget	Prorated Budget Thru 12/31/25	Actual Thru 12/31/25	Variance
<b>Revenues</b>				
Capital Reserve Funding	\$ 75,000	\$ -	\$ -	\$ -
Interest	5,000	1,250	2,873	1,623
<b>Total Revenues</b>	<b>\$ 80,000</b>	<b>\$ 1,250</b>	<b>\$ 2,873</b>	<b>\$ 1,623</b>
<b>Expenditures:</b>				
Capital Outlay	\$ 20,000	\$ 5,000	\$ -	\$ 5,000
Repair and Replacements	50,000	12,500	-	12,500
<b>Total Expenditures</b>	<b>\$ 70,000</b>	<b>\$ 17,500</b>	<b>\$ -</b>	<b>\$ 17,500</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 10,000</b>		<b>\$ 2,873</b>	
<b>Other Financing Sources/(Uses)</b>				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
<b>Total Other Financing Sources (Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ 10,000</b>		<b>\$ 2,873</b>	
<b>Fund Balance - Beginning</b>	<b>\$ 309,218</b>		<b>\$ 301,025</b>	
<b>Fund Balance - Ending</b>	<b>\$ 319,218</b>		<b>\$ 303,898</b>	

**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)
Less: November 1, 2025 (Prepayment)		(15,000)
<b>Current Bonds Outstanding</b>		<b>\$ 975,000</b>

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	\$ 71,336	
Reserve Fund Balance	71,336	
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)
Less: November 1, 2025 (Prepayment)		(5,000)
<b>Current Bonds Outstanding</b>		<b>\$ 1,700,000</b>

**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)
Less: November 1, 2025 (Prepayment)	(5,000)
<b>Current Bonds Outstanding</b>	<b>\$ 2,285,000</b>

**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	O&M ASMT	TOTAL
NET ASSESSED TAX ROLL	458	110,167.73	146,859.16	178,680.05	477,431.89	913,138.83
<b>TOTAL NET ASSESSED</b>	<b>458</b>	<b>110,167.73</b>	<b>146,859.16</b>	<b>178,680.05</b>	<b>477,431.89</b>	<b>913,138.83</b>

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	14,596.25	108,406.73	144,511.66	175,823.91	469,800.28	898,542.58
<b>TOTAL DUE / RECEIVED</b>	<b>14,596.25</b>	<b>108,406.73</b>	<b>144,511.66</b>	<b>175,823.91</b>	<b>469,800.28</b>	<b>898,542.58</b>

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
2	11/03/25	5,118.93	617.59	823.27	1,001.66	2,676.42
3	11/21/25	69,659.71	8,404.26	11,203.30	13,630.79	36,421.37
4	12/10/25	801,297.22	96,674.34	128,871.79	156,795.25	418,955.84
5	12/19/25	19,142.70	2,309.51	3,078.70	3,745.78	10,008.70
			-	-	-	-
			-	-	-	-
			-	-	-	-
			-	-	-	-
			-	-	-	-
			-	-	-	-
			-	-	-	-
<b>TOTAL TAX ROLL RECEIPTS</b>		<b>898,542.57</b>	<b>108,406.73</b>	<b>144,511.66</b>	<b>175,823.91</b>	<b>469,800.28</b>

<b>PERCENT COLLECTED TAX ROLL</b>		<b>98.40%</b>	<b>98.40%</b>	<b>98.40%</b>	<b>98.40%</b>	<b>98.40%</b>
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*B.*

**Amelia Concourse**  
**Community Development District**  
 Check Register Summary  
 11/1/2025-12/31/2025

Fund	Date	Check #'s	Amount
<i>Payroll</i>	11/19/25	50250-50252	\$ 554.10
		Sub-Total	\$ 554.10
<i>General Fund</i>	11/18/25	2654-2667	\$ 77,960.33
	12/12/25	2668-2676	27,570.19
	12/17/25	2677-2685	10,677.91
	12/26/25	2686-2688	3,602.50
		Sub-Total	\$ 119,810.93
<b>Total</b>			<b>\$ 120,365.03</b>

CHECK #	EMP #	EMPLOYEE NAME	CHECK AMOUNT	CHECK DATE
50250	16	KHRISTEN R SNOW	184.70	11/19/2025
50251	13	KIMBERLY CHAMERDA	184.70	11/19/2025
50252	15	WILLIAM T BUSBY	184.70	11/19/2025
TOTAL FOR REGISTER			554.10	

ACON AMELIA CONCOUR DLAUGHLIN

# Attendance Sheet

District Name: Amelia Concourse CDD

Board Meeting Date: November 18, 2025 Meeting

	<b>Name</b>	<b>In Attendance</b>	<b>Fee</b>
1	William Busby	✓	<del>-\$200.</del> \$200
2	Harvey Greenberg	✓	N/A
3	Bill Toohey	✓	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:**

  
District Manager Signature

11/18/25  
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	CHECK #
11/18/25	00169	10/29/25	86121	202510	300	13100	10101			*	51,297.26		
			STORAGE BLDG REPAIR						ALLWEATHER CONTRACTORS			51,297.26	002654
11/18/25	00154	9/15/25	INV0136A	202510	320	57200	46500			*	2,115.18		
			FNL PMT HOLIDAY DECORATE						KASE HANNAH			2,115.18	002655
11/18/25	00081	10/23/25	22	202510	310	51300	32400			*	100.00		
			AMORT SE2007 SCHEDULE										
		10/23/25	22	202510	310	51300	32400			*	100.00		
			AMORT SE2016 SCHEDULE										
		10/23/25	22	202510	310	51300	32400			*	100.00		
			AMORT SE2019A SCHEDULE						DISCLOSURE SERVICES, LLC			300.00	002656
11/18/25	00005	11/01/25	363	202511	310	51300	34000			*	4,427.92		
			NOV MANAGEMENT FEES										
		11/01/25	363	202511	310	51300	52000			*	96.42		
			NOV WEBSITE ADMIN										
		11/01/25	363	202511	310	51300	35100			*	192.92		
			NOV INFO TECH										
		11/01/25	363	202511	310	51300	32400			*	1,012.67		
			NOV DISSEM AGENT SRVCS										
		11/01/25	363	202511	310	51300	51000			*	.48		
			OFFICE SUPPLIES										
		11/01/25	363	202511	310	51300	42000			*	35.57		
			POSTAGE										
		11/01/25	363	202511	310	51300	42500			*	22.50		
			COPIES										
		11/01/25	363	202511	310	51300	41000			*	46.30		
			TELEPHONE										
		11/01/25	363	202511	320	57200	45400			*	34.90		
			POOL CHEM-TRICHLOR										
		11/01/25	363	202511	320	57200	62000			*	111.03		
			POOL RPR-2 SAFE LIFE HOOK						GOVERNMENTAL MANAGEMENT SERVICES			5,980.71	002657
11/18/25	00005	11/01/25	364	202511	320	57200	35100			*	1,610.00		
			NOV CONTRACT ADMIN										
		11/01/25	364	202511	320	57200	34000			*	1,610.00		
			NOV FACILITY MANAGEMENT										
		11/01/25	364	202511	320	57200	46000			*	820.00		
			NOV JANITORIAL										
		11/01/25	364	202511	320	57200	45300			*	1,630.42		
			NOV POOL MAINTENANCE						GOVERNMENTAL MANAGEMENT SERVICES			5,670.42	002658

ACON AMELIA CONCOUR OKUZMUK

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT ACCT#	SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
11/18/25	00142	10/24/25	7236292	202510	320-57200-45400		POOL CHEMICALS HAWKINS INC	*	402.00	402.00	002659
11/18/25	00142	11/06/25	7249105	202511	320-57200-45400		POOL CHEMICALS HAWKINS INC	*	492.00	492.00	002660
11/18/25	00127	11/01/25	433050	202511	320-57200-34500		NOV CLOUD ACCESS CONTROL HI-TECH SYSTEM	*	195.00	195.00	002661
11/18/25	00157	10/23/25	796437	202510	320-57200-46400		NOV IRRIGATION SERVICE THE GREENERY OF NORTH FLORIDA INC	*	378.60	378.60	002662
11/18/25	00157	10/30/25	796646	202510	320-57200-46300		TREE REMOVAL THE GREENERY OF NORTH FLORIDA INC	*	2,025.00	2,025.00	002663
11/18/25	00157	10/31/25	796668	202510	320-57200-46300		SEASONAL COLOR PH1&2 THE GREENERY OF NORTH FLORIDA INC	*	1,283.16	1,283.16	002664
11/18/25	00157	11/03/25	797410	202511	320-57200-46200		NOV LANDSCAPE PH1&2 RENEW THE GREENERY OF NORTH FLORIDA INC	*	3,241.00	3,241.00	002665
11/18/25	00112	11/05/25	3906	202510	310-51300-31100		OCT ENGINEERING SERVICES YURO & ASSOCIATES, LLC	*	3,130.00	3,130.00	002666
11/18/25	00112	11/05/25	3905	202509	310-51300-31100		SEP ENGINEERING SERVICES YURO & ASSOCIATES, LLC	*	1,450.00	1,450.00	002667
12/12/25	00169	11/13/25	86170	202511	300-13100-10101		STORAGE BLDG REPAIR ALLWEATHER CONTRACTORS	*	8,148.26	8,148.26	002668
12/12/25	00005	12/01/25	366	202512	310-51300-34000		DEC MANAGEMENT FEES	*	4,427.92		
		12/01/25	366	202512	310-51300-52000		DEC WEBSITE ADMIN	*	96.42		
		12/01/25	366	202512	310-51300-35100		DEC INFO TECH	*	192.92		

