

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

***NOVEMBER 4, 2019***

## *AGENDA*

# Middle Village Community Development District

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

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October 28, 2019

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, November 4, 2019 at 2:00 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. Organizational Matters
  - A. Acceptance of Resignation from Jacqueline Collier
  - B. Consideration of Appointing a New Supervisor to Fill Vacancy (2022)
  - C. Oath of Office for Newly Appointed Officer
  - D. Consideration of Resolution 2020-01, Designating Officers
- IV. Approval of Consent Agenda
  - A. Approval of the Minutes of the October 9, 2019 Meeting
  - B. Financial Statements
  - C. Assessment Receipt Schedule
  - D. Check Register
- V. Consideration of Resolution 2020-02, Setting a Public Hearing for the Purpose of Adopting Amended and Restated Rules of Procedure
- VI. Staff Reports
  - A. District Counsel

B. District Engineer

C. District Manager

D. Operations Manager - Report

VII. Audience Comments / Supervisor's Requests

VIII. Next Scheduled Meeting – December 9, 2019 @ 2:00 p.m. at the Plantation Oaks Amenity Center

IX. 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

### *THIRD ORDER OF BUSINESS*

*A.*

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Jacqueline Collier <[j8938adair@gmail.com](mailto:j8938adair@gmail.com)>

**Subject: Supervisor at Oakleaf**

**Date:** October 28, 2019 at 1:22:28 PM EDT

**To:** [jperry@gmsnf.com](mailto:jperry@gmsnf.com)

Jim, first of all I would like to thank the board for allowing me to be a part of the Middle Villiage Board of Supervisors. It has been a wonderful experience for me, and I want you to know that I am grateful.

Unfortunately, I have moved to Argyle Forest so I am submitting my resignation from the team. Thank you again.

Jacqueline Collier

P. S. Maybe I can be apart of the Association in Argyle.

*D.*



**RESOLUTION 2020-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF  
MIDDLE VILLAGE COMMUNITY DEVELOPMENT  
DISTRICT DESIGNATING THE OFFICERS OF THE  
DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Middle Village Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within the City of Orange Park, Florida; and

**WHEREAS**, the Board of Supervisors of the District desires to designate the Officers of the District.

**NOW, THEREFORE**, be it resolved by the Board of Supervisors of Middle Village Community Development District:

**SECTION 1.** \_\_\_\_\_ is appointed Chairman.

**SECTION 2.** \_\_\_\_\_ is appointed Vice Chairman.

**SECTION 3.** \_\_\_\_\_ is appointed Secretary and Treasurer.

\_\_\_\_\_ is appointed Assistant Secretary.

\_\_\_\_\_ is appointed Assistant Secretary.

\_\_\_\_\_ is appointed Assistant Secretary.

\_\_\_\_\_ is appointed Assistant Treasurer.

\_\_\_\_\_ is appointed Assistant Secretary.

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

**PASSED AND ADOPTED THIS 4<sup>TH</sup> DAY OF NOVEMBER, 2019.**

**ATTEST**

**MIDDLE VILLAGE COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairman/Vice Chairman

## *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 on Monday, October 14, 2019 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	Vice Chairman
Rod Swartz	Supervisor
Mike Reynolds	Supervisor

Also present were:

Jim Perry	District Manager
Jason Walters	District Counsel
Jay Soriano	Operations Manager
Bruno Perez	VerdeGo Landscape
Chalon Suchsland	VerdeGo Landscape

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Perry called the meeting to order and called the roll.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of Consent Agenda**

- A. Approval of the Minutes of the September 9, 2019 Meeting**
- B. Financial Statements**
- C. Assessment Receipt Schedule**
- D. Check Register**

Mr. Perry stated you are a little over 100% collected on the assessment receipts schedule.

On MOTION by Mr. Morris seconded by Mr. Steiner with all in favor the consent agenda was approved.
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**FOURTH ORDER OF BUSINESS****Ratification of the Engagement Letter with  
Grau & Associates for the Fiscal Year 2019  
Audit**

Mr. Perry stated if you'll recall, Grau was the number one ranked firm when we did the rankings of the audit proposals. Their fees are consistent with their proposal for year 2019 at \$5,900 and of course they do have options for two additional years with fees that are consistent with their proposal. I've already signed this so that they can get started on preliminary field work.

On MOTION by Mr. Morris seconded by Mr. Steiner with all in favor the engagement letter with Grau & Associates was ratified.

**FIFTH ORDER OF BUSINESS****Staff Reports****A. District Counsel**

Mr. Walters stated I don't recall if I discussed the rules of procedure changes. We will circulate those prior to the next meeting. Essentially, for our longer serving board members, you will probably recall we have a pretty comprehensive rules of procedure that govern district operations; everything from meetings to procurement and the audit selection, and about every four years or so we like to update those because 85% of that is based on statute so as we go through a few sessions we get some changes and amendments to the statutes that govern our operations and we like to come in and do a comprehensive re-write so for the next meeting the purpose will just be to set the public hearing because once we amend those rules we have to do so by public hearing and we will include a memo outlining all of the changes and then a redline showing word for word the changes on each one so feel free to ask any questions if you choose. At the hearing we will finally adopt so you'll have some time to digest them.

**B. District Engineer**

There being none, the next item followed.

**C. District Manager**

Mr. Steiner stated at the last meeting we went ahead and voted for giving authorization for the Chair to approve some changes I believe you were submitting.

Mr. Perry stated those were the work authorizations.

Mr. Steiner stated yes. I assume there were no problems.

Mr. Perry stated I have them for his signature. The other board is going to be approving them today. One of the work authorizations has shared costs with your sister district so I was going to wait until today.

Mr. Steiner stated I just wanted to make sure we didn't run into any hiccups with it.

Mr. Perry stated no.

#### **D. Operations Manager – Report**

Mr. Soriano stated we've had two events since I saw you guys last. We had the Camp Out at your sister district and this past Friday we had a Movie on the Green. If you remember, last year I changed the special events to where we would have an event pretty much every month. Some months we have two or even three events, and this one was just a small event with just a movie where the families can come out and watch and there are concessions stands with food available for purchase. We had about 70 people out there. It was perfect weather, and we had the food truck event going on at the Village Greens, so a lot of people were able to go there and get their dinner and then come enjoy the movie, so everything went well. Our next event will be the Pumpkin Plunge on Saturday the 26<sup>th</sup> and that is done at your sister district. Everybody jumps in and swims around and wrestles with a floating pumpkin and they get to take their pumpkin home to decorate for Halloween. Then we have just a couple of events left for the calendar year. The Turkey Trot is in November and then Cocoa with Claus, which is in this room in December.

The pools are now closed for the season. This past weekend was the last weekend. I have gotten emails, although I get them every year at this time asking to keep them open longer. It is great weather this year compared to other years but still there's nobody here so just like every other year I wouldn't recommend changing our operational hours based on one or two people that would like to be here. Our pool in the back is still available for the adults only and that is the one in which the heater will be turning on in the next couple of weeks because that water really starts to cool down. As far as lifeguards and pool monitors for the families we are done for the season and will be back open for Spring Break.

Mr. Swartz asked what does it cost the District to keep a pool open for a day?

Mr. Soriano stated it depends on where you're talking. Here we have seven lifeguards and with the way we pay, say \$10.50 an hour, we have 10 operating hours each day so right around \$1,000 plus the fact that I have to bring in pool cleaning and chemicals to keep them at a

current level for the health department. I'd guesstimate somewhere between \$1,000 and \$1,200 a day just for that simple staffing.

Mr. Swartz stated it's good to know when they start asking to add extra days that it's not as easy as flipping a switch.

Mr. Soriano stated over the years we've actually added hours, but it may be adding it to just monitors so the slide wouldn't be available, but we could do that. In the future if we're doing well, like we have been the last couple of years, we can always add that on where we say if we have a warm winter and we just want to have weekends available we can do that. I wouldn't recommend that yet because last year was the first year we took over district staffing and this year it's going to be a lot closer because we had no rain where we shut down, so we didn't get a lot of savings. Next year if we're saving \$5,000 or \$10,000 every year and we say we want two more weekends or even a month of weekends we could, I just wouldn't recommend that yet. We've had this operational plan for 12 years now and we've always closed in October. I get the same question every year whether it's cold or it's warm and it has been unseasonably warm this year and I see that continuing. It only takes a couple days and that water cools down and people will not be in that water.

Moving on to the maintenance items, I don't really have anything open for you guys right now. We will see hopefully in the next couple of months work on our storage building in the back. I still have to work on permit approvals and a couple minor things and of course we have to cut them a check before we can get that going. I may come to you guys just for the concrete pad to make sure I have enough money for the pad. We have more than enough money for the building so we should be good there but other than that everything has been running smooth.

Mr. Reynolds asked where are we with the lights in front of the school?

Mr. Soriano stated I actually have some good news. I have measured everything out so I will be able to give you guys a good price for what it's going to cost us to spend just to pay for the lights and wiring and things like that. There's 1,320 square feet of trenching so that alone just for the labor is going to be about \$10 a foot. Once we add in all of the lights we have about a few thousand dollars' worth of supplies. The biggest thing that is going to add money is to figure out how we're putting it in. We talked about using Willowbrook's meter. I went back there to do some more investigation. I'm hoping to bring in Clay Electric and our electrician. They actually have another sign with lights on the other side so they have a conduit already

underneath there so I'd have to get permission to dig it up and our electrician can figure out if we can pull cable through their conduit. If we can do that it will save us about \$1,500 to \$2,000 because we won't have to jet underneath that road. If it's enough room that we can run our own breaker wire off too we could also put in our own meter. They've already agreed to it and I think you guys aren't too worried about running off their meter we could just save that if you want, however I still want that estimate from Clay Electric to say yes you have 46 LED lights, 1,300 feet of wiring and we know you're going to be averaging this many kilowatt hours. It should be \$40-\$50 a month so when Jason goes to do an agreement with them, we have an understanding of what we're going to pay. I don't want to get a bill where all the sudden their meter jumps up \$100 a month just for some tree lights but it does look like as long as we can use that conduit it will be a little easier to get across that road and to the trees than I had thought before.

## **SIXTH ORDER OF BUSINESS**

### **Audience    Comments    /    Supervisors' Requests**

Mr. Steiner asked in next year's budget do we have anything allocated for some major repair work to the pavilion out here at the lake? That walkway is getting to be in bad shape and I know you've been fighting the vandalism but the building itself looks rather poor as well.

Mr. Soriano stated Rod had mentioned the walkway last time. We had it as part of our regular capital, but I didn't list it out as one that I definitely want to attack next year but we have a good amount of money; it would just be if you guys want to move it around. I just told Rod before the meeting I don't know about moving that project up or doing that for the walkway. It's \$150,000 but it's ten years from now. That's kind of a full replacement and I don't know that we need to do anything like that. Right now, we're doing the boards one at a time.

Mr. Steiner stated the top railing along the side rails is all twisted out of shape. The main walkway looks okay.

Mr. Soriano stated I think the railing on each side would be what I would focus on. Not only is it where your eyes go but also for safety reasons.

Mr. Steiner stated I didn't notice too much damage with the decking but when you get into the pavilion area you can see on the columns Jay has had to do quite a bit of repair work.

Mr. Soriano stated the columns were vandalized and we did some fiberglass work. The wood deck and rails are planned for this year. The asset cost was \$10,360 and the future cost was \$12,010 so they planned on about \$12,000 worth of repair so we can look at that this year.



We paint every year. It actually has it broken down, wood deck and rails, the metal roof is not until 2035 and there's \$15,000 on that so it does add up to quite a bit. We can look at that. If we want to come back to that maybe after I get that building up and moving, we can plan for it because I prefer it to be something we work on in the winter; if possible before Spring Break because it's very hot out there.

**SEVENTH ORDER OF BUSINESS****Next Scheduled Meeting**

Mr. Perry stated our next meeting is going to be November 4<sup>th</sup> at 2:00 p.m.

**EIGHTH ORDER OF BUSINESS****Adjournment**

On MOTION by Mr. Morris seconded by Mr. Steiner with all in favor the meeting was adjourned.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman

*B.*

# Middle Village

## Community Development District

Unaudited Financial Reporting  
September 30, 2019



**Middle Village**  
**Community Development District**  
**Combined Balance Sheet**  
September 30, 2019

	<u>Governmental Fund Types</u>				<b>Totals</b>
	<u>General</u>	<u>Recreation</u>	<u>Capital Reserve</u>	<u>Debt Service</u>	<u>(Memorandum Only)</u>
<b><u>Assets:</u></b>					
Cash	\$19,474	\$128,436	\$50,503	---	\$198,413
Assessment Receivable	\$6,330	\$49,109	---	\$64,968	\$120,406
Investments:					
<b><u>Series 2018-1</u></b>					
Revenue	---	---	---	\$694,721	\$694,721
Reserve	---	---	---	\$375,930	\$375,930
Prepayment	---	---	---	\$502	\$502
Principal	---	---	---	\$65	\$65
Interest	---	---	---	\$36	\$36
<b><u>Series 2018-2</u></b>					
Reserve	---	---	---	\$125,639	\$125,639
Prepayment	---	---	---	\$1,515	\$1,515
Principal	---	---	---	\$7	\$7
Interest	---	---	---	\$6	\$6
<b><u>Operations</u></b>					
Custody Acct - Gen Fund Excess	\$42,718	---	---	---	\$42,718
Custody Acct - Rec Fund Excess	---	\$11,068	---	---	\$11,068
Custody Acct - Rec Fund Reserve	---	---	\$769,959	---	\$769,959
General Account	\$1,134,866	---	---	---	\$1,134,866
Due From Double Branch	---	\$14,658	---	---	\$14,658
Due From General Fund	---	\$947,946	---	---	\$947,946
Due From Rec Fund	\$36,597	---	\$18,828	---	\$55,425
Due From Debt Service	\$10,699	\$83,004	---	---	\$93,703
Electric Deposits	---	\$13,383	---	---	\$13,383
Prepaid Expenses	---	\$58,727	---	---	\$58,727
<b>Total Assets</b>	<b><u>\$1,250,683</u></b>	<b><u>\$1,306,331</u></b>	<b><u>\$839,290</u></b>	<b><u>\$1,263,388</u></b>	<b><u>\$4,659,692</u></b>
<b><u>Liabilities:</u></b>					
Accounts Payable	\$3,617	\$33,756	\$1,516	---	\$38,889
Accrued Expenses	---	\$1,277	---	---	\$1,277
Deferred Revenue - Rental Revenue	---	\$40,514	---	---	\$40,514
Due to Capital Reserve	---	\$18,828	---	---	\$18,828
Due to Other	---	---	---	---	\$0
Due to General Fund	---	\$36,597	---	\$10,699	\$47,296
Due to Rec Fund	\$947,946	---	---	\$83,004	\$1,030,950
<b><u>Fund Balances:</u></b>					
Unassigned	\$274,121	\$1,161,976	\$837,773	---	\$2,273,871
Nonspendable	\$25,000	\$13,383	---	---	\$38,383
Restricted for Debt Service	---	---	---	\$1,169,685	\$1,169,685
<b>Total Liabilities and Fund Equity</b>	<b><u>\$1,250,683</u></b>	<b><u>\$1,306,331</u></b>	<b><u>\$839,290</u></b>	<b><u>\$1,263,388</u></b>	<b><u>\$4,659,692</u></b>

**Middle Village**  
**Community Development District**  
**General Fund**  
Statement of Revenues & Expenditures  
For the Period ending September 30, 2019

	Adopted Budget	Prorated Budget 9/30/19	Actual 9/30/19	Variance
<b><u>Revenues:</u></b>				
Maintenance Assessments - Tax Roll	\$213,950	\$213,950	\$207,869	(\$6,080)
Maintenance Assessments - Direct	\$1,737	\$1,737	\$1,737	\$0
Interest Income	\$350	\$350	\$24,439	\$24,089
Miscellaneous Income	\$0	\$0	\$623	\$623
Interfund Transfer In	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$216,037</b>	<b>\$216,037</b>	<b>\$234,669</b>	<b>\$18,632</b>
<b><u>Expenditures:</u></b>				
<b><u>Administrative</u></b>				
Supervisors Fees	\$12,000	\$12,000	\$11,200	\$800
Travel	\$209	\$209	\$0	\$209
FICA Expense	\$918	\$918	\$857	\$61
Engineering	\$10,500	\$10,500	\$0	\$10,500
Trustee	\$15,144	\$15,144	\$15,100	\$44
Dissemination Agent	\$2,100	\$2,100	\$2,300	(\$200)
Assessment Roll	\$7,550	\$7,550	\$7,260	\$290
Attorney	\$45,000	\$45,000	\$32,807	\$12,193
Attorney-Foreclosure	\$28,000	\$28,000	\$0	\$28,000
Arbitrage	\$750	\$750	\$750	\$0
Annual Audit	\$5,900	\$5,900	\$7,700	(\$1,800)
Management Fees	\$59,963	\$59,963	\$59,963	(\$0)
Information Technology	\$2,150	\$2,150	\$2,183	(\$33)
Telephone	\$425	\$425	\$284	\$141
Postage	\$600	\$600	\$461	\$140
Printing & Binding	\$2,700	\$2,700	\$2,887	(\$187)
Records Storage	\$200	\$200	\$0	\$200
Insurance	\$10,652	\$10,652	\$9,877	\$775
Legal Advertising	\$1,500	\$1,500	\$1,655	(\$155)
Other Current Charges	\$150	\$150	\$0	\$150
Office Supplies	\$300	\$300	\$245	\$55
Website Compliance	\$0	\$0	\$2,250	(\$2,250)
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
Reserves	\$9,151	\$9,151	\$9,151	\$0
<b>Total Administrative</b>	<b>\$216,037</b>	<b>\$216,037</b>	<b>\$167,105</b>	<b>\$48,932</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$0</b>		<b>\$67,564</b>	
<b>Fund Balance - Beginning</b>	<b>\$0</b>		<b>\$206,557</b>	
<b>Fund Balance - Ending</b>	<b>\$0</b>		<b>\$274,121</b>	

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

	October	November	December	January	February	March	April	May	June	July	August	September	Total
<b>Revenues:</b>													
Maintenance Assessments - Tax Roll	\$0	\$54,665	\$127,483	\$1,624	\$7,350	\$3,542	\$3,561	\$771	\$2,544	\$0	\$0	\$6,330	\$207,869
Maintenance Assessments - Direct	\$0	\$1,737	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,737
Interest Income	\$23	\$24	\$23	\$24	\$24	\$6,597	\$3,198	\$3,186	\$3,274	\$2,930	\$2,851	\$2,288	\$24,439
Miscellaneous Income	\$0	\$0	\$0	\$0	\$0	\$623	\$0	\$0	\$0	\$0	\$0	\$0	\$623
Interfund Transfer In	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$23</b>	<b>\$56,426</b>	<b>\$127,506</b>	<b>\$1,647</b>	<b>\$7,374</b>	<b>\$10,761</b>	<b>\$6,759</b>	<b>\$3,957</b>	<b>\$5,818</b>	<b>\$2,930</b>	<b>\$2,851</b>	<b>\$8,617</b>	<b>\$234,669</b>
<b>Expenditures:</b>													
<b><i>Administrative</i></b>													
Supervisors Fees	\$1,000	\$800	\$800	\$1,000	\$1,000	\$800	\$1,000	\$1,000	\$1,000	\$1,000	\$800	\$1,000	\$11,200
Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FICA Expense	\$77	\$61	\$61	\$77	\$77	\$61	\$77	\$77	\$77	\$77	\$61	\$77	\$857
Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Trustee	\$0	\$0	\$0	\$0	\$0	\$0	\$15,100	\$0	\$0	\$0	\$0	\$0	\$15,100
Dissemination Agent	\$175	\$175	\$175	\$175	\$175	\$175	\$375	\$175	\$175	\$175	\$175	\$175	\$2,300
Assessment Roll	\$7,260	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,260
Attorney	\$2,410	\$3,252	\$2,664	\$2,565	\$3,669	\$3,970	\$3,793	\$2,707	\$2,311	\$2,576	\$2,892	\$0	\$32,807
Attorney-Foreclosure	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Arbitrage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$750	\$0	\$750
Annual Audit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,700	\$0	\$0	\$3,000	\$7,700
Management Fees	\$4,997	\$4,997	\$4,997	\$4,997	\$4,997	\$4,997	\$4,997	\$4,997	\$4,997	\$4,997	\$4,997	\$4,997	\$59,963
Information Technology	\$179	\$179	\$179	\$179	\$179	\$179	\$196	\$179	\$179	\$196	\$179	\$179	\$2,183
Telephone	\$35	\$11	\$33	\$6	\$25	\$34	\$44	\$6	\$12	\$31	\$7	\$40	\$284
Postage	\$40	\$21	\$36	\$32	\$69	\$31	\$17	\$36	\$28	\$44	\$50	\$57	\$461
Printing & Binding	\$611	\$372	\$19	\$128	\$371	\$170	\$56	\$124	\$182	\$269	\$294	\$292	\$2,887
Records Storage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Insurance	\$9,877	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,877
Legal Advertising	\$125	\$0	\$130	\$63	\$72	\$72	\$70	\$72	\$72	\$185	\$72	\$725	\$1,655
Other Current Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$1	\$47	\$1	\$21	\$41	\$21	\$1	\$27	\$21	\$21	\$1	\$41	\$245
Website Compliance	\$0	\$0	\$0	\$0	\$2,250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,250
Dues, Licenses & Subscriptions	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
Reserves	\$0	\$0	\$0	\$0	\$0	\$9,151	\$0	\$0	\$0	\$0	\$0	\$0	\$9,151
<b>Total Expenditures</b>	<b>\$26,962</b>	<b>\$9,916</b>	<b>\$9,094</b>	<b>\$9,243</b>	<b>\$12,923</b>	<b>\$19,659</b>	<b>\$25,725</b>	<b>\$9,399</b>	<b>\$13,753</b>	<b>\$9,570</b>	<b>\$10,278</b>	<b>\$10,583</b>	<b>\$167,105</b>
<b>Excess Revenues (Expenditures)</b>	<b>(\$26,939)</b>	<b>\$46,510</b>	<b>\$118,412</b>	<b>(\$7,595)</b>	<b>(\$5,549)</b>	<b>(\$8,898)</b>	<b>(\$18,966)</b>	<b>(\$5,443)</b>	<b>(\$7,935)</b>	<b>(\$6,640)</b>	<b>(\$7,427)</b>	<b>(\$1,966)</b>	<b>\$67,564</b>

**Middle Village**  
**Community Development District**  
**Recreation Fund**

Statement of Revenues & Expenditures  
For the Period ending September 30, 2019

**Revenues:**

	Adopted Budget	Prorated Budget 9/30/19	Actual 9/30/19	Variance
Maintenance Assessment - Tax Roll	\$1,555,453	\$1,555,453	\$1,612,751	\$57,298
Maintenance Assessment - Direct	\$13,479	\$13,479	\$13,479	\$0
Interest	\$2,400	\$2,400	\$6,449	\$4,049
Miscellaneous Income	\$0	\$0	\$39,173	\$39,173
Amenities Revenue	\$55,000	\$55,000	\$86,747	\$31,747
Cost Share Revenue - South Village/Lighting	\$36,662	\$36,662	\$35,754	(\$908)

<b>Total Revenues</b>	<b>\$1,662,994</b>	<b>\$1,662,994</b>	<b>\$1,794,353</b>	<b>\$131,358</b>
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**Expenditures:**

**Administrative**

Management Fees - On Site	\$139,790	\$139,790	\$139,790	(\$0)
Insurance	\$45,879	\$45,879	\$45,317	\$562
Other Current Charges	\$5,868	\$5,868	\$4,916	\$952
Permit Fees	\$1,500	\$1,500	\$1,426	\$74
Office Supplies	\$500	\$500	\$0	\$500
Capital Reserve	\$33,625	\$33,625	\$43,625	(\$10,000)

<b>Total Administrative</b>	<b>\$227,162</b>	<b>\$227,162</b>	<b>\$235,074</b>	<b>(\$7,912)</b>
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**Common Area**

Security	\$92,047	\$92,047	\$50,829	\$41,218
Security - Clay County Off Duty Sheriff	\$43,609	\$43,609	\$41,357	\$2,252
Electric	\$22,000	\$22,000	\$17,187	\$4,813
Streetlighting	\$32,000	\$32,000	\$29,799	\$2,201
Irrigation Maintenance	\$4,000	\$4,000	\$15,373	(\$11,373)
Landscape Maintenance	\$413,172	\$413,172	\$408,153	\$5,019
Common Area Maintenance	\$54,847	\$54,847	\$46,585	\$8,262
Lake Maintenance	\$23,668	\$23,668	\$20,330	\$3,338
Misc. Maintenance	\$5,000	\$5,000	\$2,250	\$2,750

<b>Total Common Area</b>	<b>\$690,343</b>	<b>\$690,343</b>	<b>\$631,864</b>	<b>\$58,479</b>
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**Middle Village**  
**Community Development District**  
**Recreation Fund**

Statement of Revenues & Expenditures  
For the Period ending September 30, 2019

	Adopted Budget	Prorated Budget 9/30/19	Actual 9/30/19	Variance
<b><u>Recreation Facility</u></b>				
Aquatic & Athletic Manager/Staff	\$159,949	\$159,949	\$162,674	(\$2,725)
Pool Attendants	\$122,750	\$122,750	\$193,585	(\$70,835)
Janitorial	\$42,418	\$42,418	\$42,246	\$172
Telephone	\$5,364	\$5,364	\$4,867	\$497
Electric	\$62,000	\$62,000	\$48,537	\$13,463
Water/Sewer	\$35,300	\$35,300	\$38,584	(\$3,284)
Refuse Services	\$14,200	\$14,200	\$19,788	(\$5,588)
Pool Maintenance & Chemicals	\$52,318	\$52,318	\$46,456	\$5,862
Cable	\$5,102	\$5,102	\$4,705	\$397
Special Events	\$5,000	\$5,000	\$5,185	(\$185)
Office Supplies & Equipment	\$3,000	\$3,000	\$1,693	\$1,307
General Facility Maintenance	\$37,707	\$37,707	\$34,530	\$3,177
General Facility Maintenance - Preventative	\$15,350	\$15,350	\$6,208	\$9,142
General Facility Maintenance - Contingency	\$27,600	\$27,600	\$25,288	\$2,312
Elevator Maintenance	\$2,576	\$2,576	\$1,688	\$888
Recreation Passes	\$7,125	\$7,125	\$6,016	\$1,109
Lighting Repairs	\$10,000	\$10,000	\$9,144	\$856
Tennis Court Maintenance	\$35,680	\$35,680	\$32,254	\$3,426
Staff- Exercise Room	\$30,000	\$30,000	\$0	\$30,000
<b>Total Recreation</b>	<b>\$673,439</b>	<b>\$673,439</b>	<b>\$683,448</b>	<b>(\$10,009)</b>
<b><u>Aquatics Pool</u></b>				
Pool Maintenance	\$22,160	\$22,160	\$4,780	\$17,380
Pool Chemicals	\$7,840	\$7,840	\$0	\$7,840
Electric	\$16,000	\$16,000	\$19,722	(\$3,722)
Water/Sewer	\$6,800	\$6,800	\$2,828	\$3,973
Gas Heat	\$3,950	\$3,950	\$27,784	(\$23,834)
Supervisors	\$10,300	\$10,300	\$0	\$10,300
Unscheduled Pool Maintenance	\$5,000	\$5,000	\$0	\$5,000
<b>Total Aquatics Pool</b>	<b>\$72,050</b>	<b>\$72,050</b>	<b>\$55,113</b>	<b>\$16,937</b>
<b>Total Expenses</b>	<b>\$1,662,994</b>	<b>\$1,662,994</b>	<b>\$1,605,499</b>	<b>\$57,495</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$0</b>		<b>\$188,853</b>	
<b>Fund Balance - Beginning</b>	<b>\$0</b>		<b>\$986,506</b>	
<b>Fund Balance - Ending</b>	<b>\$0</b>		<b>\$1,175,359</b>	



