

***MIDDLE VILLAGE***  
***Community Development District***

***MARCH 12, 2018***

## *AGENDA*

# Middle Village Community Development District

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

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March 5, 2018

Board of Supervisors  
Middle Village Community Development District  
**Staff Call In # 1-800-264-8432 Code 145824**

Dear Board Members:

The Middle Village Community Development District Board of Supervisors Meeting is scheduled for **Monday, March 12, 2018 at 6:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.**

Following is the advance agenda for the meeting:

- I. Roll Call
- II. Audience Comments
- III. Financing Matters
- IV. Approval of Consent Agenda
  - A. Approval of the Minutes of the February 12, 2018 Meeting
  - B. Financial Statements
  - C. Assessment Receipt Schedule
  - D. Check Register
- V. Acceptance of the Public Facilities Report
- VI. Discussion of Amenity Policies
- VII. Other Business
- VIII. Staff Reports
  - A. Attorney
  - B. Engineer

C. Manager

D. Operations Manager - Report

IX. Audience Comments / Supervisor's Requests

X. Next Scheduled Meeting – April 9, 2018 @ 2:00 p.m. at the Plantation Oaks  
Amenity Center

XI. Adjournment

I look forward to seeing you at the meeting. If you have any questions, please feel free to call.

Sincerely,

*James A. Perry*

James A. Perry  
District Manager

## *FOURTH ORDER OF BUSINESS*

*A.*

MINUTES OF MEETING  
MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Middle Village Community Development District was held Monday, February 12, 2018 at 2:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

Present and constituting a quorum were:

Rocky Morris	Chairman
Michael Steiner	Supervisor
Rod Swartz	Supervisor
Shawn Vick	Supervisor
John Jarrett	Supervisor

Also present were:

James Perry	District Manager
Jason Walters	District Counsel
Jay Soriano	GMS Operations Director
Roy Deary	Vesta
Dan Fagen	Vesta
Bob Gang	Bond Counsel (by phone)
Rhonda Mossing	MBS Capital Markets (by phone)

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Perry called the meeting to order at 2:00 p.m.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Financing Matters**

- A. Consideration of Proposal from Hancock Bank**
- B. Consideration of Supplemental Assessment Methodology Report**
- C. Consideration of Resolution 2018-01, Declaring Special Assessments**
- D. Consideration of Resolution 2018-02, Setting a Public Hearing Date**

Mr. Perry stated items B through D on the agenda are going to be removed and you will just be considering the proposal from Hancock Bank. You have a copy of that proposal dated February 9<sup>th</sup> and it is in regards to the refinancing of the 2004A Series bonds. We have Rhonda Mossing on the phone who is with MBS Capital Markets and they've been involved in soliciting this proposal for the district.

Ms. Mossing stated just to update you from our last board meeting, we left the meeting with the board authorizing us to work with Hancock Bank. After the meeting, Hancock Bank contacted us when we were getting ready to begin the bond documents and advised us that they weren't comfortable with us putting together the documents because their letter to us is a proposed term sheet and not a commitment letter and that they still needed another level of approval in order to give us a commitment letter. Since that meeting we've been working with them on that and they have a lot of concerns with regards to their exposure to the undeveloped property. The banker we were working with at Hancock indicated that he didn't think the higher levels were wanting to approve it based upon that exposure so we went back and we put together a senior subordinate structure to minimize their exposure to the undeveloped property. That being said, they would be purchasing just the senior lien bonds and there would be a pledge that all of the revenues would go first to the senior lien bonds and then once the senior lien bonds were paid for the year it would then flow through to the subordinate lien bonds which would be purchased by another investor at a higher interest rate. Then between the two of them you would blend them together and still have a much lower interest rate and savings than what the district is paying now. So they've taken that structure and the revised numbers that we've given them and they are trying to get credit approval on that and they believe they will get that back sometime this week. In the interim I asked them to give us a draft of the revised term sheet that represents the senior sub structure. I believe the board has copies of that revised term sheet and I told them that our desire was to ask the board to approve the revised term sheet at today's meeting as long as the terms didn't change significantly from the draft so if we do get credit approval from the higher level at their bank we can start looking at bond documents and stay with our schedule. It was our desire that we start out the acceptance process at today's meeting and schedule a special meeting for later in March for the public hearing but we're not ready to do that because we don't have a firm commitment letter from the bank and we can't give you an assessment methodology or any of the other documents until we've got a structure from the bank that we can structure our documents around. The nice thing is they are holding the rate from what it was the month before which is an average of 3.89% and that is still better than what we could do public market.

Mr. Morris asked Rhonda are you saying you need action by the board today?



Ms. Mossing responded we'd like to ask the board to approve the draft term sheet and any minor changes that might need to be made to it, depending upon what the credit committee comes back with, if there's any significant changes to the draft sheet we will bring it back to the board but the board's approval once we have a commitment letter from the bank later this week will allow us to proceed with preparing an assessment report and all of the other documents. It would be good for the board if we could recess today's meeting for a date later this month or prior to February 20<sup>th</sup> to send them the assessment methodology report and other documents that we could then stay on our timetable with the special meeting that we were going to have on March 22<sup>nd</sup> to hold the public hearing and equalize the assessments and approve the delegated award resolution and then have a third meeting before the end of the month on March 27<sup>th</sup>. So approving that draft term sheet and recessing today's meeting until a date later this month before the 22<sup>nd</sup> would be what we would be asking the board to consider today.

Mr. Morris asked Jim and Jason, how would that motion be articulated because if we're going to give allowance to, as she stated, without significant changes to the draft versus calling another meeting if this can be handled by the chair?

Mr. Walters responded we're going to need to start the assessment process at the continuation so that's something we're going to need the full board for. We're looking at two separate motions. One is the motion to approve the draft term sheet in substantial form. That would allow us to start finalizing this with Hancock Bank, also start to prepare the assessment methodology and some of the draft bond documents. The documents listed on the agenda are the documents we would bring back to the continued meeting. Once we get to the end of the meeting is when we would look for the board to continue the meeting to a date and time certain rather than adjourning the meeting.

Mr. Jarrett asked what I'm not understanding is the average rate is 3.89%. If they do a credit review and they come back and say it's 5%, that would be a major modification? So at that point we would stop and have another call. Is there a line they are looking at to make sure it still stays profitable for what we need to do?

Mr. Mulshine responded I don't think the rate is negotiable. In other words if they want to go change it we would bring it back to the board and discuss it.

Mr. Gang stated I've worked with them on numerous deals with MBS and I think Kevin is right that the commitment fee and the rate are not going to change other than as a result of the date change. What they want is to take over being your trustee and they want your primary operating accounts to move to that bank. The rest of it is not controversial at all. Moving the trustee over is simple enough assuming you don't have other series of older debt that will still be outstanding where US Bank is currently the trustee. I didn't have a chance to go back and check everything but Rhonda thought that this would be the only outstanding debt once the refunding took place so moving your accounts would be pretty simple.

Mr. Steiner asked is this going to affect both the 2004 and 2008 bonds?

Mr. Perry responded yes.

On MOTION by Mr. Morris seconded by Mr. Jarrett with all in favor the draft proposal from Hancock Bank was approved in substantial form.

Ms. Mossing stated just let us know the date you continue the meeting to.

Mr. Perry asked you said before the 22<sup>nd</sup> correct?

Ms. Mossing responded yes. If we have the public hearing on March 22<sup>nd</sup> then we need to give the district staff time to get the mailed notices out after you start the assessment process so I was thinking if you continue the meeting to the 20<sup>th</sup> that would give them two days to get the notices out by February 22<sup>nd</sup>.

Mr. Mulshine stated there are only 28 days in February though.

Ms. Mossing asked Jim, how many days do you guys need to get the mailed notices out?

Mr. Perry asked you're saying mailed notice because of the increase in bond debt per unit?

Ms. Mossing responded right, even though their assessments are going down their par amount is going up a little bit.

Mr. Walters asked is there something magical about the March 22<sup>nd</sup> date?

Ms. Mossin responded no, that was just on our timetable.

Mr. Walters stated the reason I ask is if we push it out, we're going to have to push it out another week. April 9<sup>th</sup> is our regularly schedule meeting so if we've already got a

meeting, we've already got quorum I think it makes sense to not cut it too close and maybe we can continue the meeting until maybe the week of the 26<sup>th</sup> and then we can come in on the 9<sup>th</sup> of April for the public hearing.

Mr. Mossing stated that's good.

Mr. Gang asked is there an expiration date on holding the rate?

Ms. Mossing responded so far the draft term sheet doesn't require a closing by date so we're going to plan the closing on the meeting after the 9<sup>th</sup>.

#### **FOURTH ORDER OF BUSINESS**

#### **Approval of Consent Agenda**

##### **A. Approval of the Minutes of the January 8, 2018 Meeting**

##### **B. Financial Statements**

##### **C. Assessment Receipt Schedule**

##### **D. Check Register**

Mr. Perry stated you are 94% collected on the assessment receipt schedule. You are a little bit ahead of schedule from last year which is good and we also have the check register of \$181,576.43.

On MOTION by Mr. Morris seconded by Mr. Swartz with all in favor the consent agenda was approved.

#### **FIFTH ORDER OF BUSINESS**

#### **Consideration of Amenity Staffing**

Mr. Perry stated this item is an early item in regards to budget. We've been looking at the budget for next year for your district and your sister district and one of the items that we've been looking at, and we did this before several years ago, is looking at the staffing for amenity services out here and looking at different models that might work. The model you have right now everything is contracted out and that has been consistent with this district and your sister district for several years. We do have some other districts in the area because of the size and magnitude of them and the scope of services that they have district employees so we've looked at that as an option for your district and your sister district. As a standalone district you really don't have enough mass for that to be effective but when you combine it with your sister district, obviously there is enough there that makes it a viable option if you will. We are just

proposing this as an option for the board to consider for this next fiscal year because of the potential cost savings for the district.

Mr. Steiner asked in order for this to work it would need to involve both districts?

Mr. Perry responded it would involve both districts. If the scenario was you guys approved this and for whatever reasons your sister district said they want to stay with the same model, obviously it would stay with the same model. Both of you really need to participate in this together like you have done over the years to make it really viable.

Mr. Soriano stated under separate cover I gave you guys a proposal. I've looked at this many times and as most of you know I have experience running this type of service so I looked at it top to bottom as far as how we would employ and how we would pay scheduling, things like that and gave you guys a couple of breakdowns of what I would like to see if we went this route. When all is said and done I gave you a large savings, anywhere from \$40,000 to \$62,000. If you look at the calendar, it is broken down. We have a budget and the current contractor does work their hardest to try to save you money in that budget but I wanted to compare those apples to apples, not what else we could do. When you look at the calendar, it was made three years ago and we started switching to where we do the Tuesday, Thursdays off, things like that. Last year we implemented the pool monitors. This was not part of the contract years ago it was just guards all of the time. In your contract back then you may have seen 1500 hours for guards and it hasn't been like that for years. It's about 1340 for operational hours out there and then we times that by the six guards so if you look at the calendar I gave you it's tentative for this year and matches the last couple year's calendars and how we do weekends in April, Spring Break, all of our summer hours. When it's said and done and you plug in those high numbers for the guards and supervisors, monitors, the front desk, we're looking at a savings of about \$71,000 compared to current contract. That is operating open to close. That is not if we send guards home because we're low volume or rain or anything like that. That is a lot of money. Yes, it can be extra work for me officially. I have to take that responsibility. It's not just about the money, it's something I'm going to have control over. In no way do I want it to look like the current contractor is doing something wrong. They have done what we asked. This is something I'd like to bring in-house for the savings.

Mr. Morris asked the projected savings that you mentioned the \$40,000 to \$71,000, that is based on plugging in even these at the higher levels?

Mr. Soriano responded the \$71,000 is at the higher levels. I went ahead and report what everybody is getting paid. I didn't want to report that as public knowledge but I gave that to you guys. I would like to make increases and make sure we're hiring and training as best as possible if we're going to do this in-house. When it comes to that specialized customer service training we want to be able to do more here than we currently do so that is with the higher pay scale. If we want to lower it, that's more money but that's not what I'm looking to do. When I started this out as part of the budget planning, if I can do it and run it the way I would like and save \$10,000 I'd be completely happy but this is a lot more. There is plenty I could do for the district and for the pools with that much money.

Mr. Steiner stated the problem I'm seeing with direct employees is the interaction so is there going to be a level between us and those direct employees? In other words, are we going to be involved in having to work those issues?

Mr. Soriano responded you are not. You could get involved directly now, just the way I've worked I try to take all that work I can out of your hands so you guys don't have to be personally involved. I deal with everything I can before we get to these meetings so we can cut those type of things down. In some of the models from other districts they have gotten to where board members are directly involved in things like hiring and interviewing. I wouldn't suggest that. That's a lot of micro management.

Mr. Steiner stated that's my concern. Unless there is another level in between it can become a rats nest real quick.

Mr. Soriano stated realistically the idea of hiring district employees is I wasn't trying to take these guys from the current contract and give them to another contract; they're going to be employees here. A lot of what we see applying every year is Oakleaf residents. They're going to be district employees and it creates it as a small business. If any other company were to come in and I were to hand them these employees that makes them larger. Those other districts I talked about have 60 to 80 guards and 100 or 200 employees all over when you consider all of the part time employees and you have a bunch of other issues that you have to worry about. I'm not trying to do that. I'm getting away from ACA concerns. It's small business, it's district employees.

Mr. Morris asked Jim or Jason, any heartburn from your direction on this proposal?

Mr. Perry responded I think it's a viable proposal that both districts need to consider because of the cost savings and like I said earlier you have an opportunity because of the mass that you do have here. If you were a standalone entity we wouldn't even be addressing this because there's just not enough employees to make it financially viable to do all of the administration, deal with ADP etc. There's going to be a lot of back office work with these employees being district employees. With the level of staffing that is required I think it's a very good viable option and both districts have pretty significant cost savings.

Mr. Jarrett asked I agree with cost savings but what about risk? Are there any other risks we take on from a lifeguard standpoint, different than what we have today when it's outsourced.

Mr. Walters stated it's a shift if you will. The first thing to think about is you're going to become an employer and there is the level we deal with in that. Generally where I've seen it in the past we've used a payroll processing entity to handle all of that stuff because you have to withhold taxes and all that and that's a whole separate ballgame. You're going to hire people, you're going to fire people and those type of things and any of those associated risks you would have as an employer you will have some of that exposure here. You're going to have to use best practices to manage that as well as you can. I believe you can also purchase employment practices liability insurance which is something you can use to cover those type of things for wrongful termination lawsuits and things like that. I didn't see that covered in the financial but that is a policy I believe districts could purchase in that instance.

On MOTION by Mr. Morris seconded by Mr. Jarrett with Mr. Swartz abstaining the proposal for amenity staffing was approved contingent upon Double Branch approving the proposal as well.

## **SIXTH ORDER OF BUSINESS**

### **Other Business**

There being none, the next item followed.

## **SEVENTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

Mr. Walters stated I wanted to touch on two things related to the proposed refinancing. First, lost in the discussion of whether this is a firm commitment versus a rate that may move,

versus a subordinate piece is that this is very good news for the district. It's going to result in substantial savings, six figures per year for the next 17, 18 years for the residents. We've talked a lot about this parcel up here and if you recall the structure was not knowing what it is going to be. It being on the lands available for sale we couldn't assess it so that piece was left out of the deal so all of those savings are achieved without inclusion of that piece. We've kept in contact with the certificate holders and they've gone back and forth. They were working with one developer we know well here, Charlie Arnold, to try and see what they could do. I don't think they could come to terms but the good news is the certificate holder is fully intending to move forward with the development of that piece which means two very good things. One, they will take title which wipes out that certificate which creates a huge value in that piece. I've had conversations with their attorney and they are sending today a proposal to MBS and to the current bondholders to reposition that piece. Nothing firm yet, but what has been told to me is they are looking at about 55 single-family units so I think that fits well with the overall development plans within the community and brings down a little bit of that density that we were concerned about there and then we would include that within the savings so that will bring down the assessments a little bit more and they will also begin paying the O&M immediately. To the extent that gets wrapped into this deal that will be a very good thing and all indications are that they are going to move forward with that and it will be contingent upon them coming to terms with us and getting that tax certificate cleared and taking that title and then we can all move forward.

**B. Engineer**

There being none, the next item followed.

**C. Manager**

Mr. Perry stated two items that are in this proposal from Hancock Bank deal with the deposit relationship with the operating accounts and the change in trustees. I've had a lot of discussions in regards to this with Rhonda Mossing and it's not incorporated into this document but we will have included in the language in the indenture a provision so that if the operations of those two items are insufficient or there are problems then we will have a cure that we can cancel that and move our funds to other sources or entities. Also if the charges for those services on either of those are not reasonable then we also have some type of cure in there. It will be in the documents but it's not reflected in this.

**D. Operations Manager – Report**

Mr. Soriano stated we had our Polar Plunge this weekend. We had about 50 plus people show up. This was our 13<sup>th</sup> year of this event. We missed one year during the marcite project. We have those one or two families that come in with their stacks of medals from the first year, the kids were little and now they are adults. We have tentative plans for our upcoming events – Spring Campout April 14<sup>th</sup> and spring yard sale April 21<sup>st</sup>. I try to work with the soccer program and I-9 to make sure there is not a big battle for the fields on those weekends and so far I haven't had any pushback on those dates so I think I'll be sending that out either this week or next week to the residents letting them know what the plans are for April. In March we have Spring Break and our spring expo which is not set up through us but it is an Oakleaf event. She has a tentative date of March 24<sup>th</sup>.

Because of the warm weather I think we may open the heated pool in the next couple of weeks. The one thing I warn is we are already over budget in that line. I'm typically well under ever single line so I don't have any concerns with putting more gas in there. We will typically heat for about a month before we open the other pools. We got a few complaints a few weekends ago about not being able to get into the pool but as you recall they haven't been here for the last couple of months anyway. I hate to close it down but I think the understanding that we're going to have this pool available every day 365 days a year is a little unrealistic but since we never really put out a schedule saying we're going to be closed January or February they expected it to be there. I think I will open up a few weeks before that March 1<sup>st</sup> deadline unless we have some weird hard freezes.

Last month we were able to get everything up and running downstairs at that front desk so they scan in and punch in their guest codes at the front desk and it kind of threw the reporting and doubled up since now it has two scanners it's trying to read. I'm going to pull those numbers out and make sure for future reporting I can get the correct numbers for everything that is downstairs. Because of a lot of the new development we are staying pretty high on printing new cards compared to years in the past.

We are having some issues with the county on the right-of-way. I've been talking about that for the last couple of months but they are hoping to get us set up in the next month or so to where we can go ahead and finish drilling the well. We're really just waiting on the okay from the county.



Seminole Electric handles the easement underneath the large utility lines that run out front of the community when you go towards the highway. They are clearing all the way from down south where those wires start, all the way up to Duval and past so they will go along that easement cutting down trees. They contacted me because we have six crape myrtles that need to get chopped down greatly or removed. I'm going to have to opt in this case to remove them. They are rather large. I can't really bring a truck in to transplant them although I would love to keep them. I have started to let the residents know.

We have some treadmill repairs going on downstairs. The nice part about that is this is all under warranty so although we have to wait for them to get parts it is covered by the company. We do have quite a few years on some of those parts for the treadmills and ellipticals that we bought a couple of years ago.

I have a couple of items there for approval. The first one is Horizon Casual for pool furniture. We are starting to see wear and tear on lots of our pool furniture. I'm not looking to replace a huge amount. I'm going to replace what's out at the adult pool where I get the most complaints and move any good furniture that's left up to the front. In our capital study that we did years ago this was something that was slated for about three years for now. The amount was \$74,000 but I'm not looking to do everything. If we break it up and do \$10,000 here, next year another \$10,000 and so on we will be well under that amount and have all new furniture by that 2021 date. The total amount is \$10,285.88 and that includes shipping.

On MOTION by Mr. Jarrett seconded by Mr. Morris with all in favor the Horizon Casual proposal for pool furniture in the amount of \$10,285.88 was approved.
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Mr. Soriano stated if you notice it's a little warm in here. I have lost one air unit. We have two units, one that handles this side and one that handles the other side. We have gotten quotes but I'm not real happy with them. This is our contracted company. On the other side we've had issues over the last year with one of the very expensive systems over there. I'm not sure why we continue to have them in here to do preventative maintenance if they're not going to catch anything. Basically they're just changing filters for me so I let them know besides bringing them to the board that I am going to get some other quotes. I've gotten one verbal for \$5,000 from a company here that's owned by a resident that I've used for other items but this

would be the first large commercial unit I've worked with them on. The \$5,000 would be to replace the inside air handler unit completely. Right now there is one invoice there has a \$6,000 sum and a \$5,000 sum amount. That is to pull out the coil in that inside air handler unit that's back there, reweld everything, seal up all the holes and put it back in. It's a lot of labor so it can take a lot of time but we're basically patching the old equipment and putting it back in for \$5,000 when this gentleman will do the whole air handler for that amount. The \$14,000 was their recommendation. This equipment is old, it's 14 years but the expected life on it is closer to 20 years. That \$14,000 is to replace everything from the inside air handler and the ten ton unit that sits on that pad out back. I'm not looking to do that yet, especially if that unit is running fine. I would rather go the route of installing the air handler inside, however I want to get one more quote so we can compare a little bit. This is not an urgent issue. We have the one ten ton unit working. I want to be able to bring it to you and let you know what I was doing but it is something we will have to spend a little money on. This was not one that was in that capital assessment anytime soon.

Mr. Morris asked with the verbal \$5,000 is it fair to give you an amount not to exceed of that amount?

Mr. Soriano responded I would probably ask for a little more just to be safe. He hasn't given me his written quote yet but I have worked with him and I trust him and I don't believe this other company is going to give me much different than that.

On MOTION by Mr. Morris seconded by Mr. Swartz with all in favor an amount not to exceed \$6,000 for replacement of an air handler was approved.
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Mr. Soriano stated this month and next month we have night time meetings so your sister is this month. Usually those night time meetings are to go over the policies and any revisions to rules. If you'll notice on our website our policies haven't been changed in years. 2013 is the last time we've changed anything. I think our policies stand pretty well enough to control everything. We do get requests though for special items here and there. I take those requests seriously so I am going to give you my thoughts on some things I could change. If you want to mull these over for next month's meeting and you have any ideas for wording on these policies. Some of these policies come along with rates. We would have to do a separate

notified rate hearing. We have a plan for a rate hearing in April so if that is something we decided to do then we could do that all together. The current policy is the number, the red is my wording.

Mr. Steiner asked I noticed you had a deadbolt on the fitness center. Is that due to someone trying to get in after hours?

Mr. Soriano responded it was set up to only be key-locked and not used from the inside so that nobody would go inside and lock themselves in. We had issues with the 24 hour fitness centers on both sides that sometimes people would go in there, turn the lights off and lock the door and go to sleep so we had it set up to where you couldn't lock it so we had to replace the back end of the deadbolts so now they can lock from the inside and go out the front door when they're done.

Mr. Steiner stated I had asked last month about one of our residents where we live mentioned something about the long-term locker use. Has anything been done on how to handle that?

Mr. Soriano responded we can mention that as part of our policy meeting but I've looked at it and I would like to remove those lockers. I don't always know what's being stored in those. People put locks on them and we've stuck signs on them before asking people to remove the locks and remove their belongings every night. I'd hate to take a lock cutter to locks every single day. The lockers are not used the way they were planned and I could use that space for a couple of other items. In fact, many of the men's locker rooms do not have baby changing stations and we started updating that at Double Branch a couple of years ago so all men's rooms have those available and have proper space.

Mr. Steiner asked how heavily are the locker used under normal operations?

Mr. Soriano responded there is probably consistently about four or five combo locks on those lockers every night so we look at four or five complaints if they're using them the way they're supposed to be. It doesn't mean they're using them for anything good. Especially because we no longer have a 24 hour facility.

Mr. Steiner asked is there any area within the fitness room itself that you may be able to put a small number of lockers which aren't lockable but you're right there to watch them?

Mr. Soriano responded there is a small space I could knock out and put cubbies.

Mr. Steiner stated there's one option that's there that would meet the needs that is within eyesight and it doesn't require a lock.

Mr. Soriano stated items like purses we have plenty of hooks for them to hang on. What I would recommend, if we agree, is we take the lockers out first, see how many people come to us that are using them for a valid reason and if we have enough of those complaints we can add cubbies.

Mr. Steiner stated I have no problem doing that as long as we have a plan in position as to how to solve it when we do get the complaints so we're not looking at a long time before we find a solution.

Mr. Soriano stated I would think the cubbies would be better. We try to make them keep things like their phone that way we're not taking responsibility but we do have a space at the front. There were plans for that area but we can change that.

#### **EIGHTH ORDER OF BUSINESS**

#### **Audience Comments/ Supervisor's Requests**

Mr. Deary stated since we didn't receive the proposal I'm not clear on the timing. Are you contemplating a motion to terminate our contract and if so, when?

Mr. Walters responded yeah I think that's part of the conversation. We will have to terminate the contract and go with the in-house staffing. I think the agreement provides for 30 days. Obviously we've enjoyed input and working back and forth to making as smooth a transition as possible.

Mr. Deary stated absolutely but for our own planning purposes can you guesstimate a timeframe of that occurring?

Mr. Steiner stated this is contingent on the sister district.

Mr. Perry stated I would think the transition would be in the next month or so or less.

Mr. Soriano stated if it was falling on Double Branch and they make the same decision tonight then if it's 30 days then it would be 30 days from tonight.

Mr. Walters stated we will provide that notice and try to coordinate as best as possible and try to make a smooth transition.