ACON AMELIA CONCOUR OKUZMUK

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
12/01/25	366		202512	310-51300-32400		DEC DISSEM AGENT SRVCS	*	1,012.67		
12/01/25	366		202512	310-51300-51000		OFFICE SUPPLIES	*	.36		
12/01/25	366		202512	310-51300-42000		POSTAGE	*	41.86		
12/01/25	366		202512	310-51300-42500		COPIES	*	87.00		
12/01/25	366		202512	320-57200-45400		POOL CHEM-TRICHLOR	*	122.43		
12/01/25	366		202512	320-57200-45400		POOL CHEM-LIQUID BLEACH	*	67.93		
12/01/25	366		202512	320-57200-45400		POOL CHEM-MURIATIC ACID	*	73.39		
12/01/25	366		202512	320-57200-45400		POOL CHEM-TILE SOAP	*	84.32		
12/01/25	366		202512	320-57200-45400		POOL CHEM-GRANULAR TRICHL	*	71.61		
									6,278.83	002669
-----										
12/12/25	00142	11/25/25	7268535	202511	320-57200-45400	POOL CHEMICALS	*	567.00		
									567.00	002670
-----										
12/12/25	00127	12/01/25	4334505	202512	320-57200-34500	DEC CLOUD ACCESS CONTROL	*	195.00		
									195.00	002671
-----										
12/12/25	00135	11/14/25	13511	202510	310-51300-31500	OCT GENERAL SERVICES	*	2,129.00		
									2,129.00	002672
-----										
12/12/25	00010	11/14/25	11142025	202511	310-51300-31400	FY26 PROPERTY APPR FEE	*	9,270.00		
									9,270.00	002673
-----										
12/12/25	00170	11/01/25	110137	202511	320-57200-46800	NOV LAKE MAINTENANCE	*	520.00		
									520.00	002674
-----										
12/12/25	00157	11/24/25	798817	202511	320-57200-46400	NOV IRRIGATION SERVICE	*	462.10		
									462.10	002675
-----										
12/12/25	00088	11/18/25	1935414	202511	320-57200-62000	INSTALL VINYL GATE	*	500.00		
									500.00	002676
-----										
										ACON AMELIA CONCOUR OKUZMUK

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
12/22/25	00088	11/18/25	1935414	202511	320	57200	62000		INSTALL VINYL GATE WOLFE FENCING CO.	V	500.00-	500.00-	002676
12/17/25	00124	12/10/25	12102025	202512	310	51300	49000		WORK APPRECIATION BONUS DANIEL LAUGHLIN	*	500.00	500.00	002677
12/17/25	00172	12/03/25	39202403	202512	320	57200	62000		RE-STRIPE ARNAV GROUP LLC	*	654.00	654.00	002678
12/17/25	00005	11/14/25	123A	202510	320	57200	62000		OCT FACILITY MAINTENANCE	*	123.00		
		11/14/25	123A	202510	320	57200	62000		FACILITY MAINT CREDIT	*	123.00-		
		11/14/25	123A	202510	320	57200	62000		MAINTENANCE SUPPLIES GOVERNMENTAL MANAGEMENT SERVICES	*	74.49	74.49	002679
12/17/25	00005	12/01/25	365	202512	320	57200	35100		DEC CONTRACT ADMIN	*	1,610.00		
		12/01/25	365	202512	320	57200	34000		DEC FACILITY MANAGEMENT	*	1,610.00		
		12/01/25	365	202512	320	57200	46000		DEC JANITORIAL	*	820.00		
		12/01/25	365	202512	320	57200	45300		DEC POOL MAINTENANCE GOVERNMENTAL MANAGEMENT SERVICES	*	1,630.42	5,670.42	002680
12/17/25	00127	10/13/25	78121	202510	320	57200	62000		NETWORK EQUIPMENT HI-TECH SYSTEM	*	76.00	76.00	002681
12/17/25	00171	12/10/25	12102025	202512	310	51300	49000		WORK APPRECIATION BONUS KELLY MULLINS	*	300.00	300.00	002682
12/17/25	00082	11/17/25	64612612	202511	320	53800	45513		NOV FIRE ANT SERVICE NADERS PEST CONTROL	*	81.00	81.00	002683
12/17/25	00082	12/01/25	64980808	202512	320	53800	45513		DEC FIRE ANT SERVICE NADERS PEST CONTROL	*	81.00	81.00	002684

ACON AMELIA CONCOUR OKUZMUK

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
12/17/25	00157	12/01/25	800201	202512	320	57200	46200		DEC LANDSCAPE PH1&2 RENEW	*	3,241.00		
									THE GREENERY OF NORTH FLORIDA INC			3,241.00	002685
12/26/25	00005	12/17/25	367	202511	320	57200	62000		NOV FACILITY MAINTENANCE	*	232.00		
		12/17/25	367	202511	320	57200	62000		NOV FACILITY MAINT CREDIT	*	232.00-		
		12/17/25	367	202511	320	57200	62000		MAINTENANCE SUPPLIES	*	176.97		
									GOVERNMENTAL MANAGEMENT SERVICES			176.97	002686
12/26/25	00135	12/16/25	13743	202511	310	51300	31500		NOV GENERAL SERVICES	*	2,925.53		
									KILINSKI VAN WYK PLLC			2,925.53	002687
12/26/25	00088	11/18/25	1935414A	202511	320	57200	62000		INSTALL VINYL GATE	*	500.00		
									WOLFE FENCING CO.			500.00	002688
TOTAL FOR BANK A											119,810.93		
TOTAL FOR REGISTER											119,810.93		

ACON AMELIA CONCOUR OKUZMUK

RECEIVED  
NOV 07 2025  
BY: \_\_\_\_\_



1702 Lindsey Road  
Jacksonville, Fl. 32221  
Ph (904) 781-7060 Fax (904) 781-7051  
CBC1254303 CMC1815101 CFC1428601 GS21F0141Y

**WAIVER AND RELEASE OF LIEN  
UPON PROGRESS PAYMENT**

The undersigned lienor, in consideration of the sum \$ 51,297.26 hereby waives and releases its lien and right to claim a lien for labor, services, or materials furnished through (date) 10/31/2025 to Amelia Concourse Community Developm at the following property:

Job Address: 85152 Amaryllis Court, Fernandina Beach, FL 32034  
Project: Storage Bldg Repairs and Reroof AWC# 40-25-025 Invoice #86121

This waiver and release does not cover any retention or labor, services, or materials furnished after the date specified.

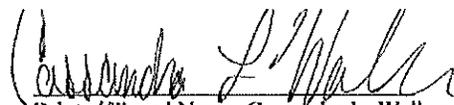
This waiver and release effective this 5th day of November, 2025.

Lienor's Company: All Weather Contractors, Inc  
Address: 1702 Lindsey Drive  
Jacksonville, FL 32221

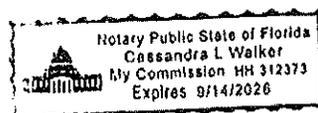
By: 

Printed Name: Christopher S. Bryan, Its Chief Executive Officer

Sworn to (or affirmed) and subscribed before me this 5th day of November, 2025 by Christopher S. Bryan in his/her capacity as Chief Executive Officer who  is personally known to me or  has produced \_\_\_\_\_ as identification.



Printed/Typed Name: Cassandra L. Walker  
Notary Public: State of Florida  
Commission Number: HH312373



**APPLICATION AND CERTIFICATION FOR PAYMENT**

DOCUMENT G702

TO OWNER: *Amelia Concourse Community Development*  
 475 West Town Place, Suite 114  
 St. Augustine, FL 32092

PROJECT: *Amelia Concourse CDD*  
 85152 Amaryllis Court  
 Fernandina Beach, FL 32034

APP. NO: **001** Distribution to:  
 Invoice #86121

- OWNER
- ARCHITECT/ENG
- CONTRACTOR
- OTHER

APP. DATE: **10/29/2025**

FROM CONTRACTOR: *All Weather Contractors, Inc.*  
 1702 Lindsey Road  
 Jacksonville, FL 32221

VIA ARCHITECT: NA

PROJECT NO: **40-25-025**

CONTRACT NO:

CONTRACT FOR: *Storage Building Repairs and Reroof*

CONTRACT DATE: **Tuesday, March 25, 2025**

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$ 57,394.96
2. Net change by Change Orders	\$ -
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$ 57,394.96
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$ 51,297.26
5. RETAINAGE:	
a. <u>0%</u> of Completed Work (Column D + E on G703)	\$ -
b. <u>0%</u> of Stored Material (Column F on G703)	\$ -
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$ -
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$ 51,297.26
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$ -
8. CURRENT PAYMENT DUE	\$ 51,297.26
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$ 6,097.70

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ -	\$ -
Total approved this pay period	\$ -	\$ -
TOTALS	\$ -	\$ -
<b>NET CHANGES by Change Order</b>	<b>\$</b>	<b>-</b>

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

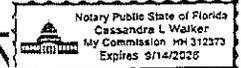
CONTRACTOR: All Weather Contractors, Inc.

By: *[Signature]*, its CEO Date: November 5th, 2025

State of: Florida County of: Duval

Subscribed and sworn to before me this 5th day of November 2025

Notary Public: *[Signature]*  
 My Commission expires: 09/14/2026



**ARCHITECT'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... \$ 51,297.26

*(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)*

ARCHITECT:

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

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

# CONTINUATION SHEET

DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.  
 In tabulations below, amounts are stated to the nearest dollar.  
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 001  
 APPLICATION DATE: 10/29/2025  
 PROJECT NO: 40-25-025  
 ARCHITECT'S/OWNER PROJECT NO: 0

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % (G + C)	I BALANCE TO FINISH (C - G)	J RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	Interior Repairs and Reroof	\$ 56,996.96		\$ 51,297.26		\$ 51,297.26	90.00%	5699.696	\$ -
2	GAF Silver Pledge Warranty	\$ 398.00		\$ -		\$ -		398	\$ -
3				\$ -		\$ -		0	\$ -
4				\$ -		\$ -		0	\$ -
5				\$ -		\$ -		0	\$ -
				\$ -		\$ -		0	\$ -
				\$ -		\$ -		0	\$ -
	<b>Change Orders</b>								
1				\$ -		\$ -		0	\$ -
2				\$ -		\$ -		0	\$ -
3				\$ -		\$ -		0	\$ -
4				\$ -		\$ -		0	\$ -
5				\$ -		\$ -		0	\$ -
				\$ -		\$ -		0	\$ -
	<b>GRAND TOTALS</b>	\$ 57,394.96	\$ -	\$ 51,297.26	\$ -	\$ 51,297.26	89.38%	\$ 6,097.70	\$ -

CSB



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  
 kmullins@gmsnf.com

**NUMBER:** INV0136  
**DATE:** Sep 15, 2025  
**DUE DATE:** Sep 29, 2025

Description	Quantity	Unit price	Amount
<b>TIMERS</b> Solar activated light timers to be placed as needed.	4	\$0.00	\$0.00
<b>METAL FENCE WRAP</b> Warm lights on Top of black metal fence wrap surrounding pool by community center. Installation	1	\$498.42	\$498.42
<b>WREATHS</b> 30" large wreath with warm lights and red bow	4	\$114.78	\$459.12
<b>FOLIAGE</b> Warm lights on Bushes along entry walk way in both sides of community entrance. Along with small palms.	1	\$730.81	\$730.81
<b>NEW FOLIAGE</b> Multicolor lights on Bushes on bushes surrounding the front of community center viewable at entrance.	1	\$2,542.00	\$2,542.00
<b>SUBTOTAL:</b>			<b>\$4,230.35</b>
<b>TOTAL:</b>			<b>\$4,230.35</b>
<b>PAID:</b>			<b>\$2,115.17</b>
<b>BALANCE DUE</b>			<b>\$2,115.18</b>