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

	October	November	December	January	February	March	April	May	June	July	August	September	Total
<b>Revenues:</b>													
Maintenance Assessment - Tax Roll	\$0	\$424,117	\$989,074	\$12,599	\$57,026	\$27,482	\$27,628	\$5,980	\$19,737	\$0	\$0	\$49,109	\$1,612,751
Maintenance Assessment - Direct	\$0	\$13,479	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13,479
Interest	\$1,390	\$1,313	\$944	\$947	\$786	\$627	\$312	\$49	\$21	\$20	\$21	\$19	\$6,449
Miscellaneous Income	\$0	\$0	\$373	\$418	\$0	\$29,789	\$4,035	\$2,927	\$918	\$0	\$113	\$601	\$39,173
Amenities Revenue	\$294	\$4,799	(\$1,275)	\$7,936	\$10,819	\$8,543	\$12,957	\$13,078	\$26,247	\$1,854	\$1,869	(\$374)	\$86,747
Cost Sharing Revenue	\$0	\$0	\$0	\$35,754	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$35,754
<b>Total Revenues</b>	<b>\$1,684</b>	<b>\$443,708</b>	<b>\$989,117</b>	<b>\$57,654</b>	<b>\$68,631</b>	<b>\$66,442</b>	<b>\$44,931</b>	<b>\$22,033</b>	<b>\$46,923</b>	<b>\$1,874</b>	<b>\$2,002</b>	<b>\$49,354</b>	<b>\$1,794,353</b>

**Expenditures:**

**Administrative**

Management Fees - On Site	\$11,649	\$11,649	\$11,649	\$11,649	\$11,649	\$11,649	\$11,649	\$11,649	\$11,649	\$11,649	\$11,649	\$11,649	\$139,790
Insurance	\$44,451	\$0	\$110	\$0	\$1,274	\$444	\$0	(\$386)	\$0	\$0	(\$576)	\$0	\$45,317
Other Current Charges	\$400	\$215	\$342	\$115	\$353	\$395	\$407	\$816	\$605	\$442	\$531	\$296	\$4,916
Permit Fees	\$0	\$27	\$27	\$0	\$558	\$0	\$27	\$27	\$679	\$27	\$27	\$27	\$1,426
Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Reserve	\$0	\$0	\$0	\$0	\$0	\$43,625	\$0	\$0	\$0	\$0	\$0	\$0	\$43,625
<b>Total Administrative</b>	<b>\$56,500</b>	<b>\$11,891</b>	<b>\$12,128</b>	<b>\$11,765</b>	<b>\$13,834</b>	<b>\$56,113</b>	<b>\$12,083</b>	<b>\$12,106</b>	<b>\$12,933</b>	<b>\$12,118</b>	<b>\$11,631</b>	<b>\$11,972</b>	<b>\$235,074</b>

**Common Area**

Security	\$4,236	\$4,236	\$4,236	\$4,236	\$4,146	\$4,326	\$4,236	\$4,236	\$4,236	\$4,236	\$4,236	\$4,236	\$50,829
Security - Clay County Off Duty Sheriff	\$3,866	\$4,895	\$2,627	\$3,858	\$4,429	(\$218)	\$1,663	\$5,264	\$4,685	\$2,774	\$3,215	\$4,301	\$41,357
Electric	\$1,423	\$1,391	\$1,637	\$1,421	\$1,250	\$1,128	\$1,459	\$1,261	\$1,554	\$1,682	\$1,643	\$1,338	\$17,187
Streetlighting	\$2,349	\$2,349	\$2,349	\$2,528	\$2,528	\$2,528	\$2,528	\$2,528	\$2,528	\$2,528	\$2,528	\$2,528	\$29,799
Irrigation Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$9,500	\$0	\$2,201	\$414	\$0	\$3,258	\$15,373
Landscape Maintenance	\$34,264	\$34,264	\$35,014	\$35,014	\$44,214	\$15,299	\$35,014	\$35,014	\$35,014	\$35,014	\$35,014	\$35,014	\$408,153
Common Area Maintenance	\$4,570	\$3,000	\$996	\$2,520	\$2,196	\$3,562	\$5,817	\$4,158	\$4,095	\$5,378	\$7,304	\$2,990	\$46,585
Lake Maintenance	\$1,489	\$1,489	\$1,489	\$1,489	\$1,489	\$1,489	\$3,219	\$2,027	\$2,098	\$2,024	\$2,028	\$0	\$20,330
Misc. Maintenance	\$420	\$270	\$0	\$777	\$518	\$266	\$0	\$0	\$0	\$0	\$0	\$0	\$2,250
<b>Total Administrative</b>	<b>\$52,616</b>	<b>\$51,893</b>	<b>\$48,347</b>	<b>\$51,843</b>	<b>\$60,770</b>	<b>\$28,380</b>	<b>\$63,436</b>	<b>\$54,488</b>	<b>\$56,411</b>	<b>\$54,049</b>	<b>\$55,968</b>	<b>\$53,665</b>	<b>\$631,864</b>

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

	October	November	December	January	February	March	April	May	June	July	August	September	Total
<b><u>Recreation Facility</u></b>													
Aquatic & Athletic Manager/Staff	\$13,329	\$14,207	\$13,631	\$13,329	\$13,329	\$13,595	\$13,329	\$14,442	\$13,329	\$13,496	\$13,329	\$13,329	\$162,674
Pool Attendants	\$9,770	\$5,664	\$4,361	\$14,750	\$4,900	\$12,616	\$11,001	\$14,808	\$29,764	\$28,048	\$43,112	\$14,791	\$193,585
Janitorial	\$3,720	\$3,500	\$2,905	\$3,590	\$3,942	\$3,546	\$2,905	\$4,199	\$3,836	\$2,905	\$4,292	\$2,905	\$42,246
Telephone	\$260	\$362	\$361	\$262	\$377	\$270	\$270	\$369	\$568	\$372	\$652	\$745	\$4,867
Electric	\$4,112	\$3,774	\$3,690	\$4,101	\$3,255	\$3,255	\$2,926	\$3,463	\$5,818	\$3,900	\$5,090	\$5,153	\$48,537
Water/Sewer	\$1,180	\$4,542	\$2,852	\$2,860	\$2,933	\$1,114	\$3,508	\$2,689	\$3,132	\$4,382	\$3,755	\$5,637	\$38,584
Refuse Services	\$1,378	\$1,389	\$1,388	\$1,380	\$1,367	\$1,356	\$1,431	\$1,434	\$1,439	\$1,439	\$1,430	\$4,357	\$19,788
Pool Maintenance	\$4,427	\$4,665	\$4,256	\$1,814	\$5,935	\$3,781	\$3,796	\$3,741	\$4,626	\$4,391	\$2,514	\$2,514	\$46,456
Cable	\$378	\$385	\$385	\$395	\$395	\$395	\$395	\$395	\$395	\$396	\$396	\$396	\$4,705
Special Events	\$0	\$1,034	\$1,546	\$0	\$205	\$119	\$157	\$0	\$285	\$199	\$1,339	\$301	\$5,185
Office Supplies & Equipment	\$0	\$98	\$99	\$0	\$0	\$27	\$1	\$50	\$407	\$176	\$645	\$190	\$1,693
General Facility Maintenance	\$3,142	\$3,095	\$3,142	\$3,130	\$3,190	\$3,129	\$3,100	\$3,151	\$3,158	\$3,142	\$3,151	\$0	\$34,530
General Facility Maintenance - Preventative	\$1,569	\$0	\$0	\$245	\$0	\$624	\$0	\$274	\$0	\$469	\$1,040	\$1,989	\$6,208
General Facility Maintenance - Contingency	\$2,300	\$2,276	\$2,300	\$2,309	\$2,311	\$2,297	\$2,200	\$2,828	\$2,079	\$2,109	\$2,279	\$0	\$25,288
Elevator Maintenance	\$0	\$0	\$0	\$729	\$0	\$479	\$0	\$0	\$479	\$0	\$0	\$0	\$1,688
Recreation Passes	\$0	\$681	\$232	\$0	\$0	\$913	\$257	\$0	\$1,990	\$139	\$328	\$1,476	\$6,016
Lighting Repairs	\$833	\$827	\$385	\$876	\$1,140	\$819	\$833	\$796	\$858	\$847	\$930	\$0	\$9,144
Tennis Court Maintenance	\$2,438	\$2,506	\$1,823	\$3,117	\$3,957	\$2,768	\$3,845	\$2,809	\$2,726	\$2,498	\$1,928	\$1,840	\$32,254
Staff- Exercise Room	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Recreation</b>	<b>\$48,836</b>	<b>\$49,004</b>	<b>\$43,356</b>	<b>\$52,887</b>	<b>\$47,237</b>	<b>\$51,101</b>	<b>\$49,954</b>	<b>\$55,448</b>	<b>\$74,889</b>	<b>\$68,906</b>	<b>\$86,209</b>	<b>\$55,622</b>	<b>\$683,448</b>
<b><u>Aquatics Pool</u></b>													
Pool Maintenance	\$1,195	\$1,195	\$1,195	\$0	\$1,195	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,780
Pool Chemicals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Electric	\$1,431	\$1,404	\$2,464	\$1,474	\$1,319	\$1,319	\$1,482	\$1,404	\$2,351	\$1,398	\$1,884	\$1,792	\$19,722
Water/Sewer	\$528	\$498	\$227	\$134	\$231	\$214	\$318	\$511	\$41	\$63	\$32	\$32	\$2,828
Gas Heat	\$3,524	\$3,052	\$6,621	\$2,677	\$6,886	\$5,023	\$0	\$0	\$0	\$0	\$0	\$0	\$27,784
Supervisors	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Unscheduled Pool Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Aquatics Pool</b>	<b>\$6,679</b>	<b>\$6,150</b>	<b>\$10,507</b>	<b>\$4,285</b>	<b>\$9,630</b>	<b>\$6,555</b>	<b>\$1,800</b>	<b>\$1,915</b>	<b>\$2,392</b>	<b>\$1,461</b>	<b>\$1,916</b>	<b>\$1,824</b>	<b>\$55,113</b>
<b>Total Expenditures</b>	<b>\$164,631</b>	<b>\$118,937</b>	<b>\$114,339</b>	<b>\$120,779</b>	<b>\$131,471</b>	<b>\$142,150</b>	<b>\$127,272</b>	<b>\$123,956</b>	<b>\$146,624</b>	<b>\$136,535</b>	<b>\$155,723</b>	<b>\$123,082</b>	<b>\$1,605,499</b>
<b>Excess Revenues (Expenditures)</b>	<b>(\$162,947)</b>	<b>\$324,771</b>	<b>\$874,778</b>	<b>(\$63,126)</b>	<b>(\$62,839)</b>	<b>(\$75,709)</b>	<b>(\$82,341)</b>	<b>(\$101,923)</b>	<b>(\$99,702)</b>	<b>(\$134,661)</b>	<b>(\$153,720)</b>	<b>(\$73,727)</b>	<b>\$188,853</b>

**Middle Village**  
**Community Development District**  
**Middle Village SPE**  
Statement of Revenues & Expenditures  
For the Period ending September 30, 2019

	Adopted Budget	Prorated Budget 9/30/19	Actual 9/30/19	Variance
<b><u>REVENUES:</u></b>				
Bondholders Contributions	\$14,270	\$14,270	\$0	(\$14,270)
Miscellaneous Revenues	\$0	\$0	\$0	\$0
<b>TOTAL REVENUES</b>	<b>\$14,270</b>	<b>\$14,270</b>	<b>\$0</b>	<b>(\$14,270)</b>
<b><u>EXPENDITURES:</u></b>				
Annual Corporate Fees	\$150	\$150	\$0	\$150
Bank Charges/Other Current	\$120	\$120	\$12	\$108
Contingency/Miscellaneous	\$2,500	\$2,500	\$0	\$2,500
Insurance - Liability	\$1,500	\$1,500	\$0	\$1,500
Engineering	\$1,000	\$1,000	\$0	\$1,000
Management Fees	\$6,000	\$6,000	\$0	\$6,000
Legal Fees	\$3,000	\$3,000	\$0	\$3,000
Property Taxes	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$14,270</b>	<b>\$14,270</b>	<b>\$12</b>	<b>\$14,258</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$0</b>		<b>(\$12)</b>	
<b><u>Other Sources (Uses):</u></b>				
Interfund Transfer In (Out)	\$0	\$0	(\$379)	(\$379)
<b>Total Other Sources (Uses)</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$379)</b>	<b>(\$379)</b>
<b>Net Change in Fund Balance</b>	<b>\$0</b>		<b>(\$391)</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$0</b>		<b>\$391</b>	
<b>FUND BALANCE - Ending</b>	<b>\$0</b>		<b>\$0</b>	

**Middle Village**  
**Community Development District**  
**Capital Reserve Fund**

Statement of Revenues & Expenditures  
For the Period ending September 30, 2019

	Adopted Budget	Prorated Budget 9/30/19	Actual 9/30/19	Variance
<b><u>REVENUES:</u></b>				
Interest Income	\$500	\$500	\$19,222	\$18,722
Capital Reserve - Transfer In	\$43,625	\$43,625	\$43,625	\$0
General Reserve - Transfer In	\$9,151	\$9,151	\$9,151	\$0
<b>TOTAL REVENUES</b>	<b>\$53,276</b>	<b>\$53,276</b>	<b>\$71,998</b>	<b>\$18,722</b>
<b><u>EXPENDITURES:</u></b>				
Repair And Replacements	\$104,471	\$104,471	\$110,224	(\$5,753)
Capital Projects	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$104,471</b>	<b>\$104,471</b>	<b>\$110,224</b>	<b>(\$5,753)</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$51,195)</b>		<b>(\$38,225)</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$881,790</b>		<b>\$875,999</b>	
<b>FUND BALANCE - Ending</b>	<b>\$830,595</b>		<b>\$837,773</b>	

**Middle Village**  
**Community Development District**  
**Debt Service Fund - 2018-1 and 2018-2**  
Statement of Revenues & Expenditures  
For the Period ending September 30, 2019

Adopted Budget	Prorated Budget 9/30/19	Actual 9/30/19	Variance
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**Revenues:**

Interest Income	\$3,000	\$3,000	\$37,246	\$34,246
Special Assessments - Direct	\$28,633	\$28,633	\$28,633	\$0
Special Assessments - Tax Roll	\$2,070,682	\$2,070,682	\$2,133,552	\$62,870

**Total Revenues**

\$2,102,315	\$2,102,315	\$2,199,431	\$97,116
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**Expenditures:**

**Series 2018-1**

Interest Expense - 11/1	\$454,130	\$454,130	\$454,130	\$0
Special Call 5/1	\$0	\$0	\$4,000	(\$4,000)
Interest Expense - 5/1	\$439,481	\$439,481	\$439,481	\$0
Principal Expense - 5/1	\$985,000	\$985,000	\$985,000	\$0

**Series 2018-2**

Interest Expense - 11/1	\$71,042	\$71,042	\$71,042	(\$0)
Special Call 11/1	\$0	\$0	\$0	\$0
Interest Expense - 5/1	\$68,750	\$68,750	\$68,750	\$0
Principal Expense - 5/1	\$110,000	\$110,000	\$110,000	\$0

**Total Expenditures**

\$2,128,402	\$2,128,402	\$2,132,402	(\$4,000)
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**Excess Revenues (Expenditures)**

(\$26,087)	\$67,029
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**Other Sources (Uses):**

Interfund Transfer In (Out)	\$0	\$0	\$8,476	\$8,476
Other Debt Service Costs	\$0	\$0	\$0	\$0

**Total Other Sources (Uses)**

\$0	\$0	\$8,476	\$8,476
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**Net Change in Fund Balance**

(\$26,087)	\$75,505
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**Fund Balance - Beginning**

\$525,172	\$1,094,181
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**Fund Balance - Ending**

\$499,085	\$1,169,685
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**Middle Village**  
**Community Development District**  
**Capital Projects Fund**  
Statement of Revenues & Expenditures  
For the Period ending September 30, 2019

Series 2018-1/2018-2
-------------------------

**Revenues:**

Interest Income	\$23
Bond Proceeds	\$0

<b>Total Revenues</b>	<b>\$23</b>
-----------------------	-------------

**Expenditures:**

Capital Outlay	\$0
Trustee Fees	\$0
Cost of Issuance	\$0

<b>Total Expenditures</b>	<b>\$0</b>
---------------------------	------------

<b>Excess Revenues (Expenditures)</b>	<b>\$23</b>
---------------------------------------	-------------

**Other Sources(Uses):**

Interfund Transfer In (Out)	(\$8,476)
Transfer Out- Escrow Agent	\$0

<b>Total Other</b>	<b>(\$8,476)</b>
--------------------	------------------

<b>Net Change in Fund Balance</b>	<b>(\$8,453)</b>
-----------------------------------	------------------

<b>Fund Balance - Beginning</b>	<b>\$8,453</b>
---------------------------------	----------------

<b>Fund Balance - Ending</b>	<b>\$0</b>
------------------------------	------------

# Middle Village

## Community Development District

### Long Term Debt Report

#### **Series 2018-1 Special Assessment Refunding Bonds**

Interest Rate:	2.85% - 4.37%
Maturity Date:	5/1/2035
Reserve Fund Definition:	20% Max Annual Debt
Reserve Fund Requirement:	\$370,092
Reserve Fund Balance:	\$375,930
Bonds outstanding -9/30/2018	\$22,660,000
Less: May 1, 2019 (Mandatory)	(\$985,000)
Less: May 1, 2019 (Optional)	(\$4,000)
Current Bonds Outstanding	\$21,671,000

#### **Series 2018-2 Special Assessment Refunding Bonds**

Interest Rate:	4.5% -5%
Maturity Date:	5/1/2035
Reserve Fund Definition:	50% Max Annual Debt
Reserve Fund Requirement:	\$123,688
Reserve Fund Balance:	\$125,639
Bonds outstanding -9/30/2018	\$2,810,000
Less: May 1, 2019 (Mandatory)	(\$110,000)
Current Bonds Outstanding	\$2,700,000

*C.*



**MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT**  
**FY2019 Assessments Receipts Summary**

ASSESSED	# UNITS ASSESSED	SERIES 2018A1-2 DEBT SERVICE ASSESSED	GENERAL FUND O&M ASSESSED	RECREATION FUND O&M ASSESSED	RESERVE FUND ASSESSED	TOTAL ASSESSED
ODP, LLC (1)	31,789	28,633.03	1,737.37	12,637.83	841.52	43,849.75
<b>TOTAL DIRECT BILLS NET</b>	<b>31,789</b>	<b>28,633.03</b>	<b>1,737.37</b>	<b>12,637.83</b>	<b>841.52</b>	<b>43,849.75</b>
NET TAX ROLL ASSESSED NET	301,208	2,117,376.47	206,293.44	1,500,602.15	99,921.10	3,924,193.16
<b>TOTAL ASSESSED</b>	<b>332,997</b>	<b>2,146,009.50</b>	<b>208,030.81</b>	<b>1,513,239.98</b>	<b>100,762.62</b>	<b>3,968,042.90</b>

DUE / RECEIVED	BALANCE DUE (DISCOUNT NOT TAKEN)	TOTAL DEBT SERVICE RECEIVED	GENERAL FUND O&M PAID	RECREATION FUND O&M PAID	RESERVE FUND PAID	TOTAL PAID
ODP, LLC (1)	-	28,633.03	1,737.37	12,637.83	841.52	43,849.75
<b>DIRECT BILLS DUE / RECEIVED</b>	<b>-</b>	<b>28,633.03</b>	<b>1,737.37</b>	<b>12,637.83</b>	<b>841.52</b>	<b>43,849.75</b>
TAX ROLL DUE / RECEIVED	(29,979.01)	2,133,552.24	207,869.43	1,512,066.06	100,684.44	3,954,172.17
<b>TOTAL DUE / RECEIVED</b>	<b>(29,979.01)</b>	<b>2,162,185.27</b>	<b>209,606.80</b>	<b>1,524,703.89</b>	<b>101,525.96</b>	<b>3,998,021.92</b>

(1) Direct bill is assessed with a 4% discount if paid by 11/30/18. Full balance due by 3/31/19.

SUMMARY OF TAX ROLL RECEIPTS						
CLAY COUNTY DISTRIBUTION	DATE RECEIVED	TOTAL RECEIVED	TOTAL DEBT SERVICE RECEIPTS	GENERAL FUND O&M RECEIPTS	RECREATION FUND O&M RECEIPTS	RESERVE FUND O&M RECEIPTS
1	11/14/18	203,511.50	109,808.68	10,698.53	77,822.31	5,181.98
2	11/30/18	836,345.75	451,266.98	43,966.40	319,816.63	21,295.74
3	12/10/18	2,058,209.85	1,110,548.06	108,199.36	787,054.56	52,407.87
4	12/18/18	366,820.59	197,925.35	19,283.63	140,271.32	9,340.29
5	01/17/19	30,890.12	16,667.38	1,623.88	11,812.31	786.55
6	02/20/19	139,816.49	75,440.77	7,350.10	53,465.49	3,560.12
7	03/21/19	67,381.08	36,356.80	3,542.20	25,766.37	1,715.71
8	04/12/19	67,738.33	36,549.56	3,560.98	25,902.98	1,724.81
9	05/13/19	14,661.48	7,910.89	770.75	5,606.52	373.32
10	06/11/19	12,166.27	6,564.55	639.58	4,652.35	309.79
TAX CERTIFICATES	06/26/19	36,224.58	19,545.69	1,904.31	13,852.19	922.38
JENNINGS POINT	10/01/19	120,406.15	64,967.53	6,329.71	46,043.03	3,065.88
<b>TOTAL TAX ROLL RECEIPTS</b>		<b>3,954,172.19</b>	<b>2,133,552.24</b>	<b>207,869.43</b>	<b>1,512,066.06</b>	<b>100,684.44</b>

PERCENT COLLECTED	DEBT	O&M
% COLLECTED DIRECT BILL	100.00%	100.00%
% COLLECTED TAX ROLL	100.76%	100.76%
<b>TOTAL PERCENT COLLECTED</b>	<b>100.75%</b>	<b>100.76%</b>

*D.*

# Middle Village

## Community Development District

### Check Run Summary

October 25, 2019

Fund	Date	Check No.	Amount
<b>General Fund</b>			
Payroll	10/21/19	50774-50777	\$ 738.80
		Sub-Total	\$ 738.80
Accounts Payable	10/4/19	1457-1461	\$ 16,326.65
	10/10/19	1462-1463	\$ 854.81
	10/17/19	1464	\$ 70.20
		Sub-Total	\$ 17,251.66
<b>Recreation Fund</b>			
AP- Wells Fargo	10/10/19	7747-7760	\$ 33,690.43
	10/17/19	7761-7773	\$ 9,469.94
		Sub-Total	\$ 43,160.37
AP- Hancock Whitney	10/4/19	25-44	\$ 58,241.71
		Sub-Total	\$ 58,241.71
<b>Capital Reserve Fund</b>			
Accounts Payable	10/4/19	275-276	\$ 485.00
	10/10/19	277-278	\$ 2,510.03
	10/17/19	279-283	\$ 27,768.32
		Sub-Total	\$ 30,763.35
<b>Total</b>			<b>\$ 150,155.89</b>

## Attendance Sheet

District Name: Middle Village, CDD

Board Meeting Date: October 14, 2019 Meeting

	Name	In Attendance	Fee
1	Rocky Morris <i>Chairman</i>		YES - \$200
2	Michael Steiner <i>Vice Chairman</i>		YES - \$200
3	Mike Reynolds <i>Assistant Secretary</i>		YES - \$200
4	Jacqueline Collier <i>Assistant Secretary</i>		YES - \$200
5	Rod Swartz <i>Assistant Secretary</i>		YES - \$200

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

Approved for Payment:

  
\_\_\_\_\_  
District Manager/Signature

10/14/19  
\_\_\_\_\_  
Date

PLEASE RETURN COMPLETED FORM TO HANNAH SMITH

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
10/04/19	00026	9/15/19 1597	201910 310-51300-31400		*	7,550.00	
			FY20 ASSESSM ROLL CERTIF				
				GOVERNMENTAL MANAGEMENT SERVICES			7,550.00 001457
10/04/19	00026	10/01/19 1604	201910 310-51300-34000		*	4,996.92	
			OCT MANAGEMENT FEES				
		10/01/19 1604	201910 310-51300-52000		*	187.50	
			OCT WEBSITE ADMIN				
		10/01/19 1604	201910 310-51300-35100		*	179.17	
			OCT INFORM TECHNOLOGY				
		10/01/19 1604	201910 310-51300-31300		*	175.00	
			OCT DISSEMINATION SERVICE				
		10/01/19 1604	201910 310-51300-51000		*	20.90	
			OFFICE SUPPLIES				
		10/01/19 1604	201910 310-51300-42000		*	15.00	
			POSTAGE				
		10/01/19 1604	201910 310-51300-42500		*	286.95	
			COPIES				
		10/01/19 1604	201910 310-51300-41000		*	6.74	
			TELEPHONE				
		10/01/19 1604	201910 310-51300-35100		*	16.65	
			IQNECT				
				GOVERNMENTAL MANAGEMENT SERVICES			5,884.83 001458
10/04/19	00014	9/30/19 110273	201908 310-51300-31500		*	642.35	
			AUG GENERAL COUNSEL				
				HOPPING GREEN & SAMS			642.35 001459
10/04/19	00014	9/30/19 110274	201908 310-51300-31500		*	1,849.47	
			AUG MONTHLY MEETING				
				HOPPING GREEN & SAMS			1,849.47 001460
10/04/19	00014	9/30/19 110275	201908 310-51300-31500		*	400.00	
			AUG QUIET TITLE ACTION				
				HOPPING GREEN & SAMS			400.00 001461
10/10/19	00113	10/02/19 4	201910 310-51300-31300		*	100.00	
			2018A-1 11/1/19 PREPAY				
		10/02/19 4	201910 310-51300-31300		*	100.00	
			2018A-2 11/1/19 PREPAY				
				DISCLOSURE SERVICES LLC			200.00 001462
10/10/19	00002	9/18/19 I0321415	201909 310-51300-48000		*	654.81	
			NOTICE OF MEETINGS FY20				
				THE FLORIDA TIMES-UNION			654.81 001463
				MVIL MIDDLE VILLAGE HSMITH			

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
10/17/19	00111	9/24/19 304274	201909 310-51300-48000		*	70.20	
		NOTICE OF MEETING	10/14/19	CLAY TODAY			70.20 001464
-----							
						TOTAL FOR BANK A	17,251.66
						TOTAL FOR REGISTER	17,251.66

MVIL MIDDLE VILLAGE HSMITH

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice**

Invoice #: 1597

Invoice Date: 9/15/19

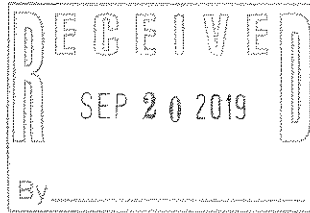
Due Date: 9/15/19

Case:

P.O. Number:

**Bill To:**

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



Description	Hours/Qty	Rate	Amount
Assessment Roll Certification - FY 2020		7,550.00	7,550.00
V-26 (A)			
1,310,513,314			

<b>Total</b>	<b>\$7,550.00</b>
--------------	-------------------

<b>Payments/Credits</b>	<b>\$0.00</b>
-------------------------	---------------

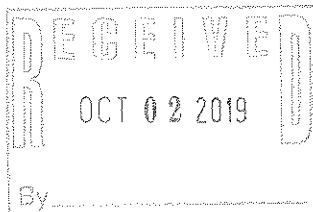
<b>Balance Due</b>	<b>\$7,550.00</b>
--------------------	-------------------

**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



Invoice #: 1604  
Invoice Date: 10/1/19  
Due Date: 10/1/19  
Case:  
P.O. Number:

Description	Hours/Qty	Rate	Amount
Management Fees - October 2019 1,310,573.340		4,996.92	4,996.92
Website Administration - October 2019 1,310,573.520		187.50	187.50
Information Technology - October 2019 1,310,573.387		179.17	179.17
Dissemination Agent Services - October 2019 1,310,573.313		175.00	175.00
Office Supplies - 570		20.90	20.90
Postage 420		15.00	15.00
Copies - 425		286.95	286.95
Telephone 410		6.74	6.74
IQNect - 357		16.65	16.65

V-26  
(A)

**Total** \$5,884.83

**Payments/Credits** \$0.00

**Balance Due** \$5,884.83



# Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300  
P.O. Box 6526  
Tallahassee, FL 32314  
850.222.7500

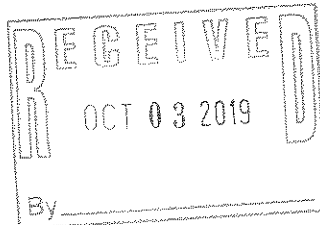
V-14 (A)  
1,310,573, 815

## STATEMENT

September 30, 2019

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

Bill Number 110273  
Billed through 08/31/2019



### General Counsel (O&M)

MVCDD 00001 JMW

### FOR PROFESSIONAL SERVICES RENDERED

07/30/19	LMG	Research and revise rules of procedure; prepare memorandum to district regarding same.	0.20 hrs
08/06/19	JMW	Review budget documents; confer with staff regarding same.	0.80 hrs
08/08/19	JMW	Review proposed stormwater assessment from county; confer with staff regarding same.	0.50 hrs
08/09/19	JMW	Confer with county regarding right-of-way issues; research plats and conveyances regarding same.	1.10 hrs

Total fees for this matter \$636.00

### DISBURSEMENTS

Bill Tracking Service 6.35

Total disbursements for this matter \$6.35

### MATTER SUMMARY

Walters, Jason M.	2.40 hrs	250 /hr	\$600.00
Gentry, Lauren M.	0.20 hrs	180 /hr	\$36.00

TOTAL FEES \$636.00

TOTAL DISBURSEMENTS \$6.35

**TOTAL CHARGES FOR THIS MATTER \$642.35**

### BILLING SUMMARY

Walters, Jason M.	2.40 hrs	250 /hr	\$600.00
Gentry, Lauren M.	0.20 hrs	180 /hr	\$36.00

TOTAL FEES \$636.00

TOTAL DISBURSEMENTS \$6.35

=====

**TOTAL CHARGES FOR THIS BILL**

**\$642.35**

**Please include the bill number on your check.**

# Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300  
P.O. Box 6526  
Tallahassee, FL 32314  
850.222.7500

V-14 (A)

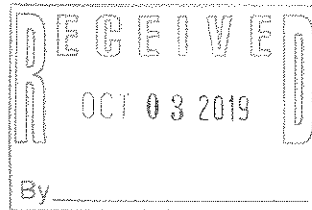
1,310.93,815

## STATEMENT

September 30, 2019

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

Bill Number 110274  
Billed through 08/31/2019



### Monthly Meetings (O&M)

MVCDD 00101 JMW

### FOR PROFESSIONAL SERVICES RENDERED

08/16/19	JMW	Meeting preparation; review agenda package materials; conference with staff.
08/19/19	JMW	Meeting preparation; travel to and attend regular board meeting; return travel.
08/22/19	JMW	Meeting follow-up.
08/23/19	JMW	Review draft meeting minutes; confer with staff.
08/29/19	JMW	Prepare for and attend agenda conference call.