#### **NINTH ORDER OF BUSINESS**

#### **Next Scheduled Meeting**

Mr. Perry stated we are looking at continuing this meeting to February 28<sup>th</sup> if that date works.

Mr. Steiner asked do you have to have everybody here for that?

Mr. Perry responded no we need three members of the board present. If you are not available to attend even by phone you will still get the agenda and items we will discuss. We don't expect to get any material changes to this but we will have quantified at that time for the board to consider the declaration of special assessments, setting a public hearing date and also quantifying the potential savings for moving forward.

Mr. Steiner stated I may be out of town.

Mr. Perry stated and keep in mind we will be doing mailed notice because even though the assessments are going to be reduced the principal amount of everyone's debt associated with their lot will go up slightly.

Mr. Swartz asked what time?

Mr. Perry responded whatever is convenient for the board.

Mr. Jarrett stated Mondays and Fridays are best for me because I usually fly out and fly back in. If Mike is going to be gone and I'm going to be gone will Rocky be here on the 28<sup>th</sup>?

Mr. Perry responded he indicated he will be.

Mr. Jarrett stated I could call in.

Mr. Steiner stated I can confirm to you later.

Mr. Swartz asked could we do the 26<sup>th</sup>?

Mr. Steiner responded the 26<sup>th</sup> would be a major issue for me.

Mr. Perry stated I have a conflict in Volusia County that day.

Mr. Steiner stated I should be back home by the 28<sup>th</sup>.

Mr. Walters asked how about the 5<sup>th</sup> of March?

Mr. Perry responded that's fine for me, other than 2:00. We can do the morning.

Mr. Jarrett stated how about 9:00 a.m. in this room?

## **TENTH ORDER OF BUSINESS**

## **Adjournment**

On MOTION by Mr. Swartz seconded by Mr. Steiner with all in favor the meeting was continued to March 5, 2018 at 9:00 a.m.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman

*B.*

*Middle Village*  
*Community Development District*

*Unaudited Financial Reporting*  
*January 31, 2018*



*Middle Village  
Community Development District  
Combined Balance Sheet  
January 31, 2018*

	<u>Governmental Fund Types</u>				<u>Debt</u>	<u>Capital</u>	<u>Totals</u>
	<u>General</u>	<u>Recreation</u>	<u>SPE</u>	<u>Capital Reserve</u>	<u>Service</u>	<u>Projects</u>	<u>(Memorandum Only)</u>
<b><u>Assets:</u></b>							
Cash	\$74,023	\$117,469	\$406	\$72,797	---	---	\$264,695
Land Held for Resale	---	---	\$380,849	---	---	---	\$380,849
Investments:							
<b><u>Series 2004A/2008A</u></b>							
Reserve	---	---	---	---	\$875,313	---	\$875,313
Interest	---	---	---	---	\$28,998	---	\$28,998
Revenue	---	---	---	---	\$2,101,802	---	\$2,101,802
Prepayment	---	---	---	---	\$987,604	---	\$987,604
Sinking Fund	---	---	---	---	---	---	\$0
Construction	---	---	---	---	---	\$511,285	\$511,285
General Account	---	---	---	---	---	\$54,774	\$54,774
<b><u>Operations</u></b>							
Custody Acct - Gen Fund Excess	\$229,616	---	---	---	---	---	\$229,616
Custody Acct - Rec Fund Excess	---	\$1,718,147	---	---	---	---	\$1,718,147
Custody Acct - Rec Fund Reserve	---	---	---	\$893,204	---	---	\$893,204
Due From Capital	---	---	---	---	---	---	\$0
Due From Other	---	---	---	---	---	---	\$0
Due From Double Branch	---	\$598	---	---	---	---	\$598
Due From General Fund	---	---	---	---	---	---	\$0
Due From Rec Fund	\$7,415	\$10,652	---	---	---	---	\$18,067
Due From Capital Reserve	---	\$1,435	---	---	---	---	\$1,435
Due From Debt Service	---	---	---	---	---	---	\$0
Accounts Receivable	---	---	---	---	---	---	\$0
Assessment Receivable	---	---	---	---	---	---	\$0
Electric Deposits	---	\$13,270	---	---	---	---	\$13,270
Prepaid Expenses	---	\$845	---	---	---	---	\$845
<b><u>Total Assets</u></b>	<b><u>\$311,054</u></b>	<b><u>\$1,862,416</u></b>	<b><u>\$381,255</u></b>	<b><u>\$966,002</u></b>	<b><u>\$3,993,716</u></b>	<b><u>\$566,060</u></b>	<b><u>\$8,080,502</u></b>
<b><u>Liabilities:</u></b>							
Accounts Payable	\$261	\$71,519	---	\$9,070	---	---	\$80,849
Contracts Payable	---	---	---	---	---	---	\$0
Accrued Expenses	---	\$15,113	---	---	---	---	\$15,113
FICA Payable	---	---	---	---	---	---	\$0
Contracts Payable	---	---	---	---	---	---	\$0
Deferred Revenue - Rental Revenue	---	\$24,630	---	---	---	---	\$24,630
Due to Capital Reserve	---	---	---	---	---	---	\$0
Due to Debt Service Fund	---	---	---	---	---	---	\$0
Due to General Fund	---	\$7,415	---	---	---	---	\$7,415
Due to Rec Fund	\$10,652	---	---	---	---	---	\$10,652
Due to Double Branch CDD	---	---	---	\$1,435	---	---	\$1,435
<b><u>Fund Balances:</u></b>							
Unassigned	\$300,141	\$1,730,469	\$381,255	\$955,496	---	---	\$3,367,362
Nonspendable	---	\$13,270	---	---	---	---	\$13,270
Restricted for Debt Service	---	---	---	---	\$3,993,716	---	\$3,993,716
Restricted for Capital Projects	---	---	---	---	---	\$566,060	\$566,060
<b><u>Total Liabilities and Fund Equity</u></b>	<b><u>\$311,054</u></b>	<b><u>\$1,862,416</u></b>	<b><u>\$381,255</u></b>	<b><u>\$966,002</u></b>	<b><u>\$3,993,716</u></b>	<b><u>\$566,060</u></b>	<b><u>\$8,080,502</u></b>

***Middle Village***  
**Community Development District**  
**General Fund**  
Statement of Revenues & Expenditures  
For the Period ending January 31, 2018

	<i>Adopted Budget</i>	<i>Prorated Budget 1/31/18</i>	<i>Actual 1/31/18</i>	<i>Variance</i>
<b><u>Revenues:</u></b>				
Maintenance Assessments - Tax Roll	\$191,913	\$178,722	\$178,722	\$0
Maintenance Assessments - Direct	\$23,774	\$11,005	\$11,005	\$0
Interest Income	\$350	\$117	\$74	(\$43)
<b>Total Revenues</b>	<b>\$216,037</b>	<b>\$189,844</b>	<b>\$189,802</b>	<b>(\$43)</b>
<b><u>Expenditures:</u></b>				
<b><u>Administrative</u></b>				
Supervisors Fees	\$12,000	\$4,000	\$3,600	\$400
Travel	\$209	\$70	\$0	\$70
FICA Expense	\$918	\$306	\$275	\$31
Engineering	\$10,500	\$3,500	\$293	\$3,208
Trustee	\$15,144	\$5,048	\$0	\$5,048
Dissemination Agent	\$2,100	\$700	\$667	\$33
Assessment Roll	\$7,260	\$7,260	\$7,260	\$0
Attorney	\$45,000	\$15,000	\$4,863	\$10,137
Attorney-Foreclosure	\$28,000	\$9,333	\$4,791	\$4,542
Arbitrage	\$750	\$250	\$0	\$250
Annual Audit	\$5,900	\$1,967	\$0	\$1,967
Management Fees	\$57,657	\$19,219	\$19,219	\$0
Information Technology	\$2,150	\$717	\$717	(\$0)
Telephone	\$425	\$142	\$135	\$7
Postage	\$600	\$200	\$169	\$31
Printing & Binding	\$2,700	\$900	\$833	\$67
Records Storage	\$200	\$67	\$0	\$67
Insurance	\$10,652	\$10,652	\$10,652	\$0
Legal Advertising	\$1,500	\$500	\$198	\$302
Other Current Charges	\$150	\$50	\$0	\$50
Office Supplies	\$300	\$100	\$105	(\$5)
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
Reserves	\$11,747	\$11,747	\$11,747	\$0
<b>Total Administrative</b>	<b>\$216,037</b>	<b>\$91,902</b>	<b>\$65,697</b>	<b>\$26,205</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$0</b>		<b>\$124,105</b>	
<b>Fund Balance - Beginning</b>	<b>\$0</b>		<b>\$176,037</b>	
<b>Fund Balance - Ending</b>	<b>\$0</b>		<b>\$300,141</b>	

*Middle Village*  
*Community Development District*  
*General Fund*  
*Month By Month Income Statement*

**Revenues:**

	<i>October</i>	<i>November</i>	<i>December</i>	<i>January</i>	<i>February</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>August</i>	<i>September</i>	<i>Total</i>
<i>Maintenance Assessments - Tax Roll</i>	\$0	\$54,140	\$121,835	\$2,747	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$178,722
<i>Maintenance Assessments - Direct</i>	\$0	\$0	\$6,984	\$4,022	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,005
<i>Interest Income</i>	\$15	\$14	\$14	\$32	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$74
<b><i>Total Revenues</i></b>	<b>\$15</b>	<b>\$54,153</b>	<b>\$128,833</b>	<b>\$6,801</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$189,802</b>

**Expenditures:**

<b><i>Administrative</i></b>													
<i>Supervisors Fees</i>	\$1,000	\$800	\$800	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,600
<i>Travel</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>FICA Expense</i>	\$77	\$61	\$61	\$77	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$275
<i>Engineering</i>	\$98	\$0	\$195	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$293
<i>Trustee</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Dissemination Agent</i>	\$167	\$167	\$167	\$167	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$667
<i>Assessment Roll</i>	\$7,260	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,260
<i>Attorney</i>	\$2,219	\$2,644	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,863
<i>Attorney-Foreclosure</i>	\$2,417	\$2,375	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,791
<i>Arbitrage</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Annual Audit</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Management Fees</i>	\$4,805	\$4,805	\$4,805	\$4,805	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$19,219
<i>Information Technology</i>	\$179	\$179	\$179	\$179	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$717
<i>Telephone</i>	\$37	\$35	\$20	\$43	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$135
<i>Postage</i>	\$40	\$45	\$48	\$36	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$169
<i>Printing &amp; Binding</i>	\$380	\$161	\$157	\$135	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$833
<i>Records Storage</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Insurance</i>	\$10,652	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,652
<i>Legal Advertising</i>	\$65	\$2	\$66	\$65	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$198
<i>Other Current Charges</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Office Supplies</i>	\$21	\$21	\$21	\$41	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$105
<i>Dues, Licenses &amp; Subscriptions</i>	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
<i>Reserves</i>	\$0	\$0	\$0	\$11,747	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,747
<b><i>Total Expenditures</i></b>	<b>\$29,590</b>	<b>\$11,294</b>	<b>\$6,519</b>	<b>\$18,294</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$65,697</b>
<b><i>Excess Revenues (Expenditures)</i></b>	<b>(\$29,575)</b>	<b>\$42,860</b>	<b>\$122,314</b>	<b>(\$11,493)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$124,105</b>

***Middle Village***  
***Community Development District***  
***Recreation Fund***  
*Statement of Revenues & Expenditures*  
*For the Period ending January 31, 2018*

<i>Adopted Budget</i>	<i>Prorated Budget 1/31/18</i>	<i>Actual 1/31/18</i>	<i>Variance</i>
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**Revenues:**

<i>Maintenance Assessment - Tax Roll</i>	\$1,396,001	\$1,386,613	\$1,386,613	\$0
<i>Maintenance Assessment - Direct</i>	\$172,932	\$85,386	\$85,386	\$0
<i>Interest</i>	\$1,000	\$333	\$2,825	\$2,492
<i>Miscellaneous Income</i>	\$0	\$0	\$2,679	\$2,679
<i>Amenities Revenue</i>	\$79,800	\$26,600	\$33,002	\$6,402
<i>Cost Share Revenue - South Village/Lighting</i>	\$36,662	\$0	\$0	\$0
<b><i>Total Revenues</i></b>	<b>\$1,686,395</b>	<b>\$1,498,932</b>	<b>\$1,510,505</b>	<b>\$11,573</b>

**Expenditures:**

**Administrative**

<i>Management Fees - On Site</i>	\$124,790	\$41,597	\$41,597	(\$0)
<i>Insurance</i>	\$45,879	\$45,879	\$42,920	\$2,959
<i>Other Current Charges</i>	\$5,868	\$1,956	\$1,463	\$493
<i>Permit Fees</i>	\$1,500	\$500	\$402	\$98
<i>Office Supplies</i>	\$500	\$167	\$0	\$167
<i>Capital Reserve</i>	\$61,776	\$61,776	\$61,776	\$0
<b><i>Total Administrative</i></b>	<b>\$240,313</b>	<b>\$151,874</b>	<b>\$148,157</b>	<b>\$3,717</b>

**Common Area**

<i>Security</i>	\$92,047	\$30,682	\$16,943	\$13,739
<i>Security - Clay County Off Duty Sheriff</i>	\$43,609	\$14,536	\$13,269	\$1,268
<i>Electric</i>	\$22,000	\$7,333	\$6,972	\$361
<i>Streetlighting</i>	\$32,000	\$10,667	\$9,396	\$1,271
<i>Irrigation Maintenance</i>	\$4,000	\$1,333	\$1,316	\$17
<i>Landscape Maintenance</i>	\$413,172	\$137,724	\$137,056	\$668
<i>Common Area Maintenance</i>	\$54,847	\$18,282	\$15,236	\$3,046
<i>Lake Maintenance</i>	\$23,668	\$7,889	\$6,439	\$1,450
<i>Misc. Maintenance</i>	\$5,000	\$1,667	\$415	\$1,252
<b><i>Total Common Area</i></b>	<b>\$690,343</b>	<b>\$230,114</b>	<b>\$207,042</b>	<b>\$23,072</b>

**Recreation Facility**

<i>Aquatic &amp; Athletic Manager/Staff</i>	\$147,794	\$49,265	\$54,316	(\$5,051)
<i>Pool Attendants</i>	\$138,761	\$3,454	\$3,454	\$0
<i>Janitorial</i>	\$42,418	\$14,139	\$12,671	\$1,469
<i>Telephone</i>	\$5,364	\$1,788	\$1,575	\$213
<i>Electric</i>	\$62,000	\$20,667	\$15,941	\$4,726
<i>Water/Sewer</i>	\$33,000	\$11,000	\$12,999	(\$1,999)

**Middle Village**  
**Community Development District**  
**Recreation Fund**  
Statement of Revenues & Expenditures  
For the Period ending January 31, 2018

	<i>Adopted Budget</i>	<i>Prorated Budget 1/31/18</i>	<i>Actual 1/31/18</i>	<i>Variance</i>
<i>Refuse Services</i>	\$11,844	\$3,948	\$4,601	(\$653)
<i>Pool Maintenance &amp; Chemicals</i>	\$52,318	\$17,439	\$17,470	(\$31)
<i>Cable</i>	\$5,102	\$1,701	\$1,571	\$130
<i>Contingency</i>	\$3,000	\$1,000	\$0	\$1,000
<i>Special Events</i>	\$5,000	\$1,667	\$3,117	(\$1,450)
<i>Office Supplies &amp; Equipment</i>	\$3,000	\$1,000	\$171	\$829
<i>General Facility Maintenance</i>	\$37,707	\$12,569	\$12,567	\$2
<i>General Facility Maintenance - Preventative</i>	\$15,350	\$5,117	\$2,297	\$2,819
<i>General Facility Maintenance - Contingency</i>	\$27,600	\$9,200	\$9,200	\$0
<i>Elevator Maintenance</i>	\$2,576	\$859	\$958	(\$100)
<i>Recreation Passes</i>	\$7,125	\$2,375	\$681	\$1,694
<i>Lighting Repairs</i>	\$10,000	\$3,333	\$3,168	\$165
<i>Tennis Court Maintenance</i>	\$35,680	\$11,893	\$8,687	\$3,206
<i>Staff- Exercise Room</i>	\$30,000	\$10,000	\$0	\$10,000
<b><i>Total Recreation</i></b>	<b>\$675,639</b>	<b>\$182,414</b>	<b>\$165,446</b>	<b>\$16,968</b>
<b><i>Aquatics Pool</i></b>				
<i>Pool Maintenance</i>	\$22,160	\$7,387	\$4,780	\$2,607
<i>Pool Chemicals</i>	\$7,840	\$2,613	\$0	\$2,613
<i>Electric</i>	\$16,000	\$5,333	\$4,815	\$518
<i>Water/Sewer</i>	\$6,800	\$2,267	\$0	\$2,267
<i>Gas Heat</i>	\$12,000	\$4,000	\$20,058	(\$16,058)
<i>Supervisors</i>	\$10,300	\$3,433	\$217	\$3,216
<i>Unscheduled Pool Maintenance</i>	\$5,000	\$1,667	\$0	\$1,667
<b><i>Total Aquatics Pool</i></b>	<b>\$80,100</b>	<b>\$26,700</b>	<b>\$29,871</b>	<b>(\$3,171)</b>
<b><i>Total Expenses</i></b>	<b>\$1,686,395</b>	<b>\$591,102</b>	<b>\$550,516</b>	<b>\$40,587</b>
<b><i>Excess Revenues (Expenditures)</i></b>	<b>\$0</b>		<b>\$959,989</b>	
<b><i>Fund Balance - Beginning</i></b>	<b>\$0</b>		<b>\$783,750</b>	
<b><i>Fund Balance - Ending</i></b>	<b>\$0</b>		<b>\$1,743,739</b>	

***Middle Village***  
**Community Development District**  
**Recreation Fund**  
*Month By Month Income Statement*

**Revenues:**

	<i>October</i>	<i>November</i>	<i>December</i>	<i>January</i>	<i>February</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>August</i>	<i>September</i>	<i>Total</i>
<i>Maintenance Assessment - Tax Roll</i>	\$0	\$420,043	\$945,257	\$21,313	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,386,613
<i>Maintenance Assessment - Direct</i>	\$0	\$0	\$54,184	\$31,202	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$85,386
<i>Interest</i>	\$525	\$455	\$473	\$1,372	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,825
<i>Miscellaneous Income</i>	\$2,679	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,679
<i>Amenities Revenue</i>	\$3,790	\$5,511	\$16,845	\$6,856	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$33,002
<i>Cost Sharing Revenue</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b><i>Total Revenues</i></b>	<b>\$6,994</b>	<b>\$426,009</b>	<b>\$1,016,759</b>	<b>\$60,743</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,510,505</b>

**Expenditures:**

<b><i>Administrative</i></b>													
<i>Management Fees - On Site</i>	\$10,399	\$10,399	\$10,399	\$10,399	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$41,597
<i>Insurance</i>	\$42,920	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$42,920
<i>Other Current Charges</i>	\$487	\$369	\$401	\$206	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,463
<i>Permit Fees</i>	\$0	\$402	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$402
<i>Office Supplies</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Capital Reserve</i>	\$0	\$0	\$0	\$61,776	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$61,776
<b><i>Total Administrative</i></b>	<b>\$53,806</b>	<b>\$11,170</b>	<b>\$10,800</b>	<b>\$72,381</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$148,157</b>

**Common Area**

<i>Security</i>	\$4,236	\$4,236	\$4,236	\$4,236	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16,943
<i>Security - Clay County Off Duty Sheriff</i>	\$3,822	\$2,562	\$2,285	\$4,601	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13,269
<i>Electric</i>	\$1,647	\$1,595	\$2,169	\$1,561	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,972
<i>Streetlighting</i>	\$2,349	\$2,349	\$2,349	\$2,349	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,396
<i>Irrigation Maintenance</i>	\$688	\$0	\$120	\$509	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,316
<i>Landscape Maintenance</i>	\$34,264	\$34,264	\$34,264	\$34,264	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$137,056
<i>Common Area Maintenance</i>	\$4,850	\$1,987	\$4,570	\$3,829	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,236
<i>Lake Maintenance</i>	\$1,972	\$1,489	\$1,489	\$1,489	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,439
<i>Misc. Maintenance</i>	\$415	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$415
<b><i>Total Administrative</i></b>	<b>\$54,242</b>	<b>\$48,481</b>	<b>\$51,482</b>	<b>\$52,837</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$207,042</b>

**Recreation Facility**

<i>Aquatic &amp; Athletic Manager/Staff</i>	\$10,457	\$10,233	\$15,794	\$17,832	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$54,316
<i>Pool Attendants</i>	\$3,454	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,454
<i>Janitorial</i>	\$2,905	\$3,955	\$2,905	\$2,905	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,671
<i>Telephone</i>	\$362	\$484	\$365	\$365	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,575
<i>Electric</i>	\$4,318	\$3,941	\$4,040	\$3,642	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,941
<i>Water/Sewer</i>	\$1,820	\$3,241	\$4,837	\$3,101	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,999
<i>Refuse Services</i>	\$1,146	\$1,146	\$1,154	\$1,155	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,601
<i>Pool Maintenance</i>	\$4,126	\$4,881	\$4,783	\$3,680	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$17,470
<i>Cable</i>	\$392	\$392	\$392	\$396	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,571
<i>Contingency</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Special Events</i>	\$1,975	\$1,142	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,117
<i>Office Supplies &amp; Equipment</i>	\$0	\$171	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$171
<i>General Facility Maintenance</i>	\$3,141	\$3,142	\$3,142	\$3,142	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,567
<i>General Facility Maintenance - Preventative</i>	\$1,596	\$0	\$272	\$429	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,297

***Middle Village***  
**Community Development District**  
**Recreation Fund**  
*Month By Month Income Statement*

	<i>October</i>	<i>November</i>	<i>December</i>	<i>January</i>	<i>February</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>August</i>	<i>September</i>	<i>Total</i>
<i>General Facility Maintenance - Contingency</i>	\$2,300	\$2,300	\$2,300	\$2,300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,200
<i>Elevator Maintenance</i>	\$479	\$0	\$0	\$479	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$958
<i>Recreation Passes</i>	\$0	\$0	\$0	\$681	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$681
<i>Lighting Repairs</i>	\$829	\$675	\$829	\$835	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,168
<i>Tennis Court Maintenance</i>	\$2,316	\$2,907	\$1,137	\$2,327	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,687
<i>Staff- Exercise Room</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b><i>Total Recreation</i></b>	<b>\$41,616</b>	<b>\$38,610</b>	<b>\$41,949</b>	<b>\$43,270</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$165,446</b>
 <b><i>Aquatics Pool</i></b>													
<i>Pool Maintenance</i>	\$1,195	\$1,195	\$1,195	\$1,195	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,780
<i>Pool Chemicals</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Electric</i>	\$926	\$912	\$1,608	\$1,369	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,815
<i>Water/Sewer</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Gas Heat</i>	\$3,374	\$6,220	\$5,291	\$5,173	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,058
<i>Supervisors</i>	\$217	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$217
<i>Unscheduled Pool Maintenance</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b><i>Total Aquatics Pool</i></b>	<b>\$5,712</b>	<b>\$8,327</b>	<b>\$8,094</b>	<b>\$7,737</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$29,871</b>
 <b><i>Total Expenditures</i></b>	<b>\$155,376</b>	<b>\$106,589</b>	<b>\$112,325</b>	<b>\$176,226</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$550,516</b>
 <b><i>Excess Revenues (Expenditures)</i></b>	<b>(\$148,383)</b>	<b>\$319,420</b>	<b>\$904,434</b>	<b>(\$115,483)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$959,989</b>

**Middle Village  
Community Development District**

**Middle Village SPE**

**Statement of Revenues & Expenditures**

*For the Period ending January 31, 2018*

<i>Adopted Budget</i>	<i>Prorated Budget 1/31/18</i>	<i>Actual 1/31/18</i>	<i>Variance</i>
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**REVENUES:**

<i>Bondholders Contributions</i>	\$14,270	\$0	\$0	\$0
<i>Miscellaneous Revenues</i>	\$0	\$0	\$0	\$0
<b><i>TOTAL REVENUES</i></b>	<b>\$14,270</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**EXPENDITURES:**

<i>Annual Corporate Fees</i>	\$150	\$50	\$0	\$50
<i>Bank Charges/Other Current</i>	\$120	\$40	\$40	\$0
<i>Contingency/Miscellaneous</i>	\$2,500	\$833	\$0	\$833
<i>Insurance - Liability</i>	\$1,500	\$500	\$0	\$500
<i>Engineering</i>	\$1,000	\$333	\$0	\$333
<i>Management Fees</i>	\$6,000	\$2,000	\$0	\$2,000
<i>Legal Fees</i>	\$3,000	\$1,000	\$0	\$1,000
<i>Property Taxes</i>	\$0	\$0	\$0	\$0
<b><i>TOTAL EXPENDITURES</i></b>	<b>\$14,270</b>	<b>\$4,757</b>	<b>\$40</b>	<b>\$4,717</b>

<b><i>EXCESS REVENUES (EXPENDITURES)</i></b>	<b>\$0</b>	<b>(\$40)</b>
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<b><i>FUND BALANCE - Beginning</i></b>	<b>\$0</b>	<b>\$381,295</b>
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<b><i>FUND BALANCE - Ending</i></b>	<b>\$0</b>	<b>\$381,255</b>
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*Middle Village  
Community Development District  
Capital Reserve Fund*