**Payment instructions**

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



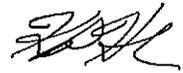
Approved  
 Kelly Mullins, Operations Manager  
 Governmental Management Services  
 On behalf of Amelia Concourse CDD  
 Date: 11-7-25  
 Acct. # 1-320-57200-46500  
 Holiday Decorations

## 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, locations, materials, and pick up. Any sudden adjustments must be discussed as this will be the reference for the set-up, locations, materials, and pick up. Any sudden adjustments or changes at time of set up are subject to additional charges.
- Holiday Lights are be installed in our professional grade clips, either on the shingles, gutters or the drip edge as required by manufacturer specifications. Lights on trees / foliage will be install to professional standards without permanent harming of the tree, plant, bush, etc. If modifications to the gutter prevent installation, extra materials and labor will be necessary and additional charges will be applied.
- Commercial Grade Holiday lights come with a 3 year in house warranty. Warranty covers normal wear and tear, manufacture defects, and workmanship. Misuse or physical damages caused to the lights will void the warranty. Inclement weather such as falling debris or pest control damages void the warranty. Warranty is also voided if installation the following years is not performed by Celebration Lights LLC
- Takedown is not included in price unless otherwise stated in the invoice and will need to be scheduled at the end of the season and 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 areas of the home based on the standard installation procedures and manufacture recommendations. In certain situations custom tracts for permanent lighting is to be designed and applied during the install.
- Quote good for 3 days to ensure scheduling has not been filled. Cancellation of installation is a forfeiture of deposit. Cancellation is also Subject to include a restocking fee. Final invoice payment is due at time of installation or delivery. Please have payment method ready upon arrival
- Installation of permanent lights includes a 3 year warranty on installation and materials. Warranty is limited to normal wear and tear and manufacturer defects.
- Cancellation period 3 days. Beyond the 3 day cancellation period, there is a zero refund policy on deposits. Deposits received are used to purchase materials and block of scheduling availability to other clients.

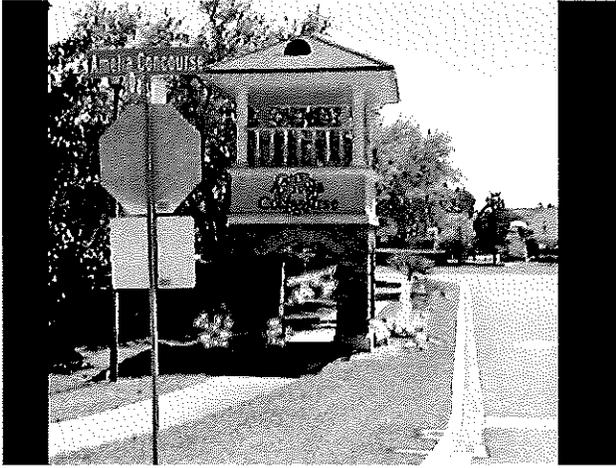


Photo 1



Photo 2



Photo 3



Photo 4



Photo 5



Photo 6



Photo 7

Disclosure Services LLC

1005 Bradford Way  
Kingston, TN 37763

# Invoice

Date	Invoice #
10/23/2025	22

<b>Bill To</b>
Amelia Concourse CDD C/O GMS



Terms	Due Date
Net 30	11/22/2025

Description	Amount
Amortization Schedule Series 2007 11-1-25 Prepay \$15,000	100.00
Amortization Schedule Series 2016 11-1-25 Prepay \$5,000	100.00
Amortization Schedule Series 2019A 11-1-25 Prepay \$5,000	100.00

--

<b>Total</b>	\$300.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$300.00

Phone #
865-717-0976

E-mail
tcarter@disclosureservices.info

**Governmental Management Services, LLC**

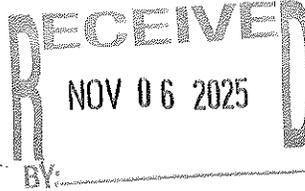
475 West Town Place, Suite 114  
St. Augustine, FL 32092

**Invoice**

Invoice #: 363  
Invoice Date: 11/1/25  
Due Date: 11/1/25  
Case:  
P.O. Number:

**Bill To:**

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



Description	Hours/Qty	Rate	Amount
Management Fees - November 2025		4,427.92	4,427.92
Website Administration - November 2025		96.42	96.42
Information Technology - November 2025		192.92	192.92
Dissemination Agent Services - November 2025		1,012.67	1,012.67
Office Supplies		0.48	0.48
Postage		35.57	35.57
Copies		22.50	22.50
Telephone		46.30	46.30
Pool Chemicals - Trichlor		34.90	34.90
Pool Repair - 2 Safety Life Hooks with Hardware		111.03	111.03
<b>Total</b>			<b>\$5,980.71</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$5,980.71</b>

**Governmental Management Services, LLC**

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

**Invoice**

Invoice #: 364  
Invoice Date: 11/1/25  
Due Date: 11/1/25  
Case:  
P.O. Number:

**Bill To:**

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

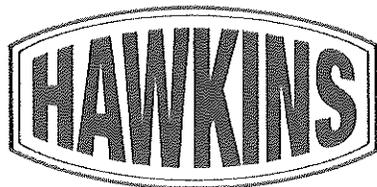
Description	Hours/Qty	Rate	Amount
Contract Administration -November 2025		1,610.00	1,610.00
Facility Management- November 2025		1,610.00	1,610.00
Janitorial - November 2025		820.00	820.00
Pool Maintenance - November 2025		1,630.42	1,630.42

RECEIVED  
NOV 07 2025  
BY: \_\_\_\_\_

*Alison Moring*  
11-7-25

<b>Total</b>	<b>\$5,670.42</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$5,670.42</b>

Original



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

# INVOICE

Total Invoice	<b>\$402.00</b>
Invoice Number	7236292
Invoice Date	10/24/25
Sales Order Number/Type	4972625 SL
Branch Plant	74
Shipment Number	5966326

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 #			
11/23/25	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 1 LB BLK (Mini-Bulk)	N	130.0000	GA	\$3.0000	GA	1,257.1 LB	\$390.00
				130.0000	GA			1,257.1 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](mailto: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: 10-27-25  
 Acct. # 1-320-57200-45400



Page 1 of 1	Tax Rate 0 %	Sales Tax \$0.00	<b>Invoice Total</b>	<b>\$402.00</b>
-------------	-----------------	---------------------	----------------------	-----------------

**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](mailto:Credit.Dept@Hawkinsinc.com)  
 Phone Number: (612) 331-6910  
 Fax Number: (612) 225-6702

**FINANCIAL INSTITUTION:**  
 US Bank  
 800 Nicolet Mall  
 Minneapolis, MN 55402

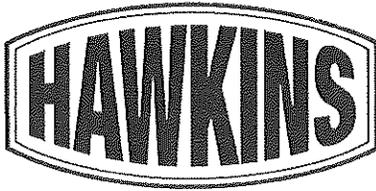
Account Name: Hawkins, Inc.  
 Account #: 180120759469  
 ABA/Routing #: 091000022  
 Swift Code#: USBKUS44IMT  
 Type of Account: Corporate Checking

**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](mailto:Credit.Dept@Hawkinsinc.com)

**CASH IN ADVANCE/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 660-1.4(e), 60-300.5(a) and 60-741.5(n). 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.

Original



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

# INVOICE

Total Invoice	\$492.00
Invoice Number	7249105
Invoice Date	11/6/25
Sales Order Number/Type	4984418 SL
Branch Plant	74
Shipment Number	5981875

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

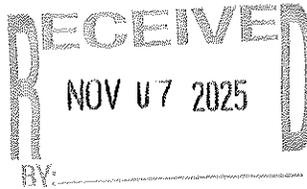
Ship To: 498806  
**AMELIA CONCOURSE COMMUNITY**  
**DEVELOPMENT**  
 85200 Amaryllis Ct  
 SUITE 114  
 Fernandina Beach FL 32034-9716

Net Due Date	Terms	FOB Description	Ship Via	Customer P.O.#	P.O. Release	Sales Agent #			
12/6/25	Net 30	PPD Origin	HWTG			382			
Line #	Item Number	Item Name/ Description	Tax	Qty Shipped	Trans UOM	Unit Price	Price UOM	Weight Net/Gross	Extended Price
1.000	41930	Azone - EPA Reg. No. 7870-1 1 LB BLK (Mini-Bulk)	N	160.0000 160.0000	GA GA	\$3.0000	GA	1,547.2 LB 1,547.2 GW	\$480.00
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](mailto: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: 11-7-25  
 Acct. # 1-320-57200-45400



Page 1 of 1

Tax Rate      Sales Tax  
 0 %            \$0.00

Invoice Total **\$492.00**

**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](mailto: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](mailto: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 5560-1.4(a), 60-300.5(a) and 60-741.6(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

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

Job# 1921526



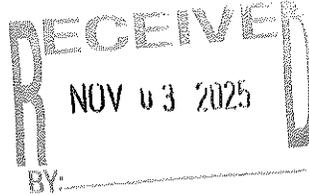
Tallahassee, FL 32308  
2498 Centerville Rd.