Total fees for this matter \$1,700.00

### DISBURSEMENTS

Travel	138.11
Travel - Meals	11.36
Total disbursements for this matter	\$149.47

### MATTER SUMMARY

TOTAL FEES	\$1,700.00
TOTAL DISBURSEMENTS	\$149.47
<b>TOTAL CHARGES FOR THIS MATTER</b>	<b>\$1,849.47</b>

### BILLING SUMMARY

TOTAL FEES	\$1,700.00
TOTAL DISBURSEMENTS	\$149.47
<b>TOTAL CHARGES FOR THIS BILL</b>	<b>\$1,849.47</b>

Please include the bill number on your check.

# Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300  
P.O. Box 6526  
Tallahassee, FL 32314  
850.222.7500

V-14 (A)  
1,310,573.815

## STATEMENT

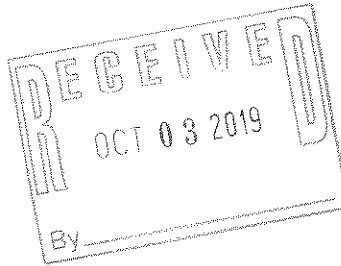
September 30, 2019

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

Bill Number 110275  
Billed through 08/31/2019

### Quiet Title Action

MVCDD 00118 JMW



### FOR PROFESSIONAL SERVICES RENDERED

08/26/19	JMW	Review draft motion for quiet title, affidavit in support of judgment and draft judgment; research regarding same; confer with Beaudine regarding same.	1.60 hrs
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Total fees for this matter	\$400.00
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### MATTER SUMMARY

Walters, Jason M.	1.60 hrs	250 /hr	\$400.00
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TOTAL FEES	\$400.00
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TOTAL CHARGES FOR THIS MATTER	<u>\$400.00</u>
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### BILLING SUMMARY

Walters, Jason M.	1.60 hrs	250 /hr	\$400.00
-------------------	----------	---------	----------

TOTAL FEES	\$400.00
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TOTAL CHARGES FOR THIS BILL	<u>\$400.00</u>
-----------------------------	-----------------

**Please include the bill number on your check.**

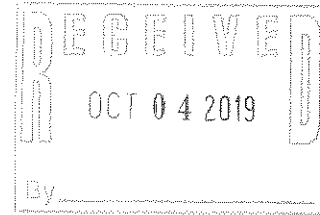
Disclosure Services LLC

1005 Bradford Way  
Kingston, TN 37763

# Invoice

Date	Invoice #
10/2/2019	4

Bill To
Middle Village CDD C/O GMS



Terms	Due Date
Net 30	11/1/2019

Description	Amount
Amortization Schedule Series 2018A-1 11-1-19 Prepay \$10,000	100.00
Amortization Schedule Series 2018A-2 11-1-19 Prepay \$5,000	100.00
<p>V-#3 (A) 1,310,513.313</p>	
<b>Total</b>	<b>\$200.00</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$200.00</b>

Phone #
865-717-0976

E-mail
tcarter@disclosureservices.info

10	11	12	13	14	15	16	17	18	19
START STOP	NEWSPAPER REFERENCE	DESCRIPTION	PRODUCT	SAU SIZE	BILLED UNITS	TIMES RUN	RATE	AMOUNT	
09/01		Balance Forward						\$0.00	
09/18 09/18	103214157-09182019	NOTICE OF MEETINGS MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT The Board of Supervisors of the Middle Village Community Development District will hold their	JV Times-Union	2.00 x 5.0417	10.08	1	\$64.96	\$654.81	
PREVIOUS AMOUNT OWED:					\$0.00				
NEW CHARGES THIS PERIOD:					\$654.81				
CASH THIS PERIOD:					\$0.00				
DEBIT ADJUSTMENTS THIS PERIOD:					\$0.00				
CREDIT ADJUSTMENTS THIS PERIOD:					\$0.00				
We appreciate your business.									

V-2 (A)

1,810,573,480

RECEIVED  
OCT 08 2019  
BY: \_\_\_\_\_

## INVOICE AND STATEMENT OF ACCOUNT

AGING OF PAST DUE ACCOUNTS

\* UNAPPLIED AMOUNTS ARE INCLUDED IN TOTAL AMOUNT DUE



21	CURRENT NET AMOUNT	22	30 DAYS	60 DAYS	OVER 90 DAYS	* UNAPPLIED AMOUNT	23	TOTAL AMOUNT DUE
	\$654.81		\$0.00	\$0.00	\$0.00	\$0.00		\$654.81
SALES REP/PHONE #		ADVERTISER INFORMATION						
Brenda Ramirez 904-359-4607	1	BILLING PERIOD	6	BILLED ACCOUNT NUMBER	7	ADVERTISER/CLIENT NUMBER	2	ADVERTISER/CLIENT NAME
		09/02/2019 - 09/29/2019		36767		36767		MIDDLE VILLAGE CDD

### MAKE CHECKS PAYABLE TO

The Florida Times Union Dept 1261  
PO Box 121261  
Dallas, TX 75312-1261

Payment is due upon receipt.

The Florida Times Union

PLEASE DETACH AND RETURN LOWER PORTION WITH YOUR REMITTANCE

The Florida Times-Union  
jacksonville.com

The Florida Times Union 1261  
PO Box 121261  
Dallas, TX 75312-1261

### ADVERTISING INVOICE and STATEMENT

1		BILLING PERIOD		2		ADVERTISER/CLIENT NAME													
		09/02/2019 - 09/29/2019				MIDDLE VILLAGE CDD													
COMPANY		23		TOTAL AMOUNT DUE		* UNAPPLIED AMOUNT		3		TERMS OF PAYMENT									
JV 5				\$654.81		\$0.00				NET 15 DAYS									
21		CURRENT NET AMOUNT		22		30 DAYS		60 DAYS		OVER 90 DAYS									
		\$654.81				\$0.00		\$0.00		\$0.00									
4		PAGE #		5		BILLING DATE		6		BILLED ACCOUNT NUMBER		7		ADVERTISER/CLIENT NUMBER		24		STATEMENT NUMBER	
						09/29/2019				36767				36767				0000055776	

8 BILLING ACCOUNT NAME AND ADDRESS

9 REMITTANCE ADDRESS



8 - 2518

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



The Florida Times Union  
Dept 1261  
PO Box 121261  
Dallas, TX 75312-1261

THE FLORIDA TIMES-UNION  
Jacksonville, FL  
Affidavit of Publication

Florida Times-Union

MIDDLE VILLAGE CDD  
475 WEST TOWN PLACE STE 114  
SAINT AUGUSTINE, FL 32092

ACCT: 36767  
AD# 0003214157-01

State of Florida  
County of Duval

Before the undersigned authority personally appeared brenda ramirez who on oath says he/she is a Legal Advertising Representative of The Florida Times-Union, a daily newspaper published in Jacksonville in Duval County, Florida; that the attached copy of advertisement is a legal ad published in The Florida Times-Union. Affiant further says that The Florida Times-Union is a newspaper published in Jacksonville, in Duval County, Florida, and that the newspaper has heretofore been continuously published in Duval County, Florida each day, has been entered as second class mail matter at the post office in Jacksonville, in Duval County, Florida for a period of one year preceding the first publication of the attached copy of advertisement; and affiant further says the he/she has neither paid nor promised any person, firm or corporation any discount, rebate, commission, or refund for the purpose of securing this advertisement for publication in said newspaper.

PUBLISHED ON: 09/18/2019

FILED ON: 09/18/2019

NOTICE OF MEETINGS  
MIDDLE VILLAGE  
COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Middle Village Community Development District will hold their regularly scheduled public meetings for Fiscal Year 2020 at 2:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065 on the second Monday of each month as follows or otherwise noted:

October 14, 2019  
November 4, 2019 (\*first Monday)  
December 9, 2019  
January 13, 2020  
February 10, 2020  
March 9, 2020 @ 6:00 p.m.  
April 13, 2020  
May 11, 2020  
June 8, 2020  
July 13, 2020  
August 17, 2020 @ 6:00 p.m. (\*third Monday)  
September 14, 2020

The meetings are open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agendas for each meeting may be obtained from the District Manager, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (and phone (904) 940-5850). The meetings may be continued to a date, time, and place to be specified on the record at the meetings. There may be occasions when one or more Supervisors will participate by telephone.

Any person requiring special accommodations for the meetings because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least two calendar days prior to the meetings. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, for aid in contacting the District Office.

Each person who decides to appeal any action taken at the meetings is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

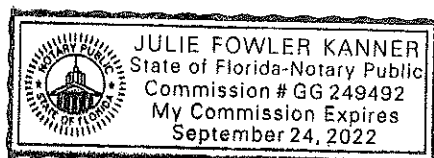
James A. Perry  
District Manager

Name: brenda ramirez Title: Legal Advertising Representative

In testimony whereof, I have hereunto set my hand and affixed my official Seal the day and year aforesaid.

NOTARY:

*Julie Fowler Kanner*



**CLAY  
TODAY**3513 U.S. Hwy. 17 • Fleming Island, FL 32003  
Phone: (904) 264-3200**Ponte Vedra**  
**Recorder**  
Not your meeting newspaper, not your meeting media1102 A1A North, Unit 108 • Ponte Vedra Beach, FL 32082  
Phone: (904) 285-8831

## Advertising Invoice

**MIDDLE VILLAGE CDD**  
**C/O GMS, LLC 475 WEST TOWN PL**  
**SUITE 114**  
**ST AUGUSTINE, FL 32092****Cust#:502399**  
**Ad#:304274**  
**Phone#:904-940-5850**  
**Date:09/24/2019****Salesperson: Clay Legals****Classification: Legal Notice****Ad Size: 1.0 x 5.20****Advertisement Information:**

Description	Start	Stop	Ins.	Cost/Day	Total
Clay Today	10/03/2019	10/03/2019	1	70.20	70.20

**Payment Information:**

<b>Date:</b>	<b>Order#</b>	<b>Type</b>
09/24/2019	304274	BILLED ACCOUNT

**Total Amount: 70.20****Tax: 0.00****Amount Due: 70.20****Attention: Requests for credits or refunds for early cancellations must be made within 90 days.****Ad Copy****NOTICE OF MEETING**  
**MIDDLE VILLAGE COMMUNITY**  
**DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Middle Village Community Development District will be held on Monday, October 14, 2019, at 2:00 p.m., at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065. The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for this meeting may be obtained from the District Manager, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (and phone (904) 940-5850). This meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when one or more Supervisors will participate by telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at (904) 940-5850 at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1 or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

A person who decides to appeal any decision made by the Board with respect to any matter considered at

V-III (A)  
1,310, 573, 480

**RECEIVED**  
OCT 08 2019  
BY: \_\_\_\_\_



PUBLISHER AFFIDAVIT  
**CLAY TODAY**  
 Published Weekly  
 Orange Park, Florida

**STATE OF FLORIDA  
 COUNTY OF CLAY:**

Before the undersigned authority personally appeared Jon Cantrell, who on oath says that he is the publisher of the "Clay Today" a newspaper published weekly at Orange Park in Clay County, Florida; that the attached copy of advertisement being a

**NOTICE OF MEETING**

in the matter of


**OCTOBER MEETING**

**LEGAL: 44971      ORDER: 304274**

was published in said newspaper in the issues:

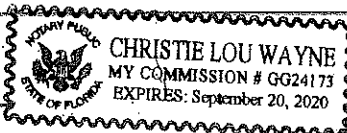
**10/03/2019**

Affiant further says that said "Clay Today" is a newspaper published at Orange Park, in said Clay County, Florida, and that the said newspaper has heretofore been continuously published in said Clay County, Florida, weekly, and has been entered as Periodical material matter at the post office in Orange Park, in said Clay County, Florida, for period of one year next proceeding the first publication of the attached copy of advertisement; and affiant further says that he has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.



Sworn to me and subscribed before me 10/03/2019.

*Christie Lou Wayne*  
 NOTARY PUBLIC, STATE OF FLORIDA



3515 US HWY 17 Suite A, Fleming Island FL 32003  
 Telephone (904) 264-3200 - FAX (904) 264-3285  
 E-Mail: Christie@opcfla.com

**NOTICE OF MEETING  
 MIDDLE VILLAGE COMMUNITY  
 DEVELOPMENT DISTRICT**

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A person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

James A. Perry  
 Manager

Legal 44971 published Oct 3, 2019 in  
 Clay County's Clay Today newspaper

AP300R	YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER										RUN 10/25/19	PAGE 1
*** CHECK DATES 10/01/2019 - 10/25/2019 ***												
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 #
10/10/19	00554	10/06/19 9316566	201909 320-57200-34500		*	4,235.79	
		9/1/19-9/30/19	SECURITY				
				ALLIED UNIVERSAL SECURITY SERVICES			4,235.79 007747
10/10/19	00397	10/07/19 10072019	201909 320-57200-34510		*	180.00	
		9/27/19	SECURITY SERVICES				
				ANDRE DEWAYNE MACK			180.00 007748
10/10/19	00398	10/07/19 10072019	201909 320-57200-34510		*	180.00	
		9/28/19	SECURITY SERVICES				
		10/07/19 10072019	201909 320-57200-34510		*	180.00	
		9/29/19	SECURITY SERVICES				
				BRYAN WESLEY SMITH			360.00 007749
10/10/19	00256	10/04/19 SSI09213	201909 320-57200-34510		*	483.75	
			SEP EMPLOYMENT ADMIN FEES				
		10/04/19 SSI09213	201909 320-57200-34510		*	187.50	
			SEP SCHEDULIG FEES				
				CLAY COUNTY SHERIFF'S OFFICE			671.25 007750
10/10/19	00008	10/04/19 10042019	201909 330-57200-43300		*	37.87	
			701-1 TURKEY POINT DR				
		10/04/19 10042019	201909 330-57200-43300		*	1,314.88	
			3214-1 TOWER OAKS DR				
		10/04/19 10042019	201909 330-57200-43300		*	128.81	
			1092 OAKLEAF PLANTAT PKW				
		10/04/19 10042019	201909 330-57200-43300		*	386.02	
			1089 OAKLEAF PLANTAT PKW				
		10/04/19 10042019	201909 330-57200-43300		*	70.48	
			533-2 SOUTHWOOD WAY				
		10/04/19 10042019	201909 330-57200-43300		*	611.65	
			533-1 SOUTHWOOD WAY				
		10/04/19 10042019	201909 330-57200-43300		*	31.03	
			3214-2 TOWER OAKS DR				
		10/04/19 10042019	201909 330-57200-43300		*	24.19	
			738-1 CHESTWOOD CHASE DR				
		10/04/19 10042019	201909 330-57200-43300		*	25.71	
			878-1 SONGBIRD DR				
				CLAY COUNTY UTILITY AUTHORITY			2,630.64 007751
10/10/19	00588	10/07/19 10072019	201909 320-57200-34510		*	180.00	
		9/27/19	SECURITY SERVICES				
				EVA SOLIS			180.00 007752
10/10/19	00769	10/08/19 10082019	201910 300-36900-10300		*	700.00	
			RENTAL DEPOSIT REFUND				
				FELICITAS CARTER			700.00 007753

MVIL MIDDLE VILLAGE HSMITH

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
10/10/19	00026	10/01/19 1605	201910 310-51300-34000		*	13,741.42	
		OCT FACIL MNGMT-RECREAT		GOVERNMENTAL MANAGEMENT SERVICES			13,741.42 007754
10/10/19	00026	10/01/19 1606	201910 330-57200-34300		*	5,862.50	
		OCT FACIL MNGMT-TENNIS		GOVERNMENTAL MANAGEMENT SERVICES			5,862.50 007755
10/10/19	00242	10/07/19 10072019	201909 320-57200-34510		*	120.00	
		9/30/19 SECURITY SERVICES		JENNIFER COOPER			120.00 007756
10/10/19	00386	10/07/19 10072019	201910 320-57200-34510		*	180.00	
		10/2/19 SECIRITY SERVICES		JONATHAN HENRY BROWN			180.00 007757
10/10/19	00560	9/30/19 104901	201909 330-57200-62100		*	1,144.00	
		ANNUAK SPRINKLER INSPECT		JSC SYSTEMS			1,144.00 007758
10/10/19	00276	10/07/19 10072019	201910 320-57200-34510		*	150.00	
		10/1/19 SECURITY SERVICES		MATTHEW L. WILLIAMS			150.00 007759
10/10/19	00261	10/01/19 252	201910 330-57200-34200		*	3,534.83	
		OCT JANITORIAL SERVICES		RIVERSIDE MANAGEMENT SERVICES, INC			3,534.83 007760
10/17/19	00674	10/14/19 10142019	201910 320-57200-34510		*	180.00	
		10/4/19 SECURITY SERVICES		BEN SIMMONS			180.00 007761
10/17/19	00398	10/14/19 10142019	201910 320-57200-34510		*	180.00	
		10/5/19 SECURITY SERVICES			*	180.00	
		10/14/19 10142019	201910 320-57200-34510		*	150.00	
		10/6/19 SECURITY SERVICES			*		
		10/14/19 10142019	201910 320-57200-34510		*		
		10/8/19 SECURITY SERVICES		BRYAN WESLEY SMITH			510.00 007762
10/17/19	00567	10/14/19 10142019	201910 320-57200-34510		*	180.00	
		10/7/19 SECURITY SERVICES			*	150.00	
		10/14/19 10142019	201910 320-57200-34510		*		
		10/9/19 SECURITY SERVICES		DAVID VOLLER			330.00 007763

MVIL MIDDLE VILLAGE HSMITH

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
10/17/19	00588	10/14/19 10142019	201910 320-57200-34510		*	165.00	
		10/4/19	SECURITY SERVICES	EVA SOLIS			165.00 007764
10/17/19	00026	10/08/19 1612	201910 300-36900-10200		*	769.50	
			TENNIS REVENUE 10/2/19	GOVERNMENTAL MANAGEMENT SERVICES			769.50 007765
10/17/19	00026	10/08/19 1613	201910 330-57200-34300		*	69.92	
			REIMBURSEMENT				
		10/08/19 1613	201910 330-57200-34300		*	33.80	
			REIMBURSEMENT				
		10/08/19 1613	201910 330-57200-34300		*	80.81	
			REIMBURSEMENT				
		10/08/19 1613	201910 330-57200-34300		*	47.97	
			REIMBURSEMENT	GOVERNMENTAL MANAGEMENT SERVICES			232.50 007766
10/17/19	00026	8/20/19 1609	201908 330-57200-41000		*	95.69	
			AUG PHONES				
		8/20/19 1609	201908 310-51300-49300		*	26.95	
			AUG PERMITS/LICENSES				
		8/20/19 1609	201908 330-57200-51000		*	645.19	
			AUG OFFICE SUPPLIES				
		8/20/19 1609	201908 330-57200-49400		*	793.64	
			AUG SPECIAL EVENTS				
		8/20/19 1609	201908 330-57200-49300		*	328.41	
			AUG REC PASSES				
		8/20/19 1609	201908 330-57200-34400		*	868.63	
			AUG TENNIS MAINT	GOVERNMENTAL MANAGEMENT SERVICES			2,758.51 007767
10/17/19	00026	9/20/19 1610	201909 330-57200-41000		*	98.33	
			SEP PHONES				
		9/20/19 1610	201909 310-51300-49300		*	26.95	
			SEP PERMITS/LICENSES				
		9/20/19 1610	201909 330-57200-51000		*	190.48	
			SEP OFFICE SUPPLIES				
		9/20/19 1610	201909 330-57200-49400		*	301.07	
			SEP SPECIAL EVENTS				
		9/20/19 1610	201909 330-57200-49300		*	222.50	
			SEP REC PASSES	GOVERNMENTAL MANAGEMENT SERVICES			839.33 007768
10/17/19	00026	10/08/19 1611	201909 300-36900-10300		*	175.00	
			SEP FACILITY EVENT	GOVERNMENTAL MANAGEMENT SERVICES			175.00 007769

MVIL MIDDLE VILLAGE HSMITH

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
10/17/19	00242	10/14/19 10142019	201910 320-57200-34510	SEP JENNIFER COOPER	*	180.00	
				JENNIFER COOPER			180.00 007770
10/17/19	00472	10/14/19 10142019	201910 320-57200-34510	10/10/19 SECURITY SERVICE	*	165.00	
				JOHN REUBEN DRURY			165.00 007771
10/17/19	00308	10/09/19 42962	201910 330-57200-62100	OCT PEST CONTROL	*	175.00	
				PAULA'S PEST CONTROL INC			175.00 007772
10/17/19	00261	9/30/19 254	201909 320-57200-46500	SEP PRESSURE WASHING	*	2,990.10	
				RIVERSIDE MANAGEMENT SERVICES, INC			2,990.10 007773
TOTAL FOR BANK B						43,160.37	

MVIL MIDDLE VILLAGE HSMITH

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
10/04/19	00681	8/20/19 1166052	201908 330-57200-62100	MONITORS/COMMUNIC SYSTEMS	*	1,040.00	
				ATLANTIC COMPANIES			1,040.00 000025
10/04/19	00674	9/30/19 09302019	201909 320-57200-34510	SECURITY SERVICES	*	180.00	
		9/30/19 09302019	201909 320-57200-34510	SECURITY SERVICES	*	180.00	
				BEN SIMMONS			360.00 000026
10/04/19	00768	10/01/19 10012019	201910 300-36900-10300	RENTAL REVENUE REFUND	*	500.00	
				BRENDA JAMES			500.00 000027
10/04/19	00398	9/30/19 09302019	201909 320-57200-34510	SECURITY SERVICES	*	180.00	
				BRYAN WESLEY SMITH			180.00 000028
10/04/19	00063	9/20/19 TCE05011	201910 330-57200-49500	SERVICES	*	479.19	
				COASTAL ELEVATOR SERVICE CORP.			479.19 000029
10/04/19	00767	10/01/19 10012019	201910 300-36900-10300	RENTAL REVENUE REFUND	*	500.00	
				DOMINIC RODRIGUEZ			500.00 000030
10/04/19	00301	8/20/19 726562	201908 330-57200-34200	MAXX ROLL	*	862.50	
		8/20/19 726562	201908 330-57200-34200	SHIPPING	*	142.95	
				ERC WIPING PRODUCTS			1,005.45 000031
10/04/19	00588	9/30/19 09302019	201909 320-57200-34510	SECURITY SERVICES	*	180.00	
				EVA SOLIS			180.00 000032
10/04/19	00026	9/18/19 1601	201908 330-57200-62000	AUG FACIL MAINT GENERAL	*	3,151.00	
		9/18/19 1601	201908 330-57200-62200	AUG FACIL MAINT CONTING	*	2,279.00	
		9/18/19 1601	201908 330-57200-46630	AUG LIGHTING REPAIRS	*	929.91	
		9/18/19 1601	201908 330-57200-34400	AUG TENNIS COURT MAINTADD	*	919.00	
		9/18/19 1601	201908 320-57200-46500	AUG COMMON AREA MAINT	*	2,770.00	

MVIL MIDDLE VILLAGE HSMITH



CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
10/04/19	00704	10/01/19 1439	201910 320-57200-46200 OCT LANDSCAPE MAINTENANCE	VERDEGO	*	35,013.96	
							35,013.96 000044
						TOTAL FOR BANK E	58,241.71
						TOTAL FOR REGISTER	101,402.08

MVIL MIDDLE VILLAGE HSMITH





D/B/A Atlantic Security  
1714 Cesery Blvd  
Jacksonville, FL 32211  
Telephone#: 904-743-8444  
LIC EF00001226 - LIC LU405163 - EF20000570

# INVOICE

Bill To: PLANTATION OAKS  
370 OAKLEAF VILLAGE PARKWAY  
ORANGE PARK FL 32065

Ship To: MIDDLE VILLAGE CDD  
845 OAKLEAF PLANTATION PKWY  
ORANGE PARK FL 32073

Invoice #	Order #	Customer #	Customer P.O. #	Terms	Salesperson
Invoice Dt	Order Dt				
1166052	107603	83524		UPON RECEIPT	
08/20/19	08/15/19	For: 09/01/19 - 08/31/20			007

Units	U/M	Item Description	Disc	Unit Price	Amount
		Contract#: 83521-1			
		MONITOR			280.00
		COMMUNICATION CENTER			
		BURGLAR SYSTEM			
		MONITOR2			380.00
		COMMUNICATION CENTER			
		FIRE SYSTEM			
		MONITOR3			380.00
		COMMUNICATION CENTER			
		ELEVATOR			
		Subtotal			1,040.00
		Total Due On 09/07/19			1,040.00

**Code to:**

**Middle Village facility preventative**

**2-330-572-621**

V-681 (B)

YOU CAN NOW PAY ONLINE VISIT US AT [WWW.ATLANTICCOMPANIES.NET](http://WWW.ATLANTICCOMPANIES.NET)  
THANK YOU FOR YOUR BUSINESS!!!!

**Clay County Sheriff's Office**

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

**INVOICE**

INVOICE DATE: SEPTEMBER 30, 2019  
WEEK OF: 9/20/19-9/26/19

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

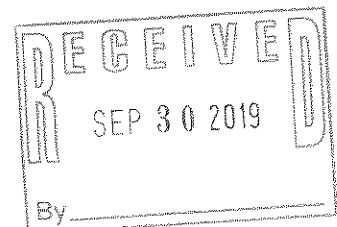
FOR:  
Oakleaf Amenities Manager  
and  
Oksana Kuzmuk

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
9/20/19	BEN SIMMONS 674	1700-2300	6	30.00	180.00
9/20/19	EVA SOLIS	1700-2300	6	30.00	180.00
9/21/19	BEN SIMMONS	1700-2300	6	30.00	180.00
9/21/19	JENNIFER COOPER	1700-2300	6	30.00	180.00
9/23/19	BRYAN SMITH	1700-2300	6	30.00	180.00
9/24/19	JOHN DRURY	1600-2200	6	30.00	180.00
9/25/19	JONATHAN BROWN	1700-2300	6	30.00	180.00
9/26/19	JOHN DRURY	1700-2230	5.5	30.00	165.00
DEPUTY SIGNATURE: _____					TOTAL \$1425.00

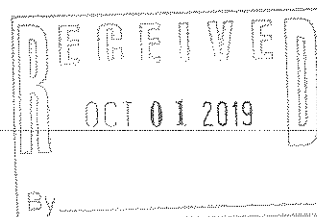
Make all checks payable to Deputy name and mail to the Sheriff's Office C/O Alyssa Rosenbaum.