*Statement of Revenues & Expenditures  
For the Period ending January 31, 2018*

	<i>Adopted Budget</i>	<i>Prorated Budget 1/31/18</i>	<i>Actual 1/31/18</i>	<i>Variance</i>
<b><u>REVENUES:</u></b>				
<i>Interest Income</i>	\$500	\$167	\$2,855	\$2,689
<i>Capital Reserve - Transfer In</i>	\$61,776	\$61,776	\$61,776	\$0
<i>General Reserve - Transfer In</i>	\$11,747	\$11,747	\$11,747	\$0
<b><i>TOTAL REVENUES</i></b>	<b>\$74,023</b>	<b>\$73,690</b>	<b>\$76,378</b>	<b>\$2,689</b>
<b><u>EXPENDITURES:</u></b>				
<i>Repair And Replacements</i>	\$104,471	\$42,435	\$42,435	\$0
<i>Capital Projects</i>	\$0	\$0	\$0	\$0
<b><i>TOTAL EXPENDITURES</i></b>	<b>\$104,471</b>	<b>\$42,435</b>	<b>\$42,435</b>	<b>\$0</b>
<b><i>EXCESS REVENUES (EXPENDITURES)</i></b>	<b>(\$30,448)</b>		<b>\$33,943</b>	
<b><i>FUND BALANCE - Beginning</i></b>	<b>\$947,552</b>		<b>\$921,553</b>	
<b><i>FUND BALANCE - Ending</i></b>	<b>\$917,104</b>		<b>\$955,496</b>	

***Middle Village***  
**Community Development District**  
**Debt Service Fund - 2004A/2008A**  
**Statement of Revenues & Expenditures**  
**For the Period ending January 31, 2018**

<i>Adopted Budget</i>	<i>Prorated Budget 1/31/18</i>	<i>Actual 1/31/18</i>	<i>Variance</i>
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**Revenues:**

<i>Interest Income</i>	\$3,000	\$1,000	\$4,849	\$3,849
<i>Special Assessments - Direct</i>	\$237,768	\$110,514	\$110,514	\$0
<i>Special Assessments - Tax Roll</i>	\$2,128,203	\$1,992,032	\$1,992,032	\$0
<i>Prepayments- Series 2004A</i>	\$0	\$0	\$936,351	\$936,351
<i>Prepayments- Series 2008A</i>	\$0	\$0	\$79,250	\$79,250

<b><i>Total Revenues</i></b>	<b>\$2,368,971</b>	<b>\$2,103,546</b>	<b>\$3,122,997</b>	<b>\$1,019,450</b>
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**Expenditures:**

**Series 2004A**

<i>Interest Expense - 11/1</i>	\$754,730	\$754,730	\$754,730	\$0
<i>Special Call 11/1</i>	\$0	\$0	\$0	\$0
<i>Interest Expense - 5/1</i>	\$754,730	\$0	\$0	\$0
<i>Principal Expense - 5/1</i>	\$810,000	\$0	\$0	\$0

**Series 2008A**

<i>Interest Expense - 11/1</i>	\$72,819	\$72,819	\$72,819	\$0
<i>Special Call 11/1</i>	\$0	\$0	\$0	\$0
<i>Interest Expense - 5/1</i>	\$72,819	\$0	\$0	\$0
<i>Principal Expense - 5/1</i>	\$65,000	\$0	\$0	\$0

<b><i>Total Expenditures</i></b>	<b>\$2,530,098</b>	<b>\$827,549</b>	<b>\$827,549</b>	<b>\$0</b>
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<b><i>Excess Revenues (Expenditures)</i></b>	<b>(\$161,127)</b>	<b>\$2,295,448</b>		
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**Other Sources (Uses):**

<i>Interfund Transfer In (Out) (1)</i>	\$135,443	\$45,148	(\$2,209)	(\$47,357)
<i>Other Debt Service Costs</i>	\$0	\$0	(\$2,253)	(\$2,253)

<b><i>Total Other Sources (Uses)</i></b>	<b>\$135,443</b>	<b>\$45,148</b>	<b>(\$4,462)</b>	<b>(\$49,609)</b>
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<b><i>Net Change in Fund Balance</i></b>	<b>(\$25,684)</b>	<b>\$2,290,986</b>		
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<b><i>Fund Balance - Beginning</i></b>	<b>\$920,305</b>	<b>\$1,702,730</b>		
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<b><i>Fund Balance - Ending</i></b>	<b>\$894,621</b>	<b>\$3,993,716</b>		
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(1) Interest to Construction - General Account

*Middle Village*  
*Community Development District*  
*Capital Projects Fund*  
*Statement of Revenues & Expenditures*  
*For the Period ending January 31, 2018*

Series 2004A/2008A
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**Revenues:**

Interest Income	\$1,379
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<b>Total Revenues</b>	<b>\$1,379</b>
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**Expenditures:**

Capital Outlay	\$0
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Trustee Fees	\$19,526
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Cost of Issuance	\$0
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<b>Total Expenditures</b>	<b>\$19,526</b>
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<b>Excess Revenues (Expenditures)</b>	<b>(\$18,147)</b>
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**Other Sources(Uses):**

Interfund Transfer In (Out)	\$2,209
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<b>Total Other</b>	<b>\$2,209</b>
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<b>Net Change in Fund Balance</b>	<b>(\$15,938)</b>
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<b>Fund Balance - Beginning</b>	<b>\$581,998</b>
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<b>Fund Balance - Ending</b>	<b>\$566,060</b>
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*Middle Village*  
*Community Development District*  
*Long Term Debt Report*

**Series 2004A Special Assessment Bonds**

Interest Rate:	5.8% - 6%
Maturity Date:	5/1/2035
Reserve Fund Definition:	Max Annual of Both Bonds
Reserve Fund Requirement:	\$2,598,297
Reserve Fund Balance:	\$875,313
Bonds outstanding - 9/30/2013	\$29,965,000
Less: November 1, 2013	\$0
Less: May 1, 2014 (Mandatory)	(\$715,000)
Less: November 1, 2014 (Prepayment)	(\$750,000)
Less: May 1, 2015 (Mandatory)	(\$725,000)
Less: November 1, 2015 (Prepayment)	(\$10,000)
Less: May 2, 2016 (Mandatory)	(\$750,000)
Less: November 1, 2016 (Prepayment)	(\$940,000)
Less: May 1, 2017 (Mandatory)	(\$765,000)
Current Bonds Outstanding	\$25,310,000

**Series 2008A Special Assessment Bonds**

Interest Rate:	6.75% - 6.875%
Maturity Date:	5/1/2035
Reserve Fund Definition:	See 2004A Series
Reserve Fund Requirement:	
Reserve Fund Balance:	
Bonds outstanding - 9/30/2013	\$2,495,000
Less: November 1, 2013	\$0
Less: May 1, 2014 (Mandatory)	(\$55,000)
Less: November 1, 2014 (Prepayment)	(\$60,000)
Less: May 1, 2015 (Mandatory)	(\$55,000)
Less: May 2, 2016 (Mandatory)	(\$55,000)
Less: March 1, 2016 (Prepayment)	(\$80,000)
Less: May 1, 2017 (Mandatory)	(\$60,000)
Current Bonds Outstanding	\$2,130,000

*C.*

**MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT**  
**FY2018 Assessments Receipts Summary**

ASSESSED	# UNITS ASSESSED	SERIES 2004A DEBT SERVICE ASSESSED	SERIES 2008A DEBT SERVICE ASSESSED	TOTAL DEBT SERVICE ASSESSED	GENERAL FUND O&M ASSESSED	RECREATION FUND O&M ASSESSED	RESERVE FUND ASSESSED	TOTAL ASSESSED
ODP, LLC (2)	93,889	72,804.55	6,612.37	79,416.92	4,021.65	29,253.98	1,947.94	114,640.50
FIELDSTONE-OLP LLC	128	26,388.91	2,587.36	28,976.27	6,704.44	48,768.84	3,247.39	87,696.94
JENNINGS POINT-OLP LLC	96	62,214.26	5,650.52	67,864.78	5,028.33	36,576.63	2,435.54	111,905.28
MIDDLE VILLAGE SPE (1)	202	-	-	-	11,927.94	86,765.22	5,777.47	104,470.63
<b>TOTAL DIRECT BILLS NET (2)</b>	<b>94,315</b>	<b>161,407.73</b>	<b>14,850.25</b>	<b>176,257.97</b>	<b>27,682.36</b>	<b>201,364.68</b>	<b>13,408.34</b>	<b>418,713.35</b>
NET TAX ROLL ASSESSED NET	238,829	1,952,523.72	175,678.86	2,128,202.57	188,004.41	1,367,565.65	91,062.55	3,774,835.18
<b>TOTAL ASSESSED</b>	<b>333,144</b>	<b>2,113,931.44</b>	<b>190,529.11</b>	<b>2,304,460.55</b>	<b>215,686.77</b>	<b>1,568,930.33</b>	<b>104,470.89</b>	<b>4,193,548.53</b>

DUE / RECEIVED	BALANCE DUE (DISCOUNT NOT TAKEN)	SERIES 2004A DEBT SERVICE RECEIVED	SERIES 2008A DEBT SERVICE RECEIVED	TOTAL DEBT SERVICE RECEIVED	GENERAL FUND O&M PAID	RECREATION FUND O&M PAID	RESERVE FUND PAID	TOTAL PAID
ODP, LLC (2)	-	72,804.55	6,612.37	79,416.92	4,021.65	29,253.98	1,947.94	114,640.50
FIELDSTONE-OLP LLC	(2,446.69)	26,388.91	2,587.36	28,976.27	6,983.79	50,800.88	3,382.69	90,143.63
JENNINGS POINT-OLP LLC	111,905.28	-	-	-	-	-	-	-
MIDDLE VILLAGE SPE (1)	104,470.63	-	-	-	-	-	-	-
<b>DIRECT BILLS DUE / RECEIVED</b>	<b>213,929.22</b>	<b>99,193.46</b>	<b>9,199.73</b>	<b>108,393.19</b>	<b>11,005.44</b>	<b>80,054.86</b>	<b>5,330.63</b>	<b>204,784.13</b>
TAX ROLL DUE / RECEIVED	162,104.04	1,868,675.82	168,134.62	2,036,810.44	179,930.87	1,308,837.81	87,152.02	3,612,731.14
<b>TOTAL DUE / RECEIVED</b>	<b>376,033.26</b>	<b>1,967,869.28</b>	<b>177,334.35</b>	<b>2,145,203.63</b>	<b>190,936.31</b>	<b>1,388,892.67</b>	<b>92,482.65</b>	<b>3,817,515.27</b>

(1) Debt has been accelerated due to non-payment of assessments by previous owner, Plantation Oaks LLC. Now owned by District SPE

(2) Direct bill are assessed with a 4% discount if paid by 11/30/17. Full balance due by 3/31/18.

SUMMARY OF TAX ROLL RECEIPTS								
CLAY COUNTY DISTRIBUTION	DATE RECEIVED	TOTAL RECEIVED	SERIES 2004A DEBT SERVICE RECEIVED	SERIES 2008A DEBT SERVICE RECEIVED	TOTAL DEBT SERVICE RECEIPTS	GENERAL FUND O&M RECEIPTS	RECREATION FUND O&M RECEIPTS	RESERVE FUND O&M RECEIPTS
1	11/15/17	466,272.15	241,178.06	21,700.06	262,878.12	23,222.53	168,923.35	11,248.16
2	11/30/17	620,771.47	321,092.43	28,890.38	349,982.81	30,917.32	224,896.11	14,975.23
3	12/12/17	2,210,292.68	1,143,268.16	102,865.87	1,246,134.03	110,082.89	800,755.58	53,320.18
4	12/21/17	235,970.48	122,055.12	10,981.94	133,037.06	11,752.43	85,488.53	5,692.45
5	01/18/18	55,157.91	28,530.29	2,567.02	31,097.31	2,747.12	19,982.87	1,330.61
6	02/20/18	24,266.46	12,551.76	1,129.35	13,681.11	1,208.58	8,791.37	585.39
		-	-	-	-	-	-	-
		-	-	-	-	-	-	-
		-	-	-	-	-	-	-
		-	-	-	-	-	-	-
<b>TOTAL TAX ROLL RECEIPTS</b>		<b>3,612,731.15</b>	<b>1,868,675.82</b>	<b>168,134.62</b>	<b>2,036,810.44</b>	<b>179,930.87</b>	<b>1,308,837.81</b>	<b>87,152.02</b>

PERCENT COLLECTED	TOTAL	DEBT	O&M
% COLLECTED DIRECT BILL		61.50%	39.76%
% COLLECTED TAX ROLL		95.71%	95.71%
<b>TOTAL PERCENT COLLECTED</b>		<b>93.09%</b>	<b>88.52%</b>

*D.*

# *Middle Village*

## *Community Development District*

### *Check Run Summary*

*February 28, 2018*

<i>Fund</i>	<i>Date</i>	<i>Check No.</i>	<i>Amount</i>
<i>General Fund</i>			
<i>Payroll</i>	2/16/18	50671-50675	\$ 923.50
<i>Sub-Total</i>			\$ 923.50
<i>Accounts Payable</i>	2/1/18	1323	\$ 195.00
	2/8/18	1324	\$ 5,454.44
	2/15/18	1325	\$ 65.80
	2/22/18	1326	\$ 27.47
<i>Sub-Total</i>			\$ 5,742.71
<i>Recreation Fund</i>			
<i>Accounts Payable</i>	2/1/18	6615-6629	\$ 40,749.07
	2/15/18	6630-6654	\$ 83,612.86
	2/22/18	6655-6664	\$ 19,799.23
<i>Sub-Total</i>			\$ 144,161.16
<i>Capital Reserve Fund</i>			
<i>Accounts Payable</i>	2/8/18	137	\$ 125.00
	2/22/18	138	\$ 3,960.00
<i>Sub-Total</i>			\$ 4,085.00
<i>Total</i>			\$ 154,912.37

<i>Total Vesta Invoices</i>	\$ 16,729.81
<i>Recreation Fund Without Vesta</i>	\$ 127,431.35
<i>Total Recreation Fund</i>	<u>\$ 144,161.16</u>



BR040M-A                      CHECKS WRITTEN LISTING                      AS OF    2/28/2018                      RUN    3/01/2018                      PAGE    1  
 CMPY-001 MIDDLE VILLAGE - GENERAL FUND    BANK-P                      PAYROLL

CHECK#	TYPE	SYSTEM	CHECK DATE	CHECK AMT	EMP/CUS/VEN#	DESCRIPTION
050671	R	PR	02/16/2018	184.70	12	JOHN S JARRETT
050672	R	PR	02/16/2018	184.70	10	ROCKWELL A. MORRIS
050673	R	PR	02/16/2018	184.70	13	MICHAEL J STEINER
050674	R	PR	02/16/2018	184.70	15	ROD SWARTZ
050675	R	PR	02/16/2018	184.70	14	SHAWN L VICK
BANK TOTAL				923.50		
COMPANY TOTAL				923.50		

MVIL MIDDLE VILLAGE BSANCHEZ

# Attendance Sheet


District Name: Middle Village, CDD

Board Meeting Date: February 12, 2018

	Name	In Attendance	Fee
1	Rocky Morris ✓ <i>Chairman</i>	<input checked="" type="checkbox"/>	YES - \$200
2	John Jarrett ✓ <i>Vice Chairman</i>	<input checked="" type="checkbox"/>	YES - \$200
3	Michael Steiner ✓ <i>Assistant Secretary</i>	<input checked="" type="checkbox"/>	YES - \$200
4	Shawn Vick ✓ <i>Assistant Secretary</i>	<input checked="" type="checkbox"/>	YES - \$200
5	Rod Swartz ✓ <i>Assistant Secretary</i>	<input checked="" type="checkbox"/>	YES - \$200

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

Approved for Payment:

  
District Manager Signature

2/12/18  
Date

**PLEASE RETURN COMPLETED FORM TO BRIAN SANCHEZ**

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
2/01/18	00013	1/11/18 186055	201712 310-51300-31100	DEC PROFESSIONAL SERVICES	*	195.00	
				ENGLAND-THIMS & MILLER			195.00 001323
2/08/18	00026	2/01/18 1360	201802 310-51300-34000	FEB MANAGEMENT FEES	*	4,804.75	
		2/01/18 1360	201802 310-51300-35100	FEB INFORMATION TECH	*	179.17	
		2/01/18 1360	201802 310-51300-31300	FEB DISSEMINATION FEES	*	166.67	
		2/01/18 1360	201802 310-51300-42500	COPIES	*	274.05	
		2/01/18 1360	201802 310-51300-41000	TELEPHONE	*	29.80	
				GOVERNMENTAL MANAGEMENT SERVICES			5,454.44 001324
2/15/18	00111	12/31/17 274534	201712 310-51300-48000	NOTICE OF MEETING	*	65.80	
				CLAY TODAY			65.80 001325
2/22/18	00003	2/13/18 60863248	201802 310-51300-42000	FEB FEDEX POSTAGE	*	27.47	
				FEDEX			27.47 001326
TOTAL FOR BANK A						5,742.71	
TOTAL FOR REGISTER						5,742.71	

MVIL MIDDLE VILLAGE BSANCHEZ



VISION • EXPERIENCE • RESULTS

Middle Village CDD  
c/o GMS, LLC  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

January 11, 2018

Project No: 01151.51000

Invoice No: 0186055

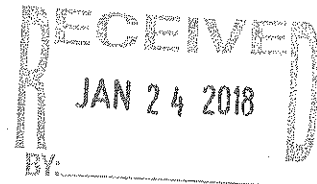
Project 01151.51000 Middle Village CDD-2014/2015 General Consulting Engineering  
Services (WA#32A)

**Professional Services rendered through December 31, 2017**

**Professional Personnel**

	Hours	Rate	Amount	
Principal - Vice President	1.00	195.00	195.00	
Totals	1.00		195.00	
<b>Total Labor</b>				<b>195.00</b>
		<b>Invoice Total this Period</b>		<b>\$195.00</b>

1-31-513-311  
13



**England-Thimms & Miller, Inc.**

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS  
14776 Old St. Augustine Road • Jacksonville, Florida 32256 • tel 904-642-8800 • fax 904-646-0485  
CA-00002584 LC-0000318

# Billing Backup

Thursday, January 11, 2018

ENGLAND, THIMS & MILLER, INC.

Invoice 0186055 Dated 1/11/2018

3:48:19 PM

Project 01151.51000 Middle Village CDD-2014/2015 General Consulting Engineering Services (WA#32A)

## Professional Personnel

			Hours	Rate	Amount	
	Principal - Vice President					
23320	Ma, Ka Tai	12/30/2017	1.00	195.00	195.00	
	Totals		1.00		195.00	
	<b>Total Labor</b>					<b>195.00</b>
				<b>Total this Project</b>		<b>\$195.00</b>
				<b>Total this Report</b>		<b>\$195.00</b>

## England-Thims & Miller, Inc.

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS  
14775 Old St. Augustine Road • Jacksonville, Florida 32258 • Tel 904-942-8890 • Fax 904-946-8485  
CA-90002584 LC-0000016

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice**

Invoice #: 1360

Invoice Date: 2/1/18

Due Date: 2/1/18

Case:

P.O. Number:

**Bill To:**

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

RECEIVED  
FEB 05 2018

BY: .....

Description	Hours/Qty	Rate	Amount
Management Fees - February 2018 1-31-513-34		4,804.75	4,804.75
Information Technology - February 2018 1-31-513-351		179.17	179.17
Dissemination Agent Services - February 2018 1-31-513-313		166.67	166.67
Copies 1-31-513-425		274.05	274.05
Telephone 1-31-513-41		29.80	29.80
26			
Total			\$5,454.44
Payments/Credits			\$0.00
Balance Due			\$5,454.44

# OPC NEWS

Clay Today • Clay Leader  
Oakleaf • Keystone Herald  
1-904-264-3200  
Ponte Vedra Recorder  
1-904-285-8831

Billing Period		Advertiser/Client	
12/01/2017-12/31/2017		MIDDLE VILLAGE CDD	
Billing Date	Advertiser Account#	Invoice #	
12/31/2017	502399	274534	
Total Amount Due	*Unapplied Amount	Terms of Payment	Sales Rep
\$65.80	\$ 0.00	The 25th	CT LEGALS
Customer Type	Current Period	30 Days	60 Days
Display	\$1.80	\$64.00	\$0.00
			90+ Days
			\$0.00

MIDDLE VILLAGE CDD  
SUITE 114  
C/O GMS, LLC 475 WEST TOWN PL  
ST AUGUSTINE FL 32092

**REMIT TO:**  
**OPC NEWS, LLC**  
**PO Box 1677 • SUMTER, SC 29151-1677**  
**CLAY 904-264-3200**  
**PONTE VEDRA 904-285-8831**  
**P 803-774-1236 • F 803-774-1265**

Amount Paid: \$ \_\_\_\_\_ • \_\_\_\_\_ Check# : \_\_\_\_\_ Amount to Pay: \$65.80

PLEASE DETACH AND RETURN UPPER PORTION WITH YOUR REMITTANCE

Date	Ad# - Trans #	Description	PO Number	Times	Size/Charge	Amount
		BALANCE FORWARD				\$2.15
12/18		PAYMENT	1310			(\$2.15)
12/28	278453	NOTICE OF MEETING	MIDDLE VILLAGE	40887		\$64.80
12/31		Service Charge				\$1.00

1-31-513-48  
111

RECEIVED  
FEB 09 2018  
BY: \_\_\_\_\_

Payments are due within 30 days of invoice

RETURNED CHECKS WILL BE CHARGED A \$25.00 NSF FEE

# OPC NEWS

Clay Today • Clay Leader  
Oakleaf • Keystone Herald  
1-904-264-3200  
Ponte Vedra Recorder  
1-904-285-8831

Billing Period		Advertiser/Client	
12/01/2017-12/31/2017		MIDDLE VILLAGE CDD	
Billing Date	Advertiser Account#	Invoice #	
12/31/2017	502399	274534	
Total Amount Due	*Unapplied Amount	Payments Postmarked By	Sales Rep
\$65.80	\$ 0.00	The 25th	CT LEGALS
Customer Type	Current Period	30 Days	60 Days
Display	\$1.80	\$64.00	\$0.00
			90+ Days
			\$0.00

\*UNAPPLIED AMOUNTS ARE INCLUDED IN TOTAL AMOUNT DUE

1.5% SERVICE CHARGE IS APPLIED TO BALANCE FORWARD

**Invoice Number**

6-086-32488

**Invoice Date**

Feb 13, 2018

**Account Number**

Page

1 of 3

**Billing Address:**

GMS/MIDDLE VILLAGE  
475 W TOWN PL STE 114  
SAINT AUGUSTINE FL 32092-3649

**Shipping Address:**

GMS/MIDDLE VILLAGE  
475 W TOWN PL STE 114  
SAINT AUGUSTINE FL 32092-3649

**Invoice Questions?****Contact FedEx Revenue Services**

Phone: (800) 622-1147

M-F 7 AM to 8 PM CST  
Sa 7 AM to 6 PM CST

Fax: (800) 548-3020

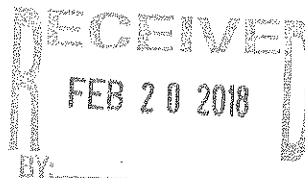
Internet: www.fedex.com

**Invoice Summary Feb 13, 2018****FedEx Express Services**

Transportation Charges		25.79
Special Handling Charges		1.68
Total Charges	USD	\$27.47
<b>TOTAL THIS INVOICE</b>	<b>USD</b>	<b>\$27.47</b>

Other discounts may apply.

1-31-513-42  
3



Detailed descriptions of surcharges can be located at fedex.com

To ensure proper credit, please return this portion with your payment to FedEx.  
Please do not staple or fold. Please make check payable to FedEx.