**Invoice**

Invoice #: 433050  
Invoice Date: 11/01/2025  
Completed: 11/02/2025  
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
<i>1-14212-ACC-1 - Access Control System - Amelia Concourse CDD - 85200 Amaryllis Court, Fernandina Beach, FL</i>			
Alarm.com Cloud Access Control	1.00	\$20.00	20.00
ADC-Access-Door-Addon	1.00	\$40.00	40.00
Service Plan	1.00	\$50.00	50.00
<i>1-14212-CCTV-1 - CCTV System - Amelia Concourse CDD - 85200 Amaryllis Court, Fernandina Beach, FL</i>			
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**

<b>Total</b>	<b>\$195.00</b>
<b>Payments</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$195.00</b>



PO Box 6569  
Hilton Head Island, SC 29938

<b>Invoice 796437</b>	
<b>Date</b>	<b>PO/Contract#</b>
10/23/25	
<b>Account Manager</b>	<b>Terms</b>
WILLIAM FLANNERY	Net 30
<b>Total Amount</b>	<b>\$378.60</b>
<b>Property Address</b>	
Amelia Concourse CDD 85200 Amaryllis Ct Fernandina Beach, FL 32034	

<b>Bill To</b>
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	Qty/UOM	Rate	Amount
-------------	---------	------	--------

#84618 - Amelia Concourse CDD October 2025 Irrigation Service Call- JAX

**Irrigation Systems I**

Site Name:	Amelia Concourse CDD cdd
Technician:	Karen
Date of Inspection:	10/7/2025

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
						1"	1.5"	2"	6"	12"	4"	
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				
5	Rotors roadway	45m	Rotor	Turf				Pass				

**Irrigation Systems I**

Site Name:	Amelia Concourse CDD cdd
Technician:	Karen
Date of Inspection:	10/7/2025

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
						1"	1.5"	2"	6"	12"	4"	
1	Sprays center island	15m	Spray	Annuals				Pass				
2	Rotors entrance side	45m	Rotor	Turf				Pass				
3	Rotors roadway	45m	Rotor	Turf				Pass				
4	Rotors roadway	45m	Rotor	Turf				Pass	1			
6	Rotors roadway	45m	Rotor	Turf				Pass				
6	Rotors roadway	45m	Rotor	Turf				Pass				

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



Irrigation Systems I

Site Name:	Amelia Concourse CDD
Technician:	
Date of Inspection:	

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

Zone #	Zone Name	Run Time	Type	Plant Type	NECESSARY REPAIRS								
					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	Rotor/sprays behind pool area	45m	Rotor	Turf				Pass					
11	Rotor behind pool area	45m	Rotor	Turf				Pass					

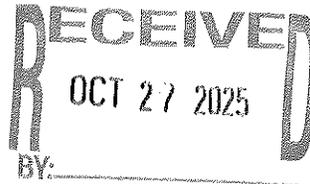
Irrigation REPAIR - 10/20/2025

\$378.60

Labor - 10/20/25	0.49	\$85.00
Labor - 10/14/25	1.07	\$85.00
Solenoid 2" (Material)	1.00 EA	\$95.20
Rainbird 4" Rotor PC W/2.0 (Material)	1.00 EA	\$17.22
3M DBRY's (Contractor 2-pack) (Material)	1.00 EA	\$9.46
Irrigation Wire- RED (FT) (Material)	3.00 FT	\$0.64

**Total \$378.60**

Approved  
 Kelly Mullins  
 Operations Manager  
 Governmental Management Services  
 On behalf of Amelia Concourse CDD  
 Date: 10-27-25  
 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
\$1,863.60	\$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

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

<b>Invoice 796646</b>	
<b>Date</b>	<b>PO/Contract#</b>
10/30/25	
<b>Account Manager</b>	<b>Terms</b>
WILLIAM FLANNERY	Net 30
<b>Total Amount</b>	\$2,025.00
<b>Property Address</b>	
Amelia Concourse CDD 85200 Amaryllis Ct Fernandina Beach, FL 32034	

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

Description	Amount
#83334 - Tree removal	
<p>This proposal outlines the flush cut and complete removal of a dead tree located near Bellflower. The scope of work includes safely cutting the tree at ground level, removing all debris, and ensuring the site is left clean and level. Our team will utilize professional equipment and follow industry-standard safety protocols to complete the project efficiently. This enhancement will improve the aesthetic appeal and safety of the landscape by eliminating the hazardous dead tree.</p>	
<i>Landscape Enhancement Work - 10/29/2025</i>	\$2,025.00
<b>Total</b>	<b>\$2,025.00</b>

Approved  
Kelly Mullins  
Operations Manager  
Governmental Management Services  
On behalf of Amelia Concourse CDD  
Date: 10-31-25  
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
\$2,403.60	\$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

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

<b>Invoice 796668</b>	
<b>Date</b>	<b>PO/Contract#</b>
10/31/25	
<b>Account Manager</b>	<b>Terms</b>
WILLIAM FLANNERY	Net 30
<b>Total Amount</b>	\$1,283.16
<b>Property Address</b>	
Amelia Concourse CDD 85200 Amaryllis Ct Fernandina Beach, FL 32034	

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

Description	Amount
<b>#80204 - Maintenance Contract Services - Amelia Concourse CDD Phase 1 &amp; 2 RENEWAL</b>	
<i>Seasonal Color - 10/30/2025</i>	\$1,283.16
<b>Total</b>	<b>\$1,283.16</b>

Approved  
Kelly Mullins  
Operations Manager  
Governmental Management Servic  
On behalf of Amelia Concourse CD  
Date: 10-31-25  
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
\$3,686.76	\$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

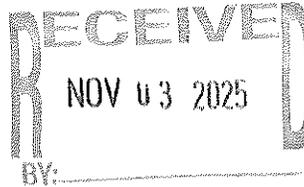
<b>Bill To</b>
Amelia Concourse CDD 475 w Town PL Ste 114 St Augustine , FL 32092

<b>Invoice 797410</b>	
<b>Date</b>	<b>PO/Contract#</b>
11/03/25	
<b>Account Manager</b>	<b>Terms</b>
WILLIAM FLANNERY	Net 30
<b>Total Amount</b>	<b>\$3,241.00</b>
<b>Property Address</b>	
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 November 2025	\$3,241.00
<b>Total</b>	<b>\$3,241.00</b>

Approved  
Kelly Mullins  
Operations Manager  
Governmental Management Services  
On behalf of Amelia Concourse CDD  
Date: 11-3-25  
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
\$6,927.76	\$0.00	\$0.00	\$0.00	\$0.00

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

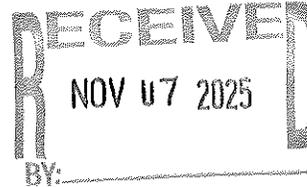


Civil Engineering  
 Land Surveying & Mapping  
 Permitting  
 ADA Consulting

# Invoice

Date	Invoice #
11/5/25	3906

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



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

Item	Date	Description	Hours	Rate	Amount
		Amelia Concourse - October Engineering			
CDD Amelia ...	10/1/25	wetland bid docs - contractor coord	1.5	145.00	217.50
CDD Amelia ...	10/15/25	contractor bid questions	1	145.00	145.00
CDD Amelia ...	10/22/25	RAI info to manager	0.5	165.00	82.50
CDD Amelia ...	10/27/25	wetland access exhibit for contractors	1.5	145.00	217.50
CDD Amelia ...	10/28/25	resident CE infringement coord.	1	145.00	145.00
CDD Amelia ...	10/29/25	resident CE infringement coord.	0.5	145.00	72.50
CDD Amelia ...		District Engineering Services (PE) - Annual Goals Infrastructure Report (Lump Sum)	1	2,250.00	2,250.00

<b>Total</b>	<b>\$3,130.00</b>
--------------	-------------------



**Yuro  
&  
Associates, LLC**

**Civil Engineering  
Land Surveying & Mapping  
Permitting  
ADA Consulting**

# Invoice

Date	Invoice #
11/5/25	3905

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

**RECEIVED**  
NOV 07 2025  
BY: \_\_\_\_\_

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

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

Item	Date	Description	Hours	Rate	Amount
		Amelia Concourse - September Engineering			
CDD Amelia ...	9/1/25	permit mod submittal	1.5	145.00	217.50
CDD Amelia ...	9/16/25	CDD meeting	4	145.00	580.00
CDD Amelia ...	9/22/25	SJRWMD RAI	0.5	145.00	72.50
CDD Amelia ...	9/23/25	SJRWMD RAI	4	145.00	580.00

<b>Total</b>	<b>\$1,450.00</b>
--------------	-------------------



1702 Lindsey Road  
Jacksonville, Fl. 32221  
PH (904) 781-7060 Fax (904) 781-7051  
CGC1523954 CMC1250093 CFC1428601 GS21F0141Y

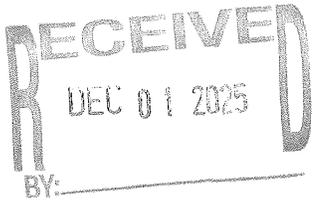
**WAIVER AND RELEASE OF LIEN  
UPON FINAL PAYMENT**

The undersigned lienor, in consideration of the sum \$ 8,148.26, the FINAL PAYMENT, hereby waives and releases its lien and right to claim a lien for labor, services, or materials furnished to Amelia Concourse Community Development at the following property:

Job Address: 85152 Amaryllis Court, Fernandina Beach, FL 32034  
Project: Storage Bldg Repairs and Reroof, AWC 40-25-025 Invoice # 86170

This waiver and release does not cover any retention or labor, services, or materials furnished after the date specified.

This waiver and release effective this 19th day of November, 2025



Lienor's Company: All Weather Contractors, Inc.  
Address: 1702 Lindsey Road  
Jacksonville, Florida 32221

By:   
Printed Name: Christopher S. Bryan, its Chief Executive Officer

Sworn to (or affirmed) and subscribed before me this 19th day of November 2025 by Christopher S. Bryan, in his capacity as Chief Executive Officer who  is personally known to me or  has produced \_\_\_\_\_ as identification.