THANK YOU FOR YOUR BUSINESS!

⑬ : 2,320,572.34570



**From:** Oakleaf Venues [venuere rentals@oakleafresidents.com](mailto:venuere rentals@oakleafresidents.com)  
**Subject:** MVCDD refund of deposit request - BRENDA JAMES  
**Date:** October 1, 2019 at 3:52 PM  
**To:** Hannah Smith [hsmith@gmstnn.com](mailto:hsmith@gmstnn.com)  
**Cc:** Daniel Laughlin [dlaughlin@gmsnf.com](mailto:dlaughlin@gmsnf.com)



Good afternoon Hannah,

Please make the following refund at your earliest opportunity:

- REFUND FROM MVCDD – for the following venue.
  - LOCATION – GRAND BANQUET aka GB (SATURDAY) 3:00 p.m. to 7:00 p.m.
  - DATE OF VENUE – SEPTEMBER 28, 2019
  - RESIDENT – BRENDA JAMES
  - ADDRESS - 785 OAKLEAF PLANTATION PARKWAY #1632, ORANGE PARK FL 32065
  - AMOUNT OF REFUND - \$500.00
  - DEPOSIT was via CHECK drawn on VYSTAR:
    - DATED: 9/20/19
    - CHECK#: 1203
    - DEPOSITED: 9/20/19
    - AMOUNT \$500.00

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

Thank you.

*i will be out of the office WEDNESDAY, October 2, 2019 and THURSDAY, October 3, 2019, therefore, if you require immediate attention please email me or leave a message at 904-770-4661 with your name, contact number and email address. I will respond at my earliest opportunity.*

Wanda McReynolds – Venue Coordinator, OakLeaf Plantation  
[venuere rentals@oakleafresidents.com](mailto:venuere rentals@oakleafresidents.com)  
(904) 770-4661 voice email  
(904) 375-9285 ext. 3  
[www.oakleafresidents.com](http://www.oakleafresidents.com)

(B) 2,300,369.103  
V-768

Governmental Management Services

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

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. The information contained in this email and/or attachment(s) may be confidential and intended solely for the use of the individual or entity to which it is addressed. This email and/or attachment(s) may contain material that is privileged or protected from disclosure under applicable law. If you are not the intended recipient or the individual responsible for delivering to the intended recipient, please notify sender immediately by telephone to obtain instructions as to whether information in this email and/or attachment(s) is confidential and privileged or protected from disclosure under applicable law.

**Clay County Sheriff's Office**

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

**INVOICE**

INVOICE DATE: SEPTEMBER 30, 2019  
WEEK OF: 9/20/19-9/26/19

**TO:**

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

**FOR:**

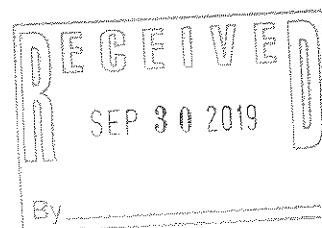
Oakleaf Amenities Manager  
and  
Oksana Kuzmuk

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
9/20/19	BEN SIMMONS	1700-2300	6	30.00	180.00
9/20/19	EVA SOLIS	1700-2300	6	30.00	180.00
9/21/19	BEN SIMMONS	1700-2300	6	30.00	180.00
9/21/19	JENNIFER COOPER	1700-2300	6	30.00	180.00
9/23/19	BRYAN SMITH ✓ 1.598	1700-2300	6	30.00	180.00
9/24/19	JOHN DRURY	1600-2200	6	30.00	180.00
9/25/19	JONATHAN BROWN	1700-2300	6	30.00	180.00
9/26/19	JOHN DRURY	1700-2230	5.5	30.00	165.00
DEPUTY SIGNATURE:				TOTAL	<b>\$1425.00</b>

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

THANK YOU FOR YOUR BUSINESS!

(B) 2,800.572, 34520



**COASTAL ELEVATOR SERVICE CORP.**

4801 Executive Park Court Suite 208  
Jacksonville, FL 32216

CUSTOMER NO.

601535

DATE

09/20/19

INVOICE NO.

TCE05011A19

**INVOICE**

AMOUNT DUE ON SERVICE CONTRACT:

479.19

Enclose This Coupon With Your Payment.

Make Check Payable To:

COASTAL ELEVATOR SERVICE CORP

Mail payment to:



COASTAL ELEVATOR SERVICE CORP  
P.O. BOX 730400  
DALLAS TX  
75373-0400

OAKLEAF PLANTATION  
370 OAKLEAF VILLAGE PARKWAY  
ORANGE PARK FL 32065



PLEASE SEND CORRESPONDENCE TO YOUR LOCAL OFFICE AS SHOWN BELOW

OTCE05011A19 0000047919 2

DETACH RETURN DOCUMENT ALONG PERFORATION

**INVOICE****COASTAL ELEVATOR****\*\* SERVICE CONTRACT CHARGES \*\***CUSTOMER NO.

601535

DATE

09/20/19

INVOICE NO.

TCE05011A19

BUILDING TCE492597 OAKLEAF PLANTATION

CONTRACT TCE05011

FORMER CONTRACT #

FORMER CUSTOMER # 00000011

SERVICE FROM 10/01/19 TO 12/31/19

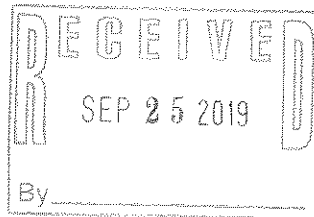
479.19

TOTAL CURRENT CHARGES DUE

479.19

**Code to:****02-330-572-630**

495

**Middle Village Elevator Maintenance**

V-63

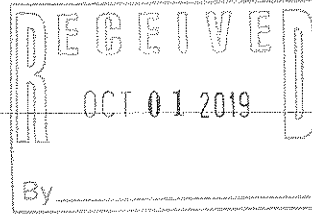
(B)

FOR ANY QUESTIONS CONCERNING THIS INVOICE, TELEPHONE: 1-904-296-6847  
OR WRITE COASTAL ELEVATOR 4801 EXECUTIVE PARK #208 JACKSONVILLE FL 32216  
**PAYMENT DUE UPON RECEIPT-PLEASE PAY PROMPTLY**

WE CERTIFY THAT THE GOODS WERE PRODUCED IN COMPLIANCE WITH ALL APPLICABLE REQUIREMENTS OF SECTIONS 6, 7 AND 12 OF THE FAIR LABOR STANDARDS ACT, AS AMENDED, AND OF REGULATIONS AND ORDERS OF THE UNITED STATES DEPARTMENT OF LABOR ISSUED UNDER SECTION 14 HEREOF.

OVERDUE PAYMENTS SHALL BEAR AN INTEREST CHARGE ON THE OVERDUE AMOUNT CALCULATED FROM THE PAYMENT DUE DATE OF THE INVOICE AT THE RATE OF ONE AND ONE HALF PERCENT (1.5%) PER MONTH OR THE MAXIMUM RATE ALLOWED BY APPLICABLE LAW, WHICHEVER IS LESS.

**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** MVCDD refund of deposit request - DOMINIC RODRIGUEZ  
**Date:** October 1, 2019 at 3:35 PM  
**To:** Hannah Smith [hsmith@gmstnn.com](mailto:hsmith@gmstnn.com)  
**Cc:** Daniel Laughlin [dlaughlin@gmsnf.com](mailto:dlaughlin@gmsnf.com)



Good evening Hannah,

Please make the following refund at your earliest opportunity:

- REFUND FROM MVCDD – for the following venue.
  - LOCATION – GRAND BANQUET aka GB (THURSDAY) 3:00 p.m. to 9:00 p.m.
  - DATE OF VENUE – SEPTEMBER 26, 2019 (original date was for 9/5/19–due to weather that week, event was moved to lat
  - RESIDENT – DOMINIC RODRIGUEZ
  - ADDRESS - 3750 SILVER BLUFF BOULEVARD UNIT #2804, ORANGE PARK FL 32065
  - AMOUNT OF REFUND - \$500.00
  - DEPOSIT was via CHECK drawn on BANK OF AMERICA:
    - DATED: 2/14/19
    - CHECK#: 1515
    - DEPOSITED: 2/15/19
    - AMOUNT \$500.00

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELI
02/14/19	02/15/19	09/05/19	Dominic Rodriguez - GB DEPOSIT	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 WEDNESDAY, October 2, 2019 and THURSDAY, October 3, 2019, therefore, if you require immediate attention please email me or leave a message at 904-770-4661 w*

Wanda McReynolds – Venue Coordinator, OakLeaf Plantation  
[venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
(904) 770-4661 voice email  
(904) 375-9285 ext. 3  
[www.oakleafresidents.com](http://www.oakleafresidents.com)

Governmental Management Services

V-767 (13)  
2,300,369.103

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

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact the intended recipient, please notify sender immediately by telephone to obtain instructions as to whether information in this email and/or attachment(s) is confidential and privileged or protected from disclosure under the



19 Bennett Street • Lynn, MA 01905  
1-800-225-9473 (WIPE)  
781-593-4000 • Fax 781-593-4020  
email: erc@ercwipe.com • www.ercwipe.com

Invoice Number	Page
726562	1
8/20/2019	

**Bill-To #:** 29121  
OAKLEAF PLANTATION  
370 OAKLEAF VILLAGE PARKWAY  
ORANGE PARK, FL 32065

**Ship-To #:**  
OAKLEAF PLANTATION  
370 OAKLEAF VILLAGE PARKWAY  
ORANGE PARK, FL 32065

Order No.	Customer P/O	Ship Via	Terms	Sales Rep
683595	MIDDLE VILLAGE	YRC W/ EXC	NET 30	SHOPPING CART

Item	Description	U/M	Order	Ship	B/O	Net Price	Extended
EW3000MAX	MAX ROLL	CSE	15	15		57.5000	862.50
	Tracking/Pro #:785229021						
<b>Code to:</b> <b>Middle Village Janitorial</b> <b>2-330-572-342</b>							
<b>RAGS • TOWELS • PAPER WIPERS</b>							
<i>Thank You For Your Business</i>							

FINANCES CHARGES OF 1.5% PER MONTH (18% PER ANNUM)  
WILL BE CHARGED ON INVOICES OVER 30 DAYS

ALL FEES AND EXPENSES INVOLVED IN THE COLLECTION OF PAST DUE ACCOUNTS OR  
BAD CHECKS WILL BE PAID BY THE CUSTOMER



AT	Sub Total:	862.50
	Sales Tax:	.00
DUE DATE:	Shipping:	142.95
9/19/2019	Deposits:	.00
Please Remit To:	Balance:	1005.45
19 Bennett St		
Lynn MA 01905		

**Clay County Sheriff's Office**

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

**INVOICE**

INVOICE DATE: SEPTEMBER 30, 2019  
WEEK OF: 9/20/19-9/26/19

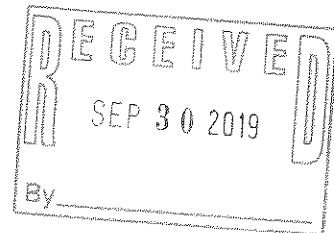
**TO:**  
Double Branch CDD & Middle Village CDD  
370 Oakleaf Village Parkway  
Orange Park, FL 32065

**FOR:**  
Oakleaf Amenities Manager  
and  
Oksana Kuzmuk

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
9/20/19	BEN SIMMONS	1700-2300	6	30.00	180.00
9/20/19	EVA SOLIS 588	1700-2300	6	30.00	180.00
9/21/19	BEN SIMMONS	1700-2300	6	30.00	180.00
9/21/19	JENNIFER COOPER	1700-2300	6	30.00	180.00
9/23/19	BRYAN SMITH	1700-2300	6	30.00	180.00
9/24/19	JOHN DRURY	1600-2200	6	30.00	180.00
9/25/19	JONATHAN BROWN	1700-2300	6	30.00	180.00
9/26/19	JOHN DRURY	1700-2230	5.5	30.00	165.00
DEPUTY SIGNATURE:					TOTAL
					<b>\$1425.00</b>

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

THANK YOU FOR YOUR BUSINESS!



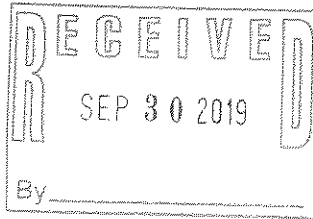
(B) 2,320, 572, 3450



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



Invoice #: 1598  
Invoice Date: 9/17/19  
Due Date: 9/17/19  
Case:  
P.O. Number:

Description	Hours/Qty	Rate	Amount
Facility Event Staff through September 12, 2019	42.9	25.00	1,072.50
<i>Amenities Revenue</i>			
<i>2,369.103</i>			
<i>2,300,369.103</i>			
<i>V-26</i>			
<i>(B)</i>			
Total			\$1,072.50
Payments/Credits			\$0.00
Balance Due			\$1,072.50

*RAW*  
*9,27,19*

**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>
42.9	Facility Event Staff	\$ 25.00	\$ 1,072.50

Covers Period End: September 12, 2019

Amenities Revenue # 2-369-103

1001 Bradford Way  
Kingston, TN 37763

# Invoice

Bill To:

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



Invoice #: 1600  
Invoice Date: 9/17/19  
Due Date: 9/17/19  
Case:  
P.O. Number:

Description	Hours/Qty	Rate	Amount
Tennis Revenue Funds Deposited 06/27/19		357.75	357.75
<div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 10px;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-size: 24px; font-weight: bold;">B</div> </div> <div style="margin-left: 20px;"> <div style="font-size: 24px; font-weight: bold;">1-26</div> <div style="font-size: 18px;">2,300,359.102</div> </div>			
<b>Total</b>			<b>\$357.75</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$357.75</b>

# Middle Village CDD

Active Network Tournament Revenue  
6.27.19

Deposit Date	Lessons	GMS 90%	Middle Village CDD 10%
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2.5.19	\$ 97.50	\$ 87.75	\$ 9.75
4.16.19	\$ 142.50	\$ 128.25	\$ 14.25
6.11.19	\$ 157.50	\$ 141.75	\$ 15.75

Subtotal	\$ 397.50	\$ 357.75	\$ 39.75
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Date	Ball/Racquet/Machine Rentals	GMS 20%	Middle Village CDD 80%
------	------------------------------	---------	------------------------

6.27.19	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -

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

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

6.27.19	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -

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

Date	Returned Checks 90%	Middle Village CDD 10%
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Subtotal	\$ -	\$ -
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Total Revenues	\$ 397.50	\$ 357.75	\$ 39.75
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\*Stringing  
\*Shirts

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

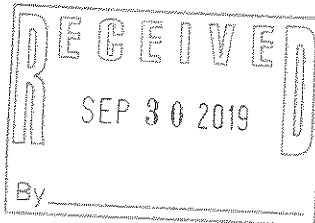
Invoice #: 1601

Invoice Date: 9/18/19

Due Date: 9/18/19

Case:

P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Facility Maintenance August 1 - August 31, 2019		9,131.81	9,131.81
Maintenance Supplies		1,456.10	1,456.10
Facility Maint. - General 2, 33, 572, 6200		\$ 3151, 00	
Facility Maint. - Conting. 2, 33, 572, 6220		\$ 2279, 00	
Lighting Repairs 2, 33, 572, 4663		\$ 929, 91	
Tennis Court Maint. (additional) 2, 33, 572, 3440		\$ 919, 00	
Common Area Maint. 2, 320, 572, 4650		\$ 2770, 00	
Lake Maint. 320, 572, 4680		\$ 539, 00	
(B) V-26			
Total			\$10,587.91
Payments/Credits			\$0.00
Balance Due			\$10,587.91

RMW  
9,27,19

MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF AUGUST 2019

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
8/1/19	4	E.T.	Cleaned pool filters on family pool and spray ground pool, clean and vacuum lap pool
8/1/19	2.5	S.A.	Picked up supplies, cleaned fountain at amenity center, worked on golf cart, towed golf cart back to shop
8/1/19	3.5	J.S.	Additional Court Maintenance
8/2/19	2	T.C.	Removed debris along roadways and parks
8/2/19	2	J.H.	Additional Court Maintenance
8/2/19	3.5	J.S.	Additional Court Maintenance
8/3/19	2	J.H.	Additional Court Maintenance
8/3/19	2	J.S.	Additional Court Maintenance
8/4/19	1	S.A.	Cleaned fountain and filter, unclogged fountain spout
8/5/19	1	J.H.	Additional Court Maintenance
8/5/19	3.5	J.S.	Additional Court Maintenance
8/6/19	6	E.T.	Cleaned pool filters on lap pool, family pool and spray ground pool, cleaned tile on lap pool, empty trash receptacles on promenade and roadways
8/6/19	8	T.C.	Removed debris along roadways and parks
8/6/19	1.5	J.H.	Additional Court Maintenance
8/6/19	4.5	J.S.	Additional Court Maintenance
8/7/19	2	T.C.	Removed debris along roadways and parks
8/7/19	2.5	J.H.	Additional Court Maintenance
8/7/19	3	J.S.	Additional Court Maintenance
8/8/19	2.5	E.T.	Cleaned pool filters on lap pool, family pool and spray ground pool
8/8/19	6	T.C.	Removed debris along roadways and parks
8/8/19	3	J.H.	Additional Court Maintenance
8/8/19	5	J.S.	Additional Court Maintenance
8/9/19	9	S.A.	Transported Polaris to shop, cleaned fountain, cleaned up shop, worked on chainsaws
8/9/19	3	J.S.	Additional Court Maintenance
8/10/19	1.5	E.T.	Cleaned pool filters on lap pool, family pool and spray ground pool
8/10/19	2	J.H.	Additional Court Maintenance
8/11/19	2	S.A.	Cleaned fountain and filter for fountain, adjusted auto fill for fountain
8/12/19	2	T.C.	Removed debris along roadways and parks
8/13/19	5.6	E.T.	Cleaned pool filters on family pool and spray ground pool, replaced board on walkway, repaired park bench and pain, clean up shop
8/13/19	1	G.S.	Removed debris in common areas
8/13/19	2	J.H.	Additional Court Maintenance
8/14/19	2	T.C.	Removed dead trees in roadway median
8/14/19	5	G.S.	Removed debris in common areas, cleaned up deceased animal in road
8/14/19	0.5	J.H.	Additional Court Maintenance
8/15/19	4	E.T.	Cleaned pool filters on family pool and spray ground pool, installed park benches, repaired light at Hampton Glenn entrance
8/15/19	4	T.C.	Started project for awnings in pool park area
8/15/19	2	G.S.	Removed debris in common areas, trimmed trees over sidewalk
8/15/19	3.5	J.H.	Additional Court Maintenance
8/16/19	8	G.S.	Removed debris in common areas, ponds and amenity center roof after lightning strike, treated fire ant mounds in parks, maintenance work on EZ-GO
8/16/19	2	S.A.	Removed broken terra cota from roof of amenity center, cleaned fountain
8/17/19	2	J.H.	Additional Court Maintenance
8/19/19	6	T.C.	Set up CDD meeting, changed lights in field house bathrooms, worked on tarps in pool pack area
8/19/19	2	G.S.	Removed debris in common areas, cleaned up major trash dump
8/19/19	2	J.S.	Additional Court Maintenance
8/20/19	5	E.T.	Cleaned pool filters, replaced photo sensor on Dr office parking lot lights, light inspection on promenade walkway, removed deceased animal from the roadway
8/20/19	2	T.C.	Take down CDD meeting
8/20/19	5	G.S.	Trimmed trees over side walks, removed debris in common areas & ponds, treated fire ant mound in play area
8/20/19	4.5	J.S.	Additional Court Maintenance
8/21/19	6	T.C.	Repair bike rack, repaired boards at gazebo by lake, cleaned shop
8/21/19	2	G.S.	Removed debris in common areas, treated fire ants in playground
8/21/19	2	J.S.	Additional Court Maintenance
8/22/19	7	E.T.	Light inspection around community, replaced lights as needed, cement in poles for canopy over pool pack, cleaned pool filters
8/22/19	2	T.C.	Take supplies from DB office to MV pool for Dive In
8/22/19	8	G.S.	Removed debris in common areas, picked up supplies, trimmed trees and bushes at shop, chainsaw maintenance work

MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF AUGUST 2019

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
8/22/19	2	S.A.	Picked up supplies, cleaned fountain
8/22/19	4	J.S.	Additional Court Maintenance
8/23/19	2	T.C.	Set up movie screen for Dive In
8/23/19	2	G.S.	Removed debris in common areas
8/23/19	3	J.S.	Additional Court Maintenance
8/24/19	3	J.S.	Additional Court Maintenance
8/25/19	1	E.T.	Cleaned pool filters
8/25/19	3	G.S.	Removed debris in common areas, treated fire ant mounds, cleaned trash dump at the clock tower
8/26/19	2	T.C.	Worked on covering pool pack area
8/26/19	8	G.S.	Removed debris in common areas and ponds, unclogged lake outflow, treated fire ant mounds in parks
8/26/19	4	J.S.	Additional Court Maintenance
8/27/19	6	E.T.	Cleaned pool filters, mixed and poured cement for shelter over pool pack, removed lake fountain and remove broken parts to be replaces
8/27/19	4	T.C.	Took down CDD meeting, worked on fountain in lake with boat at entrance
8/27/19	2	G.S.	Removed debris in common areas and ponds
8/27/19	6	S.A.	Worked on fountain in lake
8/27/19	2	J.H.	Additional Court Maintenance
8/27/19	4.5	J.S.	Additional Court Maintenance
8/28/19	4	T.C.	Repaired flush valve on toilet, installed faucet in summer kitchen
8/28/19	5	G.S.	Removed debris in common areas
8/28/19	2	J.S.	Additional Court Maintenance
8/29/19	4	E.T.	community
8/29/19	2	T.C.	Preparation for Hurricane Dorian
8/29/19	4	S.A.	Diagnose chlorine pump, repair and test all chainsaws and generators, preparation for Hurricane Dorian
8/29/19	4	J.S.	Additional Court Maintenance
8/30/19	2	T.C.	Removed debris at parks and along roadways
8/30/19	4	J.S.	Additional Court Maintenance
8/30/19	4	S.A.	Preparation for Hurricane Dorian, picked up supplies, repaired fountain intake screen and outlet pipe

TOTAL 279

MILES 468

\*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

MAINTENANCE BILLABLE PURCHASES

Period Ending 09/05/19

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
MV				
MIDDLE VILLAGE				
OAKLEAF				
	8/1/19	Argagon 2 Handle Bath Faucet (2)	42.46	J.S.
	8/1/19	2" Kitchen Sink Faucet Hole Cover (4)	13.62	J.S.
	8/5/19	Kwikset Key	1.27	T.C.
	8/5/19	Schlage Key	1.27	T.C.
	8/5/19	Lemon Pine Sol (2)	19.71	T.C.
	8/5/19	Lysol Spray (2)	15.80	T.C.
	8/5/19	Outdoor Bleach	5.15	T.C.
	8/5/19	2x4 10' Lumber	6.46	T.C.
	8/6/19	LED Spotlight (2)	45.95	T.C.
	8/6/19	Water Tight Plug 125v	18.37	T.C.
	8/6/19	Set Your Own Combo Lock	8.02	T.C.
	8/6/19	Rodenticide 1 lb	22.97	T.C.
	8/6/19	Schlage Key (4)	10.07	T.C.
	8/6/19	Yale Key	2.52	T.C.
	8/8/19	Blend Mop Refill (3)	27.50	T.C.
	8/13/19	2x6-12 Prime Weathershield Lumber (2)	19.25	T.C.
	8/13/19	2x6-8 Prime Weathershield Lumber (2)	12.12	T.C.
	8/13/19	1x6-8 Weathershield Lumber (3)	19.56	T.C.
	8/13/19	LED 4 pk	19.99	T.C.
	8/13/19	1/4"x100' Wire Rope w/ Loop Plain	42.53	T.C.
	8/13/19	Rubber Hose Washers 12 pk	1.70	T.C.
	8/13/19	5/8"x150' Hose Reel Hose	41.37	T.C.
	8/13/19	5/16"x9 3/8" Turnbuckle eye/hk25 (5)	14.72	T.C.
	8/13/19	3/16" Clamp Set (3)	21.98	T.C.
	8/13/19	5/16"x4" Screw Eye Lag Thread (6)	4.62	T.C.
	8/13/19	3/8"x10 1/2" turnbuckle eye/hk26	3.76	T.C.
	8/14/19	Roach Killer Spray 2 pk (2)	6.83	G.S.
	8/14/19	Hand Sanitizer 32 oz	5.14	G.S.
	8/14/19	Orthene Fireant Killer 12 oz (6)	75.69	G.S.
	8/14/19	Microfiber Towels 6 pk	3.45	G.S.
	8/15/19	3/8"x5" Eye Bolt with Nut (6)	6.78	T.C.
	8/15/19	5" Diablo Ros Dic H&L 80g 50 pk	22.97	T.C.
	8/15/19	7/16" Cobalt Red Helix	21.83	T.C.
	8/15/19	3/8" Cobalt Red Helix	18.87	T.C.
	8/15/19	20x50 Castrol Motor Oil	2.86	T.C.
	8/15/19	Terry Towels 20 pk	10.32	T.C.
	8/15/19	Par30 DL Dim LED Light 2 pk (2)	23.69	T.C.
	8/15/19	60 lb Sakrete Concrete Mix (5)	20.70	T.C.
	8/19/19	Dewalt 10 Compartment Small Parts	11.47	T.C.
	8/19/19	Mull-app Flat Horiz Gray	4.01	T.C.
	8/19/19	Gloss Black Spray Paint (2)	13.75	T.C.
	8/21/19	Shedless Knit 6 pk	11.47	T.C.
	8/21/19	3/8" Lockwashers	2.20	T.C.
	8/21/19	#8x1" Pan Head Self Drilling	8.94	T.C.
	8/21/19	Sheet Metal Screw 8x1 1/2	5.07	T.C.
	8/21/19	Sheet Metal Screw 8x1/2	4.88	T.C.
	8/21/19	Pelican Paint Liner Pack	2.46	T.C.
	8/21/19	4x6-8' Post	14.93	T.C.
	8/22/19	3" Chlorine Tablet (10)	40.02	S.A.
	8/22/19	Windex Refill (2)	22.95	S.A.
	8/22/19	5 gallon Degreaser	42.52	S.A.
	8/22/19	Fire Ant Killer 12 oz (5)	63.08	G.S.



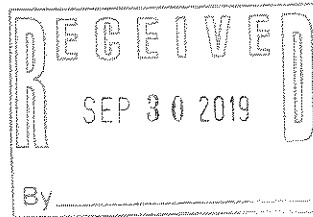
8/23/19	50 gallon Square Trash Can - Gray	74.72	J.S.
8/23/19	Diablo 9"x8/10 MTL Recip Blades	10.91	T.C.
8/23/19	Toilet Tank Repair Valve	8.03	S.A.
8/23/19	Dishwasher Kit	17.23	S.A.
8/23/19	Copper Cutter	17.23	S.A.
8/23/19	3/8 Quick Connect (2)	11.34	S.A.
8/23/19	3/8x1/4 Adapter	4.81	S.A.
8/23/19	3/8x25' Poly Hose	7.80	S.A.
8/23/19	3/8x20 Copper Pipe	30.76	S.A.
8/23/19	3/8" Brass Compression Nut & Insert Fitting	2.71	S.A.
8/27/19	CAT 5e Jack White	3.76	J.S.
8/27/19	CAT 5e Jack Blue	3.76	J.S.
8/27/19	Faucet	66.55	S.A.
8/27/19	Polymer Faucet Connector (2)	19.69	S.A.
8/29/19	Wire Rope (2)	85.05	S.A.
8/29/19	5 gallon Bucket	3.74	S.A.
8/29/19	5/16 Cap Nut	1.36	S.A.
8/29/19	Clamp Set 4 pk (6)	22.63	S.A.
8/29/19	Turnbuckle (5)	18.80	S.A.
8/29/19	Spray Bottle 32 oz	6.88	S.A.
8/29/19	White Towels 20 pk	10.32	S.A.
8/29/19	Microfiber Blue Towels 24 pk	11.48	S.A.
8/29/19	Jb Weld	5.14	S.A.
8/29/19	60lb Sakrete Mix (2)	6.21	S.A.
8/30/19	4" Repair Coupling (2)	19.41	S.A.
8/30/19	4"x2' PVC Pipe	10.64	S.A.
8/30/19	12" Tooth Saw	13.77	S.A.
8/30/19	3" DWV Coupling	1.67	S.A.
8/30/19	4"x3" DWV Flush Bushing	5.37	S.A.
8/30/19	4" DWV Male Adaptor	8.92	S.A.
8/30/19	4" DWV 90 degree Street Elbow (2)	22.03	S.A.
8/30/19	3"x2" PVC Pipe	7.67	S.A.
8/30/19	8oz PVC Cement/Primer Combo	9.17	S.A.