☐ For change of address, check here and complete form on reverse side.**Invoice Number**

6-086-32488

**Account Number****Amount Due**

USD \$27.47

**Remittance Advice****Your payment is due by Feb 28, 2018**

0035271 01 AB 0.405 \*\*AUTO T8 0 1043 32092-364939 -C01-P35306-11



GMS/MIDDLE VILLAGE  
475 W TOWN PL STE 114  
SAINT AUGUSTINE FL 32092-3649



FedEx  
P.O. Box 660481  
DALLAS TX 75266-0481



60008430012798

1043-01-00-0035271-0002-0084997



**Invoice Number**

6-086-32488

**Invoice Date**

Feb 13, 2018

**Account Number**

Page

3 of 3

**FedEx Express Shipment Detail By Payor Type (Original)****Ship Date:** Feb 05, 2018**Cust. Ref.:** Middle Village**Ref.#2:****Payor:** Third Party**Ref.#3:**

- Fuel Surcharge - FedEx has applied a fuel surcharge of 6.50% to this shipment.
- Distance Based Pricing, Zone 2

<b>Automation</b>	INET	<b>Sender</b>	<b>Recipient</b>
<b>Tracking ID</b>	771404834708	Sarah Sweeting	Jay Soriano
<b>Service Type</b>	FedEx Standard Overnight	GMS, LLC	Oakleaf Amenity Center
<b>Package Type</b>	FedEx Pak	475 W. Town Pl., Ste. 114	370 OAKLEAF VILLAGE PKWY
<b>Zone</b>	02	SAINT AUGUSTINE FL 32092 US	ORANGE PARK FL 32065 US
<b>Packages</b>	1		
<b>Rated Weight</b>	1.0 lbs, 0.5 kgs		
<b>Delivered</b>	Feb 06, 2018 10:23		
<b>Svc Area</b>	A2	<b>Transportation Charge</b>	25.79
<b>Signed by</b>	L.CARTER	<b>Fuel Surcharge</b>	1.68
<b>FedEx Use</b>	000000000/1283/_	<b>Total Charge</b>	<b>USD \$27.47</b>
<b>Third Party Subtotal</b>			<b>USD \$27.47</b>
<b>Total FedEx Express</b>			<b>USD \$27.47</b>



\*\*\* CHECK DATES 02/01/2018 - 02/28/2018 \*\*\*

MIDDLE VILLAGE - REC FUND  
BANK B REC FUND

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT #
2/01/18	00629	1/23/18 909	201801 330-57200-43400	IRRIGATION MAINTENANCE	*	287.50	
				PUMPS DONE RIGHT			287.50 006625
2/01/18	00573	11/01/17 17105130	201711 320-57200-46200	NOV LANDSCAPE MAINTENANCE	*	34,264.00	
				R&D LANDSCAPE & IRRIGATION			34,264.00 006626
2/01/18	00573	1/29/18 18017070	201801 330-57200-43400	IRRIGATION MAINTENANCE	*	221.12	
				R&D LANDSCAPE & IRRIGATION			221.12 006627
2/01/18	00438	1/16/18 68787249	201802 330-57200-44900	FEB REFUSE	*	1,161.82	
				REPUBLIC SERVICES #687			1,161.82 006628
2/01/18	00241	1/29/18 01292018	201801 320-57200-34510	1/20/18 SECURITY	*	180.00	
		1/29/18 01292018	201801 320-57200-34510	1/25/18 SECURITY	*	180.00	
				STEVEN HILLS			360.00 006629
2/15/18	00554	2/04/18 7681702	201801 320-57200-34500	1/1/18-1/31/18 SECURITY	*	4,235.79	
				ALLIED UNIVERSAL SECURITY SERVICES			4,235.79 006630
2/15/18	00277	2/05/18 02052018	201801 320-57200-34510	1/26/18 SECURITY	*	180.00	
		2/05/18 02052018	201801 320-57200-34510	1/27/18 SECURITY	*	180.00	
				BEN ZIRBEL			360.00 006631
2/15/18	00398	2/05/18 02052018	201801 320-57200-34510	1/28/18 SECURITY	*	180.00	
		2/05/18 02052018	201801 320-57200-34510	1/30/18 SECURITY	*	180.00	
				BRYAN WESLEY SMITH			360.00 006632
2/15/18	00398	2/12/18 02122018	201802 320-57200-34510	2/3/18 SECURITY	*	180.00	
		2/12/18 02122018	201802 320-57200-34510	2/4/18 SECURITY	*	180.00	
		2/12/18 02122018	201802 320-57200-34510	2/5/18 SECURITY	*	180.00	
				BRYAN WESLEY SMITH			540.00 006633

MVIL MIDDLE VILLAGE BSANCHEZ

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
2/15/18	00256	2/08/18 SSI07931	201801 320-57200-34510	JAN EMPLOYMENT FEES	*	333.00	
		2/08/18 SSI07931	201801 320-57200-34510	JAN SCHEDULING FEES	*	187.50	
				CLAY COUNTY SHERIFF'S OFFICE			520.50 006634
2/15/18	00320	2/12/18 M17716	201802 330-57200-46400	FEB POOL MAINTENANCE	*	2,445.68	
		2/12/18 M17716	201802 330-57200-46410	FEB LAP POOL MAINTENANCE	*	1,195.00	
				CRYSTAL CLEAN POOL SERVICE, INC			3,640.68 006635
2/15/18	00026	1/22/18 1357	201801 300-36900-10300	EVENT STAFF THRU 1/18/18	*	559.00	
				GOVERNMENTAL MANAGEMENT SERVICES			559.00 006636
2/15/18	00026	2/01/18 1361	201802 310-51300-34000	FEB FACILITY MANAGEMENT	*	10,399.17	
				GOVERNMENTAL MANAGEMENT SERVICES			10,399.17 006637
2/15/18	00026	2/01/18 1362	201802 330-57200-34300	FEB FACILITY MANAG TENNIS	*	5,583.33	
				GOVERNMENTAL MANAGEMENT SERVICES			5,583.33 006638
2/15/18	00026	2/07/18 1363	201802 300-36900-10200	TENNIS REV DEP 2/7/18	*	1,119.30	
				GOVERNMENTAL MANAGEMENT SERVICES			1,119.30 006639
2/15/18	00386	2/12/18 02122018	201802 320-57200-34510	2/6/18 SECURITY	*	180.00	
		2/12/18 02122018	201802 320-57200-34510	2/8/18 SECURITY	*	180.00	
				JONATHAN HENRY BROWN			360.00 006640
2/15/18	00062	2/01/18 341546	201802 320-57200-46800	FEB LAKE MAINTENANCE	*	1,489.00	
				THE LAKE DOCTORS			1,489.00 006641
2/15/18	00062	2/12/18 344849	201802 320-57200-46800	180 TRIPLOID GRASS CARP	*	1,080.00	
				THE LAKE DOCTORS			1,080.00 006642
2/15/18	00276	2/05/18 02052018	201801 320-57200-34510	1/27/18 SECURITY	*	180.00	
				MATTHEW L. WILLIAMS			180.00 006643
				MVIL MIDDLE VILLAGE BSANCHEZ			

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT #
2/15/18	00573	2/01/18 18027335	201802 320-57200-46200	FEB LANDSCAPE MAINTENANCE	*	34,264.00	
				R&D LANDSCAPE & IRRIGATION			34,264.00 006644
2/15/18	00261	1/22/18 219	201801 330-57200-34400	REPAIR BREAKER TENNIS CT	*	234.00	
				RIVERSIDE MANAGEMENT SERVICES, INC			234.00 006645
2/15/18	00261	2/01/18 220	201802 330-57200-34200	FEB JANITORIAL SERVICES	*	2,905.17	
				RIVERSIDE MANAGEMENT SERVICES, INC			2,905.17 006646
2/15/18	00271	1/17/18 7460A	201801 330-57200-62100	PREVENTATIVE MAINTENANCE	*	254.40	
				SOUTHEAST FITNESS REPAIR			254.40 006647
2/15/18	00241	2/05/18 02052018	201801 320-57200-34510	1/29/18 SECURITY	*	180.00	
				STEVEN HILLS			180.00 006648
2/15/18	00241	2/12/18 02122018	201802 320-57200-34510	2/2/18 SECURITY	*	180.00	
		2/12/18 02122018	201802 320-57200-34510	2/7/18 SECURITY	*	180.00	
				STEVEN HILLS			360.00 006649
2/15/18	00561	1/31/18 339091	201801 330-57200-34100	JAN FRONT DESK STAFF HRS	*	7,430.83	
				VESTA PROPERTY SERVICES, INC.			7,430.83 006650
2/15/18	00561	2/01/18 338815	201802 330-57200-34100	FEB AQUATIC DIR/ASSIST	*	4,649.49	
				VESTA PROPERTY SERVICES, INC.			4,649.49 006651
2/15/18	00239	2/12/18 02122018	201802 320-57200-34510	2/2/18 SECURITY	*	180.00	
		2/12/18 02122018	201802 320-57200-34510	2/3/18 SECURITY	*	180.00	
				WAYNE SIMANDL			360.00 006652
2/15/18	00239	2/05/18 02052018	201801 320-57200-34510	1/26/18 SECURITY	*	180.00	
		2/05/18 02052018	201801 320-57200-34510	1/31/18 SECURITY	*	180.00	
				WAYNE SIMANDL			360.00 006653

MVIL MIDDLE VILLAGE BSANCHEZ

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT #
2/15/18	00412	1/29/18 2054	201801 330-57200-43500		*	2,188.20	
			LAP POOL GAS/HEAT				
				WILFORD PROPANE GAS			2,188.20 006654
2/22/18	00277	2/21/18 02212018	201802 320-57200-34510		*	180.00	
			2/9/18 SECURITY				
		2/21/18 02212018	201802 320-57200-34510		*	180.00	
			2/10/18 SECURITY				
				BEN ZIRBEL			360.00 006655
2/22/18	00398	2/21/18 02212018	201802 320-57200-34510		*	180.00	
			2/11/18 SECURITY				
		2/21/18 02212018	201802 320-57200-34510		*	180.00	
			2/14/18 SECURITY				
				BRYAN WESLEY SMITH			360.00 006656
2/22/18	00008	2/07/18 02072018	201802 330-57200-43300		*	123.86	
			1092 OAKLEAF PLANTATION				
		2/07/18 02072018	201802 330-57200-43300		*	123.86	
			1089 OAKLEAF PLANTATION				
		2/07/18 02072018	201802 330-57200-43300		*	51.30	
			533-2 SOUTHWOOD WAY				
		2/07/18 02072018	201802 330-57200-43300		*	79.33	
			533-1 SOUTHWOOD WAY				
		2/07/18 02072018	201802 330-57200-43300		*	23.26	
			3713-1 CHASING FALLS ROAD				
		2/07/18 02072018	201802 330-57200-43300		*	23.26	
			3214-2 TOWER OAKS DRIVE				
		2/07/18 02072018	201802 330-57200-43300		*	25.78	
			738-1 CHESTWOOD CHASE DR				
		2/07/18 02072018	201802 330-57200-43300		*	23.26	
			878-1 SONGBIRD DRIVE				
		2/07/18 02072018	201802 330-57200-43300		*	23.26	
			701-1 TURKEY POINT DRIVE				
		2/07/18 02072018	201802 330-57200-43300		*	675.62	
			3214-1 TOWER OAKS DRIVE				
				CLAY COUNTY UTILITY AUTHORITY			1,172.79 006657
2/22/18	00026	2/13/18 1364	201801 330-57200-62000		*	3,142.00	
			JAN FACILITY MAINT - GEN				
		2/13/18 1364	201801 330-57200-62200		*	2,300.00	
			JAN FACILITY MAINT-CONTIN				
		2/13/18 1364	201801 320-57200-46500		*	3,829.00	
			JAN COMMON AREA MAINT				
		2/13/18 1364	201801 330-57200-34400		*	1,573.00	
			JAN TENNIS COURT MAINT				

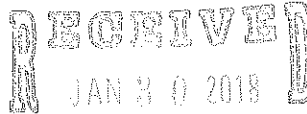
MVIL MIDDLE VILLAGE BSANCHEZ

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT #
		2/13/18 1364	201801 330-57200-46630		*	835.20	
			JAN LIGHTING REPAIRS				
				GOVERNMENTAL MANAGEMENT SERVICES			11,679.20 006658
2/22/18 00026		2/13/18 1365	201801 330-57200-34400		*	520.00	
			JAN TENNIS FACILITY MAINT				
				GOVERNMENTAL MANAGEMENT SERVICES			520.00 006659
2/22/18 00026		2/14/18 1366	201802 300-36900-10300		*	157.75	
			EVENT STAFF THRU 2/1/18				
				GOVERNMENTAL MANAGEMENT SERVICES			157.75 006660
2/22/18 00276		2/21/18 02212018	201802 320-57200-34510		*	180.00	
			2/12/18 SECURITY				
		2/21/18 02212018	201802 320-57200-34510		*	180.00	
			2/15/18 SECURITY				
				MATTHEW L. WILLIAMS			360.00 006661
2/22/18 00241		2/21/18 02212018	201802 320-57200-34510		*	180.00	
			2/13/18 SECURITY				
				STEVEN HILLS			180.00 006662
2/22/18 00561		11/01/17 336050	201711 330-57200-34100		*	4,649.49	
			NOV AQUATIC DIR/ASSIST				
				VESTA PROPERTY SERVICES, INC.			4,649.49 006663
2/22/18 00239		2/21/18 02212018	201802 320-57200-34510		*	180.00	
			2/9/18 SECURITY				
		2/21/18 02212018	201802 320-57200-34510		*	180.00	
			2/10/18 SECURITY				
				WAYNE SIMANDL			360.00 006664
TOTAL FOR BANK B						144,161.16	
TOTAL FOR REGISTER						144,161.16	

MVIL MIDDLE VILLAGE BSANCHEZ

**Clay County Sheriff's Office**

P.O. Box 548  
Green Cove Springs, FL 32043

**INVOICE**

INVOICE DATE: JANUARY 29, 2018  
WEEK OF: 01/19/18-01/25/18

BY: .....

**TO:**

Double Branch CDD & Middle Village CDD  
370 Oakleaf Village Parkway  
Orange Park, FL 32065

**FOR:**

Oakleaf Amenities Manager  
and  
Brian Sanchez

2-320-572-34510

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
01/19/18	BEN WASE 240 ✓	1700-2300	6	30.00	180.00
01/19/18	JENNIFER COOPER 242 ✓	1700-2300	6	30.00	180.00
01/20/18	BRYAN SMITH 338 ✓	1700-2300	6	30.00	180.00
01/20/18	STEVEN HILLS 241 ✓	1700-2300	6	30.00	180.00
01/21/18	BRYAN SMITH ✓	1700-2300	6	30.00	180.00
01/22/18	BEN ZIRBEL 277 ✓	1900-0100	6	30.00	180.00
01/23/18	BEN WASE ✓	1700-2300	6	30.00	180.00
01/24/18	EVAN GREEN 632 ✓	1700-2300	6	30.00	180.00
01/25/18	STEVEN HILLS ✓	1700-2300	6	30.00	180.00

DEPUTY SIGNATURE:

TOTAL

\$1620.00/2

\$810.00

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O Brittany Gillard.

THANK YOU FOR YOUR BUSINESS!



**Bob's Backflow & Plumbing Services, Inc.**6510 Columbia Park Dr., Ste 102  
Jacksonville FL 32258

Phone # 904-268-8009 Fax # 904-292-4403

Invoice Date

12/29/2017

Invoice #

44347

**Invoice**

<b>Bill To</b>
Middle Village Community Development c/o Governmental Management Services 475 West Town Place, Ste 114 St. Augustine, FL 32092

<b>Job At</b>
Middle Village Community Development 845 Oakleaf Plantation Parkway 533-1 Southwood Way Orange Park, FL 32065

Please make checks payable to Bob's Backflow

Please detach and return top portion with payment

Bob's Backflow & Plumbing Services, Inc.  
6510 Columbia Park Dr. Ste 102  
Jacksonville FL 32258

P.O. Number	Terms	Due Date
	Net 60	2/27/2018

Serviced	Description	Quantity	Price Each	Amount
12/12/2017	Backflow Test: Backflow Test/ Certified and submitted to proper Water Utility Provider  Potable: 1.5" Wilkins 975XL Serial #3227376 - Passed Fire: 6" Wilkins 950ADA Serial #V20777 - Failed Fire Bypass: 3/4" Wilkins 950 Serial #3852054- Passed  <b>Code to:</b> <b>MV Irrigation Maintenance</b> <b>2.330.572.434</b> 332  <b>RECEIVED</b> JAN 30 2018  BY: .....	3	40.00	120.00

Thank you for your business. Please include Invoice # on check or call office to pay by Credit Card

<b>Total</b>	\$120.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$120.00

A 1.5% interest will be assessed on  
unpaid balances after 30 days.



Environmental Services  
Cross Connection Control  
21 W. Church St. 7-8  
Jacksonville, FL 32202

CUSTOMER COPY

# BACKFLOW ASSEMBLY TEST REPORT

Name of premises (company, person) GMS/Governmental Mgmt Svcs Inc	Owner or agent's name Steve Andersen
Service Address: Middle Village Community Dev 845 Oakleaf Plantation Pkwy Orange Park 32065	Mailing address c/o 475 West Town Place Suite 114 St Augustine FL 32092
Physical location of device far rightside of property next svc center	Contact phone number (904) 589-4783 (904) 509-6445
JEA account number 4392477243	Meter number Scan number

Commercial test purpose	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Repair	<input type="checkbox"/> Replacement	<input type="checkbox"/> New Installation
Commercial service type	<input checked="" type="checkbox"/> Fire	<input type="checkbox"/> Irrigation	<input type="checkbox"/> Process / Isolation	<input type="checkbox"/> Potable
	<input type="checkbox"/> Fire Bypass	Reclaimed water is supplied <input type="checkbox"/>		

Residential test purpose	<input type="checkbox"/> Annual	<input type="checkbox"/> Repair	<input type="checkbox"/> Replacement	<input type="checkbox"/> New Installation
Residential service type	<input type="checkbox"/> Potable	<input type="checkbox"/> Irrigation	Reclaimed water is supplied <input type="checkbox"/>	

DeviceType: DC	Manufacturer: Wilkins	Size: 8"	Model: 350ADA	Serial Number: V20777	Install Date:
-------------------	--------------------------	-------------	------------------	--------------------------	---------------

INITIAL TEST	Check valve #1	Check valve #2	Differential pressure relief valve	Pressure vacuum breaker
	<input checked="" type="checkbox"/> Closed tight at 2.2 psi <input type="checkbox"/> Leaked	<input type="checkbox"/> Closed tight at Fail psi <input checked="" type="checkbox"/> Leaked	<input type="checkbox"/> Opened at _____ lbs reduced pressure <input type="checkbox"/> Did not open	<input checked="" type="checkbox"/> Air inlet opened at _____ psi <input type="checkbox"/> Did not open
FINAL TEST	<input checked="" type="checkbox"/> Closed tight at _____ psi	<input checked="" type="checkbox"/> Closed tight at _____ psi	<input checked="" type="checkbox"/> Opened at _____ lbs reduced pressure	<input type="checkbox"/> Satisfactory

Remarks:

Initial test performed by Joe Winter	Company affiliation American Fire	BFDT certificate number BT-9011	Test date 12/12/2017
Repaired by	Company affiliation	BFDT certificate number	Repair date
Final test performed by	Company affiliation	BFDT certificate number	Test date

PASS / FAIL CERTIFICATION

I hereby certify the assembly descibed above ☐ passed ☒ failed and supportive data is accurate.

Signature Joe Winter Date 12/12/2017

Name of premises (company, person) GMS/Governmental Mgmt Svcs Inc	Owner or agent's name Steve Andersen
Service Address: Middle Village Community Dev 845 Oakleaf Plantation Pkwy Orange Park 32065	Mailing address c/o 475 West Town Place Suite 114 St Augustine FL 32092
Physical location of device on V20777	Contact phone number (904) 589-4783 (904) 509-6445
JEA account number 4392477243	Meter number Scan number

Commercial test purpose	<input type="checkbox"/> Annual	<input type="checkbox"/> Repair	<input checked="" type="checkbox"/> Replacement	<input type="checkbox"/> New Installation
Commercial service type	<input type="checkbox"/> Fire	<input type="checkbox"/> Irrigation	<input type="checkbox"/> Process / Isolation	<input type="checkbox"/> Potable
	<input checked="" type="checkbox"/> Fire Bypass	Reclaimed water is supplied <input type="checkbox"/>		

Residential test purpose	<input type="checkbox"/> Annual	<input type="checkbox"/> Repair	<input type="checkbox"/> Replacement	<input type="checkbox"/> New Installation
Residential service type	<input type="checkbox"/> Potable	<input type="checkbox"/> Irrigation	Reclaimed water is supplied <input type="checkbox"/>	

Device Type: DC	Manufacturer: Wilkins	Size: 3/4"	Model: 950xld2	Serial Number: 3852054	Install Date: 8/11/2015
--------------------	--------------------------	---------------	-------------------	---------------------------	----------------------------

INITIAL	Check valve #1	Check valve #2	Differential pressure relief valve	Pressure vacuum breaker
TEST	<input checked="" type="checkbox"/> Closed tight at 2.8 psi <input type="checkbox"/> Leaked	<input checked="" type="checkbox"/> Closed tight at 2.8 psi <input type="checkbox"/> Leaked	<input type="checkbox"/> Opened at _____ lbs reduced pressure <input type="checkbox"/> Did not open	<input type="checkbox"/> Air inlet opened at _____ psi <input type="checkbox"/> Did not open
FINAL TEST	<input type="checkbox"/> Closed tight at _____ psi	<input type="checkbox"/> Closed tight at _____ psi	<input type="checkbox"/> Opened at _____ lbs reduced pressure	<input type="checkbox"/> Satisfactory

Remarks:

Initial test performed by Joe Winter	Company affiliation American Fire	BFDT certificate number BT-9011	Test date 12/12/2017
Repaired by	Company affiliation	BFDT certificate number	Repair date
Final test performed by	Company affiliation	BFDT certificate number	Test date

**PASS / FAIL CERTIFICATION**

I hereby certify the assembly described above ☒ passed / ☐ failed and supportive data is accurate.

Signature Joe Winter Date 12/12/2017



Environmental Services  
Cross Connection Control  
21 W. Church St., 7th  
Jacksonville, FL 32202

# CUSTOMER COPY

# BACKFLOW ASSEMBLY TEST REPORT

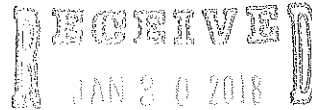
Name of premises (company, person) GMS/Governmental Mgmt Svcs Inc.		Owner or agent's name Steve Andersen	
Service Address: Middle Village Community Dev 845 Oakleaf Plantation Pkwy Orange Park FL 32065		Mailing address c/o 475 West Town Place Suite 114 St Augustine FL 32092	
Physical location of device RS by 8" Fire		Contact phone number (904) 589-4783 (904) 509-6445	
JEA account number 4392477243		Meter number Scan number 62008182	
Commercial test purpose <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Repair <input type="checkbox"/> Replacement <input type="checkbox"/> New Installation Commercial service type <input type="checkbox"/> Fire <input type="checkbox"/> Irrigation <input type="checkbox"/> Process / Isolation <input checked="" type="checkbox"/> Potable <input type="checkbox"/> Fire Bypass Reclaimed water is supplied <input type="checkbox"/>			
Residential test purpose <input type="checkbox"/> Annual <input type="checkbox"/> Repair <input type="checkbox"/> Replacement <input type="checkbox"/> New Installation Residential service type <input type="checkbox"/> Potable <input type="checkbox"/> Irrigation Reclaimed water is supplied <input type="checkbox"/>			
DeviceType: RP	Manufacturer: Wilkins	Size: 1.5"	Model: 975XL
Serial Number: 3227376		Install Date:	
INITIAL TEST	Check valve #1 <input checked="" type="checkbox"/> Closed tight at 7.2 psi <input type="checkbox"/> Leaked	Check valve #2 <input checked="" type="checkbox"/> Closed tight at 1.8 psi <input type="checkbox"/> Leaked	Differential pressure relief valve <input checked="" type="checkbox"/> Opened at 2.2 lbs reduced pressure <input type="checkbox"/> Did not open
	Pressure vacuum breaker <input type="checkbox"/> Air inlet opened at _____ psi <input type="checkbox"/> Did not open		
FINAL TEST	<input checked="" type="checkbox"/> Closed tight at _____ psi	<input checked="" type="checkbox"/> Closed tight at _____ psi	<input checked="" type="checkbox"/> Opened at _____ lbs reduced pressure <input type="checkbox"/> Satisfactory
Remarks:			
Initial test performed by Jesse Seymour		Company affiliation Bob's Backflow	BFD certificate number V11-16-4380
Repaired by		Company affiliation	Test date 11/28/2017
Final test performed by		Company affiliation	Repair date
BFD certificate number		Test date	
PASS / FAIL CERTIFICATION I hereby certify the assembly described above <input checked="" type="checkbox"/> passed / <input type="checkbox"/> failed and supportive data is accurate. Signature <u>Jesse Seymour</u> Date <u>11/28/2017</u>			

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

# Invoice

Invoice #: 1359  
Invoice Date: 1/29/18  
Due Date: 1/29/18  
Case:  
P.O. Number:

Bill To:  
Middle Village CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092



BY: .....