Printed/Typed Name: \_\_\_\_\_  
Notary Public: State of Florida  
Commission Number: \_\_\_\_\_

**APPLICATION AND CERTIFICATION FOR PAYMENT**

DOCUMENT G702

TO OWNER: *Amelia Concourse Community Development*  
 475 West Town Place, Suite 114  
 St. Augustine, FL 32092

PROJECT: *Amelia Concourse CDD*  
 85152 Amaryllis Court  
 Fernandina Beach, FL 32034

APP. NO: **002** Distribution to:  
 Invoice# 86170

FROM CONTRACTOR: *All Weather Contractors, Inc.*  
 1702 Lindsey Road  
 Jacksonville, FL 32221

VIA ARCHITECT: NA

APP. DATE: *11/13/2025*

PROJECT NO: *40-25-025*

CONTRACT NO:

- OWNER
- ARCHITECT/ENG
- CONTRACTOR
- OTHER

CONTRACT FOR: *Storage Building Repairs and Reroof*

CONTRACT DATE: *Tuesday, March 25, 2025*

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$	57,394.96
2. Net change by Change Orders	\$	2,050.56
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	59,445.52
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	59,445.52
5. RETAINAGE:		
a. <u>0%</u> of Completed Work (Column D + E on G703)	\$	-
b. <u>0%</u> of Stored Material (Column F on G703)	\$	-
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	-
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	59,445.52
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	51,297.26
<b>8. CURRENT PAYMENT DUE</b>	<b>\$</b>	<b>8,148.26</b>
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	-

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ -	\$ -
Total approved this pay period	\$ 2,050.56	\$ -
<b>TOTALS</b>	<b>\$ 2,050.56</b>	<b>\$ -</b>
<b>NET CHANGES by Change Order</b>	<b>\$ 2,050.56</b>	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

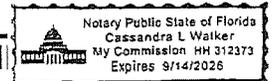
CONTRACTOR: *All Weather Contractors, Inc.*

By: *[Signature]*, its CEO Date: *November 19, 2025*

State of: *Florida* County of: *Duval*

Subscribed and sworn to before me this *19th* day of *November 2025*

Notary Public: *[Signature]*  
 My Commission expires: *09/14/2026*



**ARCHITECT'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... \$ *8,148.26*

*(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)*

ARCHITECT:

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

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

# CONTINUATION SHEET

DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.  
 In tabulations below, amounts are stated to the nearest dollar.  
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 002  
 APPLICATION DATE: 11/13/2025  
 PROJECT NO: 40-25-025  
 ARCHITECT'S/OWNER PROJECT NO: 0

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % (G + C)	I BALANCE TO FINISH (C - G)	J RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	Interior Repairs and Reroof	\$ 56,996.96	\$ 51,297.26	\$ 5,699.70		\$ 56,996.96	100.00%	0	\$ -
2	GAF Silver Pledge Warranty	\$ 398.00		\$ 398.00		\$ 398.00	100.00%	0	\$ -
3				\$ -		\$ -		0	\$ -
4				\$ -		\$ -		0	\$ -
5				\$ -		\$ -		0	\$ -
				\$ -		\$ -		0	\$ -
				\$ -		\$ -		0	\$ -
	<b>Change Orders</b>								
1	Building Permit Drawings	\$ 2,050.56		\$ 2,050.56		\$ 2,050.56	100.00%	0	\$ -
2				\$ -		\$ -		0	\$ -
3				\$ -		\$ -		0	\$ -
4				\$ -		\$ -		0	\$ -
5				\$ -		\$ -		0	\$ -
				\$ -		\$ -		0	\$ -
	<b>GRAND TOTALS</b>	\$ 59,445.52	\$ 51,297.26	\$ 8,148.26	\$ -	\$ 59,445.52	103.57%	\$ -	\$ -

LSB

**Governmental Management Services, LLC**

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

**Invoice**

**Invoice #:** 366

**Invoice Date:** 12/1/25

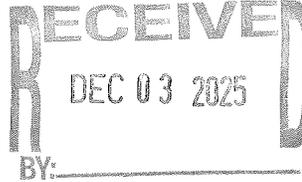
**Due Date:** 12/1/25

**Case:**

**P.O. Number:**

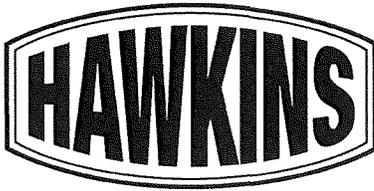
**Bill To:**

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



Description	Hours/Qty	Rate	Amount
Management Fees - December 2025		4,427.92	4,427.92
Website Administration - December 2025		96.42	96.42
Information Technology - December 2025		192.92	192.92
Dissemination Agent Services - December 2025		1,012.67	1,012.67
Office Supplies		0.36	0.36
Postage		41.86	41.86
Copies		87.00	87.00
Pool Chemicals - Trichlor		122.43	122.43
Pool Chemicals - Liquid Bleach		67.93	67.93
Pool Chemicals - Muriatic Acid		73.39	73.39
Pool Chemicals - Tile Soap		84.32	84.32
Pool Chemicals - Granular Trichlor		71.61	71.61
		<b>Total</b>	<b>\$6,278.83</b>
		<b>Payments/Credits</b>	<b>\$0.00</b>
		<b>Balance Due</b>	<b>\$6,278.83</b>

Original



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

# INVOICE

Total Invoice	<b>\$567.00</b>
Invoice Number	7268535
Invoice Date	11/25/25
Sales Order Number/Type	5000232 SL
Branch Plant	74
Shipment Number	6001743

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 #
12/25/25	Net 30	PPD Origin	HWTG			382

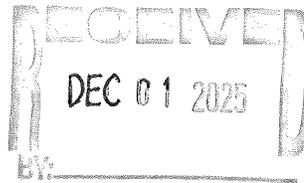
  

Line #	Item Number	Item Name/ Description	Tax	Qty Shipped	Trans UOM	Unit Price	Price UOM	Weight Net/Gross	Extended Price
1.000	41930	Azone - EPA Reg. No. 7870-1	N	185.0000	GA	\$3.0000	GA	1,789.0 LB	\$555.00
		1 LB BLK (Mini-Bulk)		185.0000	GA			1,789.0 GW	
1.010	Fuel Surcharge	Freight	N	1.0000	EA	\$12.0000			\$12.00

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

Please contact our Accounts Receivable Department via email at [Credit.Dept@HawkinsInc.com](mailto: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: 12-1-25  
 Acct. # 1-320-57200-45400



Page 1 of 1	Tax Rate	Sales Tax	Invoice Total	<b>\$567.00</b>
	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](mailto: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](mailto: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.

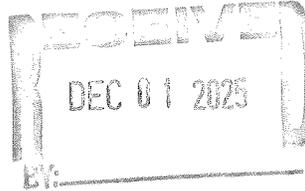


Tallahassee, FL 32308  
2498 Centerville Rd.

**Invoice**

**Invoice #:** 434505  
**Invoice Date:** 12/01/2025  
**Completed:** 12/01/2025  
**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
<i>1-14212-ACC-1 - Access Control System - Amelia Concourse CDD - 85200 Amaryllis Court, Fernandina Beach, FL</i>			
Alarm.com Cloud Access Control	1.00	\$20.00	20.00
ADC-Access-Door-Addon	1.00	\$40.00	40.00
Service Plan	1.00	\$50.00	50.00
<i>1-14212-CCTV-1 - CCTV System - Amelia Concourse CDD - 85200 Amaryllis Court, Fernandina Beach, FL</i>			
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**

<b>Total</b>	\$195.00
<b>Payments</b>	\$0.00
<b>Balance Due</b>	\$195.00



**KILINSKI | VAN WYK**

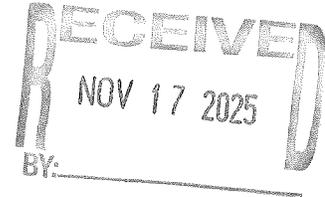
**Kilinski | Van Wyk PLLC**

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

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

# INVOICE

Invoice # 13511  
Date: 11/14/2025  
Due On: 12/14/2025



## Statement of Account

Outstanding Balance	New Charges	Payments Received	<b>Total Amount Outstanding</b>
( \$0.00	+ \$2,129.00	)- ( \$0.00	<b>\$2,129.00</b>

## ACCDD-01

Amelia Concourse CDD - General

Type	Attorney	Date	Notes	Quantity	Rate	Total
Service	LG	10/01/2025	Update insurance limits in aquatic management contract.	0.20	\$315.00	\$63.00
Service	LG	10/02/2025	Review requested change order to All Weather contract; confer with district manager regarding same.	0.20	\$315.00	\$63.00
Service	AH	10/02/2025	Confer with district staff regarding notice of rulemaking and rule development.	0.20	\$180.00	\$36.00
Service	LG	10/09/2025	Follow up on status of AT&T easement; search official records to verify status of Phase 3; review and provide comments to September minutes; prepare letter to County regarding Orchid Blossom Trail traffic; confer with district manager regarding vendor bonuses.	2.30	\$315.00	\$724.50
Service	LG	10/10/2025	Coordinate call on letter to County; review FY 2024 audit report.	0.80	\$315.00	\$252.00
Service	CD	10/14/2025	Email to District Manager regarding	0.10	\$190.00	\$19.00

Budget Amendment.						
Service	LG	10/14/2025	Confer with Chamerda regarding letter to County.	0.40	\$315.00	\$126.00
Service	LG	10/14/2025	Prepare guidance memo regarding best practices for responding to public records requests.	0.10	\$315.00	\$31.50
Service	JK	10/17/2025	Monitor and report on bills affecting special districts.	0.20	\$350.00	\$70.00
Service	MGH	10/19/2025	Analyze status of District legal matters and follow-up items needed in advance of next Board meeting.	0.10	\$275.00	\$27.50
Service	MGH	10/24/2025	Analyze resident reports regarding further encroachment into conservation areas; review historical documentation related to same.	0.20	\$275.00	\$55.00
Service	LG	10/24/2025	Review information regarding wetland impacts and confer with district manager regarding next steps.	0.20	\$315.00	\$63.00
Service	LG	10/28/2025	Prepare second cease and desist letter to 95082 Cornflower Dr regarding wetland impacts.	0.80	\$315.00	\$252.00
Service	LG	10/30/2025	Revise letter to County to incorporate revisions from Chamerda.	0.70	\$315.00	\$220.50
Service	LG	10/30/2025	Review AT&T revisions to payment agreement.	0.40	\$315.00	\$126.00
					<b>Total</b>	<b>\$2,129.00</b>

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

Please pay within 30 days.



**KEVIN J. LILLY** A.S.A., C.F.A.

Nassau County Property Appraiser

*Consistent, Fair, Efficient*

**WWW.NCPAFL.COM**

96135 Nassau Place, Ste. 4

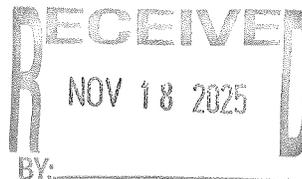
Yulee, FL 32097

Office: 904-491-7300

Fax: 904-491-3629

November 14, 2025

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



RE: Invoice \$9,270

Dear Board Members:

Pursuant to section 197.3632 (2), Florida Statute, I hereby submit my request for the annual payment covering the budget year 2025-2026, for services rendered by the Nassau County Property Appraiser's office to your district levying non-ad valorem assessments.

The calculated amount for 2025-2026 is 1% of the collection amount from the prior year special assessments levied by your district. Therefore, the Amelia Concourse CDD invoice amount is:

\$9,270 (nine thousand, two hundred seventy dollars)

Please make check payable to: *Nassau County Property Appraiser*

Thanking you in advance.