TOTAL \$1,456.10

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



Invoice #: 1602  
Invoice Date: 9/18/19  
Due Date: 9/18/19  
Case:  
P.O. Number:

Description	Hours/Qty	Rate	Amount
Facility Maintenance August 1 - August 31, 2019/ Tennis  Tennis Court Maint. 2, 33, 572, 3440  V-26  B		520.00	520.00
Total			\$520.00
Payments/Credits			\$0.00
Balance Due			\$520.00

RMW  
9, 27, 19

RMS

MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF AUGUST 2019

---

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
8/2/19	2	J.H.	Clean and sweep tennis courts.
8/5/19	2	J.H.	Clean and sweep tennis courts.
8/7/19	2	J.S.	Clean and sweep tennis courts.
8/9/19	2	J.S.	Clean and sweep tennis courts.
8/12/19	2	J.H.	Clean and sweep tennis courts.
8/14/19	2	J.H.	Clean and sweep tennis courts.
8/16/19	2	J.H.	Clean and sweep tennis courts.
8/19/19	2	J.S.	Clean and sweep tennis courts.
8/21/19	2	J.S.	Clean and sweep tennis courts.
8/23/19	2	J.H.	Clean and sweep tennis courts.
8/26/19	2	J.H.	Clean and sweep tennis courts.
8/28/19	2	J.S.	Clean and sweep tennis courts.
8/30/19	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-

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice**

Invoice #: 1608

Invoice Date: 9/25/19

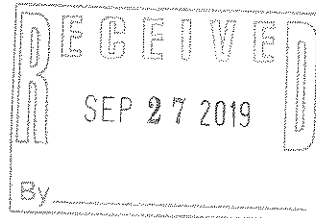
Due Date: 9/25/19

Case:

P.O. Number:

**Bill To:**

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



Description	Hours/Qty	Rate	Amount
Tennis Revenue - Funds deposited 9/25/19  <div>(B) V-26 2,300,569,102</div>		1,462.50	1,462.50

<b>Total</b>	<b>\$1,462.50</b>
--------------	-------------------

<b>Payments/Credits</b>	<b>\$0.00</b>
-------------------------	---------------

<b>Balance Due</b>	<b>\$1,462.50</b>
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# *Middle Village CDD*

## Breakdown of Revenues

September 25, 2019

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

9/25/2019	\$ 1,625.00	\$ 1,462.50	\$ 162.50
		\$ -	\$ -

Subtotal	\$ 1,625.00	\$ 1,462.50	\$ 162.50
----------	-------------	-------------	-----------

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

9/25/2019	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -

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

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

9/25/2019	\$ -	\$ -	\$ -	*Stringing
	\$ -	\$ -	\$ -	*Shirts
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	

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

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

Subtotal	\$ -	\$ -	\$ -
Total Revenues	\$ 1,625.00	\$ 1,462.50	\$ 162.50

Wells Fargo Bank  
Transaction Receipt

Branch #0066070 3                      Deposit

Account Number                      XXXXXXXXX4262

CHK 00182

Cash In                                  \$1,300.00

Loose Currency

\$50	\$50.00
\$20	\$1,000.00
\$10	\$200.00
\$5	\$50.00
Sub total	\$1,300.00

Number of Checks                      2

Check Listing

	\$300.00
	\$25.00

Total Checks Amount                      \$325.00

Total Deposit                              \$1,625.00

Deposit Availability

\$1,300.00 of your deposit is  
included in your available balance.

\$325.00 will be available on  
Thursday, 09/26/19

Transaction # 025 0036  
02:29PM 09/25/19  
Deposit Credit Date: 09/25/19

Thank you for your business.

Enjoy the convenience of  
scheduling appointments online at  
[wellsfargo.com/appointments](https://www.wellsfargo.com/appointments)

Thank you, ALYSSA

**Clay County Sheriff's Office**

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

**INVOICE**

INVOICE DATE: SEPTEMBER 30, 2019  
WEEK OF: 9/20/19-9/26/19

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

**FOR:**  
Oakleaf Amenities Manager  
and  
Oksana Kuzmuk

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
9/20/19	BEN SIMMONS	1700-2300	6	30.00	180.00
9/20/19	EVA SOLIS	1700-2300	6	30.00	180.00
9/21/19	BEN SIMMONS	1700-2300	6	30.00	180.00
9/21/19	JENNIFER COOPER 242	1700-2300	6	30.00	180.00
9/23/19	BRYAN SMITH	1700-2300	6	30.00	180.00
9/24/19	JOHN DRURY	1600-2200	6	30.00	180.00
9/25/19	JONATHAN BROWN	1700-2300	6	30.00	180.00
9/26/19	JOHN DRURY	1700-2230	5.5	30.00	165.00
DEPUTY SIGNATURE:					TOTAL
					<b>\$1425.00</b>

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

THANK YOU FOR YOUR BUSINESS!

(B) 2,800.572.34570



**Clay County Sheriff's Office**

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

**INVOICE**

INVOICE DATE: SEPTEMBER 30, 2019  
WEEK OF: 9/20/19-9/26/19

**TO:**

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

**FOR:**

Oakleaf Amenities Manager  
and  
Oksana Kuzmuk

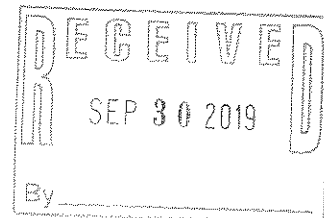
DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
9/20/19	BEN SIMMONS	1700-2300	6	30.00	180.00
9/20/19	EVA SOLIS	1700-2300	6	30.00	180.00
9/21/19	BEN SIMMONS	1700-2300	6	30.00	180.00
9/21/19	JENNIFER COOPER	1700-2300	6	30.00	180.00
9/23/19	BRYAN SMITH	1700-2300	6	30.00	180.00
9/24/19	JOHN DRURY 472	1600-2200	6	30.00	180.00
9/25/19	JONATHAN BROWN	1700-2300	6	30.00	180.00
9/26/19	JOHN DRURY	1700-2230	5.5	30.00	165.00
DEPUTY SIGNATURE:					TOTAL
					<b>\$1425.00</b>

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

THANK YOU FOR YOUR BUSINESS!

①

2,320,572.34570





**Clay County Sheriff's Office**

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

**INVOICE**

INVOICE DATE: SEPTEMBER 30, 2019  
WEEK OF: 9/20/19-9/26/19

**TO:**

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

**FOR:**

Oakleaf Amenities Manager  
and  
Oksana Kuzmuk

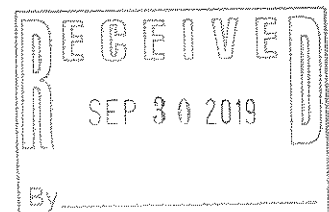
DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
9/20/19	BEN SIMMONS	1700-2300	6	30.00	180.00
9/20/19	EVA SOLIS	1700-2300	6	30.00	180.00
9/21/19	BEN SIMMONS	1700-2300	6	30.00	180.00
9/21/19	JENNIFER COOPER	1700-2300	6	30.00	180.00
9/23/19	BRYAN SMITH	1700-2300	6	30.00	180.00
9/24/19	JOHN DRURY	1600-2200	6	30.00	180.00
9/25/19	JONATHAN BROWN 386	1700-2300	6	30.00	180.00
9/26/19	JOHN DRURY	1700-2230	5.5	30.00	165.00
DEPUTY SIGNATURE:					TOTAL
					<b>\$1425.00</b>

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

THANK YOU FOR YOUR BUSINESS!

(B)

2,500 572.34570





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

# Invoice

Date 10/1/2019

Invoice # 131295588723

Terms	Net 20
Due Date	10/21/2019
PO #	
Customer #	13OAK101

<b>Bill To</b> Oakleaf Plantation Middle Village 475 West Town Place Ste 114 St Augustine FL 32092	<b>Ship To</b> 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	2,405.39
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	108.18
<div data-bbox="602 905 915 1113"></div> <div data-bbox="513 1173 948 1316"><p>V-139 (B) 2,230.572,484</p></div>				

Total 2,513.57  
Amount Due \$2,513.57

## Remittance Slip

Customer  
13OAK101  
Invoice #  
131295588723

Amount Due \$2,513.57

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

Make Checks Payable To

Poolsure  
PO Box 55372  
Houston, TX 77255-5372



131295588723



**REPUBLIC**  
SERVICES

8619 Western Way  
Jacksonville FL 32256-036060

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

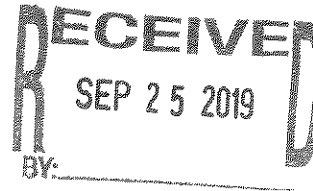
Account Number 3-0687-3527242  
Invoice Number 0687-001007314  
Invoice Date September 16, 2019  
Past Due on 09/16/19 \$1,446.37  
Payments/Adjustments \$0.00  
Current Invoice Charges \$1,463.88

Total Amount Due	Payment Due Date
\$2,910.25	Past Due

**CURRENT INVOICE CHARGES**

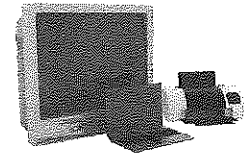
Description	Reference	Quantity	Unit Price	Amount
Middle Village Cdd 845 Oakleaf Plantation Pkwy Orange Park, FL Contract: 9687024 (C50) 2 Waste Container 6 Cu Yd, 2 Lifts Per Week Pickup Service 10/01-10/31 Container Refresh 10/01-10/31				
			\$919.33	\$919.33
		2.0000	\$9.00	\$18.00
Total Fuel/Environmental Recovery Fee				\$302.95
Total Franchise - Local				\$201.90
Late Fee 09/16				\$21.70
CURRENT INVOICE CHARGES, Due by October 06, 2019				\$1,463.88

V-438 (B)  
2,380.572,449



**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



Past Due	30 Days	60 Days	90+ Days
	\$1,446.37	\$0.00	\$0.00



8619 Western Way  
Jacksonville FL 32256-036060

Please Return This  
Portion With Payment

**Total Enclosed**

Return Service Requested

L2RCACDTCQ 013303



MIDDLE VILLAGE CDD  
475 W TOWN PL  
STE 114  
ST AUGUSTINE FL 32092-3648

Total Amount Due \$2,910.25  
Payment Due Date Past Due  
Account Number 3-0687-3527242  
Invoice Number 0687-001007314



For Billing Address Changes,  
Check Box and Complete Reverse.

Make Checks Payable To:



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

30687352724200000010073140001463880002910258

L2RCACDTCQ 013303 1NNNNNNNN NNN NNN 001 001 026609 21352565.1



# Southern Santa Fred

11967 Lake Fern Dr, Jacksonville, Florida 32258

Sleigh Phone (904)806-0799

Email: [southernsantafred@msn.com](mailto:southernsantafred@msn.com)

## Invoice – Confirmation Letter – Event Information

Event Day/Date: **December 19, 2019** From: **6 pm** To: **8 pm** Sales Rep:

Client Name: **Lisa Carter** Event Name **Coco with Santa/ Oakleaf plantation**

Billing Address: **845 Oak Leaf Plantation, Oaks Amenity Center , Orange Park, Fl. 32062**

Day Phone: **904-375-9285 ext 7** Evening Phone: Fax Phone:

Event Contact: **Lisa Carter** Event Phone: **904-375-9285 ext 7**

Event Address: **Same as Billing**

### EVENT DETAILS

Rate = \$150.00 per hour	2 hours	@	\$150.00	\$300.00
		@		
* For home or private visits performer(s) will arrive within a +/- 30 minute window of scheduled time due to traffic or other unforeseeable circumstances. A break of ten minutes after each full hour of work is appropriate. A little cool water is always welcome. <i>Gratuities not included.</i>			TOTAL	\$300.00

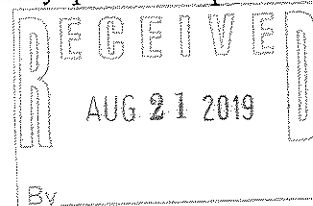
### CONTRACT INFORMATION

Deposit of: **n/a** must be received by: **Before Santa Date** payable to **Fred Baker**

*Deposits must be received within five (5) days of date due or may result in the appointment time being released to another party. Contact SouthernSantaFred immediately should you need to adjust the deposit date or make other arrangements.*

Balance of: **\$300.00** in cash or check is due at end of visit payable to: **Fred Baker** (Gratuity not included)

- It is both an honor and a privilege to be your Santa Claus this year. I do not regard this appointment as merely a performance. I appreciate the trust you have placed in me, and will do my very best to make you happy that you did.
- If you want Santa to distribute presents, please have them wrapped and waiting at the entrance you want Santa to use so Santa can put them in his Santa sack.
- Please email or phone Santa with the names and ages of all children and the name(s) of any special needs person at least 24 hours in advance.
- Please copy this agreement, Sign one copy and return it with a check Payable to:  
Fred Baker  
11967 Lake Fern Dr  
Jacksonville, Fl 32258



- The balance is to be handed to Santa in currency or by check in an envelope at the conclusion of the performance as he exits. However, after the performance, please pay whatever you think the performance was worth, more or less. Please make any check payable to Fred Baker

**Code to:**

- If you decide to cancel, please let Santa know as soon as possible. Santa looks forward to being your Santa Claus.
- PLEASE SAVE SANTA A PARKING SPACE CLOSE TO THE ENTRANCE.**

Thank you! Merry Christmas!!!

**Middle Village Special Events**

**2-330-572-49400**

01/16/2019

**\$300.00**

002.300.155.101.  
prepay account

Fred Baker  
Ceo - SouthernSantaFred

Customer signature

Date



# Invoice

Invoice #: 1439

Date: 10/01/19

Customer PO:

DUE DATE: 10/31/2019

## BILL TO

Oakleaf - Middle Village CDD  
370 Oakleaf Village Parkway  
Orange Park, FL 32065

## FROM

VerdeGo  
PO Box 789  
3335 North State Street  
Bunnell, FL 32110  
Phone: 386-437-3122  
www.verdego.com

## DESCRIPTION

#94 - Standard Maintenance Contract October 2019

## AMOUNT

\$35,013.96

## Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

\$35,013.96

## Code to:

2-320-572-462

V-704 (B)

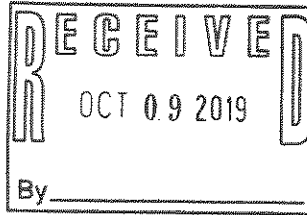
**Middle Village Landscape Maintenance**



There for you.

Eight Tower Bridge  
161 Washington Street, Suite 600  
Conshohocken, PA 19428  
(866) 703-7666

MIDDLE VILLAGE COMM DEV. DIST  
370 Oakleaf Village Parkway  
Orange Park, FL 32065



Invoice Date  
10/06/2019

Invoice Number  
9316566

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:

(USD) **\$4,235.79**

Terms:

**Due Upon Receipt**

Service Location: AB364298 Customer: AB364298 Billing Period: 09/01/2019 - 09/30/2019

**MIDDLE VILLAGES**

845 OAKLEAF PLANTATION PK  
Orange Park, FL 32065-3531

Description	Quantity	UOM	Price	Amount
Security Services	1.00	EA	4,235.79	4,235.79
Total Hours	0.00			0.00
Subtotal				4,235.79
Sales Tax Subtotal				0.00
Total for - MIDDLE VILLAGES				4,235.79

# APPROVED

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

V-554 (B)

Subtotal	
	\$4,235.79
Sales Tax	
	\$0.00
Total Amount Due:	
(USD)	\$4,235.79



Invoice Date  
10/06/2019

Invoice Number  
9316566

Invoice NO. 9316566 Customer: AB364298 MIDDLE VILLAGE COMM DEV. DIST

Page 1 of 1

Description						Quantity	Bill Rate	Extension
Work Date	Post Description	Employee Name	In Time	Out Time	Lunch	Hours	Hours Type	
Security Services						1.00	\$4,235.79	\$4,235.79
Total Hours						0.00		\$0.00

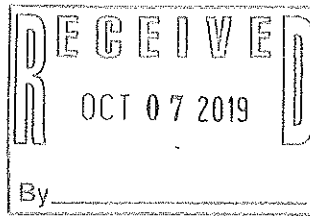
Revenue Total \$4,235.79

Tax Total \$0.00

Grand Total \$4,235.79

**Clay County Sheriff's Office**

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

**INVOICE**

INVOICE DATE: OCTOBER 7, 2019  
WEEK OF: 9/27/19-10/3/19

**TO:**

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

**FOR:**

Oakleaf Amenities Manager  
and  
Oksana Kuzmuk

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
9/27/19	ANDRE MACK <i>397</i>	2100-0300	6	30.00	180.00
9/27/19	EVA SOLIS	1700-2300	6	30.00	180.00
9/28/19	BRYAN SMITH	1700-2300	6	30.00	180.00
9/29/19	BRYAN SMITH	1700-2300	6	30.00	180.00
9/30/19	JENNIFER COOPER	1700-2100	4	30.00	120.00
10/1/19	MATTHEW WILLIAMS	1715-2215	5	30.00	150.00
10/2/19	JONATHAN BROWN	1700-2300	6	30.00	180.00
DEPUTY SIGNATURE:					TOTAL
					<b>\$1170.00</b>

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

THANK YOU FOR YOUR BUSINESS!

*(B)*

*2, 320, 572, 3457*



**Clay County Sheriff's Office**

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

**INVOICE**

INVOICE DATE: OCTOBER 7, 2019  
WEEK OF: 9/27/19-10/3/19

**TO:**

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

**FOR:**

Oakleaf Amenities Manager  
and  
Oksana Kuzmuk

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
9/27/19	ANDRE MACK	2100-0300	6	30.00	180.00
9/27/19	EVA SOLIS	1700-2300	6	30.00	180.00
9/28/19	BRYAN SMITH 398	1700-2300	6	30.00	180.00
9/29/19	BRYAN SMITH	1700-2300	6	30.00	180.00
9/30/19	JENNIFER COOPER	1700-2100	4	30.00	120.00
10/1/19	MATTHEW WILLIAMS	1715-2215	5	30.00	150.00
10/2/19	JONATHAN BROWN	1700-2300	6	30.00	180.00
DEPUTY SIGNATURE:					TOTAL \$1170.00

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

THANK YOU FOR YOUR BUSINESS!

(B) or (E)  
d. 320. 572. 3457



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

Invoice Number: SSI09213  
Invoice Date: 10/4/2019  
Page: 1

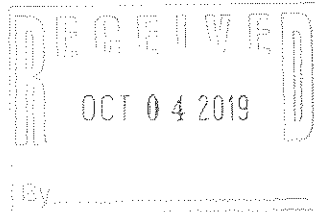
Attn: Fiscal - Accounts Receivable

Bill

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

Ship

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



Due Date 10/19/2019  
Terms Net 15 Days

Customer ID C0000168  
P.O. Number  
P.O. Date 10/4/2019  
Our Order No  
SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee- SEPTEMBER 2019		193.5	193.5	5.00	967.50/2= \$483.75
Fees-2nd Employment Scheduling		15	15	25.00	375.00/2= \$187.50

V-256 (B)

2,320,572,3450

Amount Subject to Sales Tax US0  
Amount Exempt from Sales Tax 1,342.50

Subtotal: 1,342.50  
Invoice Discount: 0.00  
Tax: 0.00

Total USD: 1,342.50/2  
\$671.25

OAKLEAF PLANTATION CDD	9/1/2019	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	9/4/2019	6028	WILLIAMS, MATTHEW L	4.50
OAKLEAF PLANTATION CDD	9/5/2019	7695	VOLLER, DAVID	5.50
OAKLEAF PLANTATION CDD	9/6/2019	7321	DRURY, JOHN R.	6.00
OAKLEAF PLANTATION CDD	9/6/2019	6534	SIMMONS, BENJAMIN A	6.00
OAKLEAF PLANTATION CDD	9/7/2019	7036	MACK, ANDRE D.	6.00
OAKLEAF PLANTATION CDD	9/7/2019	6273	COOPER, JENNIFER	6.00
OAKLEAF PLANTATION CDD	9/8/2019	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	9/9/2019	7223	SOLIS, EVA	6.00
OAKLEAF PLANTATION CDD	9/10/2019	7137	BROWN, JONATHAN	6.00
OAKLEAF PLANTATION CDD	9/11/2019	7137	BROWN, JONATHAN	6.00
OAKLEAF PLANTATION CDD	9/12/2019	6028	WILLIAMS, MATTHEW L	6.00
OAKLEAF PLANTATION CDD	9/13/2019	7695	VOLLER, DAVID	6.00
OAKLEAF PLANTATION CDD	9/13/2019	7036	MACK, ANDRE D.	6.00
OAKLEAF PLANTATION CDD	9/14/2019	7036	MACK, ANDRE D.	6.00
OAKLEAF PLANTATION CDD	9/15/2019	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	9/16/2019	6534	SIMMONS, BENJAMIN A	6.00
OAKLEAF PLANTATION CDD	9/17/2019	7137	BROWN, JONATHAN	6.00
OAKLEAF PLANTATION CDD	9/18/2019	6028	WILLIAMS, MATTHEW L	6.00
OAKLEAF PLANTATION CDD	9/19/2019	7321	DRURY, JOHN R.	6.00
OAKLEAF PLANTATION CDD	9/20/2019	6534	SIMMONS, BENJAMIN A	6.00
OAKLEAF PLANTATION CDD	9/20/2019	7223	SOLIS, EVA	6.00
OAKLEAF PLANTATION CDD	9/21/2019	6534	SIMMONS, BENJAMIN A	6.00
OAKLEAF PLANTATION CDD	9/21/2019	6273	COOPER, JENNIFER	6.00
OAKLEAF PLANTATION CDD	9/23/2019	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	9/24/2019	7321	DRURY, JOHN R.	6.00
OAKLEAF PLANTATION CDD	9/25/2019	7137	BROWN, JONATHAN	6.00
OAKLEAF PLANTATION CDD	9/26/2019	7321	DRURY, JOHN R.	5.50
OAKLEAF PLANTATION CDD	9/27/2019	7036	MACK, ANDRE D.	6.00
OAKLEAF PLANTATION CDD	9/27/2019	7223	SOLIS, EVA	6.00
OAKLEAF PLANTATION CDD	9/28/2019	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	9/29/2019	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	9/30/2019	6273	COOPER, JENNIFER	4.00
			TOTAL	193.50



3176 Old Jennings Road, Middleburg, Florida 32068  
Please visit us on the web at [www.clayutility.org](http://www.clayutility.org)  
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: MIDDLE VILLAGE COMMUNITY DEVELOPMENT  
DISTRICT  
Service Address: 701-1 Turkey Point Drive Reclaimed Irrigation

Bill Date: 10/04/2019

Customer #: 00235920  
Route #: MC05526213

### Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
--------------	------------	-----------	-------------	------------------	-----------------	---------------

Base Charges (Prepaid)	10/04/19 to 11/06/19					\$0.00
Consumption Charges	Tier 1	0.0	x	0.00	\$0.00	
Proration Factor: 0.0000	Tier 2	0.0	x	0.00	\$0.00	
	Tier 3	0.0	x	0.00	\$0.00	
	Tier 4	0.0	x	0.00	\$0.00	

### Sewer

Base Charges (Prepaid)				\$0.00
Consumption Charges	0.0	x	0.00	\$0.00

### Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
48011347	.75	10/02/19	31	235	253	18

Base Charges (Prepaid)				\$24.19	
Consumption Charges	Tier 1	18.0	x	0.76	\$13.68
Proration Factor: 1.0333	Tier 2	0.0	x	1.50	\$0.00
	Tier 3	0.0	x	2.26	\$0.00

### Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$37.87
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
<b>TOTAL AMOUNT DUE</b>	<b>\$37.87</b>

Effective October 1, 2019, water, sewer and reuse base and consumption charges will increase by 4%. Visit our website at [www.clayutility.org/rates](http://www.clayutility.org/rates) to view the current rate schedule.

**URGENT WARNING: Unauthorized Bill-Payment websites are suggesting an affiliation with Clay County Utility Authority. These sites, which include doxo.com, are not associated in any way with CCUA.**

These companies charge YOU a processing fee and can delay payment to your account. Online payments should only be made at [www.clayutility.org/myaccount](http://www.clayutility.org/myaccount)

Please pay \$37.87 by 10/25/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$34.66 was posted to your account on 09/18/2019.

V-8  
2,330.572.433 (B)  
**RECEIVED**  
OCT 08 2019  
BY: \_\_\_\_\_

Please return this portion with payment



Clay County Utility Authority  
3176 Old Jennings Road  
Middleburg, Florida 32068

MIDDLE VILLAGE COMMUNITY DEVELOPMENT  
DISTRICT  
701-1 Turkey Point Drive Reclaimed Irrigation

Customer #:00235920  
Route #:MC05526213  
Route Group:26

### ADDRESSEE:

5617 1 AB 0.409 15-15

MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT  
475 W TOWN PL STE 114  
ST AUGUSTINE, FL 32092-3649



### Bill Summary

Bill Date	10/04/19
Current Charges	\$37.87
Current Charges Past Due After	10/25/19
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$37.87

### MAIL PAYMENT TO:

CLAY COUNTY UTILITY AUTHORITY  
3176 OLD JENNINGS ROAD  
MIDDLEBURG, FL 32068



3176 Old Jennings Road, Middleburg, Florida 32068  
Please visit us on the web at [www.clayutility.org](http://www.clayutility.org)  
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: MIDDLE VILLAGE COMMUNITY DEVELOPMENT  
DISTRICT  
Service Address: 3214-1 Tower Oaks Drive Reclaimed Irrigation

Bill Date: 10/04/2019

Customer #: 00210999  
Route #: MC05526683

### Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
--------------	------------	-----------	-------------	------------------	-----------------	---------------

Base Charges (Prepaid)	10/04/19 to 11/06/19					\$0.00
Consumption Charges	Tier 1	0.0	x	0.00	\$0.00	
Proration Factor: 0.0000	Tier 2	0.0	x	0.00	\$0.00	
	Tier 3	0.0	x	0.00	\$0.00	
	Tier 4	0.0	x	0.00	\$0.00	

### Sewer

Base Charges (Prepaid)					\$0.00
Consumption Charges	0.0	x	0.00	\$0.00	

### Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
72979833	2	10/02/19	31	12388	13009	621

Base Charges (Prepaid)					\$128.81
Consumption Charges	Tier 1	124.0	x	0.76	\$94.24
Proration Factor: 1.0333	Tier 2	41.3	x	1.50	\$61.95
	Tier 3	455.7	x	2.26	\$1,029.88

### Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$1,314.88
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
<b>TOTAL AMOUNT DUE</b>	<b>\$1,314.88</b>

Effective October 1, 2019, water, sewer and reuse base and consumption charges will increase by 4%. Visit our website at [www.clayutility.org/rates](http://www.clayutility.org/rates) to view the current rate schedule.

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Please pay \$1314.88 by 10/25/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$757.14 was posted to your account on 09/18/2019.