Description	Hours/Qty	Rate	Amount
Tennis Revenue Deposited 1/23/2018		944.50	944.50
2.300.369.102 26			

Total \$944.50

Payments/Credits \$0.00

Balance Due \$944.50

## *Middle Village CDD*

### Breakdown of Revenues

January 23, 2018

Deposit Date	Lessons	GMS 90%	Middle Village CDD 10%
--------------	---------	---------	------------------------

1/23/2018	\$ 1,005.00	\$ 904.50	\$ 100.50
		\$ -	\$ -

Subtotal	\$ 1,005.00	\$ 904.50	\$ 100.50
----------	-------------	-----------	-----------

Date	Ball/Racquet/Machine Rentals	GMS 20%	Middle Village CDD 80%
------	------------------------------	---------	------------------------

1/23/2018		\$ -	\$ - T Shirt
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -

Subtotal	\$ -	\$ -	\$ -
----------	------	------	------

Date	Miscellaneous	GMS 50%	Middle Village CDD 50%
------	---------------	---------	------------------------

1/23/2018	\$ 80.00	\$ 40.00	\$ 40.00 *Stringing
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -

Subtotal	\$ 80.00	\$ 40.00	\$ 40.00
----------	----------	----------	----------

Date		Returned Checks 90%	Middle Village CDD 10%
------	--	---------------------	------------------------

Subtotal	\$ -	\$ -	\$ -
----------	------	------	------

Total Revenues	\$ 1,085.00	\$ 944.50	\$ 140.50
----------------	-------------	-----------	-----------

## MIDDLE VILLAGE TENNIS DEPOSIT

DEPOSIT DA

12/15/2017

DATE	CASH	CHECK	NAME	DESCRIPTION
1/9/2018		\$35.00	Jr. Academy - Coehlo	Clinic
1/9/2018		\$70.00	Jr. Academy - Motolenich	Clinic
1/11/2018		\$105	Jr. Academy - Capuzzo	Lesson
1/11/2018		\$40	Jr. Academy - Bleiel	Clinic
1/15/2018		\$105.00	Jr. Academy - Rasch	Clinic
1/16/2017		\$70	Jr. Academy - Lu	Clinic
1/16/2017		\$70	Jr. Academy - Reyes	Clinic
1/17/2017		\$220	Jr. Academy - Euwema	Clinic - Racquet Stringing
1/17/2017		\$40	1 Hr Private - Bleiel	Lesson
1/17/2017		\$35	Jr. Academy - Stokes	Clinic
1/17/2017		\$70	Jr. Academy - Crutchfield	Clinic
1/17/2017		\$20	Jr. Academy - Myers	Clinic
1/9/2017	\$20		.5 Hr Private	Lesson
1/9/2017	\$20		Jr. Academy	Clinic
1/9/2017	\$40		Ladies C Team	Clinic
1/10/2017	\$40		Ladies A Team	Clinic
1/11/2018	\$40		1 Hr Private	Lesson
1/11/2018	\$45		Men's Night	Clinic

--	--	--	--	--

\$205 CASH DEPOSIT

\$880.00 CHECK DEPOSIT

\$1,085.00 TOTAL DEPOSIT

Signature

*Andrew Fletcher*



Name JERRY COELHO

Account No \_\_\_\_\_

1/9/18 Date

63-7832/2670  
05

Pay to the Order of Middle Village (CD) \$ 35.00  
Thirty five Dollars

**We**  
Florida  
FINANCIAL

1982 N. State Rd. 7  
Margate, Florida 33063  
954-745-2400  
www.WoFloridaFinancial.com

For Logan 01/2018

⑆267078325⑆000035132490⑆1⑆0004

WORLDWIDE SERVICE

CATHERINE A MOTOLENICH  
STEPHEN E MOTOLENICH  
319 BRIER ROSE LN  
ORANGE PARK, FL 32065-2240

346

63-7827/2630  
125

Pay to the Order of Middle Village (CD) \$ 70.00  
Seventy Dollars

**VyStar**  
Credit Union

P.O. Box 45085 • Jacksonville, FL 32232-5085

For SK phom-rent

⑆263079276⑆ 0006210963⑆00346

David Capuzzo 01-02  
Theresa Capuzzo  
403 Bayridge Court  
Orange Park, FL 32065

3716

63-1392/630  
66350

1-11-18

Pay to the Order of Middle Village \$ 105.00  
One hundred five + 00/100 Dollars

**BEVA Compass**

Compass Bank  
Jacksonville, FL

Abby - Allison Tennis Theresa Capuzzo

⑆063013924⑆ 886 5595 ⑆1⑆ 3716

Brian Kleiel  
Cynthia Kleiel  
1212 Harbour Town Dr.  
Orange Park, FL 32065

63-8211/630

1295

DATE 1/11/18

**Shield**

PAY TO THE ORDER OF Andy Fletcher \$ 40.00  
forty and 00/100 DOLLARS

**EverBank**

MEMO

Tennis Clinic

Cynthia F. Kleiel

⑆063092110⑆ 0220336237⑆ 1295

BENJAMIN E RASCH  
TRACIE L RASCH  
74 MARISCO WAY  
JACKSONVILLE, FL 32220-4602

1215  
63-7927/2630  
126

1/15/18

Date

Pay to the  
Order of

Middle Village CDD

\$ 105.00

one hundred five and 2/100

Dollars



Credit Union  
P.O. Box 45085 • Jacksonville, FL 32232-5085

For

James & Elizabeth Jennis

*[Signature]*

AP

⑆ 263079276⑆

7502222871001215

WORLDWIDE SERVICE

NANCY LU  
1872 OAKCHIME DR  
ORANGE PARK, FL 32065-4252

557

63-7927/2630  
126

1/16/2018

Date

Pay to the  
Order of

Middle Village CDD

\$ 70.00

Seventy

00/100

Dollars



Photo  
Safe  
Deposit  
Box



Credit Union  
P.O. Box 45085 • Jacksonville, FL 32232-5085

For

Jennis.

*[Signature]*

AP

⑆ 263079276⑆

7506946475100557

Brandy Reyes  
3031 Whispering Willow Way  
Orange Park, FL 32065

2721

63-466/631

1/16/2018

Pay to the  
Order of

Middle Village CDD

\$ 70.00

Seventy

Dollars



Photo  
Safe  
Deposit  
Box

Regions

1900 Fifth Ave  
Birmingham, AL 35203

For

Lucas

*[Signature]*

AP

⑆ 063104668⑆

0063210665102721

Michael S Euwema or  
Danielle Y Euwema  
3699 Thousand Oaks Dr  
Orange Park, FL 32065-4245

3286

30-7426/3140

1/17/19

Date

Pay to the  
Order of

Andy Fletcher

\$ 220.00

Two Hundred and Twenty XX/100

Dollars



Photo  
Safe  
Deposit  
Box



USAA FEDERAL SAVINGS BANK  
10750 McDERMOTT Pkwy  
SAN ANTONIO, TEXAS 78295-0944  
(210) 456-9000 1-800-632-3724

For

*[Signature]*

AP


⑆ 314074269⑆


1024036722103286

Bryan Kleel  
Cynthia Kleel  
1212 Harbour Town Dr.  
Orange Park, FL 32065

63-9211/630

1296

DATE 1/17/18 

PAY TO Andy Fletcher \$ 40.00  
FOR THE ORDER OF forty and 00/100  
DOLLARS 

 EverBank

MEMO

Tennisclose Cynthia Kleel AP

⑆063092110⑆ 0220336237⑆ 1296


JOSHUA W STOKES OR  
PEARL F STOKES  
3815 CHASING FALLS RD  
ORANGE PARK, FL 32065-3570


7060

38-7426/3140

Jan. 17, 2018  
Date

Pay to the Order of Middle Village CDD \$ 35.00

thirty-five dollars Dollars  Photo  
Date  
Signature

 USAA FEDERAL SAVINGS BANK  
10750 McDERMOTT Fwy  
SAN ANTONIO, TEXAS 78209-0544  
(210) 456-6000 1-800-632-3724

For James Travis Jan '18

Pearl Stokes AP

⑆314074269⑆ ⑆48522627⑆ 7060




DAWN D CRUTCHFIELD  
EDDIE L CRUTCHFIELD JR  
2058 CLUB LAKE DR  
ORANGE PARK, FL 32065-2642

1117

63-4730 FL  
1414

1-17-18  
Date

Pay to the Order of Middle Village CDD \$ 70.00

Seventy dollars xx/100 Dollars  Bank of America  
God Bless America

Bank of America 

ACH R/T 063100277

For Tennis-January Dawn D Crutchfield

⑆063000047⑆ 005497223709⑆ 1117

Joint Clerk

ELCUGHT



Gary & Julia Myers  
4114 Eagle Landing Parkway  
Orange Park, FL 32065


LOOK FOR:  
CD Mark when talking to a teller  
That makes checks to your account

1162

63-466/631

1/17/18  
Date

Pay to the Order of Middle Village CDD \$ 20.00

Twenty & no/100 Dollars  Regions bank

Regions bank

For Judson 1/5, Graham 1/7 Ray R. Myers AP

⑆063104666⑆ 0128528646⑆ 1162

Wells Fargo Bank  
Transaction Receipt

Store #0066340 7

Deposit

Account Number

XXXXXXXXXX4262

CHK 00182

Cash In

\$205.00

Number of Checks

12

Check Listing

\$35.00

\$70.00

\$105.00

\$40.00

\$105.00

\$70.00

\$70.00

\$220.00

\$40.00

\$35.00

\$70.00

\$20.00

Total Checks Amount

\$880.00

Total Deposit

\$1,085.00

Deposit Availability

\$205.00 of your deposit is

included in your available balance

**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** MVCDD refund of deposit request  
**Date:** January 30, 2018 at 7:44 PM  
**To:** Brian Sanchez [BSANCHEZ@gmsnf.com](mailto:BSANCHEZ@gmsnf.com)

RECEIVED  
JAN 31 2018

BY: .....

Good evening Brian,

Please make the following refund at your earliest opportunity:

- REFUND FROM MVCDD – for the following venue.
  - LOCATION – PO PATIO (SATURDAY) 10:30 a.m. to 2:30 p.m.
  - DATE OF VENUE – August 26, 2017
  - RESIDENT – JENNIFER BRYAN
  - ADDRESS – 1300 Akron Oaks Drive, Orange Park, FL 32065
  - AMOUNT OF REFUND - \$100.00 - two transactions, one for \$10.00 and one for \$90.00 to equal total of \$100.00
  - DEPOSIT was via MC AC# 08321B & 00822B(2504)
    - DATED: 4/22/17
    - TRANSACTION #: 0007 & 0008
    - BATCH#: 000229
    - APPROVAL CODE#: 008321B (2504)
    - AMOUNT \$10.00
    - APPROVAL CODE#: 00822B (2504)
    - AMOUNT \$90.00
    - TOTAL \$100.00

2,300.369.103  
631

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELECTRONICCH
04/22/17	04/22/17	08/26/17	Jennifer Bryan - PO PATIO DEPOSIT PARTIAL #1 DEPOSIT		\$ 10.00	
04/22/17	04/22/17	08/26/17	Jennifer Bryan - PO PATIO DEPOSIT PARTIAL #2 DEPOSIT		\$ 90.00	

Let me know if you have any questions or require any additional information.

Thank you.

*I will be out of the office FRIDAY, January 12, 2017 through TUESDAY, January 16, 2017, therefore, if you require immediate attention please email me or leave a message at [904-770-4661](tel:904-770-4661) with your name, contact num*

**Wanda McReynolds – Venue Coordinator, OakLeaf Plantation**

[venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
(904) 770-4661 voice email  
(904) 375-9285 ext 3

**From: Oakleaf Venues** [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)

**Subject: MVCDD refund of deposit request**

**Date: January 30, 2018 at 7:55 PM**

**To: Brian Sanchez** [BSANCHEZ@gmsnf.com](mailto:BSANCHEZ@gmsnf.com)

RECEIVED  
JAN 31 2018

BY: .....

Good evening Brian,

Please make the following refund at your earliest opportunity:

- REFUND FROM MVCDD – for the following venue.
  - LOCATION – GRAND BANQUET (FRIDAY) 3:00 p.m. to 12:00 a.m.
  - DATE OF VENUE – January 5, 2018
  - RESIDENT – JOSH ROBERTS
  - ADDRESS – 575 Oakleaf Plantation Parkway #910, Orange Park, FL 32065
  - AMOUNT OF REFUND - \$250.00 - remained of deposit after adding one additional hour
  - DEPOSIT was via DISCVR AC# 01463R (4095)
    - DATED: 10/14/17
    - INVOICE #: 0001
    - BATCH#: 000290
    - APPROVAL CODE#: 01463R (4095)
    - AMOUNT \$250.00

2.300.369.103  
630

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELECTRONICCH
10/14/17	10/14/17	01/05/18	Joshua Roberts - GB DEP	DEPOSIT	\$ 500.00	

Let me know if you have any questions or require any additional information.

Thank you.

*I will be out of the office THURSDAY, January 31, 2018, therefore, if you require immediate attention please email me or leave a message at [904-770-4661](tel:904-770-4661) with your name, contact number and email address. I will res*

**Wanda McReynolds – Venue Coordinator, OakLeaf Plantation**

[venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)

[\(904\) 770-4661](tel:904-770-4661) voice email

[\(904\) 375-9285](tel:904-375-9285) ext. 3

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

Governmental Management Services

[wmcreynolds@gmsnf.com](mailto:wmcreynolds@gmsnf.com)



1707 Townhurst Dr.  
Houston TX 77043  
(800) 858-POOL (7665)  
www.poolsure.com

# Invoice

Date 2/1/2018

Invoice # 131295576568

Terms	Net 20
Due Date	2/21/2018
PO #	
Customer #	13OAK101

Bill To	Ship To
Oakleaf Plantation Middle Village 475 West Town Place Ste 114 St Augustine FL 32092	Oakleaf Plantation/Middle Vlg 845 Oakleaf Plantation Way Orange Park FL 32065

Item ID	Description	Qty	Units	Amount
WM-CHEM-BASE	Water Management Seasonal Billing Rate	1	ea	1,671.95
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	108.18
2.33.572.464 139				
RECEIVED JAN 22 2018 BY: _____				

Season Billing Schedule:  
Summer - April through September monthly service  
Winter - October through March monthly service

Total Amount Due 1,780.13  
\$1,780.13

## Remittance Slip

Customer 13OAK101  
Invoice # 131295576568

Amount Due \$1,780.13

Amount Paid \_\_\_\_\_

Make Checks Payable To

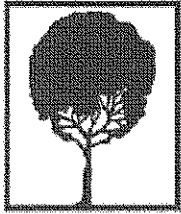
Poolsure  
PO Box 55372  
Houston, TX 77255-5372



131295576568

BY \_\_\_\_\_





# R&D LANDSCAPE & IRRIGATION

7887 Safeguard Circle  
Valley View, OH 44125

(904) 737-9733 • (904) 858-3314

FORMERLY:

DOWN TO EARTH

# Invoice

Date	Invoice #
11/1/2017	17105130

Bill To

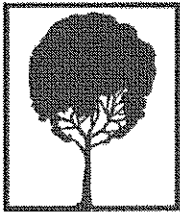
MIDDLE VILLAGE CDD  
C/O GMS, LLC  
475 WEST ROWN PLACE, STE 114  
ST. AUGUSTINE, FL 32092

RECEIVED  
JAN 8 0 2018

BY: .....

P.O. No.	Terms	Due Date
		11/1/2017

Description	Qty	Rate	Amount
<b>**MIDDLE VILLAGE CDD**</b>			
Monthly - Property Maintenance - November 2017	1	34,264.00	34,264.00
<b>Code to:</b> <b>2-320-572-462</b> <b>Middle Village Landscape Maintenance</b> <b>573</b>			
<div>Please remit payment to the payee and address listed below. Thank you</div>			
Please Make Checks Payable To:		<b>Invoice Total</b>	\$34,264.00
R&D Landscape & Irrigation		<b>Payments/Credits</b>	\$0.00
Please Remit Payments To:		<b>Balance Due</b>	\$34,264.00
7887 Safeguard Circle Valley View, OH 44125			



**R&D LANDSCAPE  
& IRRIGATION**

8850 Corporate Square Court  
Jacksonville, Florida 32216

(904) 737-9733 • (904) 858-3314

# Invoice

Date	Invoice #
1/29/2018	18017070

**Bill To**

MIDDLE VILLAGE CDD  
C/O GMS, LLC  
475 WEST ROWN PLACE, STE 114  
ST. AUGUSTINE, FL 32092

**Ship To**

RECEIVED  
JAN 30 2018

BY: .....

Please remit payment to 7887  
Safeguard Circle, Valley View, OH  
44125

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
	Amenity Center - Phase II - Pump work Looked at system, found a little bit of limestone in heads. The only thing that PDR can do it put a filter on the system. It will be hard to do as it can only go on after the pressure reducing valve.  <b>Code to:</b> <b>MV irrigation Maintenance</b> <b>2.330.572.434</b> <b>573</b>	221.12	221.12

Please remit payment to 7887 Safeguard Circle, Valley View, OH 44125.

ANY INVOICE 30 DAYS PAST DUE IS SUBJECT TO COLLECTION AND LEGAL FEES

**Balance Due**

**\$221.12**



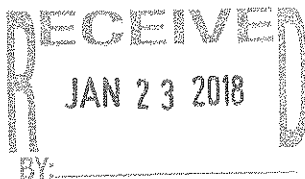
**Customer Service** (904) 731-2456  
 RepublicServices.com/Support

Account Number	3-0687-3527242
Invoice Number	0687-000872494
Invoice Date	January 16, 2018
Previous Balance	\$1,155.10
Payments/Adjustments	-\$1,155.10
<b>Current Invoice Charges</b>	<b>\$1,161.82</b>

<b>Total Amount Due</b> <b>\$1,161.82</b>	<b>Payment Due Date</b> <b>February 05, 2018</b>
--	---

<u>Description</u>	<u>Reference</u>	<u>Amount</u>
Payment - Thank You 01/15	6571	-\$1,155.10

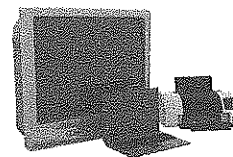
<u>Description</u>	<u>Reference</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
<b>Middle Village Cdd 845 Oakleaf Plantation Pkwy</b>				
<b>Orange Park, FL Contract: 9687024 (C50)</b>				
<b>2 Waste Container 6 Cu Yd, 2 Lifts Per Week</b>				
Pickup Service 02/01-02/28			\$745.15	\$745.15
Container Refresh 02/01-02/28		2.0000	\$9.00	\$18.00
<b>Total Fuel/Environmental Recovery Fee</b>				\$236.01
<b>Total Franchise - Local</b>				\$162.66
<b>CURRENT INVOICE CHARGES</b>				<b>\$1,161.82</b>



2.33.572.449  
438

# Electronics Recycling with BlueGuard™

Convenient recycling solutions that are safe for your business and good for our planet. To learn more, visit [RepublicServices.com/Electronics](http://RepublicServices.com/Electronics)



Please Return This  
Portion With Payment

Return Service Requested

**Total Enclosed**

[illegible]

MIDDLE VILLAGE CDD  
475 W TOWN PL  
STE 114  
ST AUGUSTINE FL 32092-3649

Total Amount Due	\$1,161.82
Payment Due Date	February 05, 2018
Account Number	3-0687-3527242
Invoice Number	0687-000872494

☐ For Billing Address Changes,  
Check Box and Complete Reverse

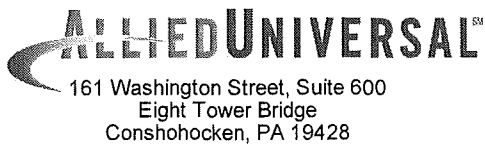
Make Checks Payable To:



REPUBLIC SERVICES #687  
PO BOX 9001099  
LOUISVILLE KY 40290-1099

30687352724200000008724940001161820001161829

LEPCACD TUS 013586 11111111111111111111 001 001 027177 20667796.



Invoice Date  
**02/04/2018**

Invoice Number  
**7681702**

MIDDLE VILLAGE COMM DEV. DIST  
370 OAKLEAF VILLAGE PKWY  
ORANGE PARK FL 32065-4259

To ensure proper credit, please  
reference this invoice number  
on your remittance advice.

**PLEASE REMIT PAYMENT TO:**  
Allied Universal Security Services  
P.O. Box 828854  
Philadelphia, PA 19182-8854

Total Amount Due:  
**\$ 4,235.79**  
Terms:  
**Due Upon Receipt**

Service Location: **AB364298** Customer: **AB364298** Billing Period: **01/01/2018 - 01/31/2018**

**MIDDLE VILLAGES**  
845 OAKLEAF PLANTATION PK  
Orange Park, FL 32065-3531

Description	Quantity	UOM	Price	Amount
Guard Services	1.00	EA	4,235.79	4,235.79
Total Hours				0.00
Subtotal				4,235.79

# APPROVED

**Code to:**  
**Middle Village Security**  
**2-320-572-345**

Any questions? Please contact a Customer Connection-  
Representative at (866) 703-7666

<b>Subtotal</b>	\$ 4,235.79
<b>Sales Tax</b>	\$ 0.00
<b>Total Amount Due</b>	<b>\$ 4,235.79</b>

**Clay County Sheriff's Office**

P.O. Box 548  
Green Cove Springs, FL 32043

**INVOICE**

INVOICE DATE: FEBRUARY 5, 2018  
WEEK OF: 01/26/18-02/01/18

**TO:**

Double Branch CDD & Middle Village CDD  
370 Oakleaf Village Parkway  
Orange Park, FL 32065

**FOR:**

Oakleaf Amenities Manager  
and  
Brian Sanchez

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
01/26/18	WAYNE SIMANDL 239 ✓	1700-2300	6	30.00	180.00
01/26/18	BEN ZIRBEL 277 ✓	1700-2300	6	30.00	180.00
01/27/18	MATT WILLIAMS 276 ✓	1700-2300	6	30.00	180.00
01/27/18	BEN ZIRBEL ✓	1700-2300	6	30.00	180.00
01/28/18	BRYAN SMITH 398 ✓	1700-2300	6	30.00	180.00
01/29/18	STEVEN HILLS 241 ✓	1900-0100	6	30.00	180.00
01/30/18	BRYAN SMITH ✓	1700-2300	6	30.00	180.00
01/31/18	WAYNE SIMANDL ✓	1700-2300	6	30.00	180.00

DEPUTY SIGNATURE: \_\_\_\_\_

TOTAL

**\$1440.00**

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O Brittany Gillard.

THANK YOU FOR YOUR BUSINESS!

**Clay County Sheriff's Office**

P.O. Box 548  
Green Cove Springs, FL 32043

**INVOICE**

INVOICE DATE: FEBRUARY 12, 2018  
WEEK OF: 02/02/18-02/08/18

**TO:**

Double Branch CDD & Middle Village CDD  
370 Oakleaf Village Parkway  
Orange Park, FL 32065

**FOR:**

Oakleaf Amenities Manager  
and  
Brian Sanchez

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
02/02/18	WAYNE SIMANDL ✓	1700-2300	6	30.00	180.00
02/02/18	STEVEN HILLS ✓	1700-2300	6	30.00	180.00
02/03/18	BRYAN SMITH ✓	1700-2300	6	30.00	180.00
02/03/18	WAYNE SIMANDL ✓	1700-2300	6	30.00	180.00
02/04/18	BRYAN SMITH ✓	1700-2300	6	30.00	180.00
02/05/18	BRYAN SMITH ✓	1900-0100	6	30.00	180.00
02/06/18	JONATHAN BROWN ✓	1700-2300	6	30.00	180.00
02/07/18	STEVEN HILLS ✓	1700-2300	6	30.00	180.00
02/08/18	JONATHAN BROWN ✓	1700-2300	6	30.00	180.00

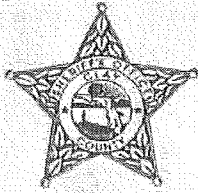
DEPUTY SIGNATURE:

TOTAL

**\$1620.00**

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O Brittany Gillard.

THANK YOU FOR YOUR BUSINESS!



Remit To: Clay County Sheriff's Office  
PO Box 548/901 N. Orange Ave  
Green Cove Springs, FL 32043  
(904) 284-7575

Invoice Number: SSI07931  
Invoice Date: 2/8/2018  
Page: 1

Attn: Fiscal - Accounts Receivable

Bill  
To: OAKLEAF PLANTATION CDD  
MVCDD & DBCDD  
370 OAKLEAF VILLAGE PARKWAY  
ORANGE PARK, FL 32065

Ship  
To: OAKLEAF PLANTATION CDD  
MVCDD & DBCDD  
370 OAKLEAF VILLAGE PARKWAY  
ORANGE PARK, FL 32065

RECEIVED  
FEB 12 2018

BY: .....

Due Date 2/23/2018  
Terms Net 15 Days

2-32-572-34510  
256

Customer ID C0000168  
P.O. Number  
P.O. Date 2/8/2018  
Our Order No  
SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee-JANUARY 2018		222	222	3.00	666.00/2 \$333.00
Fees-2nd Employment Scheduling		15	15	25.00	375.00/2 \$187.50

Amount Subject to Sales Tax US0  
Amount Exempt from Sales Tax 1,041.00

Subtotal: 1,041.00  
Invoice Discount: 0.00  
Tax: 0.00

Total USD: 1,041.00/2  
\$520.50

OAKLEAF PLANTATION CDD	1/1/2018	6799	SIMANDL, WAYNE A.	6.00
OAKLEAF PLANTATION CDD	1/2/2018	25117	HILLS, STEVEN L.	6.00
OAKLEAF PLANTATION CDD	1/3/2018	6028	WILLIAMS, MATTHEW L	6.00
OAKLEAF PLANTATION CDD	1/4/2018	6028	WILLIAMS, MATTHEW L	6.00
OAKLEAF PLANTATION CDD	1/5/2018	6273	COOPER, JENNIFER	6.00
OAKLEAF PLANTATION CDD	1/5/2018	25117	HILLS, STEVEN L.	6.00
OAKLEAF PLANTATION CDD	1/6/2018	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	1/7/2018	6799	SIMANDL, WAYNE A.	6.00
OAKLEAF PLANTATION CDD	1/8/2018	6759	ZIRBEL, BENJAMIN L.	6.00
OAKLEAF PLANTATION CDD	1/9/2018	6905	WASE, BEN	6.00
OAKLEAF PLANTATION CDD	1/10/2018	6273	COOPER, JENNIFER	6.00
OAKLEAF PLANTATION CDD	1/11/2018	6905	WASE, BEN	6.00
OAKLEAF PLANTATION CDD	1/12/2018	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	1/12/2018	6799	SIMANDL, WAYNE A.	6.00
OAKLEAF PLANTATION CDD	1/13/2018	6799	SIMANDL, WAYNE A.	6.00
OAKLEAF PLANTATION CDD	1/13/2018	6759	ZIRBEL, BENJAMIN L.	6.00
OAKLEAF PLANTATION CDD	1/14/2018	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	1/16/2018	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	1/17/2018	6028	WILLIAMS, MATTHEW L	6.00
OAKLEAF PLANTATION CDD	1/18/2018	6028	WILLIAMS, MATTHEW L	6.00
OAKLEAF PLANTATION CDD	1/19/2018	6905	WASE, BEN	6.00
OAKLEAF PLANTATION CDD	1/19/2018	6273	COOPER, JENNIFER	6.00
OAKLEAF PLANTATION CDD	1/20/2018	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	1/20/2018	25117	HILLS, STEVEN L.	6.00
OAKLEAF PLANTATION CDD	1/21/2018	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	1/22/2018	6759	ZIRBEL, BENJAMIN L.	6.00
OAKLEAF PLANTATION CDD	1/23/2018	6905	WASE, BEN	6.00
OAKLEAF PLANTATION CDD	1/24/2018	7659	GREEN, EVAN	6.00
OAKLEAF PLANTATION CDD	1/25/2018	25117	HILLS, STEVEN L.	6.00
OAKLEAF PLANTATION CDD	1/26/2018	6799	SIMANDL, WAYNE A.	6.00
OAKLEAF PLANTATION CDD	1/26/2018	6759	ZIRBEL, BENJAMIN L.	6.00
OAKLEAF PLANTATION CDD	1/27/2018	6028	WILLIAMS, MATTHEW L	6.00
OAKLEAF PLANTATION CDD	1/27/2018	6759	ZIRBEL, BENJAMIN L.	6.00
OAKLEAF PLANTATION CDD	1/28/2018	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	1/29/2018	25117	HILLS, STEVEN L.	6.00
OAKLEAF PLANTATION CDD	1/30/2018	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	1/31/2018	6799	SIMANDL, WAYNE A.	6.00





Crystal Clean Pool Service, Inc  
9020-1 Berry Ave.  
Jacksonville, Florida 32211  
904-855-8884  
crystalcleanpools@comcast.net

## Invoice

BILL TO  
Oakleaf Plantation  
370 Oakleaf Village Parkway  
Orange Park, FL 32065

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
M17716	02/12/2018	\$3,640.68	03/14/2018	Net 30	

**P.O. NUMBER**

February - Middle Village

**SALES REP**

ACTIVITY	QTY	RATE	AMOUNT
<b>Monthly Service</b> Monthly Pool Service - Middle Village Pool	1	1,852.20	1,852.20
<b>Monthly Service</b> Monthly Pool Service - Lap Pool	1	1,195.00	1,195.00
<b>Muratic Acid</b> 1 Gallon	1	3.48	3.48
<b>Tank Fill</b> Tank Fill - 1/17/18 - 200 Gallons	1	590.00	590.00

BALANCE DUE

**\$3,640.68**

**Code to:**

**02-330-572-46400**

**(\$2445.68 ) Middle Village Pool  
Maintenance**

**02-330-572-4641**

**(\$1195.00 ) Middle Village Lap Pool  
Maintenance**

# Invoice

RECEIVED  
FEB 08 2018

BY: \_\_\_\_\_

24W  
1-23-18

**Governmental Management Services, LLC**  
9655 Florida Mining Blvd., Building 300, Suite 305, Jacksonville, Florida 32257

Middle Village CDD

Facility Event Staff Service Hours

<u>Quantity</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
22.36	Facility Event Staff	\$ 25.00	\$ 559.00

Covers Period End: January 18, 2018

Amenities Revenue # 2-369-103

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

# Invoice

Invoice #: 1361  
Invoice Date: 2/1/18  
Due Date: 2/1/18  
Case:  
P.O. Number:

Bill To:  
Middle Village CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092



BY: .....