Sincerely,

Kevin J. Lilly, A.S.A., C.F.A.  
Nassau County Property Appraiser

K.J.L/kaj

# INVOICE

Superior Waterway Services, Inc.  
 6701 Garden Rd, Suite #1  
 Riviera Beach FL 33404

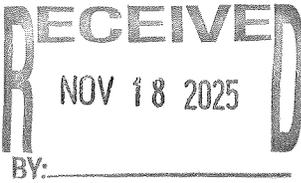
DATE  
 11/1/2025

INVOICE #  
 110137

**BILL TO**

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

P.O. No.	Terms
November ...	Net 30

QTY	DESCRIPTION	RATE	AMOUNT
	Monthly Lake Maintenance - Algae and Aquatic Plant Control at Lakes 4-7	520.00	520.00
	Service Begins November 2025 Nassau County Sales Tax	7.00%	0.00
Approved Kelly Mullins Amenity & Operations Manager Governmental Management Services On behalf of Amelia Concourse CDD Date: 11-18-25 Acct. # 1-320-57200-46800			

<b>Subtotal</b>	<b>\$520.00</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$520.00</b>

Office: (561) 844-0248 Fax: (561) 844-9629  
[www.superiorwaterway.com](http://www.superiorwaterway.com)

Thank you for your business.  
 A 1.5% late fee shall apply to any balance past due more than 30 days.



PO Box 6569  
Hilton Head Island, SC 29938

<b>Invoice 798817</b>	
<b>Date</b>	<b>PO/Contract#</b>
11/24/25	
<b>Account Manager</b>	<b>Terms</b>
WILLIAM FLANNERY	Net 30
<b>Total Amount</b>	<b>\$462.10</b>
<b>Property Address</b>	
Amelia Concourse CDD 85200 Amaryllis Ct Fernandina Beach, FL 32034	

<b>Bill To</b>
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	Qty/UOM	Rate	Amount
-------------	---------	------	--------

#85706 - Amelia Concourse CDD November 2025 Irrigation Service Call- JAX



Irrigation Systems I

Site Name:	Amelia Concourse CDD clock
Technician:	Karen
Date of Inspection:	11/10/2025

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	
						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	45m	Rotor	Turf				Pass				
4	Rotors roadway	45m	Rotor	Turf				Pass				
5	Rotors roadway	45m	Rotor	Turf				Pass				



Irrigation Systems I

Site Name:	Amelia Concourse CDD clock
Technician:	Karen
Date of Inspection:	11/10/2025

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	
						1"	1.5"	2"	6"	12"	4"	6"
1	Sprays center island	20m	Spray	Annuals				Pass				
2	Rotors entrance side	45m	Rotor	Turf				Pass				
3	Rotors roadway	45m	Rotor	Turf				Pass				
4	Rotors roadway	45m	Rotor	Turf				Pass				
5	Rotors roadway	45m	Rotor	Turf				Pass				
6	Rotors roadway	45m	Rotor	Turf				Pass				

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



Irrigation Systems I

Site Name:	Amelia Concourse CDD
Technician:	Karen
Date of Inspection:	11/10/2025

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

Zone #	Zone Name	Run Time	Type	Plant Type	NECESSARY REPAIRS							
					Pipe Type	Valves			Rotors		Sprays	
					1"	1.5"	2"	6"	12"	4"	8"	
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					

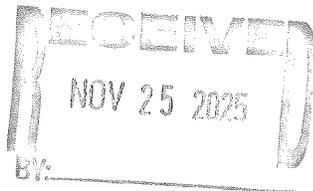
Irrigation REPAIR - 11/17/2025

\$462.10

Labor - 11/17/25	0.62	\$85.00
Solenoid - Toro 1" (Material)	1.00 EA	\$40.14
3M DBRY's (Contractor 2-pack) (Material)	1.00 EA	\$9.46

**Total \$462.10**

Approved  
 Kelly Mullins  
 Operations Manager  
 Governmental Management Services  
 On behalf of Amelia Concourse CDD  
 Date: 11-25-25  
 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
\$462.10	\$0.00	\$0.00	\$0.00	\$0.00

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



November 18, 2025

Amelia Concourse CDD

Mr. Laughlin and Ms. Mullins left the room at this time and Mr. Greenberg proposed bonuses for Mr. Laughlin and Ms. Mullins. The Board's consensus was to approve a \$500 bonus for Mr. Laughlin and a \$300 bonus for Ms. Mullins.

On MOTION by Ms. Chamerda seconded by Ms. Snow with all in favor, bonuses in the amount of \$500 for Daniel Laughlin and \$300 for Ms. Mullins were approved.

Ms. Gentry reminded the Board that the current bonus policy caps the bonuses at \$500. She asked if the Board would like her to bring back a revised policy that allows the Board to increase the bonuses above \$500. The Board directed her to bring back the revised policy.



**G-FORCE Jacksonville**

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

✉ kmullins@gmsnf.com

INVOICE	#3920240330
SERVICE DATE	Dec 03, 2025
INVOICE DATE	Dec 03, 2025
PAYMENT TERMS	Upon receipt
DUE DATE	Dec 03, 2025
<b>AMOUNT DUE</b>	<b>\$654.00</b>

CONTACT US

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

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

Service completed by: Tony King

INVOICE

Services	Qty
Striping - Re-Stripe - Amelia Concourse CDD Re-Stripe as Currently Laid Out. Includes all of the below listed items.	1.0
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).***	1.0
Stalls - Stall - Single Single Stall - Standard 4" line at 18' - 20' - White or Yellow as Specified by Customer	11.0
ADA - ADA Stall ADA Stall - 12' Wide Stall for ADA Compliance, includes ADA symbol over blue background	1.0
ADA - Access Aisle Access Aisle - 5' Wide Hatch-Marked Stall for ADA Compliance	1.0
Striping - STOP Bar STOP Bar - 24" Wide	2.0

Notes - Notes 1.0  
 "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

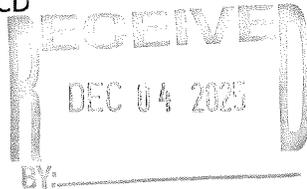
others; any and all MOT and traffic control by others. Price is based on google image.

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."

Approved  
Kelly Mullins  
Amenity & Operations Manager  
Governmental Management Servic  
On behalf of Amelia Concourse CD  
Date: 12-4-25  
Acct. # 1-320-57200-62000



Services subtotal: \$654.00

Subtotal	\$654.00
<b>Job Total</b>	<b>\$654.00</b>
<b>Amount Due</b>	<b>\$654.00</b>

50 Locations Nationwide, All Veteran-Owned and Operated. We appreciate your business!

See our Terms & Conditions

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

# Invoice

Invoice #: 123  
 Invoice Date: 11/14/25  
 Due Date: 11/14/25  
 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 October 1- October 31, 2025	3.08	40.00	123.20
Facility Maintenance Credit - \$123.20- Remaining Balance \$336.80 (Prior Credit Balance \$460)		-123.20	-123.20
Maintenance Supplies		74.49	74.49
<b>Total</b>			<b>\$74.49</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$74.49</b>

**RECEIVED**  
 NOV 18 2025  
 BY: \_\_\_\_\_

Approved  
 Kelly Mullins, Amenity & Operations Manager  
 Governmental Management Services  
 On behalf of Amelia Concourse CDD  
 Date: 11/17/2025  
 Acct. # 1-320-57200-62000

*Alison Moring*  
 11-18-25

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

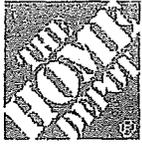
---

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
10/12/25	1.5	T.M.	Raked mulch at playground, changed air conditioner filter, cleaned outdoor tables, removed debris around amenity center and along the fence line at the front of the neighborhood
10/26/25	1.58	T.M.	Used hammer and chisel to remove old glue on pavers and surfaces they were glued onto, re-installed pavers around pool mulch bed with adhesive
<b>TOTAL</b>	<u>3.08</u>		
<b>MILES</b>	<u>0</u>		*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

**MAINTENANCE BILLABLE PURCHASES**

Period Ending 11/05/25

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
Amelia Concourse	9/27/25	Photo Cell	26.43	K.M.
	10/14/25	Surge Protector	32.76	K.M.
	10/14/25	Copy Paper 2 Reams	15.30	K.M.
		<b>TOTAL</b>	<b><u>\$74.49</u></b>	



How doers  
get more done.

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

6921 00011 98860 09/27/25 10:57 AM  
SALE CASHIER TONJA

078275146303 1KW S3 PCTRL <A> 22.93N  
1000W STEM 8 SLEVEL MOUNT PHOTO CTRL

SUBTOTAL 22.93  
SALES TAX 0.00

TAX EXEMPT TOTAL \$22.93

XXXXXXXXXXXX6181 VISA USD\$ 22.93

AUTH CODE 087930/11:4282 TA  
Chip Read

AID A0000000031010 VISA CREDIT

P.O.#/JOB NAME: AC  
6921 09/27/25 10:57 AM



6921 11 98860 09/27/2025 9482

RETURN POLICY DEFINITIONS  
POLICY ID DAYS POLICY EXPIRES ON  
A 1 93 12/26/2025

Order Placed: October 14, 2025  
Amazon.com order number: 112-3585461-3853036  
Order Total: \$41.79

**Not Yet Shipped**

Items Ordered	Price
1 Of: CRST 10-Outlet Heavy Duty Power Strip Metal Surge Protector with 15 Amps, 15-Foot Power Cord 2800 Joules for Garden, Ki tchen, Office, School, ETL Listed(3165047) (10-Outlet, Yellow) Sold by: Rocket Socket Technology (seller profile) Business Price Condition: New	\$28.49
2 Of: Amazon Basics Multipurpose Copy Printer Paper, 8.5 x 11 Inches, 20 lb, 1 Ream, (500 Sheets), 92 Bright, White Sold by: Amazon (seller profile) Business Price Condition: New	\$6.65

**Shipping Address:**  
Kelly Mullins

**Shipping Speed:**  
FREE Shipping

**Payment information**

<b>Payment Method:</b> Visa   Last digits:	Item(s) Subtotal: \$41.79
<b>Billing address</b> Kelly Mullins	Shipping & Handling: \$6.99
	Promotion applied: -\$6.99
	-----
	Total before tax: \$41.79
	Estimated Tax: \$0.00
	-----
	<b>Grand Total: \$41.79</b>

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

**Governmental Management Services, LLC**

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

**Invoice**

Invoice #: 365  
Invoice Date: 12/1/25  
Due Date: 12/1/25  
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 -December 2025		1,610.00	1,610.00
Facility Management- December 2025		1,610.00	1,610.00
Janitorial - December 2025		820.00	820.00
Pool Maintenance - December 2025		1,630.42	1,630.42

RECEIVED  
DEC 03 2025  
BY: \_\_\_\_\_

*Alison Moring*  
12-3-25

<b>Total</b>	<b>\$5,670.42</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$5,670.42</b>

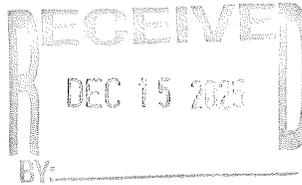


Tallahassee, FL 32308  
2498 Centerville Rd.