Please return this portion with payment

### Bill Summary



Clay County Utility Authority  
3176 Old Jennings Road  
Middleburg, Florida 32068

Bill Date	10/04/19
Current Charges	\$1,314.88
<b>Current Charges Past Due After</b>	<b>10/25/19</b>
Lend A Helping Hand (If Applicable)	\$0.00
<b>Previous Balance</b>	<b>\$0.00</b>
Total Amount Due	\$1,314.88

MIDDLE VILLAGE COMMUNITY DEVELOPMENT  
DISTRICT  
3214-1 Tower Oaks Drive Reclaimed Irrigation

Customer #:00210999  
Route #:MC05526683  
Route Group:26

### ADDRESSEE:

6126 1 AB 0.409 17-17

MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT  
475 W TOWN PL STE 114  
ST AUGUSTINE, FL 32092-3649



### MAIL PAYMENT TO:

CLAY COUNTY UTILITY AUTHORITY  
3176 OLD JENNINGS ROAD  
MIDDLEBURG, FL 32068



3176 Old Jennings Road, Middleburg, Florida 32068  
Please visit us on the web at [www.clayutility.org](http://www.clayutility.org)  
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: MIDDLE VILLAGE COMMUNITY DEVELOPMENT  
DISTRICT  
Service Address: 1092 Oakleaf Plantation Parkway Reclaimed Irrigation

Bill Date: 10/04/2019

Customer #: 00274570  
Route #: MC05522995

### Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
--------------	------------	-----------	-------------	------------------	-----------------	---------------

Base Charges (Prepaid)	10/04/19 to 11/06/19					\$0.00
Consumption Charges	Tier 1	0.0	x	0.00	\$0.00	
Proration Factor: 0.0000	Tier 2	0.0	x	0.00	\$0.00	
	Tier 3	0.0	x	0.00	\$0.00	
	Tier 4	0.0	x	0.00	\$0.00	

### Sewer

Base Charges (Prepaid)				\$0.00
Consumption Charges	0.0	x	0.00	\$0.00

### Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
--------------	------------	-----------	-------------	------------------	-----------------	---------------

Base Charges (Prepaid)				\$128.81	
Consumption Charges	Tier 1	0.0	x	0.76	\$0.00
Proration Factor: 1.0333	Tier 2	0.0	x	1.50	\$0.00
	Tier 3	0.0	x	2.26	\$0.00

### Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$128.81
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
<b>TOTAL AMOUNT DUE</b>	<b>\$128.81</b>

Effective October 1, 2019, water, sewer and reuse base and consumption charges will increase by 4%. Visit our website at [www.clayutility.org/rates](http://www.clayutility.org/rates) to view the current rate schedule.

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Please pay \$128.81 by 10/25/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$123.86 was posted to your account on 09/18/2019.

Please return this portion with payment

### Bill Summary

Bill Date	10/04/19
Current Charges	\$128.81
<b>Current Charges Past Due After</b>	<b>10/25/19</b>
Lend A Helping Hand (If Applicable)	\$0.00
<b>Previous Balance</b>	<b>\$0.00</b>
<b>Total Amount Due</b>	<b>\$128.81</b>



Clay County Utility Authority  
3176 Old Jennings Road  
Middleburg, Florida 32068

MIDDLE VILLAGE COMMUNITY DEVELOPMENT  
DISTRICT  
1092 Oakleaf Plantation Parkway Reclaimed  
Irrigation

Customer #:00274570  
Route #:MC05522995  
Route Group:26

### ADDRESSEE:

5624 1 AB 0.409 15-15

MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT  
475 W TOWN PL STE 114  
ST AUGUSTINE, FL 32092-3649



### MAIL PAYMENT TO:

CLAY COUNTY UTILITY AUTHORITY  
3176 OLD JENNINGS ROAD  
MIDDLEBURG, FL 32068



3176 Old Jennings Road, Middleburg, Florida 32068  
Please visit us on the web at [www.clayutility.org](http://www.clayutility.org)  
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: MIDDLE VILLAGE COMMUNITY DEVELOPMENT  
DISTRICT  
Service Address: 1089 Oakleaf Plantation Parkway Reclaimed Irrigation

Bill Date: 10/04/2019

Customer #: 00274569  
Route #: MC05522997

### Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
--------------	------------	-----------	-------------	------------------	-----------------	---------------

Base Charges (Prepaid)	10/04/19 to 11/06/19					\$0.00
Consumption Charges	Tier 1	0.0	x	0.00	\$0.00	
Proration Factor: 0.0000	Tier 2	0.0	x	0.00	\$0.00	
	Tier 3	0.0	x	0.00	\$0.00	
	Tier 4	0.0	x	0.00	\$0.00	

### Sewer

Base Charges (Prepaid)				\$0.00
Consumption Charges	0.0	x	0.00	\$0.00

### Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
72979837	2	10/02/19	31	265	475	210
Base Charges (Prepaid)						\$128.81
Consumption Charges	Tier 1	124.0	x	0.76	\$94.24	
Proration Factor: 1.0333	Tier 2	41.3	x	1.50	\$61.95	
	Tier 3	44.7	x	2.26	\$101.02	

### Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$386.02
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
<b>TOTAL AMOUNT DUE</b>	<b>\$386.02</b>

Effective October 1, 2019, water, sewer and reuse base and consumption charges will increase by 4%. Visit our website at [www.clayutility.org/rates](http://www.clayutility.org/rates) to view the current rate schedule.

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Please pay \$386.02 by 10/25/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$150.46 was posted to your account on 09/18/2019.

Please return this portion with payment

### Bill Summary

Bill Date	10/04/19
Current Charges	\$386.02
Current Charges Past Due After	10/25/19
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$386.02



Clay County Utility Authority  
3176 Old Jennings Road  
Middleburg, Florida 32068

MIDDLE VILLAGE COMMUNITY DEVELOPMENT  
DISTRICT  
1089 Oakleaf Plantation Parkway Reclaimed  
Irrigation  
Customer #:00274569  
Route #:MC05522997  
Route Group:26

### ADDRESSEE:

5623 1 AB 0.409 15-15

MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT  
475 W TOWN PL STE 114  
ST AUGUSTINE, FL 32092-3649



CLAY COUNTY UTILITY AUTHORITY  
3176 OLD JENNINGS ROAD  
MIDDLEBURG, FL 32068

### MAIL PAYMENT TO:



3176 Old Jennings Road, Middleburg, Florida 32068  
Please visit us on the web at [www.clayutility.org](http://www.clayutility.org)  
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: MIDDLE VILLAGE COMMUNITY DEVELOPMENT

Bill Date: 10/04/2019

Customer #: 00276169

Service Address: 533-2 Southwood Way Reclaimed Irrigation

Route #: MC05540000

### Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
--------------	------------	-----------	-------------	------------------	-----------------	---------------

Base Charges (Prepaid)	10/04/19 to 11/06/19					\$0.00
Consumption Charges	Tier 1	0.0	x	0.00	\$0.00	
Proration Factor: 0.0000	Tier 2	0.0	x	0.00	\$0.00	
	Tier 3	0.0	x	0.00	\$0.00	
	Tier 4	0.0	x	0.00	\$0.00	

### Sewer

Base Charges (Prepaid)						\$0.00
Consumption Charges	0.0	x	0.00	\$0.00		

### Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
54004669	1	10/02/19	31	5763	5802	39

Base Charges (Prepaid)						\$40.25
Consumption Charges	Tier 1	38.2	x	0.76	\$29.03	
Proration Factor: 1.0333	Tier 2	0.8	x	1.50	\$1.20	
	Tier 3	0.0	x	2.26	\$0.00	

### Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$70.48
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
<b>TOTAL AMOUNT DUE</b>	<b>\$70.48</b>

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Please pay \$70.48 by 10/25/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$69.56 was posted to your account on 09/18/2019.

Please return this portion with payment

### Bill Summary

Bill Date	10/04/19
Current Charges	\$70.48
<b>Current Charges Past Due After</b>	<b>10/25/19</b>
Lend A Helping Hand (If Applicable)	\$0.00
<b>Previous Balance</b>	<b>\$0.00</b>
<b>Total Amount Due</b>	<b>\$70.48</b>



Clay County Utility Authority  
3176 Old Jennings Road  
Middleburg, Florida 32068

MIDDLE VILLAGE COMMUNITY DEVELOPMENT

Customer #:00276169

533-2 Southwood Way Reclaimed Irrigation

Route #:MC05540000

Route Group:26

### ADDRESSEE:

5622 1 AB 0.409 15-15



MIDDLE VILLAGE COMMUNITY DEVELOPMENT  
475 W TOWN PL STE 114  
ST AUGUSTINE, FL 32092-3649



### MAIL PAYMENT TO:



CLAY COUNTY UTILITY AUTHORITY  
3176 OLD JENNINGS ROAD  
MIDDLEBURG, FL 32068





3176 Old Jennings Road, Middleburg, Florida 32068  
Please visit us on the web at [www.clayutility.org](http://www.clayutility.org)  
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: MIDDLE VILLAGE COMMUNITY DEVELOPMENT

Bill Date: 10/04/2019

Customer #: 00276168

Service Address: 533-1 Southwood Way Irrigation

Route #: MC05540116

### Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
67842361	1	10/02/19	31	9808	9976	168

Base Charges (Prepaid)	10/04/19 to 11/06/19					\$26.68
Consumption Charges	Tier 1	25.8	x	1.41		\$36.38
Proration Factor: 1.0333	Tier 2	38.3	x	2.92		\$111.84
	Tier 3	65.1	x	3.79		\$246.73
	Tier 4	38.8	x	4.87		\$188.96

Alternative Water Supply Surcharge \$1.06

### Sewer

Base Charges (Prepaid)						\$0.00
Consumption Charges		0.0	x	0.00		\$0.00

### Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
--------------	------------	-----------	-------------	------------------	-----------------	---------------

Base Charges (Prepaid)						\$0.00
Consumption Charges	Tier 1	0.0	x	0.00		\$0.00
Proration Factor: 0.0000	Tier 2	0.0	x	0.00		\$0.00
	Tier 3	0.0	x	0.00		\$0.00

### Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00

Current Charges	\$611.65
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
<b>TOTAL AMOUNT DUE</b>	<b>\$611.65</b>

Effective October 1, 2019, water, sewer and reuse base and consumption charges will increase by 4%. Visit our website at [www.clayutility.org/rates](http://www.clayutility.org/rates) to view the current rate schedule.

**URGENT WARNING:** Unauthorized Bill-Payment websites are suggesting an affiliation with Clay County Utility Authority. These sites, which include doxo.com, are not associated in any way with CCUA.

These companies charge YOU a processing fee and can delay payment to your account. Online payments should only be made at [www.clayutility.org/myaccount](http://www.clayutility.org/myaccount)

Please pay \$611.65 by 10/25/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$548.30 was posted to your account on 09/18/2019.

Consumer Confidence and UCMR4 Reports are available at our office and online at: [www.clayutility.org/ccr/OPG.pdf](http://www.clayutility.org/ccr/OPG.pdf)

Please return this portion with payment

### Bill Summary

Bill Date	10/04/19
Current Charges	\$611.65
Current Charges Past Due After	10/25/19
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$611.65



Clay County Utility Authority  
3176 Old Jennings Road  
Middleburg, Florida 32068

MIDDLE VILLAGE COMMUNITY DEVELOPMENT

Customer #:00276168

533-1 Southwood Way Irrigation

Route #:MC05540116

Route Group:26

### ADDRESSEE:

### MAIL PAYMENT TO:

5621 1 AB 0.409 15-15



MIDDLE VILLAGE COMMUNITY DEVELOPMENT  
475 W TOWN PL STE 114  
ST AUGUSTINE, FL 32092-3649



CLAY COUNTY UTILITY AUTHORITY  
3176 OLD JENNINGS ROAD  
MIDDLEBURG, FL 32068



3176 Old Jennings Road, Middleburg, Florida 32068  
Please visit us on the web at [www.clayutility.org](http://www.clayutility.org)  
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: MIDDLE VILLAGE COMMUNITY DEVELOPMENT  
DISTRICT  
Service Address: 3214-2 Tower Oaks Drive Reclaimed Irrigation

Bill Date: 10/04/2019

Customer #: 00241833  
Route #: MC05526924

### Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
--------------	------------	-----------	-------------	------------------	-----------------	---------------

Base Charges (Prepaid)	10/04/19 to 11/06/19					\$0.00
Consumption Charges	Tier 1	0.0	x	0.00	\$0.00	
Proration Factor: 0.0000	Tier 2	0.0	x	0.00	\$0.00	
	Tier 3	0.0	x	0.00	\$0.00	
	Tier 4	0.0	x	0.00	\$0.00	

### Sewer

Base Charges (Prepaid)						\$0.00
Consumption Charges	0.0	x	0.00	\$0.00		

### Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
48011391	.75	10/02/19	31	515	524	9

Base Charges (Prepaid)						\$24.19
Consumption Charges	Tier 1	9.0	x	0.76	\$6.84	
Proration Factor: 1.0333	Tier 2	0.0	x	1.50	\$0.00	
	Tier 3	0.0	x	2.26	\$0.00	

### Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$31.03
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
<b>TOTAL AMOUNT DUE</b>	<b>\$31.03</b>

Effective October 1, 2019, water, sewer and reuse base and consumption charges will increase by 4%. Visit our website at [www.clayutility.org/rates](http://www.clayutility.org/rates) to view the current rate schedule.

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Please pay \$31.03 by 10/25/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$29.34 was posted to your account on 09/18/2019.

Please return this portion with payment

### Bill Summary

Bill Date	10/04/19
Current Charges	\$31.03
Current Charges Past Due After	10/25/19
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$31.03



Clay County Utility Authority  
3176 Old Jennings Road  
Middleburg, Florida 32068

MIDDLE VILLAGE COMMUNITY DEVELOPMENT  
DISTRICT  
3214-2 Tower Oaks Drive Reclaimed Irrigation

Customer #:00241833  
Route #:MC05526924  
Route Group:26

### ADDRESSEE:

5620 1 AB 0.409 15-15

MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT  
475 W TOWN PL STE 114  
ST AUGUSTINE, FL 32092-3649



### MAIL PAYMENT TO:

CLAY COUNTY UTILITY AUTHORITY  
3176 OLD JENNINGS ROAD  
MIDDLEBURG, FL 32068



3176 Old Jennings Road, Middleburg, Florida 32068  
Please visit us on the web at [www.clayutility.org](http://www.clayutility.org)  
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: MIDDLE VILLAGE COMMUNITY DEVELOPMENT  
DISTRICT  
Service Address: 738-1 Chestwood Chase Drive Reclaimed Irrigation

Bill Date: 10/04/2019

Customer #: 00235922  
Route #: MC05526587

### Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
--------------	------------	-----------	-------------	------------------	-----------------	---------------

Base Charges (Prepaid)	10/04/19 to 11/06/19					\$0.00
Consumption Charges	Tier 1	0.0	x	0.00	\$0.00	
Proration Factor: 0.0000	Tier 2	0.0	x	0.00	\$0.00	
	Tier 3	0.0	x	0.00	\$0.00	
	Tier 4	0.0	x	0.00	\$0.00	

### Sewer

Base Charges (Prepaid)					\$0.00
Consumption Charges	0.0	x	0.00	\$0.00	

### Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
33015129	.75	10/02/19	31	943	943	0
Base Charges (Prepaid)						\$24.19
Consumption Charges	Tier 1	0.0	x	0.76	\$0.00	
Proration Factor: 1.0333	Tier 2	0.0	x	1.50	\$0.00	
	Tier 3	0.0	x	2.26	\$0.00	

### Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$24.19
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
<b>TOTAL AMOUNT DUE</b>	<b>\$24.19</b>

Effective October 1, 2019, water, sewer and reuse base and consumption charges will increase by 4%. Visit our website at [www.clayutility.org/rates](http://www.clayutility.org/rates) to view the current rate schedule.

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Please pay \$24.19 by 10/25/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$24.02 was posted to your account on 09/18/2019.

Please return this portion with payment

### Bill Summary

Bill Date	10/04/19
Current Charges	\$24.19
<b>Current Charges Past Due After</b>	<b>10/25/19</b>
Lend A Helping Hand (If Applicable)	\$0.00
<b>Previous Balance</b>	<b>\$0.00</b>
<b>Total Amount Due</b>	<b>\$24.19</b>



Clay County Utility Authority  
3176 Old Jennings Road  
Middleburg, Florida 32068

MIDDLE VILLAGE COMMUNITY DEVELOPMENT  
DISTRICT  
738-1 Chestwood Chase Drive Reclaimed Irrigation  
Customer #: 00235922  
Route #: MC05526587  
Route Group: 26

### ADDRESSEE:

5619 1 AB 0.409 15-15

MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT  
475 W TOWN PL STE 114  
ST AUGUSTINE, FL 32092-3649



CLAY COUNTY UTILITY AUTHORITY  
3176 OLD JENNINGS ROAD  
MIDDLEBURG, FL 32068



3176 Old Jennings Road, Middleburg, Florida 32068  
Please visit us on the web at [www.clayutility.org](http://www.clayutility.org)  
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: MIDDLE VILLAGE COMMUNITY DEVELOPMENT  
DISTRICT  
Service Address: 878-1 Songbird Drive Reclaimed Irrigation

Bill Date: 10/04/2019

Customer #: 00235921  
Route #: MC05526275

### Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
--------------	------------	-----------	-------------	------------------	-----------------	---------------

Base Charges (Prepaid)	10/04/19 to 11/06/19					\$0.00
Consumption Charges	Tier 1	0.0	x	0.00		\$0.00
Proration Factor: 0.0000	Tier 2	0.0	x	0.00		\$0.00
	Tier 3	0.0	x	0.00		\$0.00
	Tier 4	0.0	x	0.00		\$0.00

### Sewer

Base Charges (Prepaid)						\$0.00
Consumption Charges	0.0	x	0.00			\$0.00

### Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
33015127	.75	10/02/19	31	1059	1061	2
Base Charges (Prepaid)						\$24.19
Consumption Charges	Tier 1	2.0	x	0.76		\$1.52
Proration Factor: 1.0333	Tier 2	0.0	x	1.50		\$0.00
	Tier 3	0.0	x	2.26		\$0.00

### Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$25.71
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
<b>TOTAL AMOUNT DUE</b>	<b>\$25.71</b>

Effective October 1, 2019, water, sewer and reuse base and consumption charges will increase by 4%. Visit our website at [www.clayutility.org/rates](http://www.clayutility.org/rates) to view the current rate schedule.

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Please pay \$25.71 by 10/25/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$23.26 was posted to your account on 09/18/2019.

Please return this portion with payment

### Bill Summary

Bill Date	10/04/19
Current Charges	\$25.71
Current Charges Past Due After	10/25/19
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$25.71



Clay County Utility Authority  
3176 Old Jennings Road  
Middleburg, Florida 32068

MIDDLE VILLAGE COMMUNITY DEVELOPMENT  
DISTRICT  
878-1 Songbird Drive Reclaimed Irrigation

Customer #:00235921  
Route #:MC05526275  
Route Group:26

### ADDRESSEE:

5618 1 AB 0.409 15-15

MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT  
475 W TOWN PL STE 114  
ST AUGUSTINE, FL 32092-3649

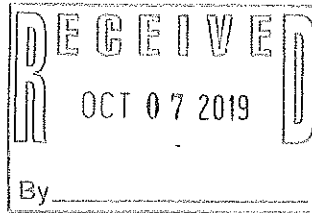


### MAIL PAYMENT TO:

CLAY COUNTY UTILITY AUTHORITY  
3176 OLD JENNINGS ROAD  
MIDDLEBURG, FL 32068

**Clay County Sheriff's Office**

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

**INVOICE**

INVOICE DATE: OCTOBER 7, 2019  
WEEK OF: 9/27/19-10/3/19

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

**FOR:**  
Oakleaf Amenities Manager  
and  
Oksana Kuzmuk

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
9/27/19	ANDRE MACK	2100-0300	6	30.00	180.00
9/27/19	EVA SOLIS 588	1700-2300	6	30.00	180.00
9/28/19	BRYAN SMITH	1700-2300	6	30.00	180.00
9/29/19	BRYAN SMITH	1700-2300	6	30.00	180.00
9/30/19	JENNIFER COOPER	1700-2100	4	30.00	120.00
10/1/19	MATTHEW WILLIAMS	1715-2215	5	30.00	150.00
10/2/19	JONATHAN BROWN	1700-2300	6	30.00	180.00
DEPUTY SIGNATURE:				TOTAL	\$1170.00

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

THANK YOU FOR YOUR BUSINESS!

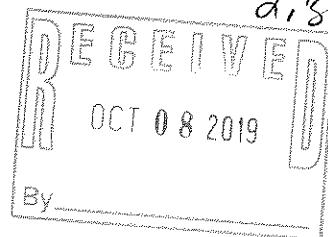
(B) or (E)  
2, 320, 572, 3457

**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** MVCDD refund of deposit request - FELICITAS CARTER  
**Date:** October 8, 2019 at 11:19 AM  
**To:** Hannah Smith [hsmith@gmstnn.com](mailto:hsmith@gmstnn.com)  
**Cc:** Daniel Laughlin [dlaughlin@gmsnf.com](mailto:dlaughlin@gmsnf.com)

Good morning Hannah,

Please make the following refund at your earliest opportunity:

- REFUND FROM MVCDD – for the following venue.
  - LOCATION – GRAND BANQUET / GRAND LAWN aka GB / GL (SATURDAY) 11:00 a.m. to 11:00 p.m.
  - DATE OF VENUE – OCTOBER 5, 2019
  - RESIDENT – FELICITAS CARTER
  - ADDRESS - 830 MOSSWOOD CHASE, ORANGE PARK FL 32065
  - AMOUNT OF REFUND - \$700.00 - \$500.00 GB DEPOSIT & \$200.00 GL DEPOSIT
  - DEPOSIT was via VISA (0275):
    - **GRAND BANQUET:**
      - DATED: 4/12/19
      - SEQ#: 2
      - BATCH#: 107
      - INVOICE#: 2
      - APPROVAL CODE: 07374A
      - AMOUNT: \$500.00
    - **GRAND LAWN:**
      - DATED: 4/12/19
      - SEQ#: 3
      - BATCH#: 107
      - INVOICE#: 3
      - APPROVAL CODE: 08005A
      - AMOUNT: \$200.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELI
04/12/19	04/12/19	10/05/19	Felicitas Carter- GB DEPOSIT	DEPOSIT	\$ 500.00	
04/12/19	04/12/19	10/05/19	Felicitas Carter- GL DEPOSIT	DEPOSIT	\$ 200.00	

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

Thank you.

*I will be out of the office WEDNESDAY, October 9, 2019 and THURSDAY, October 10, 2019, therefore, if you require immediate attention please email me or leave a message at 904-770-4661*

Wanda McReynolds – Venue Coordinator, OakLeaf Plantation  
[venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
(904) 770-4661 voice email  
(904) 375-9285 ext. 3  
[www.oakleafresidents.com](http://www.oakleafresidents.com)

Governmental Management Services

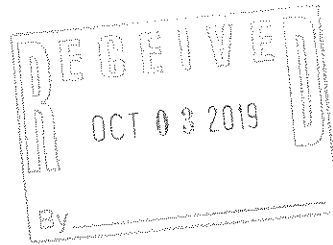
[www.OakLeafResidents.com](http://www.OakLeafResidents.com)

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact the intended recipient, please notify sender immediately by telephone to obtain instructions as to whether information in this email and/or attachment(s) is confidential and privileged or protected from disclosure under the

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



Invoice #: 1605  
Invoice Date: 10/1/19  
Due Date: 10/1/19  
Case:  
P.O. Number:

Description	Hours/Qty	Rate	Amount
Facility Management/Recreation - Oakleaf Plantation - October 2019		13,741.42	13,741.42
2,310,513,3400			
V-26 (B)			
Total			\$13,741.42
Payments/Credits			\$0.00
Balance Due			\$13,741.42

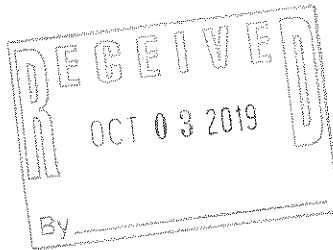
RMW  
10, 3, 19

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

# Invoice

Invoice #: 1606  
Invoice Date: 10/1/19  
Due Date: 10/1/19  
Case:  
P.O. Number:

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



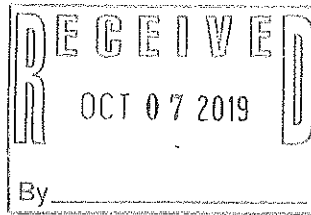
Description	Hours/Qty	Rate	Amount
Facility Management/Tennis - Oakleaf Plantation - October 2019		5,862.50	5,862.50
<i>2,380,582,343</i>			
<i>(B)</i> <i>V.2h</i>			
Total			\$5,862.50
Payments/Credits			\$0.00
Balance Due			\$5,862.50

*RW*  
*10, 3, 19*



**Clay County Sheriff's Office**

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

**INVOICE**

INVOICE DATE: OCTOBER 7, 2019  
WEEK OF: 9/27/19-10/3/19

**TO:**

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

**FOR:**

Oakleaf Amenities Manager  
and  
Oksana Kuzmuk

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
9/27/19	ANDRE MACK	2100-0300	6	30.00	180.00
9/27/19	EVA SOLIS	1700-2300	6	30.00	180.00
9/28/19	BRYAN SMITH	1700-2300	6	30.00	180.00
9/29/19	BRYAN SMITH	1700-2300	6	30.00	180.00
9/30/19	JENNIFER COOPER <i>242</i>	1700-2100	4	30.00	120.00
10/1/19	MATTHEW WILLIAMS	1715-2215	5	30.00	150.00
10/2/19	JONATHAN BROWN	1700-2300	6	30.00	180.00
DEPUTY SIGNATURE:				TOTAL	<b>\$1170.00</b>

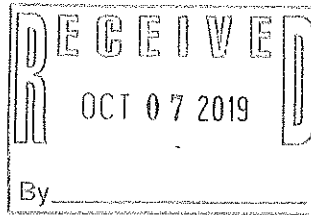
Make all checks payable to Deputy name and mail to the Sheriff's Office C/O Alyssa Rosenbaum.

THANK YOU FOR YOUR BUSINESS!

*(B) or (E)*  
*2, 320, 572, 3457*

**Clay County Sheriff's Office**

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

**INVOICE**

INVOICE DATE: OCTOBER 7, 2019  
WEEK OF: 9/27/19-10/3/19

**TO:**

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

**FOR:**

Oakleaf Amenities Manager  
and  
Oksana Kuzmuk

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
9/27/19	ANDRE MACK	2100-0300	6	30.00	180.00
9/27/19	EVA SOLIS	1700-2300	6	30.00	180.00
9/28/19	BRYAN SMITH	1700-2300	6	30.00	180.00
9/29/19	BRYAN SMITH	1700-2300	6	30.00	180.00
9/30/19	JENNIFER COOPER	1700-2100	4	30.00	120.00
10/1/19	MATTHEW WILLIAMS	1715-2215	5	30.00	150.00
10/2/19	JONATHAN BROWN 386	1700-2300	6	30.00	180.00
DEPUTY SIGNATURE:					TOTAL \$1170.00

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

THANK YOU FOR YOUR BUSINESS!

(B) or (E)  
d. 320. 572. 3457



5021 Stepp Avenue  
Jacksonville, FL 32216  
Phone (904) 737-3511

# INVOICE

**Remit Payments To:**  
P.O. Box 551629  
Jacksonville, FL 32255

Invoice Date	Invoice #
9/30/2019	104901
Customer PO #	

**Bill To:** OA003  
Double Branch Systems  
Middle Village  
370 Oak Leaf  
Orange Park, FL 32065

**Site of Service/Delivery:**  
Oakleaf- Plantation Oaks Ameni  
845 Oakleaf Plantation Parkway  
  
Orange Park FL 32065

## Conditions of Sale

JSC Systems, Inc. (JSC) shall have the title to and the right to possession of the equipment until the receipt of total payment. All accounts are payable in Duval County, Florida. Failure to pay the amount due shall constitute a default and JSC may repossess the equipment without notice. Purchaser agrees to pay JSC's cost and expense of collection and/or repossession, including the maximum attorney's fees permitted by law.