Description	Hours/Qty	Rate	Amount
Facility Management - Oakleaf Plantation - February 2018		10,399.17	10,399.17
2,310,513,340			
Total			\$10,399.17
Payments/Credits			\$0.00
Balance Due			\$10,399.17

2018  
2.5-18

Governmental Management Services, LLC

1001 Bradford Way  
Kingston, TN 37763

Invoice

Invoice #: 1362

Invoice Date: 2/1/18

Due Date: 2/1/18

Case:

P.O. Number:

Bill To:

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

RECEIVED  
FEB 08 2018

BY: .....

Description	Hours/Qty	Rate	Amount
Facility Management - Oakleaf Plantation - February 2018 - Tennis Facility		5,583.33	5,583.33
2,330,572,343			

Total \$5,583.33

Payments/Credits \$0.00

Balance Due \$5,583.33

RMW  
2-5-18

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

# Invoice

Bill To:  
Middle Village CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092



BY: .....

Invoice #: 1363  
Invoice Date: 2/7/18  
Due Date: 2/7/18  
Case:  
P.O. Number:

Description	Hours/Qty	Rate	Amount
Tennis Revenue - Funds Deposited 2/7/2018		1,119.30	1,119.30
2-300-369-102			
26			

Total \$1,119.30

Payments/Credits \$0.00

Balance Due \$1,119.30

## *Middle Village CDD*

### Breakdown of Revenues

February 7, 2018

Deposit Date	Lessons	GMS 90%	Middle Village CDD 10%
2/7/2018	\$ 1,177.00	\$ 1,059.30	\$ 117.70
		\$ -	\$ -

Subtotal \$ 1,177.00 \$ 1,059.30 \$ 117.70

Date	Ball/Racquet/Machine Rentals	GMS 20%	Middle Village CDD 80%	
2/7/2018	\$ 200.00	\$ 40.00	\$ 160.00	Racquet
		\$ -	\$ -	
		\$ -	\$ -	
		\$ -	\$ -	
		\$ -	\$ -	
		\$ -	\$ -	
Subtotal	\$ 200.00	\$ 40.00	\$ 160.00	

Date	Miscellaneous	GMS 50%	Middle Village CDD 50%	
2/7/2018	\$ 40.00	\$ 20.00	\$ 20.00	*Stringing
		\$ -	\$ -	
		\$ -	\$ -	
		\$ -	\$ -	
Subtotal	\$ 40.00	\$ 20.00	\$ 20.00	

Date	Returned Checks 90%	Middle Village CDD 10%
------	---------------------	------------------------

Subtotal \$ - \$ - \$ -

Total Revenues \$ 1,417.00 \$ 1,119.30 \$ 297.70



Wells Fargo Bank  
Transaction Receipt

Store #0066340 3

Deposit

Account Number XXXXXXXXX4262

CHK 00182

Cash In \$417.00

Number of Checks 15

Check Listing

\$55.00

\$20.00

\$105.00

\$60.00

\$10.00

\$70.00

\$50.00

\$50.00

\$50.00

\$30.00

\$140.00

\$40.00

\$70.00

\$105.00

\$105.00

Total Checks Amount \$960.00

Total Deposit \$1,377.00

Deposit Availability

\$417.00 of your deposit is

included in your available balance.

\$960.00 will be available on

Thursday, 02/06/18

Transaction # 018 0021

09:50AM 02/07/18

Deposit Credit Date: 02/07/18

Thank you for your business.

Enjoy the convenience of

scheduling appointments online at

[wellsfargo.com/appointments](http://wellsfargo.com/appointments)

Thank you, CHRISTOPHER

## MIDDLE VILLAGE TENNIS DEPOSIT

DEPOSIT DA

2/7/2017

DATE	CASH	CHECK	NAME	DESCRIPTION
1/22/2018		\$55.00	Jr. Academy - Downs	Clinic
1/22/2018		\$20.00	Jr. Academy - Myers	Clinic
1/23/2018		\$105	Jr. Academy - Ramos	Clinic
1/24/2018		\$60	2 Hr Private	Lesson
1/24/2018		\$10	Jr. Academy - Myers	Clinic
1/26/2018		\$70	Jr. Academy - Cugno	Clinic
1/30/2018		\$50	Junior Academy - Tapia	Clinic
1/31/2018		\$50.00	Jr. Academy - Euwema	Clinic
1/31/2017		\$30	Jr. Academy - Myers	Clinic
1/31/2018		\$50	1 Hr Private	Lesson
2/1/2017		\$140	Jr. Academy - Tabora	Clinic
2/2/2017		\$40	Jr. Academy - Navarro	Clinic
2/2/2017		\$70	2 Hr Private - Navarro	Lesson
2/5/2017		\$105	Jr. Academy - Myers	Clinic
2/5/2017		\$105	Jr. Academy - Chun	Clinic
1/18/2017	\$50		Men's Night	Clinic
1/18/2017	\$50		Ladies B Team	Clinic
1/20/2017	\$200		Racquet	Extreme

1/20/2018	\$40		1 Hr Private	Lesson
1/23/2018	\$40		1 Hr Private	Lesson
1/24/2018	\$37		Ladies A Team	Clinic

\$417 CASH DEPOSIT

\$960.00 CHECK DEPOSIT

\$1,377.00 TOTAL DEPOSIT

Signature

*Andrew Fletcher*

Jennifer Marie Wagner  
Salted

113

1/24/18

Date

Pay to the  
Order of

Andy Fletcher

\$ 60.00

Sixty & 1/100

Dollars



USAA FEDERAL SAVINGS BANK  
10750 McDERMOTT Fwy  
SAN ANTONIO, TEXAS 78208-0544  
(210) 456-8000 1-800-832-3724

For 2 priv-lessons, 1 clinic, 1 warm up

Jenny Wagner

⑆314074269⑆ ⑈196622735⑈ 0113

Harvard Cash

ISLAND PRIZES



David Ramos  
Amarillys Rodriguez  
4691 Karsten Creek Dr  
Orange Park, FL 32065

80-8037/3211

1252

1/23 2018

FRAUDARMOR

Pay to the  
Order of

Andy Fletcher

\$ 105.00

One hundred and five & 00/100

Dollars

First Tech Federal Credit Union  
firsttechfed.com  
855-855-8805

For January dues

Amarillys Rodriguez

⑆321180375⑆00000187185405⑈ 1252



Gary & Julia Myers  
4114 Eagle Landing Parkway  
Orange Park, FL 32065

LOOK FOR:  
3D hologram foil across top  
Hologram circle in upper-right corner

1128

63-466/631

1-22-18

Date

Pay to the  
Order of

Middle Village CDD

\$ 20.00

Twenty and 00/100

Dollars

Region's Bank

Myers, Jason

For Myers, Graham

Julia D Myers

⑆063104668⑆ 0128528646⑈ 1128

GEORGE H DOWNS OR  
JESSICA L DOWNS  
1863 OAKCHIME DR  
ORANGE PARK, FL 32065-4252

847

30-7426/3140

22 JAN 18

Date

Pay to the  
Order of

MIDDLE VILLAGE CAA

\$ 55.00

FIFTY FIVE & 00/100

Dollars



USAA FEDERAL SAVINGS BANK  
10750 McDERMOTT Fwy  
SAN ANTONIO, TEXAS 78208-0544  
(210) 456-8000 1-800-832-3724

For J DOWNS

⑆314074269⑆ ⑈10619127⑈ 0847

Brian Kleel  
Cynthia Kleel  
1212 Harbour Town Dr.  
Orange Park, FL 32065

63-9211/630

1299

DATE 1/31/18

Shield

\$ 50.00

DOLLARS

EverBank

MEMO

1:0630921101

02203362371

1299

RODOLFO J. TAPIA  
LUZ TAPIA  
4606 PLANTATION OAKS BLVD.  
ORANGE PARK, FL 32065-3651

Trust

828

68-7497/2560

1-30-18

Date

Pay to the  
order of

Middle Village Cdd.

\$ 50.00

Fifty & 00/100

Dollars

NAVY  
FEDERAL

Credit Union

For January

with all  
things

Rodolfo J. Tapia

1:256074974:0828 25535337000001

LAURIE L. CUGNO 08-02  
ANTHONY J. CUGNO  
1102 GREEN PINE CIRCLE  
ORANGE PARK, FL 32065

4640

63-1992/630  
66328

1/26/18

Date

Pay to the  
Order of

Andy Fletcher

\$ 70.00

Seventy dollars

BBVA Compass

Compass Bank  
Jacksonville Beach, FL

For

1:063013924: 838 4683 61 4640



Gary & Julia Myers  
4114 Eagle Landing Parkway  
Orange Park, FL 32065

LOOK FOR:  
3D hologram (on across top)  
Heat-reactive circle in upper-right corner

1130

63-468/631

1-24-18

Date

Pay to the  
Order of

Middle Village CDD

\$ 10.00

Ten and 00/100

Dollars

Regions bank

For

Myers Graham

Julia R. Myers

1:063104668: 0128528646 1130

STEPHANIE E. NAVARRO  
575 OAKLEAF PLANTATION PKWY UNIT 413  
ORANGE PARK, FL 32065

111  
30-7426/3140

2/2/18  
Date

Pay to the Order of Andy Fletcher \$ 40.00

forty dollars and no/100

Dollars



USAA FEDERAL SAVINGS BANK  
10750 McDERMOTT FWY  
SAN ANTONIO, TEXAS 78208-0544  
(210) 456-6000 1-800-832-3724

For Emma private lesson

St E Navarro

⑆314074269⑆

⑆160042097⑆ 0111

WORLDWIDE SERVICE

HANZ K. TABORA  
JASMIN Y. TABORA  
904-758-3410  
871 TIMBERJACK COURT  
ORANGE PARK, FL 32065

4213

63-7927/2630  
126

2/1/18  
Date

Pay to the Order of ANDY FLETCHER \$ 140.00

One hundred forty only

Dollars



P.O. Box 45085 • Jacksonville, FL 32232-5085

For Jan & FEB

Jytabor

⑆263079276⑆

0006698548⑆04213



Gary & Julia Myers  
4114 Eagle Landing Parkway  
Orange Park, FL 32065

LOOK FOR:  
3D hologram (o) across top  
Heat-reactive circle in upper-right corner

1132

63-466/631

1-31-18  
Date

Pay to the Order of Middle Village CDD \$ 30.00

Mary and Joe

Dollars

Regions bank

For Myers, G. B.S. <3 lessons> Julia Myers

⑆063104668⑆

0128528646⑆ 1132



Michael S. Euwema or  
Danielle Y. Euwema  
1699 Thousand Oaks Dr  
Orange Park, FL 32065-4245

3292

30-7426/3140

1/31/18  
Date

Pay to the Order of Andy Fletcher \$ 50.00

Fifty

Dollars



USAA FEDERAL SAVINGS BANK  
10750 McDERMOTT FWY  
SAN ANTONIO, TEXAS 78208-0544  
(210) 456-6000 1-800-832-3724

For Danielle Euwema

⑆314074269⑆

⑆24036722⑆ 3292

MIN OR HYUN CHUN  
9044694265  
2718 WOOD STORK TRAIL  
ORANGE PARK, FL 32073

63-7927/2630

1808

Date 2/15/2018

Pay to the Order of Andy Fletcher \$ 105.00

One Hundred Five Only Dollars

VYSTAR CREDIT UNION  
P.O. BOX 45085  
JACKSONVILLE, FLORIDA 32232-5085  
PHONE (904) 777-6000

for Rebekah & Joshua

⑆263079476⑆ 7501741632⑈ 1808



Gary & Julia Myers  
4114 Eagle Landing Parkway  
Orange Park, FL 32065

Look for:  
2D hologram foil across top  
Heat-reactive circle in upper-right corner

1134  
63-486/631

Date 2-5-18

Pay to the Order of Middle Village CDD \$ 105.00  
One Hundred Five and 00/100 Dollars

Regions bank

Judson/Graham

For 3 sessions/week blw  
2 kids

Julia Myers

⑆063104668⑆ 0128528646⑈ 1134

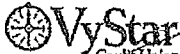
WORLDWIDE SERVICE

NANCY LU  
1872 OAKCHIME DR  
ORANGE PARK, FL 32065-4252

559  
63-7927/2630  
126

Date 2/4/2018

Pay to the Order of oakleaf Tennis \$ 88.00  
eighty eight 00/100 Dollars



P.O. Box 45085 • Jacksonville, FL 32232-5085

For Tennis

Nancy

⑆263079276⑆ 7506946475⑈00559

*Vord needs to be made out to middle Village*

STEPHANIE E. NAVARRO  
575 OAKLEAF PLANTATION PKWY UNIT 413  
ORANGE PARK, FL 32065

110  
30-7426/3140

Date Feb 2, 2018

Pay to the Order of Andy Fletcher \$ 70.00  
seventy dollars and 00/100 Dollars



USAA FEDERAL SAVINGS BANK  
10750 McDERMOTT FVY  
SAN ANTONIO, TEXAS 78206-0544  
(210) 456-8000 1-800-832-3724

For Feb

St E Navarro

⑆314074269⑆ ⑈160042097⑈ 0110



3543 State Road 419, Winter Springs, FL 32708

RECEIVED  
FEB 06 2018

BY: .....

# INVOICE

Invoice #	341546
Account #	711194
Invoice Date	2/1/2018
Due Date	2/11/2018

<b>Bill To</b>
MIDDLE VILLAGE COMMUNITY DEV DISTR 370 OAKLEAF VILLAGE PARKWAY ORANGE PARK, FL 32065

Invoice Questions:  
Please call us at  
1-800-666-5253 or  
lakes@lakedoctors.com

P.O. No.	Terms	Rep
	NET 10 DAYS	MAS
Item Number	Description	Amount
	Monthly Water Management Service (R)	1,489.00
<b>Code to:</b> <b>2-320-572-4680</b> <b>Middle Village Lake Maintenance</b> 62		
<b>Customer Total Balance</b>		\$1,489.00

**INVOICE DATE REFLECTS MONTH SERVICE PROVIDED.**

To help ensure prompt and accurate credit to your account, please include your account number and invoice number on your check and always include your remittance stub with your payment.  
Please do not send any correspondence with your payment as it may delay our response to your inquiry.  
Follow us on Facebook & Instagram!!

Non-Taxable Subtotal	
Taxable Subtotal	
Tax	
<b>Total Invoice</b>	<b>\$1,489.00</b>

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

<b>Bill To</b>
MIDDLE VILLAGE COMMUNITY DEV DISTR 370 OAKLEAF VILLAGE PARKWAY ORANGE PARK, FL 32065

Amount Enclosed

Invoice #	341546
Account #	711194
Date	2/1/2018

Save a Stamp - Go Green & Go Paperless! Have your invoice emailed!  
Email address: \_\_\_\_\_

☐ Please Check Box if New Address and Make Changes Above

**The Lake Doctors, Inc.**  
**3543 State Road 419**  
**Winter Springs, FL 32708**

IF PAYING BY CREDIT CARD, FILL OUT BELOW		
____ Mastercard	____ Visa	____ American Express
Card #	_____	
Card Verification #	_____	
Exp. Date #	_____	
Print Name	_____	
Billing Address:	____ Check box if same as above	
_____		
Signature	_____	





3543 State Road 419, Winter Springs, FL 32708

# INVOICE

Invoice #	344849
Account #	711194
Invoice Date	2/12/2018
Due Date	2/22/2018

<b>Bill To</b>
MIDDLE VILLAGE COMMUNITY DEV DISTR 370 OAKLEAF VILLAGE PARKWAY ORANGE PARK, FL 32065

<p>Invoice Questions: Call us at 1-800-666-5253 or lakes@lakedoctors.com</p>
--

P.O. No.	Terms	Rep
	NET 10 DAYS	MAS
Item Number	Description	Amount
	Triploid Grass Carp Stocking (180) 02/01/18	1,080.00

**Code to:**  
**2-320-572-4680**  
**Middle Village Lake Maintenance**

To ensure prompt and accurate processing of your payment, please include your remittance stub and/or your account number/invoice number on your check. Please do not send any correspondence with your payment as it may delay our response to your inquiry.  
For scheduling, please contact your local office.  
Follow us on Facebook & Instagram!!

Non-Taxable Subtotal	
Taxable Subtotal	
Tax	
Total Invoice	<b>\$1,080.00</b>

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

<b>Bill To</b>
MIDDLE VILLAGE COMMUNITY DEV DISTR 370 OAKLEAF VILLAGE PARKWAY ORANGE PARK, FL 32065

Amount Enclosed

Invoice #	344849
Account #	711194
Date	2/12/2018

Save a Stamp and have your invoice emailed!
Email Address _____

☐ Please Check Box if New Address and Make Changes Above

**The Lake Doctors, Inc.**  
**3543 State Road 419**  
**Winter Springs, FL 32708**

IF PAYING BY CREDIT CARD, FILL OUT BELOW

\_\_\_ Mastercard \_\_\_ Visa \_\_\_ American Express

Card # \_\_\_\_\_

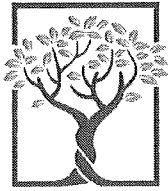
Card Verification # \_\_\_\_\_

Exp. Date # \_\_\_\_\_

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

Billing Address: \_\_\_\_\_ Check box if same as above

Signature \_\_\_\_\_



# R & D

LANDSCAPE & IRRIGATION

A Safeguard Services Company

FORMERLY:

DOWN TO EARTH

## Invoice

Date	Invoice #
2/1/2018	18027335

Bill To

MIDDLE VILLAGE CDD  
C/O GMS, LLC  
475 WEST ROWN PLACE, STE 114  
ST. AUGUSTINE, FL 32092

RECEIVED  
FEB 06 2018

DT: .....

P.O. No.	Terms	Due Date
		2/1/2018

Description	Qty	Rate	Amount
<b>**MIDDLE VILLAGE CDD**</b> Monthly - Property Maintenance - February 2018  <b>Code to:</b> <b>2-320-572-462</b> <b>Middle Village Landscape Maintenance</b> <b>573</b>	1	34,264.00	34,264.00
Please Make Checks Payable To: R&D Landscape & Irrigation		<b>Invoice Total</b>	\$34,264.00
Please Remit Payments To: 7887 Safeguard Circle Valley View, OH 44125		<b>Payments/Credits</b>	\$0.00
		<b>Balance Due</b>	\$34,264.00

Please remit payment  
to the payee and  
address listed below.  
Thank you

Riverside Management Services, Inc

9655 Florida Mining Blvd West  
Suite 305  
Jacksonville, FL 32257

# Invoice

Date	Invoice #
1/22/2018	219

Bill To
Middle Village CDD 475 West Town Place Suite 114 St. Augustine, FL 32092

RECEIVED  
FEB 08 2018

BY: .....

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
4	Trouble shoot breaker tripping tennis court pole lights. Repair 3 other pole lights  <i>tennis Court Maint.</i> <i>330, 572, 3440</i>	58.50	234.00
		Total	\$234.00

RHW  
1-24-18

**Riverside Management Services**  
9655 Florida Mining Blvd., Building 300, Suite 305, Jacksonville, Florida 32257

**Electrician Services Invoice Detail**

Period Ending: January 31, 2018

Location	Date	Description	Qty/Hours	Price/Rate	Amount
Middle Village CDD	1/13/18	Trouble shoot breaker tripping for tennis court pole lights. Disconnect at bottom of poles to find pole out. Disconnect all 3- ballasts, still trips - problem in the wiring. Must disassemble all lights on the pole. Repair 3- other pole lights. 3- bulbs and 1- capacitor	4.0	\$ 68.50	\$ 234.00

TOTAL INVOICE:

\$ 234.00

Riverside Management Services, Inc

9655 Florida Mining Blvd West

Suite 305

Jacksonville, FL 32257

# Invoice

Date	Invoice #
2/1/2018	220

Bill To
Middle Village CDD 475 West Town Place Suite 114 St. Augustine, FL 32092

RECEIVED  
FEB 08 2018

BY: .....

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Janitorial Services - February 2018	2,905.17	2,905.17
	2, 33, 572, 342		
		Total	\$2,905.17

78-0  
2, 5, 18

# SoutheastFitness

## REPAIR

Equipment Repair & Maintenance

14476 Duval Place West, Suite 208 • Jacksonville, FL 32218

Office: 904.683.1439 • Fax: 904.683.1624

[southeastfitnessrepair@comcast.net](mailto:southeastfitnessrepair@comcast.net)

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

Invoice # 7460A

Date: 17-Jan-2018

Payment is due within 30 days of invoice date.

<b>Facility Name:</b>	Middle Village
<b>Facility Address:</b>	Plantation Oaks Attn: Lynne 370 Oakleaf Village Parkway Orange Park, Florida 32065
<b>Billing Address:</b>	Plantation Oaks Attn: Lynne 370 Oakleaf Village Parkway Orange Park, Florida 32065
<b>Contact &amp; Phone:</b>	
<b>Reason for call:</b>	BIMONTHLY PM VISIT- NEW EQUIPMENT, NEED NEW COUNT, FIND OUT JAY'S PREFERRED FREQUENCY MOVING FORWARD

RECEIVED  
FEB 06 2018

BY: .....

Description	Part #	Part Cost	QTY	Total
PM: PREVENTATIVE MAINTENANCE		254.40	1.00	254.40
Comments:			<i>Parts Total</i>	254.40
			<i>Tax</i>	0.00
			<i>Balance</i>	254.40

Technician: FRANK HARDY

Thank you for your business.

**Code to:**  
**Middle Village Facility Maint. -**  
**Preventative**  
**2-330-572-62100**

271



## Invoice

Vesta Property Services, Inc.  
245 Riverside Avenue  
Suite 250  
Jacksonville FL 32202

Invoice #  
Date

339091  
1/31/2018

Terms  
Due Date  
Memo

Net 30  
3/2/2018  
Front Desk January 20...

RECEIVED  
FEB 06 2018

**Bill To**

Attn: Community Manager  
Middle Village C.D.D.  
370 OakLeaf Village Parkway  
Orange Park FL 32065

BY: .....

Description	Quantity	Rate	Amount
Front desk staff Hours for January	473	15.71	7,430.83

Thank you for your business.

**Total** \$7,430.83

**Code to:**  
**2-330-572-341**  
**Middle Village Aquatic & Athletic**

561



## Invoice

Vesta Property Services, Inc.  
245 Riverside Avenue  
Suite 250  
Jacksonville FL 32202

Invoice # 338815  
Date 2/1/2018  
Terms Net 30  
Due Date 2/15/2018  
Memo Feb. 2018 Fees

RECEIVED  
FEB 06 2018

### Bill To

Attn: Community Manager  
Middle Village C.D.D.  
370 OakLeaf Village Parkway  
Orange Park FL 32065

BY: .....

Description	Quantity	Rate	Amount
Aquatics Director and Assistant Director Services at Middle Village C.D.D.	1	4,649.49	4,649.49

Thank you for your business.