**Invoice**

**Invoice #:** 78121  
**Invoice Date:** 10/13/2025  
**Completed:** 10/16/2025  
**Terms:** Due On Receipt  
**Bid#:**  
**Service Ticket:** 78121  
 475 W Town Place

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



**HiTechFlorida.com**

Description	Qty	Rate	Amount
1-14212-CCTV-1 - CCTV System - Amelia Concourse CDD - 85200 Amaryllis Court, Fernandina Beach, FL			
Service Labor	1.00	\$76.00	76.00
Sales Tax			0.00

**Tech Resolution Note:**

WCT: Arrived to site and started on access. After getting access back online I moved to the camera. Sitting area camera was staying offline like the access panel through all the power cycles port moves. Took camera down and tested at switch and camera comes online. Tested line and cat 6 passes. Plugged all connections back in and plugged camera back into its wire at location and camera came back online. Can only assume a loose connection at one of the ends since it remained offline through power cycles and came back online after I took it down and brought to switch and then reinstalled. Camera back online.

To review or pay your account online, please visit our online bill payment portal at Hi-Tech Customer Portal. You will need your customer number and billing zip code to create a new login.

<b>Total</b>	\$76.00
<b>Payments</b>	\$0.00
<b>Balance Due</b>	\$76.00

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

**RECEIVED**  
DEC 10 2025  
BY: \_\_\_\_\_

**Amelia Concourse**  
**COMMUNITY DEVELOPMENT DISTRICT**

*General Fund*

**Check Request**

Date	Amount	Authorized By
December 10, 2025	\$300.00	BOS

Payable to:  
Kelly Mullins #171

Date Check Needed:	Budget Category:
ASAP	001.310.51300.490

Intended Use of Funds Requested:

Work Appreciation Bonus
(Attach supporting documentation for request.)

November 18, 2025

Amelia Concourse CDD

Mr. Laughlin and Ms. Mullins left the room at this time and Mr. Greenberg proposed bonuses for Mr. Laughlin and Ms. Mullins. The Board's consensus was to approve a \$500 bonus for Mr. Laughlin and a \$300 bonus for Ms. Mullins.

On MOTION by Ms. Chamerda seconded by Ms. Snow with all in favor, bonuses in the amount of \$500 for Daniel Laughlin and \$300 for Ms. Mullins were approved.

Ms. Gentry reminded the Board that the current bonus policy caps the bonuses at \$500. She asked if the Board would like her to bring back a revised policy that allows the Board to increase the bonuses above \$500. The Board directed her to bring back the revised policy.



Fernandina Office 904-225-9425  
 PO Box 1330  
 Yulee, FL 32041-1330  
[www.naderspestraiders.com](http://www.naderspestraiders.com)

**IS YOUR HOME PROTECTED FROM TERMITES?**

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

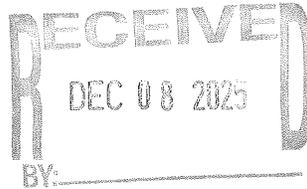
It's not just termite control. It's Nader's Pest Raiders termite control.

Customer Number: 1328696    Statement Date: 11/25/25    Payment Due Upon Receipt

Date	Invoice #	Description	Amount	Tax	Balance
11/17/25	64612612	Fire Ant Service	\$81.00	\$0.00	\$81.00

Service Address: 85200 Amaryllis Ct, Fernandina Beach, FL 32034-9716

Approved  
 Kelly Mullins, Date 12-8-25  
 Amenity & Operations Manager  
 Governmental Management Services  
 On behalf of Amelia Concourse CDD  
 Acct. # 1-320-53800-45513



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

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

AMELIA CONCOURSE AMENITIES CENTER 6  
 TONY SHIVER 1243  
 393 PALM COAST PKWY SW UNIT 4  
 PALM COAST FL 32137-4774



Please check Invoice(s) paid below.			
	Invoice #	Amount	
<input checked="" type="checkbox"/>	64612612	\$81.00	<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>

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

Please make checks payable and remit to:

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



Statement Date: 11/25/25  
 Customer Number: 1328696

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



Fernandina Office 904-225-9425  
PO Box 1330  
Yulee, FL 32041-1330  
[www.naderspestraiders.com](http://www.naderspestraiders.com)

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

Customer Number: 1328696    Statement Date: 12/09/25    Payment Due Upon Receipt

Date	Invoice #	Description	Amount	Tax	Balance
Service Address: 85200 Amaryllis Ct, Fernandina Beach, FL 32034-9716					
11/17/25	64612612	Fire Ant Service	\$81.00	\$0.00	\$81.00
12/01/25	64980808	Fire Ant Service	\$81.00	\$0.00	\$81.00



Current: \$162.00                      Past Due: \$0.00                      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](http://www.naderspestraiders.com)

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



AMELIA CONCOURSE AMENITIES CENTER 8  
TONY SHIVER 1612  
393 PALM COAST PKWY SW UNIT 4  
PALM COAST FL 32137-4774



Please check Invoice(s) paid below.			
Invoice #	Amount	Invoice #	Amount
<input type="checkbox"/> 64612612	\$81.00	<input type="checkbox"/>	
<input checked="" type="checkbox"/> 64980808	\$81.00	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	

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: 12/09/25  
Customer Number: 1328696

Balance Forward: \$0.00                      Amount Due: \$162.00  
Amount: \_\_\_\_\_                      Check # \_\_\_\_\_



PO Box 6569  
Hilton Head Island, SC 29938

<b>Invoice 800201</b>	
<b>Date</b>	<b>PO/Contract#</b>
12/01/25	
<b>Account Manager</b>	<b>Terms</b>
WILLIAM FLANNERY	Net 30
<b>Total Amount</b>	\$3,241.00
<b>Property Address</b>	
Amelia Concourse CDD 85200 Amaryllis Ct Fernandina Beach, FL 32034	

<b>Bill To</b>
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
#80204 - Maintenance Contract Services - Amelia Concourse CDD Phase 1 & 2 RENEWAL December 2025	\$3,241.00
<b>Total</b>	<b>\$3,241.00</b>

Approved  
Kelly Mullins  
Operations Manager  
Governmental Management Services  
On behalf of Amelia Concourse CDD  
Date: 12-3-25  
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
\$3,703.10	\$0.00	\$0.00	\$0.00	\$0.00

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

**Governmental Management Services, LLC**

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

**Invoice**

Invoice #: 367  
Invoice Date: 12/17/25  
Due Date: 12/17/25  
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 November 1- November 30, 2025	5.8	40.00	232.00
Facility Maintenance Credit: \$232.00- Remaining Balance \$104.80 (Prior Credit Balance \$336.80)		-232.00	-232.00
Maintenance Supplies		176.97	176.97



Approved  
Kelly Mullins, Amenity & Operations Manager  
Governmental Management Services  
On behalf of Amelia Concourse CDD  
Date: 12/18/2025  
Acct. # 1-320-57200-62000

*Alison Moxing*  
12-19-25

**Total** \$176.97

**Payments/Credits** \$0.00

**Balance Due** \$176.97

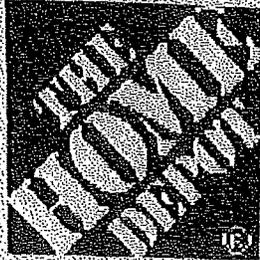
AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT  
 MAINTENANCE BILLABLE HOURS  
 FOR THE MONTH OF NOVEMBER 2025

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
11/1/25	0.62	T.M.	Using ladder climbed into attic and took down the Christmas lights and decorations, put all containers of lights and decorations in the social room for installation
11/14/25	2	T.M.	Used outdoor bleach mixture to clean fence and then sprayed off with hose, moved storage totes from attic to storage building, picked up supplies
11/21/25	1.45	T.M.	Replaced photocell on landscaping light, fixed loose piece of rope on pool fence by tightening it then screwing it back into the post, picked up supplies
11/25/25	1.73	T.M.	Hung up handicap sign on parking spot post, used outdoor bleach mixture to clean off section of fence next to the pool and sprayed them off, blew leaves and debris off sidewalks
<b>TOTAL</b>	5.8		
<b>MILES</b>	0		*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

**MAINTENANCE BILLABLE PURCHASES**

Period Ending 12/05/25

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
Amelia Concourse	10/26/25	Gorilla Adhesive	32.15	K.M.
	11/3/25	Aluminum Fence Post Caps	16.09	K.M.
	11/3/25	Aluminum Fence Ball Post Caps	29.89	K.M.
	11/14/25	Sprayer	10.32	K.M.
	11/14/25	Outdoor Bleach	10.10	K.M.
	11/20/25	Combination Lock for New Gate	22.63	K.M.
	11/21/25	Spray Cleaner	12.14	K.M.
	11/21/25	Photo Cell	27.58	K.M.
	11/21/25	Magic Erasers	16.08	K.M.
		<b>TOTAL</b>	<b><u>\$176.97</u></b>	



# How doers get more done.

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

6921 00061 01661 10/26/25 10:21 AM  
SALE CASHIER KIMBERLY

052427006943 GORILA90ZCLR <A>  
90Z GORILLA MAX CONST ADHESIVE CLEAR  
2@13.98 27.96N

SUBTOTAL 27.96  
SALES TAX 0.00

TAX EXEMPT

TOTAL \$27.96

XXXXXXXXXX6181 VISA

USD\$ 27.96

AUTH CODE 02458G/2616340

TA

Chip Read

AID A0000000031010

VISA CREDIT

P.O.#/JOB NAME: AC

6921 10/26/25 10:21 AM



6921 61 01661 10/26/2025 3231

### RETURN POLICY DEFINITIONS

POLICY ID	DAYS	POLICY EXPIRES ON
1	90	01/24/2026

A



Details for Order #112-8488564-8567413

Order Placed: November 3, 2025

Amazon.com order number: 112-8488564-8567413

Order Total: \$13.99

**Not Yet Shipped**

Items Ordered	Price
1 of: <i>Aluminum Fence Post Caps for True 2" x 2" Fence Posts, Aluminum, Metal, Wood, Mailbox Posts, Pyramid Post Cap C over Pressure Fit- Black (1Pack)</i> Sold by: <a href="#">BordersMover (seller profile)</a> Business Price Condition: New	\$7.00