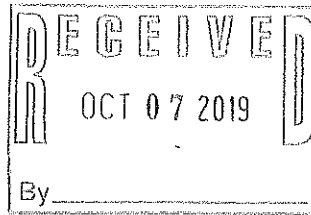
JSC Job #	Terms	Date Shipped	Ship Via
X046306	Due Upon Receipt	09/30/2019	

Quantity	Item / Description	Unit Price	Amount
1.00	(1) Annual Sprinkler (3) Quarterly Sprinkler Inspections	1,144.00	1,144.00
<b>Code to:</b> <b>2-330-572-621</b> <b>Middle Village Preventative contract</b>  <div>RECEIVED OCT 09 2019 By _____</div>			

Sub-Total	Sales Tax	Total Due
1,144.00	0.00	1,144.00

**Clay County Sheriff's Office**

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

**INVOICE**

INVOICE DATE: OCTOBER 7, 2019  
WEEK OF: 9/27/19-10/3/19

**TO:**

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

**FOR:**

Oakleaf Amenities Manager  
and  
Oksana Kuzmuk

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
9/27/19	ANDRE MACK	2100-0300	6	30.00	180.00
9/27/19	EVA SOLIS	1700-2300	6	30.00	180.00
9/28/19	BRYAN SMITH	1700-2300	6	30.00	180.00
9/29/19	BRYAN SMITH	1700-2300	6	30.00	180.00
9/30/19	JENNIFER COOPER	1700-2100	4	30.00	120.00
10/1/19	MATTHEW WILLIAMS <i>276</i>	1715-2215	5	30.00	150.00
10/2/19	JONATHAN BROWN	1700-2300	6	30.00	180.00
DEPUTY SIGNATURE:				TOTAL	\$1170.00

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

THANK YOU FOR YOUR BUSINESS!

*(B) or (E)*  
*2, 320, 572, 3457*

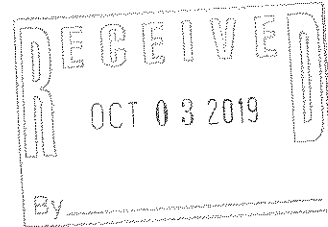
Riverside Management Services, Inc

9655 Florida Mining Blvd. W.  
Building 300, Suite 305  
Jacksonville, FL 32257

# Invoice

Date	Invoice #
10/1/2019	252

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



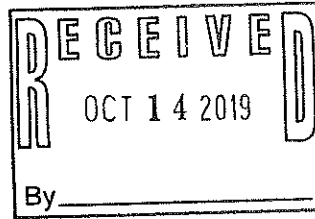
P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Janitorial Services - October 2019  2,33,572.3420  LB1 (B)	3,534.83	3,534.83
		Total	\$3,534.83

240  
10, 2, 19

**Clay County Sheriff's Office**

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

**INVOICE**

INVOICE DATE: OCTOBER 14, 2019  
WEEK OF: 10/4/19-10/10/19

**TO:**

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

**FOR:**

Oakleaf Amenities Manager  
and  
Oksana Kuzmuk

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
10/4/19	BEN SIMMONS <i>674</i>	1715-2315	6	30.00	180.00
10/4/19	EVA SOLIS	1700-2230	5.5	30.00	165.00
10/5/19	JENNIFER COOPER	1700-2300	6	30.00	180.00
10/5/19	BRYAN SMITH	1700-2300	6	30.00	180.00
10/6/19	BRYAN SMITH	1700-2300	6	30.00	180.00
10/7/19	DAVID VOLLER	1630-2230	6	30.00	180.00
10/8/19	BRYAN SMITH	1700-2200	5	30.00	150.00
10/9/19	DAVID VOLLER	1700-2200	5	30.00	150.00
10/10/19	JOHN DRURY	1630-2200	5.5	30.00	165.00
DEPUTY SIGNATURE:				TOTAL	\$1530.00

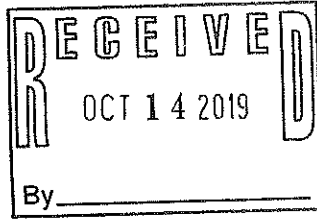
Make all checks payable to Deputy name and mail to the Sheriff's Office C/O Alyssa Rosenbaum.

THANK YOU FOR YOUR BUSINESS!

*B or E*  
*2,320.570.34570*

**Clay County Sheriff's Office**

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

**INVOICE**

INVOICE DATE: OCTOBER 14, 2019  
WEEK OF: 10/4/19-10/10/19

TO:  
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10/5/19	JENNIFER COOPER	1700-2300	6	30.00	180.00
10/5/19	BRYAN SMITH 398	1700-2300	6	30.00	180.00
10/6/19	BRYAN SMITH	1700-2300	6	30.00	180.00
10/7/19	DAVID VOLLER	1630-2230	6	30.00	180.00
10/8/19	BRYAN SMITH	1700-2200	5	30.00	150.00
10/9/19	DAVID VOLLER	1700-2200	5	30.00	150.00
10/10/19	JOHN DRURY	1630-2200	5.5	30.00	165.00
DEPUTY SIGNATURE:				TOTAL	\$1530.00

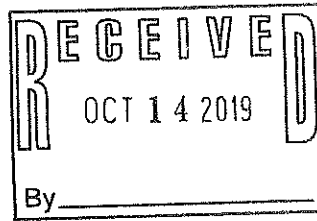
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**Clay County Sheriff's Office**

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Green Cove Springs, FL 32043

**INVOICE**

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**TO:**

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370 Oakleaf Village Parkway  
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10/5/19	BRYAN SMITH	1700-2300	6	30.00	180.00
10/6/19	BRYAN SMITH	1700-2300	6	30.00	180.00
10/7/19	DAVID VOLLER 567	1630-2230	6	30.00	180.00
10/8/19	BRYAN SMITH	1700-2200	5	30.00	150.00
10/9/19	DAVID VOLLER	1700-2200	5	30.00	150.00
10/10/19	JOHN DRURY	1630-2200	5.5	30.00	165.00
DEPUTY SIGNATURE:				TOTAL	\$1530.00

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

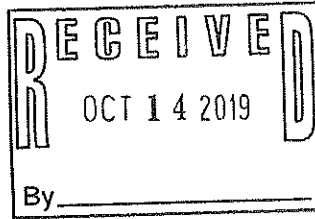
THANK YOU FOR YOUR BUSINESS!

B or E  
2.320.570.34570



**Clay County Sheriff's Office**

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

**INVOICE**

INVOICE DATE: OCTOBER 14, 2019  
WEEK OF: 10/4/19-10/10/19

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

FOR:  
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and  
Oksana Kuzmuk

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
10/4/19	BEN SIMMONS	1715-2315	6	30.00	180.00
10/4/19	EVA SOLIS 588	1700-2230	5.5	30.00	165.00
10/5/19	JENNIFER COOPER	1700-2300	6	30.00	180.00
10/5/19	BRYAN SMITH	1700-2300	6	30.00	180.00
10/6/19	BRYAN SMITH	1700-2300	6	30.00	180.00
10/7/19	DAVID VOLLER	1630-2230	6	30.00	180.00
10/8/19	BRYAN SMITH	1700-2200	5	30.00	150.00
10/9/19	DAVID VOLLER	1700-2200	5	30.00	150.00
10/10/19	JOHN DRURY	1630-2200	5.5	30.00	165.00
DEPUTY SIGNATURE:				TOTAL	\$1530.00

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

THANK YOU FOR YOUR BUSINESS!

B or E  
2,320.570.34570

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice**

Invoice #: 1609

Invoice Date: 8/20/19

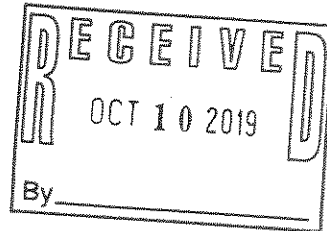
Due Date: 8/20/19

Case:

P.O. Number:

**Bill To:**

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



Description	Hours/Qty	Rate	Amount
August 2019 - Phones (002.330.572.4100)		95.69	95.69 ✓
August 2019 - Permits/Licenses (002.310.513.49300)		26.95	26.95 ✓
August 2019 - Repair and Replacements (34.600.538.64000) !!!		451.75	451.75 ✓
August 2019 - Office Supplies (002.330.572.51000)		645.19	645.19 ✓
August 2019 - Special Events (002.330.572.49400)		793.64	793.64 ✓
August 2019 - Rec Passes (002.330.572.49300)		328.41	328.41
August 2019 - Tennis Maint (002.330.572.34400)		868.63	868.63
V-26 (B) or (E)			
			3210.26 - 451.75 2758.51 ↑
<b>Total</b>			<b>\$3,210.26</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$3,210.26</b>

Double Branch / Middle Village American Express Charges  
GMS Statement Closing Date – Aug 20, 2019

Purchase Date	Vendor	Amount	Description	GL Account	Middle Village	GL	Double Branch	Total
43668	Head/Penn	77.2	Tennis Maintenance	2.330.572.34400	77.2			77.2
43670	PPG paints	83.46	Repair and Replacement	34.600.538.64000	55.64	2.320.572.63100	27.82	83.46
43671	GoDaddy.com	755.74	Office Supplies	2.330.572.51000	377.87	2.320.572.5100	377.87	755.74
43673	The Websteraunt Store	141.45	Special Event	2.330.572.49400	70.73	2.320.572.49400	70.72	141.45
43676	Office Max	48.58	Office Supplies	2.330.572.51000	24.29	2.320.572.5100	24.29	48.58
43678	AutoZone	25.13	Repair and Replacement			2.320.572.63100	25.13	25.13
43681	RingCentral	191.38	Phones	2.330.572.4100	95.69	2.320.572.4100	95.69	191.38
43682	Head/Penn	245.16	Tennis Maintenance	2.330.572.34400	245.16			245.16
43682	Head/Penn	546.27	Tennis Maintenance	2.330.572.34400	546.27			546.27
43683	Walmart	256.15	Special Event	2.330.572.49400	128.08	2.320.572.49400	128.07	256.15
43683	Office Max	196.7	Office Supplies	2.330.572.51000	98.35	2.320.572.5100	98.35	196.7
43683	Office Max	267.95	Office Supplies	2.330.572.51000	133.98	2.320.572.5100	133.97	267.95
43684	publix	33.3	Special Event	2.330.572.49400	16.65	2.320.572.49400	16.65	33.3
43685	Walmart	233.96	Special Event	2.330.572.49400	116.98	2.320.572.49400	116.98	233.96
43685	publix	500	Special Event	2.330.572.49400	250	2.320.572.49400	250	500
43685	Hagan Ace	143.32	Repair and Replacement	34.600.538.64000	71.66	2.320.572.63100	71.66	143.32
43686	publix	422.39	Special Event	2.330.572.49400	211.2	2.320.572.49400	211.19	422.39
43691	Walmart	97.65	Repair and Replacement	34.600.538.64000	48.83	2.320.572.63100	48.82	97.65
43692	Mood/Pandaora	26.95	Permits/Licenses	2.310.513.49300	26.95			26.95
43692	Mood/Pandaora	26.95	Permits/Licenses			2.320.572.49300	26.95	26.95
43693	Walmart	85	Repair and Replacement	34.600.538.64000	85	2.320.572.63100		85
43696	NewEgg.com	107.88	Repair and Replacement	34.600.538.64000	53.94	2.320.572.63100	53.94	107.88
43696	NewEgg.com	7.49	Repair and Replacement	34.600.538.64000	7.49			7.49
43696	Office Max	191.85	Rec. Passes	2.330.572.49300	95.93		95.92	191.85
43696	NewEgg.com	71.24	Repair and Replacement	34.600.538.64000	71.24			71.24
43697	Sprinkler Wharehouse	86.93	Repair and Replacement	34.600.538.64000	57.95	2.320.572.63100	28.98	86.93
43697	Office Max	21.39	Office Supplies	2.330.572.51000	10.7	2.320.572.5100	10.69	21.39
43697	ID ZONE	464.95	Rec. Passes	2.330.572.49300	232.48	2.320.572.62000	232.47	464.95
<b>Totals</b>		<b>5356.42</b>			<b>3210.26</b>		<b>2146.16</b>	<b>5356.42</b>

Double Branch / Middle Village American Express Charges  
GMS Statement Closing Date – Aug 20, 2019

Totals by GL

**Double Branch: \$2146.16**

2.320.572.4100 (DB Phones) – \$95.69  
2.320.572.49300 (DB permits/ licenses) – \$26.95  
2.320.572.49400 (DB Special Events) - \$793.61  
2.320.572.5100 (DB Office Supplies) - \$ 645.17  
2.320.572.63100 (DB Repair and Replacements) - \$256.35  
2.320.572.62000 (DB Rec passes) - \$328.39

**Middle Village: \$3,210.26**

2.330.572.4100 (MV Phones) – \$95.69  
2.310.513.49300 (MV permits/ licenses) – \$26.95  
34.600.538.64000 (MV repair & replacements) – \$451.75  
2.330.572.51000 (MV Office Supplies) - \$645.19  
2.330.572.49400 (Special Events) – \$793.64  
2.330.572.49300 (MV Rec Passes) - \$328.41  
2.330.572.34400 (MV Tennis Maint) - \$868.63

				Amount
07/22/19	HEAD/PENN RACQUET SPTS 000000353104002 6024472340	PHOENIX	AZ	\$77.20
07/24/19	PPG PAINTS 8180 8180 00678524 32204 PAINT AND SUNDRIES	JACKSONVILLE	FL	\$83.46
07/25/19	GODADDY.COM (480)505-8855	480-505-8855	AZ	\$755.74 +
07/27/19	THE WEBSTaurant STORE 42682517 654259	(717)392-7472	PA	\$141.45 +
07/30/19	OFFICEMAX/DEPOT 6826 000006826 8004633768 HDMI,VGA,ADAPTER HIGHSPEED,HDMI,CBLE,ETHRNT,6FT	JACKSONVILLE	FL	\$48.58
08/01/19	AUTQZONE 6307 000006307 8002886966	JACKSONVILLE	FL	\$25.13
08/04/19	RINGCENTRAL US 103841001 94002	BELMONT	CA	\$191.38 +
08/05/19	HEAD/PENN RACQUET SPTS 000000353104002 6024472340	PHOENIX	AZ	\$245.16 +
08/05/19	HEAD/PENN RACQUET SPTS 000000353104002 6024472340	PHOENIX	AZ	\$546.27 +
08/06/19	WAL-MART SUPERCENTER 6978 6978 DISCOUNT STORE	JACKSONVILLE	FL	\$256.15 +
08/06/19	OFFICEMAX/DEPOT 6826 000006826 8004633768	JACKSONVILLE	FL	\$196.70 +
08/06/19	OFFICEMAX/DEPOT 6826 000006826 8004633768 INK,CARTRIDGE,REPL,HP952XL,BLK USB-C - USB-A CABLE-STRAP 4' HEWLETT PACKARD,952,CMY,3 PACK	JACKSONVILLE	FL	\$267.95 +
08/07/19	PUBLIX #128 000000128 8636881188	JACKSONVILLE	FL	\$33.30
08/08/19	WAL-MART SUPERCENTER 1225 1225 DISCOUNT STORE	ORANGE PARK	FL	\$233.96 +
08/08/19	PUBLIX 8636881188	ORANGE PARK	FL	\$500.00 +
08/08/19	HAGAN ACE HDWE 0000 904-272-1414	ORANGE PARK	FL	\$143.32 +
08/09/19	PUBLIX 8636881188	ORANGE PARK	FL	\$422.39 +

Continued on next page

**Business Green Rewards Card**GMS LLC  
JAMES PERRY

Closing Date 08/21/19

p. 5/7

Account Ending 0-04002

**Detail Continued**

♦ - denotes Pay Over Time activity

				Amount
08/14/19	WAL-MART SUPERCENTER 6978 6978 DISCOUNT STORE	JACKSONVILLE	FL	\$97.65
08/15/19	MOOD PANDORA 0684 800-929-5407	AUSTIN	TX	\$26.95
08/15/19	MOOD PANDORA 0684 800-929-5407	AUSTIN	TX	\$26.95
08/16/19	WAL-MART SUPERCENTER 3308 3308 DISCOUNT STORE	MIDDLEBURG	FL	\$85.00
08/19/19	WWW.NEWEGG.COM 31049130432065-	800-390-1119	CA	\$107.88 ♦
08/19/19	WWW.NEWEGG.COM 31049134432065-	800-390-1119	CA	\$7.49
08/19/19	OFFICEMAX/OFFICEDEPT#6876 000006876 8004633768 Lantronix Device Server UDS 11 DELIVERY FEE	ORLANDO	FL	\$191.85 ♦
08/19/19	WWW.NEWEGG.COM 31049132432065-	800-390-1119	CA	\$71.24
08/20/19	SPRINKLERWAREHOUSECOM 000000001 2815009800	HOUSTON	TX	\$86.93
08/20/19	OFFICEMAX/OFFICEDEPT#6876 000006876 8004633768 2YR REPL GEAR 100-249.99	ORLANDO	FL	\$21.39
08/20/19	IDZONE*IDZONE IDZONE MIAMI	MIAMI	FL	\$464.95 ♦

**Fees**

	Amount
Total Fees for this Period	\$0.00

**Interest Charged**

	Amount
Total Interest Charged for this Period	\$0.00

**About Trailing Interest**

You may see interest on your next statement even if you pay the new balance in full and on time and make no new charges. This is called "trailing interest." Trailing interest is the interest charged when, for example, you didn't pay your previous balance in full. When that happens we charge interest from the first day of the billing period until we receive your payment in full. You can avoid paying interest on purchases by paying your balance in full and on time each month. Please see the "When we charge interest" sub-section in your Cardmember Agreement for details.

**2019 Fees and Interest Totals Year-to-Date**

	Amount
Total Fees in 2019	\$171.00
Total Interest in 2019	\$1,098.74

**Interest Charge Calculation**

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Interest Charge
Pay Over Time option	29.99% (v)	\$0.00	\$0.00
<b>Total</b>			<b>\$0.00</b>
(v) Variable Rate			

**Information on Pay Over Time****There is no pre-set spending limit on your Card**

No pre-set spending limit does not mean unlimited spending. Purchasing power adjusts with your use of the Card, your payment history, credit record and financial resources known to us and other factors. Unless you have been previously notified otherwise, your Card has a no pre-set spending limit.

**There is a limit to your Pay Over Time option balance**

Your Pay Over Time limit is \$50,000.00. We may approve or decline a charge regardless of whether your Card account balance exceeds or does not exceed your Pay Over Time limit. You must pay in full all charges that are not placed into a Pay Over Time balance upon receipt of your billing statement.

**You are currently enrolled in the Pay Over Time feature**

All of your eligible charges are automatically swept into your Pay Over Time balance. Each month you simply choose whether to pay in full, pay the minimum due, or pay any amount in between. Interest only applies to balances not paid in full.

THANK YOU FOR SHOPPING AT  
HAGAN ACE BLANDING #4878  
(904) 272-1414

SERVING NORTH FLORIDA SINCE 1962

THANK YOU FOR YOUR PATRONAGE

08/08/19 2:54PM SSC01 569 SALE

00009550801	2	EA	.99	EA
STIHL HEX NUT FOR CHAIN SAW			\$1.98	
7001111D	1	EA	\$22.99	EA
STIHL 18" .325 CHAIN F/MS250			\$22.99	
7001029D	1	EA	\$18.99	EA
STIHL 16" PICCO CHAIN			\$18.99	
7002037D	1	EA	\$49.99	EA
STIHL 18" 325 063 ROLLOMATIC			\$49.99	
7001528D	1	EA	\$39.99	EA
STIHL GD BAR 40CM/16 1.1 3/8P			\$39.99	

SUB-TOTAL:\$	133.94	TAX: \$	9.38
		TOTAL: \$	143.32
	BC AMT:	\$	143.32

BK CARD#: XXXXXXXXXXXX6056  
MID:\*\*\*\*\*0869 TID:\*\*\*3446  
AUTH: 882191 AMT: \$ 143.32  
Host reference #:019624 Bat#

Authorizing Network: AMEX

Chip Read  
CARD TYPE:AM EXPRESS EXPR: XXXX  
AID : A000000025010801  
TVR : 0000008000  
IAU : 064A0103602002  
TSI : F800  
ARC : 00  
MODE : Issuer  
CVM :  
Name : AMERICAN EXPRESS  
ATC :0019  
AC : D3A9B68BD99FC57C  
TxnID/ValCode: 680629



**AutoZone 6307**

9606 ARGYLE FOREST  
JACKSONVILLE, FL  
(904) 777-0013

#000334577 C95854 23.49 P

C95854 MightyLift

Lift Support, 1 EA

SUBTOTAL 23.49

TOTAL TAX @ 7.000% 1.64

TOTAL 25.13

XXXXXXXXXX6056 AMEX 25.13

APPROVAL # 838749

Data Source: CHIP

App Name/Label: AMERICAN EXPRESS

AID: A000000025010801

TC 6A92355B8AAD4608

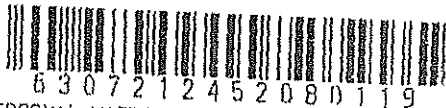
REG #12 CSR #11 RECEIPT #069219

STR. TRANS #212452

STORE #6307

DATE 08/01/2019 16:13

# OF ITEMS SOLD 1



6307212452080119

**PERSONAL WARRANTY INFORMATION**

SURIANO JAY

32065

( 904 ) 562 - 0249

**NO VEHICLE GIVEN**

Item: 000334577 C95854 LIFEGATE LIFT

1 YEAR/12 MONTH WARRANTY PERIOD

**Limited Warranty**

If a part fails during the

period shown on this receipt, you will

receive a replacement or refund.

Warranty excludes damage caused by

misuse, abuse, other faulty parts,

improper installation or oil/fluid,

commercial or marine use. Warranties on

replacement parts cover the unused

portion of the original warranty or

90 days, whichever is longer.

Warranties expire when you sell your

vehicle.

THIS LIMITED WARRANTY REPRESENTS THE

TOTAL LIABILITY OF AUTOZONE, FOR ANY

PART OR PRODUCT. AUTOZONE MAKES NO

OTHER WARRANTIES, EXPRESS OR IMPLIED,

INCLUDING THE IMPLIED WARRANTIES OF

MERCHANTABILITY OR FITNESS FOR A

PARTICULAR PURPOSE.

AUTOZONE SHALL NOT BE LIABLE FOR

ANY INDIRECT, SPECIAL, INCIDENTAL OR

CONSEQUENTIAL DAMAGES.

Some states do not allow limitation on

how long an implied warranty lasts, or

exclusion or limitation on incidental or

consequential damages, so the above

limitations may not apply to you. This

warranty gives you specific legal

rights, and you may also have other

rights which vary from state to state.

Take a survey for a

chance to win \$5000

at [www.autozonecares.com](http://www.autozonecares.com)

or by calling 1-800-598-8943.

No Purchase Necessary. Ends 08/31/19.

Official

# Order # 1000951042

Order Date: August 15, 2019

**MOOD: pandora**

## Items Ordered

Product Name	SKU	Price	Qty	Subtotal
Pandora Music Subscription	PMS	\$26.95	• Ordered1	\$26.95
Subtotal				\$26.95
Grand Total (Excl.Tax)				\$26.95
Tax				\$0.00
Grand Total (Incl.Tax)				\$26.95

## Order Information

### Shipping Address

Oakleaf Plantation  
370 Oakleaf Village Pkwy  
Orange Park, Florida, 32065

### Billing Address

Oakleaf Plantation  
GMS LLC  
475 W Town Pl  
orange park, Florida, 32065

## Payment Method

Credit Card

## Credit Card

Credit Card Type American Express

Credit Card Number XXXX-6056



GoDaddy.com, LLC  
14455 N. Hayden Rd.  
Suite 219  
Scottsdale, AZ 85260  
(480) 505-8877

## Receipt

Date: Jul 25, 2019 6:05 PM

Receipt #: 1529545198  
Customer #: 230

Bill To:

Jay Soriano  
370 Oakleaf Village Pkwy  
orange park, FL 32065

Payment Information:

Jay Soriano  
AMEX #####6056  
Paid: \$755.74

## Items

### Email Marketing - Pro

Item Number: 566297  
Quantity: 1  
Term: 3

Purchase Price: \$1,079.64

Discount: \$323.90

Tax: \$0.00

Total: \$755.74

Total: \$755.74



HEAD/Penn Racquet Sports  
306 South 45th Avenue  
Phoenix, AZ 85043-3913

Sold-to address

Middle Village CDD  
DBA Oakleaf Plantation  
475 Town Place West Ste 114  
SAINT AUGUSTINE FL 32092

Customer No. 715220

<b>Invoice</b>				<b>5192977297</b>			
Billing Date 07/19/2019		Ship Date 07/19/2019		Order Date 07/12/2019		Requested Date 07/18/2019	
Terms Credit Card preauth.						Due Date	
Order No. 5102586831		P.O. Number Gravity Demo				Order Entered By: AGREEN	
Salesrep: Order Placed By: ELLIS, JEFF							

Ship-to address  
Oakleaf Plantation  
370 Oakleaf Village Pwky  
ORANGE PARK FL 32065

Authorization no.:

134175 00000054 002

Material	Description	Size	Quantity	List Price	Discount %	Unit Price	Extended Price
234209	Graphene 360+ Gravity P - DE U	30	1 PC	177.00	0.000	70.00	70.00
281204	Hawk Touch (set)	17 AN	1 PC		0.000		
Total Number of Units		2					

Shipping Information  
Packing Slip, BOL: 5182897152  
Shipping Terms: FOB Origin  
Shipment Origin: BALTIMORE MD  
Shipped Via: FED EX GROUND (PPA)  
Gross Weight: 2.100 LB 0.953 KG

Box Tracking Number  
289180175303009

Total Number of Cartons 1

Items total	70.00	USD
Freight Charge	7.20	USD
Final amount	77.20	USD
Charged to your American Express *****053	77.20	USD
Balance Due	0.00	USD

We recommend all dealers use our Online Management Platform (OMS).  
This site allows you to see current stock of goods, place orders,  
track orders, and check invoices 24 hours a day!  
To receive your login information please email: askus@us.head.com



HEAD/Penn Racquet Sports  
306 South 45th Avenue  
Phoenix, AZ 85043-3913

Sold-to address

Middle Village CDD  
DBA Oakleaf Plantation  
475 Town Place West Ste 114  
SAINT AUGUSTINE FL 32092

Customer No. 715220

<b>Invoice</b>		<b>5192983903</b>	
Billing Date 08/02/2019	Ship Date 08/02/2019	Order Date 08/01/2019	Requested Date 08/01/2019
Terms Credit Card preauth.			Due Date
Order No. 5102595120	P.O. Number Gravity Pro		Order Entered By: OMS3_CPIC
Salesrep: ELLIS, JEFF Order Placed By: R118			

Ship-to address  
Oakleaf Plantation  
370 Oakleaf Village Pwky  
ORANGE PARK FL 32065

Authorization no.:

195158 00000093 002

Material	Description	Size	Quantity	List Price	Discount %	Unit Price	Extended Price
234209	Graphene 360+ Gravity PRO Item 10	U 30	1 PC	177.00	0.000	159.30	159.30
234209	Graphene 360+ Gravity P - DE Item 20	U 30	1 PC	177.00	0.000	70.00	70.00
281204	Hawk Touch (set)-NO CHARGE Item 21	17 AN	1 PC		0.000		
Total Number of Units		3					

Shipping Information  
Packing Slip, BOL: 5182905124  
Shipping Terms: FOB Origin  
Shipment Origin: BALTIMORE MD  
Shipped Via: FED EX GROUND (PPA)  
Gross Weight: 119.050 LB 54.001 KG

Box Tracking Number  
289180175336991

Total Number of Cartons 5

Items total	229.30	USD
Freight Charge	15.86	USD
Final amount	245.16	USD
Charged to your American Express *****053	245.16	USD
Balance Due	0.00	USD

We recommend all dealers use our Online Management Platform (OMS).

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track orders, and check invoices 24 hours a day!