Total \$4,649.49

**Code to:**  
**2-330-572-341**  
**Middle Village Aquatic & Athletic**

561



Dr. \_\_\_\_\_

**Code to:**  
**02-330-572-4350**  
**Middle Village Lap Pool Gas/Heat**  
**\$2188.20** *4/12*

**Clay County Sheriff's Office**

P.O. Box 548  
Green Cove Springs, FL 32043

**INVOICE**

INVOICE DATE: FEBRUARY 21, 2018  
WEEK OF: 02/09/18-02/15/18

**TO:**

Double Branch CDD & Middle Village CDD  
370 Oakleaf Village Parkway  
Orange Park, FL 32065

**FOR:**

Oakleaf Amenities Manager  
and  
Brian Sanchez

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
02/09/18	BEN ZIRBEL ✓	1700-2300	6	30.00	180.00
02/09/18	WAYNE SIMANDL ✓	1700-2300	6	30.00	180.00
02/10/18	BEN ZIRBEL ✓	1700-2300	6	30.00	180.00
02/10/18	WAYNE SIMANDL ✓	1700-2300	6	30.00	180.00
02/11/18	BRYAN SMITH ✓	1700-2300	6	30.00	180.00
02/12/18	MATT WILLIAMS ✓	1700-2300	6	30.00	180.00
02/13/18	STEVEN HILLS ✓	1700-2300	6	30.00	180.00
02/14/18	BRYAN SMITH ✓	1700-2300	6	30.00	180.00
02/15/18	MATT WILLIAMS ✓	1700-2300	6	30.00	180.00

DEPUTY SIGNATURE:

TOTAL

**\$1620.00**

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O Brittany Gillard.

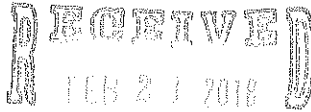
THANK YOU FOR YOUR BUSINESS!

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

# Invoice

Invoice #: 1364  
Invoice Date: 2/13/18  
Due Date: 2/13/18  
Case:  
P.O. Number:

Bill To:  
Middle Village CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092



BY: .....

Description	Hours/Qty	Rate	Amount
Facility Maintenance January 1 - January 31, 2018		13,849.20	13,849.20
Maintenance Supplies		1,790.00	1,790.00
Facility Maint. - Gen. 2, 330, 572, 6200		\$ 3142, 00	
Facility Maint. - Conting. 2, 330, 572, 6220		\$ 2300, 00	
Common Area Maint. 2, 320, 572, 4650		\$ 3829, 00	
Tennis Court Maint. 2, 330, 572, 3440		\$ 1573, 00	
Lighting Repairs 2, 572, 4663		\$ 835, 20	
Repairs/ Replace. 34-538-6400 26		\$ 3960, 00	

Total \$15,639.20

Payments/Credits \$0.00

Balance Due \$15,639.20

RW

2-16-18

MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF JANUARY 2018

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
1/1/18	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
1/1/18	3	T.C.	Uncovered adult pool
1/1/18	3	B.M.	Covered adult pool
1/2/18	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
1/2/18	8	B.M.	Removed debris from Amenity Center parking lot, cleaned fountain, removed holiday decorations
1/2/18	2	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
1/2/18	6	T.C.	Removed holiday decorations from Amenity Center and community entrances
1/3/18	4	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels, removed holiday decorations
1/3/18	4	B.M.	Removed holiday decorations from community entrances
1/3/18	8	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants, maintenance work on cart
1/3/18	2	J.H.	Additional tennis court maintenance
1/4/18	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
1/4/18	2	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
1/5/18	4	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed, removed adult pool cover, repaired playground swing set, replaced basketball netting
1/5/18	8	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants, repaired broken frame on golf cart
1/5/18	2	T.C.	Removed holiday decorations from Amenity Center and community entrances
1/5/18	2	J.H.	Additional tennis court maintenance
1/6/18	6	T.C.	Uncovered adult pool, covered adult pool
1/7/18	6	T.C.	Uncovered adult pool, covered adult pool
1/8/18	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
1/8/18	2	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
1/8/18	6	T.C.	Set up for CDD meeting, retrieved janitorial supplies from Double Branch and stored at facility, covered adult pool
1/9/18	4	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed, removed adult pool cover, removed debris from dumpster area, Amenity Center, parking lot, & bushes
1/9/18	8	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
1/9/18	8	B.M.	organized shop, assisted fabrication & installation of new braces for picnic table, painted new braces & bike rack, assisted replacement of boards on tennis boardwalk
1/9/18	6	T.C.	Broke down CDD meeting display, repaired men's urinal in grand banquet bathroom, covered adult pool
1/9/18	2	J.H.	Additional tennis court maintenance
1/10/18	3	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed, removed adult pool cover, replaced broken boards on boardwalk at tennis courts, blew off preserve boardwalk, inspected all lights on boardwalk
1/10/18	6	T.C.	Painted doors at Amenity Center, repaired door lock, covered adult pool
1/10/18	2	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
1/10/18	8	B.M.	Assisted with replacing boards on tennis court boardwalk, inspected lighting on boardwalk, Amenity Center and restrooms, replaced bulbs as needed, removed debris from tennis courts, painted restroom doors in Grand Banquet room, cleaned fountain of debris
1/11/18	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
1/11/18	4	B.M.	Removed debris from Amenity Center, removed graffiti from playground, inspected playground equipment
1/11/18	8	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
1/11/18	2	T.C.	Covered adult pool
1/11/18	2	J.H.	Additional tennis court maintenance
1/12/18	4	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed, removed broken light post from Amenity Center parking lot, inspected lights at promenade and community entrances
1/12/18	6	T.C.	Removed broken light post from Amenity Center parking lot, covered adult pool
1/12/18	2	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
1/12/18	8	B.M.	Assisted with pool cover removal, removal of broken light pole, inspected lighting at promenade, cleaned fountain at Amenity Center, removed debris from tennis courts
1/13/18	6	T.C.	Uncovered adult pool, covered adult pool
1/14/18	6	T.C.	Uncovered adult pool, covered adult pool
1/15/18	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
1/15/18	6	T.C.	Removed broken basketball backboard, began fabricating side rails for trailer, repaired and rebuilt picnic table at Amenity Center
1/15/18	4	B.M.	Assisted with removal of broken basketball backboard, cleaned water fountain filter, removed debris from tennis court and Amenity Center
1/15/18	2	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
1/15/18	2.5	J.H.	Additional tennis court maintenance

MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF JANUARY 2018

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
1/16/18	5	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed, dug out parking lot light fixture for replacement, replaced bulbs on promenade, replaced light fixture on boardwalk
1/16/18	6	B.M.	Inspected street lights in community, assisted with promenade & boardwalk light repairs
1/16/18	2	T.C.	Continued fabricating side rails for trailer
1/16/18	8	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants, repaired vandalized fencing
1/17/18	4	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed, moved light fixture to parking lot, repaired windscreens at tennis courts
1/17/18	6	T.C.	Completed rails for trailer, replaced street light at Amenity Center, p/u supplies from Home Depot
1/17/18	2	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
1/17/18	6	B.M.	Removed debris from Amenity Center, continued fabricating railings for trailer, assisted with removal of light pole at Amenity Center
1/18/18	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
1/18/18	4	T.C.	Loaded and hauled scrap material from shop to land fill
1/18/18	8	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
1/18/18	8	B.M.	Removed debris from Amenity Center, parking lot and tennis courts, assisted with removal of scrap material to land fill, painted replaced board on tennis walkway
1/19/18	6	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed, repaired broken light pole, concreted new base for light pole, replaced bulbs on promenade
1/19/18	6	B.M.	Assisted with light fixture repairs on boardwalk, assisted with fabrication of new base for broken light pole, removed debris from Amenity Center and fountain
1/19/18	2	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
1/19/18	6	T.C.	Repaired men's urinal in restroom, repaired light on boardwalk, fabricated footing for street light pole post
1/20/18	2	J.H.	Additional tennis court maintenance
1/22/18	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
1/22/18	2	B.M.	Removed debris from basketball courts, tennis courts and fountain
1/22/18	2	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
1/23/18	3	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed, replaced broken light fixture at boardwalk
1/23/18	2	B.M.	Assisted with boardwalk light repair
1/23/18	8	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
1/23/18	4	T.C.	Delivered Polaris to repair shop
1/23/18	2	J.H.	Additional tennis court maintenance
1/24/18	3	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed, installed photocell on pool equipment light, removed debris from Amenity Center and parking lot
1/24/18	2	B.M.	Installed new cover on tennis court outlet, repaired tennis court lighting switch
1/24/18	2	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
1/25/18	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
1/25/18	8	B.M.	Painted picnic table, touched up paint on railings at tennis courts, completed painting fencing extensions, removed debris from Amenity Center, parking lot and tennis courts
1/25/18	8	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants, p/u supplies from Home Depot
1/25/18	8	S.A.	Inspected and cleaned lakes and outfall structures (Used Gator and Large Trailer)
1/25/18	8	J.L.	Inspected and cleaned lakes and outfall structures (Used Gator and Large Trailer)
1/26/18	7	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed, Replaced bulb at shop entrance, replaced bulbs at Amenity Center entrance and emergency lights
1/26/18	8	B.M.	Assisted with light bulb replacements at Amenity Center & emergency lights, removed holiday lights
1/26/18	2	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants, removed holiday lights on roof, installed street light post
1/26/18	2	T.C.	Repaired parking lot lights
1/27/18	2.5	J.H.	Additional tennis court maintenance
1/29/18	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
1/29/18	6	B.M.	Removed debris from Amenity Center, organized shop, cleaned fountain at Amenity Center, hosed down exterior walls at Amenity Center

MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF JANUARY 2018

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
1/29/18	2	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
1/29/18	4	T.C.	Organized shop
1/30/18	7	ET.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed, repaired light in parking lot, replaced emergency lighting at Amenity Center, stored away remaining holiday lighting
1/30/18	8	B.M.	Repaired light in parking lot, assisted with replacing emergency lighting at Amenity Center
1/30/18	8	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, installed parking lot light, repaired vandalized bench at The Oaks community
1/30/18	2	T.C.	Repaired street light in parking lot
1/30/18	3	J.H.	Additional tennis court maintenance
1/31/18	7	ET.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed, painted pavilion at Amenity Center, replaced broken light fixture on pavilion, replaced photocell on pavilion
1/31/18	8	B.M.	Painted pavilion at Amenity Center, replaced broken light fixture on pavilion, replaced photocell on pavilion
1/31/18	2	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
1/31/18	6	T.C.	Painted pavilion columns, repaired rails at pavilion, repaired street light fixture
<b>TOTAL</b>	<u>425</u>		
<b>MILES</b>	<u>560</u>		*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

MAINTENANCE BILLABLE PURCHASES

Period Ending 2/5/18

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
MV				
MIDDLE VILLAGE				
OAKLEAF				
	1/5/18	1/3 HP Submersible pump	147.20	J.S.
	1/9/18	Cutting hook knife	17.22	G.S.
	1/9/18	Bolt cutter	19.52	G.S.
	1/9/18	PVC Pipe glue	5.88	G.S.
	1/9/18	8' Lumber	7.58	B.M.
	1/9/18	Keys	4.53	B.M.
	1/10/18	Thermostat	286.35	J.S.
	1/10/18	Pest control	5.14	J.S.
	1/10/18	Pest repel	31.82	J.S.
	1/10/18	Motor oil (2)	7.98	B.M.
	1/10/18	8' Lumber	7.56	B.M.
	1/10/18	Paint rollers	6.29	B.M.
	1/10/18	Wooster pelican pail (2)	22.93	B.M.
	1/10/18	Paint brush (2)	12.58	B.M.
	1/10/18	Dewalt organizer	17.22	B.M.
	1/10/18	1Gal Rustoleum paint	30.90	B.M.
	1/12/18	Light fixtures (2)	29.83	B.M.
	1/12/18	Metal halide bulbs (4)	156.26	B.M.
	1/15/18	18/7 250' tsa-wire	104.04	J.S.
	1/17/18	Wrench (2)	21.83	B.M.
	1/17/18	2x4 8' Lumber	6.85	B.M.
	1/17/18	Fire ant killer	12.05	G.S.
	1/17/18	Nifty Nabber	19.52	G.S.
	1/17/18	Ant Spectracide	16.03	G.S.
	1/19/18	Diablo 14pc set blades	34.47	B.M.
	1/19/18	Electric Tape	4.91	B.M.
	1/19/18	Wire nuts	3.89	B.M.
	1/19/18	Bucket lid	1.93	B.M.
	1/19/18	Washers (4)	1.84	B.M.
	1/19/18	Nuts (8)	4.60	B.M.
	1/19/18	Concrete	7.36	B.M.
	1/19/18	All threaded rod (2)	25.85	B.M.
	1/23/18	Bit holder set	3.43	J.S.
	1/23/18	Bit set	4.01	J.S.
	1/23/18	Hex bit set	2.28	J.S.
	1/23/18	Machine screw (3)	1.86	J.S.
	1/23/18	1x6x8' board (3)	41.30	J.S.
	1/24/18	Lubricant Oil	9.17	G.S.
	1/24/18	Circuit Volt Tester	6.87	G.S.
	1/24/18	Fire ant killer	12.05	G.S.
	1/24/18	Orto ant bait	25.23	G.S.
	1/24/18	HEX bolt	5.89	G.S.
	1/24/18	HEX Nuts	4.42	G.S.
	1/24/18	Square Iron rod	7.90	G.S.
	1/24/18	Washer	4.07	G.S.
	1/24/18	Eyebolt nut	5.22	G.S.
	1/24/18	Switch plate screws	4.51	G.S.
	1/24/18	HEX bolt	11.13	G.S.
	1/24/18	Switch	3.42	B.M.
	1/24/18	Outlet cover	4.01	B.M.
	1/24/18	light fixture	22.98	B.M.
	1/26/18	Nifty Nabber	22.97	B.M.
	1/26/18	Exit sign battery	25.14	B.M.
	1/26/18	Door guard (2)	12.65	J.S.
	1/26/18	Door guard (2)	12.65	J.S.
	1/26/18	Thermostat	114.43	J.S.
	1/26/18	Exit sign	43.09	B.M.
	1/30/18	Light fixtures (2)	68.93	B.M.
	1/30/18	10w LED Light bulb	17.39	B.M.

1/30/18	Screws (3)	1.86	B.M.
1/31/18	Paint rollers	10.97	B.M.
1/31/18	Paint rollers	11.47	B.M.
1/31/18	Light fixture	39.07	B.M.
1/31/18	10w LED Light bulbs (2)	68.93	B.M.

TOTAL \$1,711.00

RMS

1/25/18	Gator and Large Trailer Rental	70.00	S.A.
1/25/18	Gas for Gator	9.00	S.A.

TOTAL \$79.00

GRAND TOTAL \$1,790.00



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

# Invoice

Invoice #: 1365  
Invoice Date: 2/13/18  
Due Date: 2/13/18  
Case:  
P.O. Number:

Bill To:  
Middle Village CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092



BY: .....

Description	Hours/Qty	Rate	Amount
Facility Maintenance January 1 - January 31, 2018 - Tennis Facility		520.00	520.00
2,330,572,3440 26			

Total \$520.00

Payments/Credits \$0.00

Balance Due \$520.00

2Hw  
2-16-18

GMS

MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF JANUARY 2018

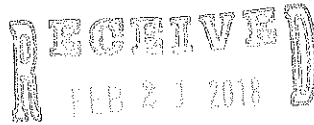
<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
1/3/18	2	J.H.	Clean and sweep tennis courts.
1/5/18	2	J.H.	Clean and sweep tennis courts.
1/8/18	2	J.H.	Clean and sweep tennis courts.
1/10/18	2	J.H.	Clean and sweep tennis courts.
1/12/18	2	J.H.	Clean and sweep tennis courts.
1/15/18	2	J.H.	Clean and sweep tennis courts.
1/17/18	2	J.H.	Clean and sweep tennis courts.
1/19/18	2	J.H.	Clean and sweep tennis courts.
1/22/18	2	J.H.	Clean and sweep tennis courts.
1/24/18	2	J.H.	Clean and sweep tennis courts.
1/26/18	2	J.H.	Clean and sweep tennis courts.
1/29/18	2	J.H.	Clean and sweep tennis courts.
1/31/18	2	J.H.	Clean and sweep tennis courts.
TOTAL	<u>26</u>		at \$20 per hour
MILES	<u>0</u>		*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

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

# Invoice

Invoice #: 1366  
Invoice Date: 2/14/18  
Due Date: 2/14/18  
Case:  
P.O. Number:

Bill To:  
Middle Village CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092



BY: .....

Description	Hours/Qty	Rate	Amount
Facility Event Staff - through 2/1/2018	6.31	25.00	157.75
<i>Amenity Revenue</i> <i>300</i> <i>2,369.103</i> <i>26</i>			

Total	\$157.75
Payments/Credits	\$0.00
Balance Due	\$157.75

*zmm*  
*2-16-18*

**Governmental Management Services, LLC**  
9655 Florida Mining Blvd., Building 300, Suite 305, Jacksonville, Florida 32257

Middle Village CDD

Facility Event Staff Service Hours

<u>Quantity</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
6.31	Facility Event Staff	\$ 25.00	\$ 157.75

Covers Period End: February 1, 2018

Amenities Revenue # 2-369-103



## Invoice

Vesta Property Services, Inc.  
245 Riverside Avenue  
Suite 250  
Jacksonville FL 32202

Invoice # 336050  
Date 11/1/2017  
Terms Net 30  
Due Date 12/1/2017  
Memo Nov. 2017 Fees

RECEIVED  
FEB 7 1 2018

**Bill To**

Attn: Community Manager  
Middle Village C.D.D.  
370 OakLeaf Village Parkway  
Orange Park FL 32065

BY: .....

Description	Quantity	Rate	Amount
Aquatics Director and Assistant Director Services at Middle Village C.D.D.	1	4,649.49	4,649.49

Thank you for your business.

**Total** \$4,649.49

2-33-572-341  
561

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	....EXPENSED TO.... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
2/08/18	00004	2/01/18 7539D	201802 600-53800-64000		TRAVEL	*	65.00	
		2/01/18 7539D	201802 600-53800-64000		FITNESS REPAIR LABOR	*	60.00	
					SOUTHEAST FITNESS REPAIR			125.00 000137
2/22/18	00009	2/13/18 1364	201801 600-53800-64000		JAN REPAIRS/REPLACEMENTS	*	3,960.00	
					GOVERNMENTAL MANAGEMENT SERVICES			3,960.00 000138
					TOTAL FOR BANK C		4,085.00	
					TOTAL FOR REGISTER		4,085.00	

MVIL MIDDLE VILLAGE BSANCHEZ

# SoutheastFitness

## REPAIR

Equipment Repair & Maintenance

14476 Duval Place West, Suite 208 • Jacksonville, FL 32218

Office: 904.683.1439 • Fax: 904.683.1624

[southeastfitnessrepair@comcast.net](mailto:southeastfitnessrepair@comcast.net)

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

Invoice # 7539D

<b>Facility Name:</b>	Middle Village
<b>Facility Address:</b>	Plantation Oaks Attn: Lynne 370 Oakleaf Village Parkway Orange Park, Florida 32065
<b>Billing Address:</b>	Plantation Oaks Attn: Lynne 370 Oakleaf Village Parkway Orange Park, Florida 32065
<b>Contact &amp; Phone:</b>	
<b>Reason for call:</b>	ROBERT AND BOYD 3 TRUE TM'S S/N 15-TCS650139C, 15-TCS650138C, 15-TCS650137C. THESE ARE UNDER WARRANTY BUT NOT FOR DIAGNOSTICS. TRUE RECOMMENDS CLEANING SPEED SENSOR-RESEAT SS CABLE-CHECK LOWER BOARD-CHECK SMART CARD. CALL TRUE 1-800-883-8783 WHILE ON SITE FOR FURTHER INSTRUCTIONS. JAY ON SITE 904-562-0249

Date: 01-Feb-2018

Payment is due within 30 days of invoice date.

RECEIVED  
FEB 08 2018

BY: .....

Description	Part #	Part Cost	QTY	Total
TRAVEL 1 - 60 MILES: TRAVEL 1 - 60 MILES		65.00	1.00	65.00
LABOR PER HOUR 1 TECH: LABOR PER HOUR 1 TECH		60.00	1.00	60.00
<b>Comments:</b>				<i>Parts Total</i> 125.00
				<i>Tax</i> 0.00
				<i>Balance</i> 125.00

Technician: ROBERT PETERKIN

Thank you for your business.

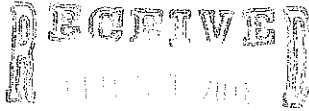
**Code to:**  
**Middle Village Repairs and**  
**Replacements**  
**34.600.53800.64000**

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

# Invoice

Invoice #: 1364  
Invoice Date: 2/13/18  
Due Date: 2/13/18  
Case:  
P.O. Number:

Bill To:  
Middle Village CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092



BY: .....

Description	Hours/Qty	Rate	Amount
Facility Maintenance January 1 - January 31, 2018		13,849.20	13,849.20
Maintenance Supplies		1,790.00	1,790.00
 Facility Maint. - Gen. 2, 330, 572, 6200			
 Facility Maint. - Conting. 2, 330, 572, 6220			
 Common Area Maint. 2, 320, 572, 4650			
 Tennis Court Maint. 2, 330, 572, 3440			
 Lighting Repairs 2, 572, 4663			
 Repairs/Replace 34-538-6400			
 9	Total		\$15,639.20
	Payments/Credits		\$0.00
	Balance Due		\$15,639.20

RAW

2-16-18



MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF JANUARY 2018

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
1/1/18	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
1/1/18	3	T.C.	Uncovered adult pool
1/1/18	3	B.M.	Covered adult pool
1/2/18	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
1/2/18	8	B.M.	Removed debris from Amenity Center parking lot, cleaned fountain, removed holiday decorations
1/2/18	2	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
1/2/18	6	T.C.	Removed holiday decorations from Amenity Center and community entrances
1/3/18	4	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels, removed holiday decorations
1/3/18	4	B.M.	Removed holiday decorations from community entrances
1/3/18	8	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants, maintenance work on cart
1/3/18	2	J.H.	Additional tennis court maintenance
1/4/18	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
1/4/18	2	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
1/5/18	4	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed, removed adult pool cover, repaired playground swing set, replaced basketball netting
1/5/18	8	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants, repaired broken frame on golf cart
1/5/18	2	T.C.	Removed holiday decorations from Amenity Center and community entrances
1/5/18	2	J.H.	Additional tennis court maintenance
1/6/18	6	T.C.	Uncovered adult pool, covered adult pool
1/7/18	6	T.C.	Uncovered adult pool, covered adult pool
1/8/18	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
1/8/18	2	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
1/8/18	6	T.C.	Set up for CDD meeting, retrieved janitorial supplies from Double Branch and stored at facility, covered adult pool
1/9/18	4	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed, removed adult pool cover, removed debris from dumpster area, Amenity Center, parking lot, & bushes
1/9/18	8	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
1/9/18	8	B.M.	organized shop, assisted fabrication & installation of new braces for picnic table, painted new braces & bike rack, assisted replacement of boards on tennis boardwalk
1/9/18	6	T.C.	Broke down CDD meeting display, repaired men's urinal in grand banquet bathroom, covered adult pool
1/9/18	2	J.H.	Additional tennis court maintenance
1/10/18	3	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed, removed adult pool cover, replaced broken boards on boardwalk at tennis courts, blew off preserve boardwalk, inspected all lights on boardwalk
1/10/18	6	T.C.	Painted doors at Amenity Center, repaired door lock, covered adult pool
1/10/18	2	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
1/10/18	8	B.M.	Assisted with replacing boards on tennis court boardwalk, inspected lighting on boardwalk, Amenity Center and restrooms, replaced bulbs as needed, removed debris from tennis courts, painted restroom doors in Grand Banquet room, cleaned fountain of debris
1/11/18	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
1/11/18	4	B.M.	Removed debris from Amenity Center, removed graffiti from playground, inspected playground equipment
1/11/18	8	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
1/11/18	2	T.C.	Covered adult pool
1/11/18	2	J.H.	Additional tennis court maintenance
1/12/18	4	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed, removed broken light post from Amenity Center parking lot, inspected lights at promenade and community entrances
1/12/18	6	T.C.	Removed broken light post from Amenity Center parking lot, covered adult pool
1/12/18	2	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
1/12/18	8	B.M.	Assisted with pool cover removal, removal of broken light pole, inspected lighting at promenade, cleaned fountain at Amenity Center, removed debris from tennis courts
1/13/18	6	T.C.	Uncovered adult pool, covered adult pool
1/14/18	6	T.C.	Uncovered adult pool, covered adult pool
1/15/18	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
1/15/18	6	T.C.	Removed broken basketball backboard, began fabricating side rails for trailer, repaired and rebuilt picnic table at Amenity Center
1/15/18	4	B.M.	Assisted with removal of broken basketball backboard, cleaned water fountain filter, removed debris from tennis court and Amenity Center
1/15/18	2	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
1/15/18	2.5	J.H.	Additional tennis court maintenance

MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF JANUARY 2018

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
1/16/18	5	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed, dug out parking lot light fixture for replacement, replaced bulbs on promenade, replaced light fixture on boardwalk
1/16/18	6	B.M.	Inspected street lights in community, assisted with promenade & boardwalk light repairs
1/16/18	2	T.C.	Continued fabricating side rails for trailer
1/16/18	8	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants, repaired vandalized fencing
1/17/18	4	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed, moved light fixture to parking lot, repaired windscreens at tennis courts
1/17/18	6	T.C.	Completed rails for trailer, replaced street light at Amenity Center, p/u supplies from Home Depot
1/17/18	2	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
1/17/18	6	B.M.	Removed debris from Amenity Center, continued fabricating railings for trailer, assisted with removal of light pole at Amenity Center
1/18/18	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
1/18/18	4	T.C.	Loaded and hauled scrap material from shop to land fill
1/18/18	8	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
1/18/18	8	B.M.	Removed debris from Amenity Center, parking lot and tennis courts, assisted with removal of scrap material to land fill, painted replaced board on tennis walkway
1/19/18	6	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed, repaired broken light pole, concreted new base for light pole, replaced bulbs on promenade
1/19/18	6	B.M.	Assisted with light fixture repairs on boardwalk, assisted with fabrication of new base for broken light pole, removed debris from Amenity Center and fountain
1/19/18	2	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
1/19/18	6	T.C.	Repaired man's urinal in restroom, repaired light on boardwalk, fabricated footing for street light pole post
1/20/18	2	J.H.	Additional tennis court maintenance
1/22/18	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
1/22/18	2	B.M.	Removed debris from basketball courts, tennis courts and fountain
1/22/18	2	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
1/23/18	3	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed, replaced broken light fixture at boardwalk
1/23/18	2	B.M.	Assisted with boardwalk light repair
1/23/18	8	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
1/23/18	4	T.C.	Delivered Polaris to repair shop
1/23/18	2	J.H.	Additional tennis court maintenance
1/24/18	3	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed, installed photocell on pool equipment light, removed debris from Amenity Center and parking lot
1/24/18	2	B.M.	Installed new cover on tennis court outlet, repaired tennis court lighting switch
1/24/18	2	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
1/25/18	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
1/25/18	8	B.M.	Painted picnic table, touched up paint on railings at tennis courts, completed painting fencing extensions, removed debris from Amenity Center, parking lot and tennis courts
1/25/18	8	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants, p/u supplies from Home Depot
1/25/18	8	S.A.	Inspected and cleaned lakes and outfall structures (Used Gator and Large Trailer)
1/25/18	8	J.L.	Inspected and cleaned lakes and outfall structures (Used Gator and Large Trailer)
1/26/18	7	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed, Replaced bulb at shop entrance, replaced bulbs at Amenity Center entrance and emergency lights
1/26/18	8	B.M.	Assisted with light bulb replacements at Amenity Center & emergency lights, removed holiday lights
1/26/18	2	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants, removed holiday lights on roof, installed street light post
1/26/18	2	T.C.	Repaired parking lot lights
1/27/18	2.5	J.H.	Additional tennis court maintenance
1/29/18	1	ET.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
1/29/18	6	B.M.	Removed debris from Amenity Center, organized shop, cleaned fountain at Amenity Center, hosed down exterior walls at Amenity Center

GMS

MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF JANUARY 2018

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
1/29/18	2	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
1/29/18	4	T.C.	Organized shop
1/30/18	7	ET.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed, repaired light in parking lot, replaced emergency lighting at Amenity Center, stored away remaining holiday lighting
1/30/18	8	B.M.	Repaired light in parking lot, assisted with replacing emergency lighting at Amenity Center
1/30/18	8	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, installed parking lot light, repaired vandalized bench at The Oaks community
1/30/18	2	T.C.	Repaired street light in parking lot
1/30/18	3	J.H.	Additional tennis court maintenance
1/31/18	7	ET.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed, painted pavilion at Amenity Center, replaced broken light fixture on pavilion, replaced photocell on pavilion
1/31/18	8	B.M.	Painted pavilion at Amenity Center, replaced broken light fixture on pavilion, replaced photocell on pavilion
1/31/18	2	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
1/31/18	6	T.C.	Painted pavilion columns, repaired rails at pavilion, repaired street light fixture
<b>TOTAL</b>	<u>426</u>		
<b>MILES</b>	<u>560</u>		*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

# MAINTENANCE BILLABLE PURCHASES

Period Ending 2/5/18

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
MV				
MIDDLE VILLAGE				
OAKLEAF				
	1/5/18	1/3 HP Submersible pump	147.20	J.S.
	1/9/18	Cutting hook knife	17.22	G.S.
	1/9/18	Bolt cutter	19.52	G.S.
	1/9/18	PVC Pipe glue	5.68	G.S.
	1/9/18	8' Lumber	7.56	B.M.
	1/9/18	Keys	4.53	B.M.
	1/10/18	Thermostat	286.35	J.S.
	1/10/18	Pest control	5.14	J.S.
	1/10/18	Pest repel	31.82	J.S.
	1/10/18	Motor oil (2)	7.98	B.M.
	1/10/18	8' Lumber	7.56	B.M.
	1/10/18	Paint rollers	6.29	B.M.
	1/10/18	Wooster pelican pail (2)	22.93	B.M.
	1/10/18	Paint brush (2)	12.58	B.M.
	1/10/18	Dewalt organizer	17.22	B.M.
	1/10/18	1Gal Rustoleum paint	30.90	B.M.
	1/12/18	Light fixtures (2)	29.83	B.M.
	1/12/18	Metal halide bulbs (4)	156.26	B.M.
	1/15/18	18/7 250' tsta-wire	104.04	J.S.
	1/17/18	Wrench (2)	21.83	B.M.
	1/17/18	2x4 8' Lumber	6.86	B.M.
	1/17/18	Fire ant killer	12.05	G.S.
	1/17/18	Nifty Nabber	19.52	G.S.
	1/17/18	Ant Spectracide	16.03	G.S.
	1/19/18	Diablo 14pc set blades	34.47	B.M.
	1/19/18	Electric Tape	4.91	B.M.
	1/19/18	Wire nuts	3.89	B.M.
	1/19/18	Bucket lid	1.93	B.M.
	1/19/18	Washers (4)	1.84	B.M.
	1/19/18	Nuts (8)	4.60	B.M.
	1/19/18	Concrete	7.36	B.M.
	1/19/18	All threaded rod (2)	25.85	B.M.
	1/23/18	Bit holder set	3.43	J.S.
	1/23/18	Bit set	4.01	J.S.
	1/23/18	Hex bit set	2.28	J.S.
	1/23/18	Machine screw (3)	1.86	J.S.
	1/23/18	1x6x8' board (3)	41.30	J.S.
	1/24/18	Lubricant Oil	9.17	G.S.
	1/24/18	Circuit Volt Tester	6.87	G.S.
	1/24/18	Fire ant killer	12.05	G.S.
	1/24/18	Orto ant bait	25.23	G.S.
	1/24/18	HEX bolt	5.89	G.S.
	1/24/18	HEX Nuts	4.42	G.S.
	1/24/18	Square iron rod	7.90	G.S.
	1/24/18	Washer	4.07	G.S.
	1/24/18	Eyebolt nut	5.22	G.S.
	1/24/18	Switch plate screws	4.51	G.S.
	1/24/18	HEX bolt	11.13	G.S.
	1/24/18	Switch	3.42	B.M.
	1/24/18	Outlet cover	4.01	B.M.
	1/24/18	light fixture	22.98	B.M.
	1/26/18	Nifty Nabber	22.97	B.M.
	1/26/18	Exit sign battery	25.14	B.M.
	1/26/18	Door guard (2)	12.65	J.S.
	1/26/18	Door guard (2)	12.65	J.S.
	1/26/18	Thermostat	114.43	J.S.
	1/26/18	Exit sign	43.09	B.M.
	1/30/18	Light fixtures (2)	68.93	B.M.
	1/30/18	10w LED Light bulb	17.39	B.M.

1/30/18	Screws (3)	1.86	B.M.
1/31/18	Paint rollers	10.97	B.M.
1/31/18	Paint rollers	11.47	B.M.
1/31/18	Light fixture	39.07	B.M.
1/31/18	10w LED Light bulbs (2)	68.93	B.M.

TOTAL	<u>\$1,711.00</u>
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RMS			
1/25/18	Gator and Large Trailer Rental	70.00	S.A.
1/25/18	Gas for Gator	9.00	S.A.

TOTAL	<u>\$79.00</u>
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GRAND TOTAL	<u>\$1,790.00</u>
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*FIFTH ORDER OF BUSINESS*

**Middle Village  
Community Development District**

**Public Facilities Report**

Dated: February 12, 2018

Governmental Management Services, LLC  
District Manager  
475 West Town Place, Suite 111  
St. Augustine, Florida 32092  
(904) 940-5850

## Table of Contents

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<b>Exhibits</b>		
A.	Development Map.....	Exhibit A



## **I. Introduction**

The Middle Village Community Development District (the "District") is a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District. The District covers approximately 1015+/- acres of Land within Clay County, Florida.

Construction of the Development has been complete since 2012 serving approximately 2750+/- Single-Family and multi-family dwelling units. The public facilities infrastructure acquired by the District includes: storm water management facilities, common area tracts, primary conservation tracts, wetland & upland preserve tracts, amenity center, entry monuments, clock tower, bell tower, playing fields, slip lanes and neighborhood parks. The infrastructure improvements, as outlined herein, are necessary for the function development of the District and provide a direct and specials benefit to the lands within.

## **II. Description of Existing Facilities**

### **1) Stormwater Management System**

The District acquired the stormwater management system for the entire District boundary. The system is composed of various conveyance pipes, retention ponds, & control structures. The system is fully operational and are owned and operated by the District. At this time and no repairs have been required to date.

### **2) Clock Tower and Bell Tower**

The District funded and completed the Clock Tower monumentation at the intersection of Oakleaf Plantation Parkway and Plantation Oaks Boulevard, and the Bell Tower monumentation at the Southern End of Oakleaf Plantation Parkway and Brannan-Chaffee Road (SR23).

### **3) Slip Lanes and Parking**

The District funded and completed the Slip Lanes and Parking within the District at all four quadrants of the village center. This included parking, access striping, landscape and irrigation.

### **4) Landscape, Irrigation, & Entry Signs**

The District funded and completed the landscaping, irrigation system at: the bell tower, and clock tower; the Plantation Oaks Boulevard on the west side of Brannan-Chaffee (SR 23) Road; and at the entry signs at each neighborhood entrance. This includes the landscaping and irrigation at the common areas including the Amenity Center/Promenade and the Slip Lanes at the Village Center. The irrigation system consists of several deep Floridian wells, and various piping & spray heads.

#### 5) Amenity Center and Playing Fields

The District has acquired the 26-acres amenity center located south of Parcel 17 (Coventry) and west of Parcel 14A (Creekview) various neighborhood park throughout the community. The district funded and completed the recreational complex that included the amenity/clubhouse, baseball fields, tennis courts and walking trails. The basic components of the facility include:

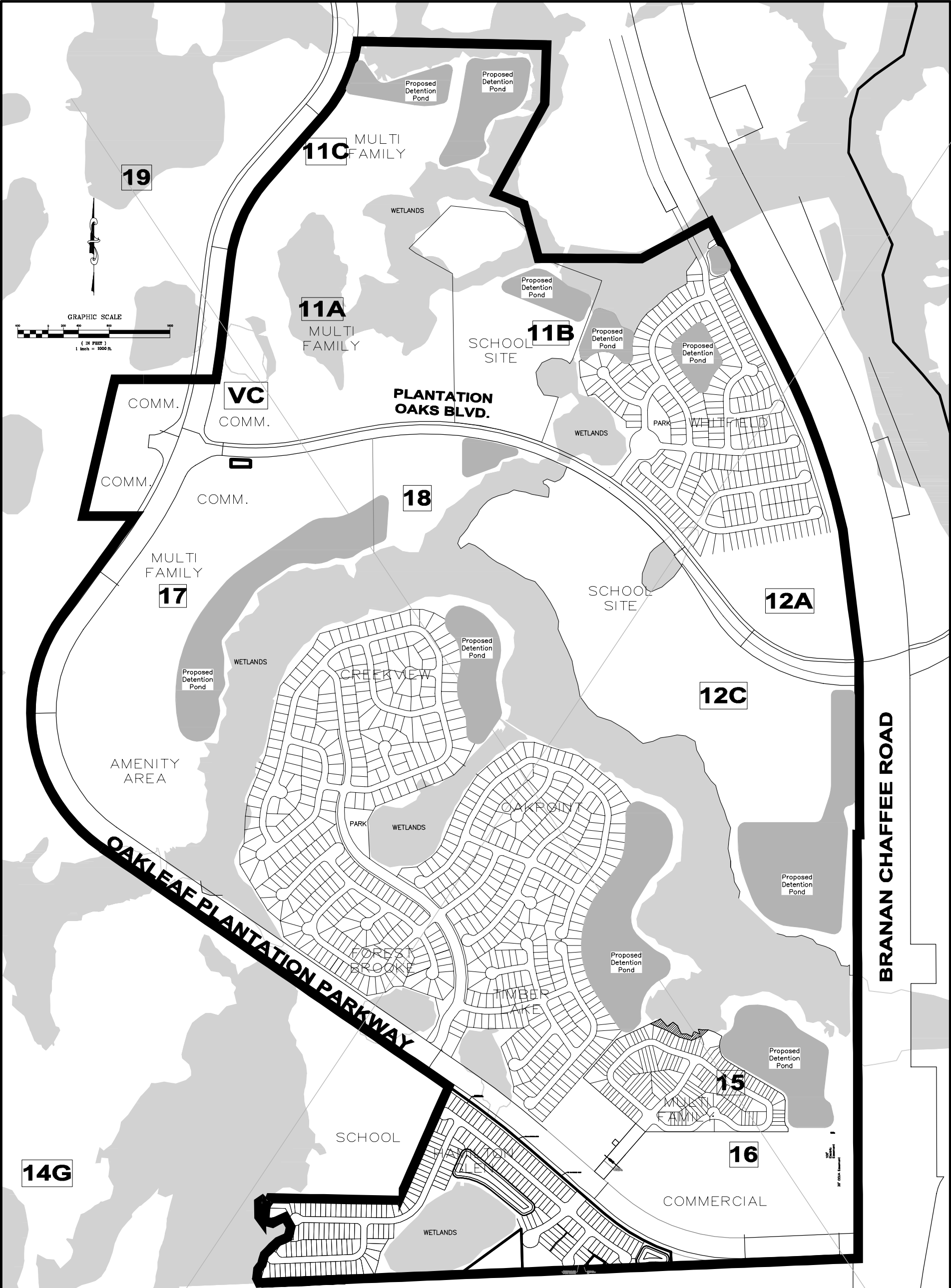
- Clubhouse, fitness center and restrooms.
- Basketball Courts
- A competition junior Olympic pool and a water park/family pool with slide tower with related decking and furniture.
- Playground equipment
- Parking areas
- Baseball Fields
- Tennis Courts
- Walking Trails
- Bar-B-Q Grills and Picnic Tables

### **III. Proposed Additions or Modifications of Public Facilities**

The District currently does not currently have plans to add or modify any public facilities

### **IV. Replacement of Existing Public Facilities**

The District does not currently propose to replace any public facilities.



This information represents the preliminary plan for Oakleaf Plantation and is subject to revisions and modifications without notice. The contents of the Oakleaf Plantation plan are conceptual only in describing land uses, improvements, amenities and all other features and designs. All oral and written plans, copy, graphics, photography, charts, graphs and renderings may be modified from time to time and should not be relied upon as final. The Oakleaf Plantation plan may be subject to federal, state, county and other regulatory approvals. This information does not represent an offer of sale or a solicitation to purchase property within the Oakleaf Plantation property.

DRAWING NO.		EXHIBIT A - DEVELOPMENT MAP		ETM NO. 01-151-31	REVISIONS: 6/21/05 AMENDED THE BOUNDARY.	
				DRAWN BY: P.Ma		
				DESIGNED BY: P.Ma		
				CHECKED BY: DCM		
				DATE: 7-29-03		
		CLAY COUNTY, FLORIDA				

*EIGHTH ORDER OF BUSINESS*

*D.*

## Middle Village Community Development District (CDD)

845 Plantation Oaks Parkway, Orange Park, FL 32065

904-375-9285 x7; [manager@oakleafresidents.com](mailto:manager@oakleafresidents.com)

### Memorandum

**Date:** March 2018  
**To:** Board of Supervisors  
**From:** GMS – OakLeaf Operations Manager

#### **Community:**

:

#### **Special Events**

- Food Trucks @ DB
- Upcoming – Spring Camp Out , Spring Yard Sale, Spring Expo
- Working on events with aquatics for summer

#### **Aquatics**

- Pools closed for season – MV Lap pool open and heated, covers will still be utilized until end of March
- Pools will open for Spring Break and then close again until the first full weekend in April.

#### **AMENITY USAGE**

- *Total Facilities Usage – 2654*
- *Average daily usage – 95*

#### *Card counts:*

MV Owners	33
MV Renters	27
MV Replacements	4
MV Updated	7

*Total cards printed: 169 (both districts)*

#### **Rentals**

- 10 of 28 days rented in February, 2 of 4 weekends had rentals
- 12 Grand Ballroom rentals, 0 Grand Lawn rental, 0 Bridal Suite rentals, 0 patio rentals
- 23 tours (approx. 30 hours) /65 staff hours used for scheduling, administrative, etc..

## **Middle Village Community Development District (CDD)**

845 Plantation Oaks Parkway, Orange Park, FL 32065

904-375-9285 x7; [manager@oakleafresidents.com](mailto:manager@oakleafresidents.com)

### **Memorandum**

#### **Operations:**

##### **Open Item**

- Repairs at Pool pack areas during off-season. Future repairs still needed.

##### **MAINTENANCE**

- Diagnose Coyote issues at Tennis Well pump
- Coordinate install of new elliptical, and strength benches at Fitness Center
- Replaced/repair multiple parking lot lights at Amenity Center (LED) (*ongoing*)
- Pressure washed Marcite on spray ground
- Pressure washed Marcite on Slide Pool
- Multiple timers adjusted for lighting timing
- Removed and resealed 8" valve on slide pool circulation pump
- Diagnose issue with Dropbox account on Fitness Center computer – restore and upload all files
- Fabricated and installed custom box for VFD and electronics controls at Slide pool (previously installed below grade)
- Fabricated and installed custom box (2) for VFD and electronics controls at Slide pool (previously installed below grade)
- Spray ground painted
- Diagnose and repair ice machine at Tennis Pro Shop
- Repaired damaged panels on "water tower and bucket"
- Started, inspected, greased and ran slide motors ahead of spring break
- Dispose of multiple large electronics equipment (hazardous waste refuse)
- Coordinate repair/replacement of AC air handler in Grand Banquet room
- Walk through with Insurance company to inspect buildings and operations
- *Continual Lake Inspections – all lakes inspected monthly – reports kept on file in Ops. Manager office.*
- *Continual Park inspections and cleaning - all parks inspected twice monthly – reports kept on file.*
- *Light Inspections completed – Whitfield, Boulevard, Parkway, and Hamilton Glenn completed 2/3. Forest Brook, Creekview, Oakpoint, and Timberlake completed 2/22.*

##### **Landscaping**

- *Mulch install completed at parks*
- *Grasses trimmed for spring growth*
- *Freeze damage removed throughout landscaping*
- *Emergency repair of mainline at Amenity center*
- *Monthly property reports and irrigation inspections kept on file in Ops. Manager office.*

For questions, comments, or clarification, please contact:

- Jay Soriano, Oakleaf Operations Manager 904-342-1441

[jsoriano@gmsnf.com](mailto:jsoriano@gmsnf.com)







# Middle Village 2013 CDD

## Clay County, Florida

**THE HONORABLE ROGER A. SUGGS, CFA, AAS**  
**CLAY COUNTY PROPERTY APPRAISER**  
**State-Certified General Real Estate Appraiser**  
**RZ2771**

GENERATED BY THE GIS DEPARTMENT 05/02/2013

This graphic representation of ownership does not constitute a information available for use in the Property Appraisers Office. This office does not assume responsibility for errors or omissions.





**Jay**

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**From:** Oakleaf Tennis <tennis@oakleafresidents.com>  
**Sent:** Wednesday, March 07, 2018 11:54 AM  
**To:** Jay Soriano  
**Subject:** Tennis Guest Policy

**Flag Status:** Flagged

Guest Fee \$3.00 / day.

Guest cards of 10 can be purchased for \$30 by regular participants

Guests must be accompanied by a resident or be participating in an organized event set up by the Director of Tennis. Guest must check in at the Phase 2 fitness center

Yearly Pass Holder Card can be purchased for \$300. (Just an idea)

Pass Holders must be accompanied by a resident or be participating in an organized event set up by the Director of Tennis. Guests must check in at the fitness Center.

Team Player, any person who is currently playing on one of our teams will be provided a card that allows them access to the tennis courts for practices and matches. These players already pay a team fee that covers team fees.

As our tennis program develops, it is important to have a guest policy that enhances the program for residents. Outside players are essential for event and team development.

In the future, when we have more residents participating on teams and events. the need for outside play will change.

The tennis staff / professionals are allowed to have guests for lessons and events under the guidance of the Director of Tennis.

Let me know what you think,  
Fletch

Side Note, does 4:00 on Wednesday work for lessons for your kids? 4:00 - 4:30 and 4:30 - 5:00.

**Andy Fletcher**  
Director of Tennis  
OakLeaf Plantation  
904-333-6380  
[www.OakleafTennis.com](http://www.OakleafTennis.com)



Virus-free. [www.avg.com](http://www.avg.com)

## District Access Cards

- (#2 ) Children, under the age of 18, are not required to have their own card; provided they are accompanied by their parent or legal Guardian or they gain access via guest policy procedures.
  - While children, under the age of 18, are not required to have their own card, it is highly recommended. To utilize the facilities at ages 13 and above certain facilities will require that the children have their own cards (please see each facility's rules below) Children under the age of 13 do not need cards; provided they are accompanied by their parent or they gain access via guest policy procedures. All Children regardless of age will be expected to have their own district id cards if they are utilizing any facility without a parent present.
- (#13) One guest (pin number) will be available for each household. This "pin number" will be loaded with one complimentary pack of twelve guest passes. The complimentary passes are only good for a period of one year and will expire each December 31<sup>st</sup>, whether fully utilized or not. If all 12 guest visits are utilized before the year is complete, a separate card with additional "guest packs" may be purchased for \$60 each and will be good for an additional 12 guests. Additional "packs" purchased do not have an expiration date. . The smart card needed for the purchased guest packs will cost \$8 for the first card per household; any additional, lost, damaged, or stolen cards may be purchased / replaced at a cost of \$15.
  - One guest (pin number) will be available for each household. This "pin number" will be loaded with one complimentary pack of twelve guest passes. The complimentary passes are only good for a period of one year and will expire each December 31<sup>st</sup>, whether fully utilized or not. Residents bringing guests during a weekday will utilize one pass per each guest. Residents bringing guests during the weekend (Saturday/Sunday) or holiday will utilize two of their guest passes per each guest. If all 12 guest visits are utilized before the year is complete, a separate "guest pack" may be purchased. The packs are available in either 5 or 10 count increments. 5 count packs will cost \$20, while 10 count packs will cost \$35. All guest passes (included additional purchased packages) will expire at the end of the year (Dec 31<sup>st</sup> of purchasing year).
- No corresponding policy noted for the following:
- House Guests are not permitted to bring any additional guests

*Red wording  
recommended  
change*

### Pool and Water Park

- (#8) Children 12 years and younger must be accompanied by a District card holder at least 16 years of age at all times while using the pool facility.
  - Children 12 years and younger must be accompanied by a District card holder of least 16 years of age at all times while using the pool facility. Children 13 and older must have their own district ID card to utilize the pools on their own, with an adult district card holder other than their parents, or be checked via guest policy procedures.

### Fitness Center

- (#1) Guests including house guests are prohibited from accessing the fitness center floor during the “peak hours” of 5am until 9am, and then again from 3pm until 9 pm each day. Guests, other than house guests, must be accompanied by a District card holder.
  - ~~RV~~ Guests including house guests are prohibited from accessing the fitness center floor during the “peak hours” of 5am until 9am, and then again from 3pm until 10 pm each day. Guests, other than house guests, must be accompanied by a District card holder.
- (#3) Usage of the fitness center is restricted to District card holders and their guests 16 years of age and older. Children, 14 & 15 years of age, may use the fitness facilities when accompanied by an adult District card holder. Children under 14 are not allowed on the fitness floor.
  - Usage of the fitness center is restricted to District card holders and their children and or guests 16 years of age and older. Children, 14 & 15 years of age, may use the fitness facilities when accompanied by a resident adult (18 yrs. of age or older). Children 14 & 15 years of age utilizing the fitness facility with an adult will be required to have their own district ID card. Children under 14 are not allowed on the fitness floor.



### Cancellation fees pertaining to rentals:

- Deposit amounts will be referred to as “Booking fee and Security deposit”.
- If the renter wishes to cancel their event, the cancellation must be communicated to the Rental Coordinator no later than 61 days prior to the scheduled event to receive 100% of the deposit and 100% of the rental. If the event is cancelled within 30-60 days of the event, 100% of the deposit and 50% of the rental fee will be returned. If cancelled less than 30 days prior to the event 100% of the deposit and 0% of the rental fee will be returned.
- If the renter wishes to cancel their event, the cancellation must be communicated to the Rental Coordinator no later than 61 days prior to the scheduled event to receive 50% of the Booking fee / Deposit and 100% of the rental. If the event is cancelled within 30-60 days of the event, 50% of the Booking fee / Deposit and 50% of the rental fee will be returned. If cancelled less than 30 days prior to the event 50% of the Booking fee / Deposit and 0% of the rental fee will be returned.

### Other rates

Tennis costs:

Pro Shop Merchandise: Clothing, logo'd gear, equipment, etc... (\$1 - \$150)

~~Advertising—website, emails banners: (\$25—\$150)~~

~~Nanny Pass (single person amenity pass)—\$900~~

- ~~●—Memorial Day to Labor Day~~
- ~~●—Fall under all other rules/policies including cost to purchase smart card~~
- ~~●—Unable to bring guests~~
- ~~●—Caregiver would only be able to be present while accompanying the children~~
- ~~●—Parent's cards would be inactivated during those months~~