<b>Shipping Address:</b> Kelly Mullins United States  <b>Shipping Speed:</b> Standard Shipping
---

**Payment Information**

<b>Payment Method:</b> Visa   Last digits: 6181  <b>Billing address</b> Kelly Mullins United States	Item(s) Subtotal: \$7.00 Shipping & Handling: \$6.99 ----- Total before tax: \$13.99 Estimated Tax: \$0.00 ----- <b>Grand Total: \$13.99</b>
--	--

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



Details for Order #112-2622805-1633043

Order Placed: November 3, 2025  
Amazon.com order number: 112-2622805-1633043  
Order Total: \$25.99

Not Yet Shipped	
<b>Items Ordered</b>	<b>Price</b>
1 of: Plum Fittings 4" x 4" Square Black Aluminum Ball Post Cap for Aluminum Fence Posts   Black Post Caps (2 Pack) Sold by: DF Supply (seller profile) Condition: New	\$25.99
<b>Shipping Address:</b> Kelly Mullins	Item(s) Subtotal: \$25.99 Shipping & Handling: \$0.00 -----
United States	Total before tax: \$25.99 Sales Tax: \$0.00 -----
<b>Shipping Speed:</b> Standard Shipping	<b>Total for This Shipment: \$25.99</b> -----

Payment information	
<b>Payment Method:</b> Visa   Last digits: 6181	Item(s) Subtotal: \$25.99 Shipping & Handling: \$0.00 -----
<b>Billing address</b> Kelly Mullins	Total before tax: \$25.99 Estimated Tax: \$0.00 -----
United States	<b>Grand Total: \$25.99</b> -----

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

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How doers  
get more done.

463785 STATE ROAD 200  
VADLEE, FL 32697 (904)225-2940

A

6921 00052 46482 11/14/25 09:14 AM  
SALE CASHIER ALYSSA

026155917450 HDX HWD SPYR <A> 8.97N  
HDX 56 OZ HANDHELD SPRAYER  
059647911897 HDX DZO BLCH <A> 8.78N  
HDX OUTDOOR BLEACH 121 OZ

SUBTOTAL 17.75  
SALES TAX 0.00  
TAX EXEMPT

TOTAL \$17.75  
XXXXXXXXXXXX6181 VISA

AUTH CODE 03884673622815 USD\$ 17.76  
Chip Read TA

AID A000000000001010 VISA CREDIT

P.O.#/JOB NAME AC  
6921 11/14/25 09:14 AM



6921 62 46482 11/14/2025 7706

RETURN POLICY DEFINITIONS  
POLICY ID 1 DAYS 30 POLICY EXPIRES ON 02/12/2026



**How doers  
get more done.**

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

6921 00052 64023 11/20/25 10:14 AM  
SALE CASHIER KIMBERLY

071649286537 PADLOCK <A> 19.68N  
ML 1-1/2" RESET COMBO LOCK

SUBTOTAL 19.68  
SALES TAX 0.00

TAX EXEMPT

TOTAL \$19.68

XXXXXXXXXXXX6181 VISA

USD\$ 19.68

AUTH CODE 09760G/7525321 TA

Contactless

AID A0000000031010 VISA CREDIT

P.O.#/JOB NAME: AC

6921 11/20/25 10:14 AM



6921 52 64023 11/20/2025 8008

RETURN POLICY DEFINITIONS

POLICY ID	DAYS	POLICY EXPIRES ON
A 1	90	02/18/2026



**How doers  
get more done.**

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

6921 00062 62265 11/21/25 10:01 AM  
SALE CASHIER TONJA

044600300580 CCUF32OZ <A>  
CLX CLEANUP APC W/BLEACH FRESH 32OZ  
285.28 10.56N  
078275146303 1KW SS PCTRL <A> 23.98N  
1000W STEM & SWIVEL MOUNT PHOTO CTRL  
037000695257 EXTRA DURABL <A> 13.98N  
MR CLEAN ERASER EXTRA POWER 10CT

	SUBTOTAL	48.52
	SALES TAX	0.00
TAX EXEMPT		
	TOTAL	\$48.52
XXXXXXXXXXXX6181	VISA	
		USD\$ 48.52
AUTH CODE 04257G/6623680		TA
Contactless		
AID A0000000031010	VISA CREDIT	

P.O.#/JOB NAME: AC



6921 62 62265 11/21/2025 9197

RETURN POLICY DEFINITIONS		
POLICY ID	DAYS	POLICY EXPIRES ON
A 1	90	02/19/2026



# INVOICE

**KILINSKI | VAN WYK**

Invoice # 13743  
Date: 12/16/2025  
Due On: 01/15/2026

## Kilinski | Van Wyk PLLC

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

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



### Statement of Account

Outstanding Balance	New Charges	Payments Received	<b>Total Amount Outstanding</b>
( \$2,129.00	+ \$2,925.53	)-( \$0.00	<b>\$5,054.53</b>

### ACCDD-01

#### Amelia Concourse CDD - General

Type	Attorney	Date	Notes	Quantity	Rate	Discount	Total
Service	MGH	11/03/2025	Review updates regarding investigation of alleged wetland infringement.	0.10	\$275.00	-	\$27.50
Service	MGH	11/04/2025	Review draft agenda and identify legal follow-up items needed.	0.20	\$275.00	-	\$55.00
Service	LG	11/06/2025	Finalize traffic safety letter for mailing; finalize AT&T easement and payment agreement and send for signatures; review draft agenda and send revisions.	1.00	\$315.00	-	\$315.00
Service	CD	11/06/2025	Analyze draft agenda; Email to District Staff regarding preparation of items in agenda; Email to District Manager regarding budget amendment	0.30	\$190.00	-	\$57.00

Service	CD	11/07/2025	Review email from District Manger requesting Budget Amendment Resolution; Research and Download FY 2025 Budget, Draft Resolution Amending FY 2025 Budget; Email proposed Budget Resolution to District Staff for Further Actions.	0.40	\$190.00	-	\$76.00
Service	LG	11/07/2025	Memorandum to District Management regarding implementation of Amendment 2 and impacts on CDD property for enforcement of fishing and hunting regulations; confirm same.	0.20	\$315.00	-	\$63.00
Service	MGH	11/07/2025	Analyze and confer with District staff regarding overall status of ongoing District matters, agreements, and legal input needed.	0.10	\$275.00	-	\$27.50
Service	LG	11/09/2025	Respond to chair regarding AT&T agreement.	0.10	\$315.00	-	\$31.50
Service	MGH	11/10/2025	Prepare for and attend agenda planning call with District staff and Board Chair.	0.60	\$275.00	100.0%	\$0.00
Service	LG	11/10/2025	Review draft agenda; attend agenda planning call.	0.60	\$315.00	-	\$189.00
Service	CD	11/10/2025	Review and respond to email from District Manager regarding Resolution Adopting Amended Rules; Draft Resolution Adopting Amended Rules of Procedure; Emails to and from District Staff requesting review of Resolution Adopting Amended Rules of Procedure.	0.40	\$190.00	-	\$76.00
Service	SH	11/10/2025	Monitor and report on bills affecting special districts.	0.20	\$275.00	-	\$55.00

Service	MGH	11/11/2025	Review and revise draft resolution adopting amended Rules of Procedure.	0.30	\$275.00	-	\$82.50
Service	AH	11/12/2025	Confer with Hogge regarding updates to district distribution list and agenda items.	0.10	\$180.00	-	\$18.00
Service	MGH	11/12/2025	Review and analyze agenda package and materials for Board consideration, along with other pertinent District documents and correspondence, in preparation for Board meeting.	1.10	\$275.00	-	\$302.50
Service	LG	11/14/2025	Review agenda and prepare for Board meeting.	0.40	\$315.00	-	\$126.00
Service	LG	11/18/2025	Travel to and attend board meeting.	2.90	\$315.00	-	\$913.50
Service	MGH	11/18/2025	Prepare for and remotely attend Board meeting.	1.40	\$275.00	100.0%	\$0.00
Expense	KB	11/18/2025	Travel: Hotel - LG.	1.00	\$60.87	-	\$60.87
Expense	KB	11/18/2025	Travel: Meals - LG.	1.00	\$5.66	-	\$5.66
Expense	KB	11/18/2025	Travel: Mileage - LG.	75.00	\$0.70	-	\$52.50
Service	CD	11/19/2025	Analyze email from District Staff with Board Meeting Notes and further actions	0.20	\$190.00	-	\$38.00
Service	CD	11/20/2025	Research District Manager document repository; Email to District Manager requesting executed Resolution Adopting Amended Rule of Procedure.	0.20	\$190.00	100.0%	\$0.00
Service	MGH	11/20/2025	Analyze legal follow-up items needed following Board meeting and confer with District staff regarding same.	0.30	\$275.00	-	\$82.50
Service	CD	11/25/2025	Download Resolution and Adopted Amended Rules	0.10	\$190.00	-	\$19.00

			of Procedure received from District Manager.				
Service	LG	11/25/2025	Update bonus policy; prepare resolution adopting same.	0.80	\$315.00	-	\$252.00
Service	AH	11/25/2025	Prepare updates to district file regarding executed agreement for district management services and executed amendment regarding same.	0.30	\$180.00	100.0%	\$0.00
<b>Line Item Discount Subtotal</b>							<b>-\$642.00</b>
<b>Total</b>							<b>\$2,925.53</b>

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

Please pay within 30 days.



Wolfe Fencing  
850500 US Hwy 17  
Yulee, FL 32097  
904.510.1347  
[wolfefence@gmail.com](mailto:wolfefence@gmail.com)

Invoice # 1935414  
Date: 11/18/2025

Customer & Address:  
Amelia Concourse  
[ACManager@gmsnf.com](mailto:ACManager@gmsnf.com)  
304-389-2198  
Attn: Kelly Mullin

Have to reissue check #2676 because vendor never  
received the check.  
TP 12/22/25

Work to be completed:

Will install (1) 4 foot wide, 6 foot tall white vinyl gate.

Need:

- (1) End post
- (1) I-Beam
- Hardware
- Gate

Total Cost: \$500.00  
Deposit: \$  
Balance Due: \$

Approved  
Kelly Mullins  
Amenity & Operations Manager  
Governmental Management Services  
On behalf of Amelia Concourse CDD  
Date: 11-20-25  
Acct. # 1-320-57200-62000