To receive your login information please email: askus@us.head.com



HEAD/Penn Racquet Sports  
306 South 45th Avenue  
Phoenix, AZ 85043-3913

Sold-to address

Middle Village CDD  
DBA Oakleaf Plantation  
475 Town Place West Ste 114  
SAINT AUGUSTINE FL 32092

Customer No. 715220

Invoice		5192983904	
Billing Date	08/02/2019	Ship Date	08/02/2019
Order Date	08/01/2019	Requested Date	08/01/2019
Terms Credit Card preauth.			Due Date
Order No.	5102595121	P.O. Number	Pickleball Nets
Salesrep: ELLIS, JEFF Order Placed By: R118			Order Entered By: OMS3_CPIC

Ship-to address  
Oakleaf Plantation  
370 Oakleaf Village Pwky  
ORANGE PARK FL 32065

Authorization no.:

104976 00000094 002

Material	Description	Size	Quantity	List Price	Discount %	Unit Price	Extended Price
585065	HEAD Portable Pickleball Net Item 10		4 EA	150.00	15.000	127.50	510.00
Total Number of Units		4					

Shipping Information

Packing Slip, BOL: 5182905124  
Shipping Terms: FOB Origin  
Shipment Origin: BALTIMORE MD  
Shipped Via: FED EX GROUND (PPA)  
Gross Weight: 119.050 LB 54.001 KG

Box Tracking Number

289180175336991

Total Number of Cartons 5

Items total	510.00	USD
Freight Charge	36.27	USD
Final amount	546.27	USD
Charged to your American Express *****053	546.27	USD
Balance Due	0.00	USD

We recommend all dealers use our Online Management Platform (OMS).

This site allows you to see current stock of goods, place orders,  
track orders, and check invoices 24 hours a day!

To receive your login information please email: [askus@us.head.com](mailto:askus@us.head.com)

**Sales Office:**

ID Zone North  
7003 West Lake St.  
St. Louis Park, MN  
55426  
(855) 582-8972

**Remit To Address:**

ID Zone South  
5830 NW 163rd  
Miami Lakes, FL  
33014  
(855) 582-8972

Thank you for ordering with ID Zone.

**Order Information**

<b>Order #</b> 8064117	<b>Bill To Address</b>	<b>Ship To Address</b>
<b>Payment type:</b>	GMS LLC	GMS LLC
American Express XXXXXXXXXXXX6056	Jay Soriano	Jay Soriano
<b>Date:</b> 08/19/2019 11:17:26	475 W Town Pl St Augustine, FL 32092, US	370 Oakleaf Village Pkwy orange park, FL 32065, US

**ID Zone Account Manager:** Alex Haggerty - Phone Ext. 814

Item #	Description	Quantity	Price/each	Total
84052	Fargo 84052 Color Ribbon - YMCKK - 500 prints	2	\$179.00	\$358.00
84053	Fargo 84053 HDP Film - 1500 prints	1	\$106.95	\$106.95
<i>Shipping: Free FedEx Ground:</i>				\$0.00
<i>Sales Tax:</i>				\$0.00
<b>TOTAL:</b>				<b>\$464.95</b>

Thank you for shopping with ID Zone.

Please contact ID Zone Customer Support with any questions at (855) 582-8972.

**Note:** Tracking numbers are generally available within 24 hours of shipment. Please login to your account at [www.IDZone.com](http://www.IDZone.com) to view your order status.

# Order # 1000951047

Order Date: August 15, 2019

**MOOD: pandora**

## Items Ordered

Product Name	SKU	Price	Qty	Subtotal
Pandora Music Subscription	PMS	\$26.95	• Ordered1	\$26.95
Subtotal				\$26.95
Grand Total (Excl.Tax)				\$26.95
Tax				\$0.00
Grand Total (Incl.Tax)				\$26.95

## Order Information

### Shipping Address

Oakleaf Plantation  
370 Oakleaf Village Pkwy  
Orange Park, Florida, 32065

### Billing Address

Oakleaf Plantation  
GMS LLC  
475 W Town Pl  
orange park, Florida, 32065

## Payment Method

Credit Card

Credit Card

Credit Card Type American Express

Credit Card Number XXXX-6056



Customer ID: [manager@oakleafresidents.com](mailto:manager@oakleafresidents.com)  
Account Number: \*\*\*30

Dear Jay Soriano,

Thank you for shopping at Newegg Marketplace!

### Order Summary

----- Order 1 -----

**Sales Order Number: 310491304**

**Sold by GW Security Inc**

Sales Order Date: 8/19/2019 8:50:36 AM

Shipping Method: Expedited Shipping (3-5 bus. days)

Estimated to Ship Out On: 8/20/2019 by End of Day

12 x (\$8.99) GW Converter Video Balun Transmission Via UTP CAT5 Cable Video In/Out BNC Male (1 Pair)

\$107.88

Subtotal: \$107.88

Tax: \$0.00

Shipping and Handling: \$0.00

Total Amount: \$107.88

----- Order 2 -----

**Sales Order Number: 310491324**

**Sold by BIT SHOP USA**

Sales Order Date: 8/19/2019 8:50:36 AM

Shipping Method: Expedited Shipping (3-5 bus. days)

Estimated to Ship Out On: 8/20/2019 by End of Day

1 x (\$67.24) Acer DB.SZL11.006 Aspire XC-704 704G Intel Celeron J3060 1.60GHz Uma Motherboard

67.24

Subtotal: \$67.24

Tax: \$0.00

Shipping and Handling: \$4.00

Total Amount: \$71.24

----- Order 3 -----

**Sales Order Number: 310491344**

Sales Order Date: 8/19/2019 8:50:36 AM

Shipping Method: Online Services

1 x (\$7.49) 3 Year Electronic Protection Plan For Item#9SIAH9B9T00138

\$7.49

Subtotal: \$7.49

Tax: \$0.00

Shipping and Handling: \$0.00

Total Amount: \$7.49

### Billing Information

American Express: \*\*\*\*\*6056

Jay Soriano

### Shipping Information

Jay Soriano

370 Oakleaf Village Pkwy

Orange Park, FL 32065-4259 USA

Newegg reserves the right, in its sole discretion, to cancel the order at any time prior to shipment without liability.

# Office DEPOT OfficeMax

JACKSONVILLE - (904) 573-8221

07/30/2019 12:55 PM



2PVTAYYPA3Y54BX6H

SALE	6826-1-1403-956347-19.7.2	
854798	HDMI, VGA, ADAPT	34.99 SS
366249	HIGHSPEED, HDMI	13.59 SS
	Subtotal:	48.58
	Total:	48.58
	Amex 056:	48.58

AUTH CODE 861690

TDS Chip Read

AID A000000025010801 AMERICAN EXPRESS

TVR 0000008000

CVS No Signature Required

JAY SORIANO 603740602

Congratulations! You've reached VIP  
Rewards status. You'll now get 5% back  
in rewards on ink, toner, paper, and  
print/copy/ship services, plus a  
special birthday offer. Visit  
[officedepot.com/rewards](http://officedepot.com/rewards).

Tax Exemption Number 000600486993

Shop online at [www.officedepot.com](http://www.officedepot.com)

XX

WE WANT TO HEAR FROM YOU!

Visit [survey.officedepot.com](http://survey.officedepot.com)

and enter the survey code below:

S5EQ AQJP XRBB

XX

## Order Confirmation

**Thank you for shopping with us.**

We are processing your order and will send you an email notification when it ships. Due to product availability or size, your order will arrive in multiple shipments.


Shipping confirmation emails will provide details on all shipments.

In addition, one or more items will ship directly from our supplier. The ship date and estimated order arrival date will be supplied by email.

For your reference, below is a summary of your order:

**Shipment 1** Expected delivery date: 08/19/2019

Order Number:	364722245-001	Status:	In Process
Order Date:	08/16/2019	Tracking:	N/A
Customer Name:	JAY SORIANO	Shipping to:	JAY SORIANO
Account #:	79025738		370 OAKLEAF VILLAGE
Payment info:	American Express, last 4 digits: 4051		PKWY
			ORANGE PARK, FL
			32065-4259
Comments:		Delivery Method:	Rush Shipping
Office Depot®   OfficeMax®	603740602		
Rewards :			

ITEM DESCRIPTION	QTY	AVAILABLE	B/O Qty	UNIT PRICE	UM	EXTENDED PRICE
 Lantronix UDS1100 - (158615)	1	1	0	\$168.990	each	\$168.99

### LEGEND

QTY: Original Quantity Ordered  
AVAILABLE: Ordered Quantity - Backorder Quantity  
B/O Qty: Backorder Quantity  
UNIT PRICE: Price per Individual Unit  
UM: Unit of Measure  
EXTENDED PRICE: Ordered Quantity x Unit Price

Subtotal: 168.99  
Tax: 12.55  
Delivery Fee: 10.31  
Misc.: 0.00

**Total: \$191.85**

364722245001

**Shipment 2** Expected delivery date: 08/20/2019 8:00 AM - 5:00 PM

Order Number: 364722596-001  
Order Date: 08/16/2019  
Customer Name: JAY SORIANO  
Account #: 79025738  
Payment info: American Express, last 4  
digits: 4051

Status: In Process  
Tracking: N/A  
Shipping to: JAY SORIANO  
370 OAKLEAF VILLAGE  
PKWY  
ORANGE PARK, FL  
32065-4259

Comments:

Delivery  
Method:

Office Depot® | OfficeMax® 603740602

Rewards :

ITEM DESCRIPTION	QTY	AVAILABLE	B/O Qty	UNIT PRICE	UM	EXTENDED PRICE
 Square trade 2-Year Gear Protection Plan, \$100- \$249.99 (9760617)	1	1	0	\$19.990	each	\$19.99

LEGEND

QTY. Original Quantity Ordered  
AVAILABLE Ordered Quantity - Backorder Quantity  
B/O Qty Backorder Quantity  
UNIT PRICE Price per Individual Unit  
UM Unit of Measure  
EXTENDED PRICE Ordered Quantity x Unit Price

Subtotal: 19.99  
Tax: 1.40  
Delivery Fee: 0.00  
Misc.: 0.00

**Total: \$21.39**

364722596001

Got a question? We're taking care of business every day, and we are ready to help. Call 800-463-3768 or [email](#) us and one of our Customer Service Specialists will provide prompt answers to all your questions

This sale is subject to the [terms of use](#) that govern this website. We reserve the right to cancel or limit any order that is made contrary to any applicable offer, discount, promotion or coupon. Please be advised that prices vary based upon the order and delivery location(s) and the applicable retail store location.

Office Depot has paid the CA Electronic Waste Recycling fee on your behalf for all online and telephone purchases made in or to CA.

For compliance with select California laws and for financial reporting purposes, all sales shipped to California and Texas customers are made by eDepot LLC, a wholly-owned subsidiary of Office Depot, Inc. and are F O B destination point.

# Office DEPOT OfficeMax

JACKSONVILLE - (904) 573-8221

08/06/2019 12:26 PM



2PVTPTYXPQ3Q58BEMH

SALE 6826-1-2329-953992-19.7.2

7572638 INK, RMN, HP952X

2 @ 44.99 89.98

You Pay 89.98SS

8381280 USB C-A CABLE 29.99 SS

472576 HEWLETT PACKAR

2 @ 73.99 147.98

You Pay 147.98SS

Subtotal: 267.95

Total: 267.95

Amex 056: 267.95

AUTH CODE 875315

TDS Chip Read

AID A000000025010801 AMERICAN EXPRESS

TVR 0000008000

CVS No Signature Required

Tax Exemption Number 000600486993

Shop online at [www.officedepot.com](http://www.officedepot.com)

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Visit [survey.officedepot.com](http://survey.officedepot.com)

and enter the survey code below:

15ES BXQX DN9J

XX

# Office DEPOT OfficeMax

JACKSONVILLE - (904) 573-8221

08/06/2019 11:07 AM



2PVTYYXP43QYXBE8H

SALE 6826-2-6972-940884-19.7 2

128772 MRKR,DE,12PK,B  
3 @ 9.29 27.87

You Pay 27.87SS

268651 MKR,EXPD 2,FIN  
4 @ 7.89 31.56

Instant Savings -13.60

You Pay 17.96SS

273945 PORT,POLY,2PKT  
8 @ 0.99 7.92

Instant Savings -5.28

You Pay 2.64SS

952959 PORT,POLY,PROG  
8 @ 0.99 7.92

Instant Savings -5.28

You Pay 2.64SS

877334 PORT,POLY,PRG,  
8 @ 0.99 7.92

Instant Savings -5.28

You Pay 2.64SS

468581 PORT,POLY,PRG,  
Instant Savings -0.66

You Pay 0.33SS

588268 BOOK,COMP,100C  
18 @ 1.99 35.82

You Pay 35.82SS

589483 PAPR,FLR,WR,10  
13 @ 1.99 25.87

Instant Savings -12.87

You Pay 13.00SS

281888 PENCIL,CLRD,SC  
4 @ 3.69 14.76

You Pay 14.76SS

877678 HGLTR,PEN,6PK  
2 @ 4.79 9.58

Instant Savings -5.60

You Pay 3.98SS

112266 PN,GRIP/RND  
2 @ 3.39 6.78

Instant Savings -2.80

You Pay 3.98SS

396521 PN,GRPSTK,MD  
Instant Savings -1.40

You Pay 1.99SS

206603 ERASER,12/PK  
6 @ 1.99 11.94

Instant Savings -8.94

You Pay 3.00SS

2480283 Kids Pointed S  
7 @ 4.99 9.98

Instant Savings -7.98

You Pay 2.00SS

3073798 Index Card 5x5

3 @ 1.29 3.87

Instant Savings -2.37

You Pay 1.50SS

764180 MRKR,BRDLN,CRY

Promotion -1.99

You Pay 1.50SS

128844 HGLTR,12PK,YE

Instant Savings -4.99

You Pay 4.00SS

434252 CRAYON,24CT,AS

5 @ 2.49 12.45

Instant Savings -8.70

You Pay 3.75SS

954196 GLUESTICK,PURP

3 @ 6.99 20.97

Instant Savings -4.50

You Pay 16.47SS

724334 GLUESTICK,6PK

7281063 BP,BNGEE,17IN

2 @ 19.99 39.98

Instant Savings -10.00

Promotion -9.98

You Pay 20.00SS

224744 RECYCLING PROG

10 @ 0.01 0.10

You Pay 0.00SS

588268 BOOK,COMP,100C

12 @ 1.99 23.88

Promotion -17.88

You Pay 6.00SS

588268 BOOK,COMP,100C

6 @ 1.99 11.94

Promotion -9.96

You Pay 1.98SS

434252 CRAYON,24CT,AS

3 @ 2.49 7.47

Instant Savings -5.22

Promotion -0.75

You Pay 1.50SS

434252 CRAYON,24CT,AS

4 @ 2.49 9.96

Instant Savings -6.96

Promotion -1.00

You Pay 2.00SS

Subtotal: 196.70

Total: 196.70

Amex 056: 196.70

AUTH CODE 804090

TDS Chip Read

AID A000000025010801 AMERICAN EXPRESS

TVR 0000008000

CVS No Signature Required



# PAINTS

STORE# 8180  
8180-JACKSONVILLE 52  
445 PARK STREET  
JACKSONVILLE, FL 32204  
PH: (904)353-4446 FX: (904)355-3268  
HOURS: MON-FRI 7:00 AM-5:00 PM  
SAT 8:00 AM-12:00 PM

SOLD TO: 301846080000  
(904)856-3263

CUST PO#: jay

PAF8180@PPG.COM

## INVOICE

#818002067852

SHIP TO:  
SHIPPING, CONTACT  
400 S 13TH ST  
LOUISVILLE, KY 40203-1714  
(800)332-6270



818002072419067852

DATE: 07/24/2019 TIME: 11:34 AM  
STORE REP: MICHAEL J  
SALES REP:  
PAGE 1 OF 1

QTY	ITEM#	DESCRIPTION	PRICE	AMOUNT
1	95-3300/01	DURETHANE DTM Neutral Base Comp A	\$60.00	\$60.00
	_hunter green			
1	95-339/04	DURETHANE DTM Comp B	\$18.00	\$18.00

### TERMS:

Freight will be charged on orders, blinds, and wall covering books. Special merchandise in good condition is eligible for 75% refund w/ original invoice within 60 days. Tinted merchandise cannot be returned. Non-tinted merchandise in good condition may be returned w/ original invoice w/in 60 days. Qualifying returns will be made in the same form of payment as original purchase. PPG reserves the right to make large cash returns by check w/in 10 business days. A service fee will be charged on returned checks. See the store manager for details. PPG understands, and Buyer represents that the products sold will be used for commercial or home painting, and will not be used for Nuclear, Chemical or Biological weapons facilities or activities including painting any such items or facilities. Buyer agrees to notify PPG immediately if Buyer becomes aware of any change in the end use of the products. Browse global employment opportunities at [na.careers.ppg.com](http://na.careers.ppg.com). Let us know how we're doing - visit [ppgpaintssurvey.com](http://ppgpaintssurvey.com) to give your feedback!

I agree to pay \$83.46 in accordance with my cardholder agreement.

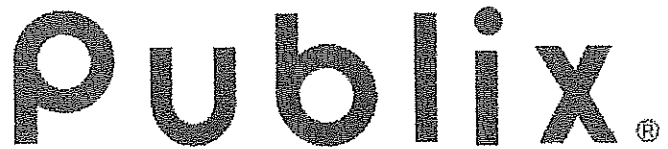
BCard: \*\*\*\*6056

AMERICAN\_E AUTH#: 588323 Tran Amt: \$83.46  
XPRESS

SUBTOTAL:	\$78.00
LABOR:	\$0.00
FREIGHT:	\$0.00
ECO FEE:	\$0.00
SALES TAX:	\$5.46
INVOICE TOTAL:	\$83.46
AMERICAN EXPRESS:	\$83.46
TOTAL TENDERED:	\$83.46
PENDING AMT:	\$0.00
DUE TO CUSTOMER:	\$0.00

THANK YOU FOR SHOPPING AT  
PPG!

Your order and payment are confirmed.



Publix at OAK LEAF COMMONS (#1169)  
1075 OAKLEAF PLANTATION PARKWAY, SUITE 200  
ORANGE PARK, FL-32065  
904-291-5108

**Pickup Date / Time:** Saturday, 08/10/19 at 5:30 PM Eastern  
**Pickup Name:** jay soriano  
**Pickup Number:** 1169-2318

**Ordered:** Friday, 08/09/19 at 4:28 PM Eastern  
**Item Count:** 11

#### Order Summary

Publix Deli Fresh Fruit Platter, Medium	\$34.99 T
Qty: 1	
Publix Deli Sub Selections Platter, Medium	\$39.99 T
Qty: 1	
Publix Deli Chicken Tender Platter, Small	\$30.99 T
Qty: 1	
Publix Deli Fresh Fruit Platter, Small	\$25.99 T
Qty: 1	
Publix Deli Garden Fresh Vegetable Platter, Medium	\$29.99 T
Qty: 1	
Publix Deli Chicken Tender Platter, Large	\$57.99 T
Qty: 1	
Gourmet Cookie Platter Medium 48-Count	\$16.99
Qty: 1	
Boar's Head Wrap Variety, Large	\$69.99 T
Qty: 1	
Publix Deli Wrap Variety, Small	\$29.99 T
Qty: 1	
Gourmet Cookie Platter Large 96-Count	\$30.99
Qty: 1	
Publix Deli Garden Fresh Vegetable Platter, Medium	\$29.99 T
Qty: 1	
Subtotal	\$397.89
Sales Tax	\$24.50
Total	\$422.39

#### Payment

Payment Method: Online  
Transaction Type: Purchase  
Transaction Date: 8/9/2019 4:28:28 PM Eastern  
Card Number: \*\*\*\*\*4051 \$422.39  
Card Type: American Express  
Auth # 222384



# Publix

Oakleaf Plantation Center  
9516 Argyle Forest Blvd  
Jacksonville, FL 32222  
Store Manager: Rick Henning  
904-317-5755

ICE 20 LB  
16.5 3.89 31.78 T F

Order Total	31.78	
Sales Tax	2.16	
Grand Total	33.94	
Credit	Payment	33.94
Change	0.00	

PREPST

Trace # 053595

Reference # 1612056714

Foot # XXXXXXXXXX6056

Purchase American Express

Net \$33.94

CP6001 1.00

AC6001 1.00

Entry Refund

Mode

Ship Recd

Issue

Your cashier was Eljah

08/07/2019

# Publix

Oak Leaf Commons  
1075 Oak Leaf Plantation Parkway  
Orange Park, FL 32065

PUBLIX GIFT CARD  
Account #XXXXXXXXXX7575 25.00  
PUBLIX GIFT CARD  
Account #XXXXXXXXXX7591 25.00  
PUBLIX GIFT CARD  
Account #XXXXXXXXXX7609 25.00  
PUBLIX GIFT CARD  
Account #XXXXXXXXXX7617 25.00  
DAREN VAR  
Account #XXXXXXXXXX7626 50.00  
DAREN VAR  
Account #XXXXXXXXXX7630 50.00  
DAREN VAR  
Account #XXXXX  
HBI OUTBACK CARD  
Account #XXXXXXXXXX7631 50.00  
HBI OUTBACK CARD  
Account #XXXXXXXXXX7631 50.00  
HBI OUTBACK CARD  
Account #XXXXXXXXXX7631 50.00

Order Total	500.00	
Sales Tax	0.00	
Grand Total	500.00	
Credit	Payment	500.00
Change	0.00	

PRES101  
Trace #: 012691  
Reference #: 15/593063/  
Acct #: XXXXXXXXXXXXX1010  
Purchase Agreement Express  
Amount \$  
Gift \$

Publix Card  
Card Number  
Card Method  
Name

Your cashier was Meredith

06/03/2019 17:33 51109 R101 4925 6072

Explore the many ways to save at Publix  
20190603 173351109 R101 4925 6072



## Account Information

Account Number: (904) 770-4650  
Statement Date: 08/04/2019  
Subscription Name: RingCentral Office Standard  
Reference #: 103841001

Bill To:  
Jay Soriano  
Oakleaf Plantation  
475 west town place ste 114  
St Augustine, FL 32092, USA

## Statement Summary

Total Current Charges

**\$191.38**

Your credit card ending in [3053] was charged \$191.38.  
This charge will appear as "RingCentral, Inc" on your credit card statement.

## Statement Details

Period	Description	Unit Price	Quantity	Amount
08/02/2019 - 09/01/2019	Office Standard - Subscription Fee - Monthly (RingCentral Office Standard)	\$0.00	1	\$0.00
08/02/2019 - 09/01/2019	DigitalLine Unlimited - (904) 342-1441	\$34.99	1	\$34.99
08/02/2019 - 09/01/2019	\$8.01 off / month discount	(\$8.01)	1	(\$8.01)
08/02/2019 - 09/01/2019	DigitalLine Unlimited - (904) 770-4648	\$34.99	1	\$34.99
08/02/2019 - 09/01/2019	\$8.01 off / month discount	(\$8.01)	1	(\$8.01)
08/02/2019 - 09/01/2019	DigitalLine Unlimited - (904) 770-4649	\$34.99	1	\$34.99
08/02/2019 - 09/01/2019	\$8.01 off / month discount	(\$8.01)	1	(\$8.01)
08/02/2019 - 09/01/2019	DigitalLine Unlimited - (904) 770-4661	\$34.99	1	\$34.99
08/02/2019 - 09/01/2019	\$8.01 off / month discount	(\$8.01)	1	(\$8.01)
08/02/2019 - 09/01/2019	DigitalLine Unlimited - (904) 770-4667	\$34.99	1	\$34.99
08/02/2019 - 09/01/2019	\$8.01 off / month discount	(\$8.01)	1	(\$8.01)
Charges after Discounts and Prorates:				\$134.90
Total Charges:				\$134.90
Total Taxes and Fees*:				\$56.48
Total Charged to Credit Card:				\$191.38

**Thank you for ordering from Sprinkler Warehouse!**

Customer ID: 309810  
Order Number: 828784  
Web Order Number: 100927713

Order Date: 19-Aug-2019  
Order Time:

**Bill To:**

JAY SORIANO  
GMS LLC  
370 OAKLEAF VILLAGE PKWY  
ORANGE PARK FL 32065-4259  
UNITED STATES

**Ship To:**

JAY SORIANO  
GMS LLC  
370 OAKLEAF VILLAGE PKWY  
ORANGE PARK FL 32065-4259  
UNITED STATES

**Payment Information:**

AMEX

**Shipping Method:**

SW - 2Day Economy (2 Days)

**Order Details:**

Product Code	Item	Qty	Price	Total
250-00-04	Toro 250 Pin Type Valve with Flow Control 1" FPT   250-00-04	3	\$25.98	\$77.94
Sub Total:				\$77.94
Tax (7.25%):				\$0.00
Shipping:				\$8.99
Discount:				\$0.00
Surcharge:				\$0.00
Grand Total:				\$86.93
BalanceDue:				\$0.00
Amount Paid:				\$86.93

**Order Comments:**

Thank you for shopping at SprinklerWarehouse.com!  
Visit us again at [www.SprinklerWarehouse.com](http://www.SprinklerWarehouse.com)

See back of receipt for your chance  
to win \$1000 ID #:7N6VD42FKL4R

**Walmart** ✱

SUPERCENTER  
904-365-2555 Mgr: BRIAN JACKSON

ST# 06978	OP# 001464	TR# 68	TR# 07967
NDH1 COUPLER	068113128369		4.97 0
NDH1 COUPLER	068113128369		4.97 0
12FT HDMI	068113105325		9.47 0
NDH1 COUPLER	068113128369		4.97 0
NDH1 COUPLER	068113128369		4.97 0
NDH1 COUPLER	068113128369		4.97 0
12FT HDMI	068113105325		9.47 0
NDH1 CABLE	068113128369		9.47 0
12FT HDMI	068113105325		9.47 0
NDH1 CABLE	068113128209		34.92 0
SUBTOTAL			97.65
TOTAL			97.65
AMEX TEND			97.65

AMERICAN EXPRESS \*\*\* \*\*\*6 056 1 0  
APPROVAL # 829423  
REF # 000100763322  
TRANS ID - 001224933233483  
AID A000000025010001  
TC 647097A279AB47D6  
TERMINAL # SC010133  
\*NO SIGNATURE REQUIRED

08/14/19 14:59:38

CHANGE DUE 0.00

# ITEMS SOLD 10

TC# 7962 2906 0798 6579 8976



08/14/19 14:59:40

\*\*\*CUSTOMER COPY\*\*\*



See back of receipt for your chance  
to win \$1000 ID #:7N5VLL14TQVS

**Walmart** \*

904-214-9411 Hsr: COREY HOLDER  
1580 BRANAN FIELD RD  
MIDDLEBURG FL 32068

STN 03308 OPN 002059 TEN 60 TRN 09902  
N600 BUAY 060644909900 79.00 0  
SUBTOTAL 79.00

\*\* VOIDED ENTRY \*\*  
N600 BUAY 060644909900 79.00-0  
N600 BUAY 060644909900 79.00 0  
2YRPROTECTPL 060113102133 6.00 0  
SUBTOTAL 85.00  
TOTAL 85.00  
AMEX TEND 85.00

AMERICAN EXPRESS \*\*\* \*\* \* 056 I 0  
APPROVAL # 091071  
REF # 000100277936  
TRANS ID - 001225090514406  
AID 0000000025010001  
TC 74AAC7B12A16E0A2  
TERMINAL # SC010679  
\*NO SIGNATURE REQUIRED

08/16/19 14:25:07  
CHANGE DUE 0.00  
# ITEMS SOLD 2

TC# 9006 5091 9140 1333 0767



08/16/19 14:25:15

\*\*\*CUSTOMER COPY\*\*\*

\*\*\*\*\*  
You purchased a Walmart Protection  
Plan, provided by Allstate. Your  
receipt is required to file a claim.  
Save the receipt digitally by scanning  
the barcode with the Walmart app  
or go to [www.walmart.com/protection](http://www.walmart.com/protection).  
To file a claim, go to  
[www.walmart.com/protection](http://www.walmart.com/protection) or call  
1-877-530-4389. Terms and conditions  
are available at checkout registers.  
\*Standard messaging & data rates  
apply.

\*\*\*\*\*  
Scan with Walmart app to save receipts



See back of receipt for your chance  
to win \$1000 ID #: 7N6XHF2FKBJQ

**Walmart** \*

SUPERCENTER  
904-365-2555 Mgr: BRIAN JACKSON

STW 06978 DPA 001483 TE# 09 TR# 00050	
WM BACKPACK 019339700110	12.88 0
WM BACKPACK 019339700110	12.88 0
ES BACKPACK 009107409040	18.88 0
ES BACKPACK 009107409040	18.88 0
2 PENCILS 088796167445	5.47 0
2 PENCILS 088796167445	5.47 0
2 PENCILS 088796167445	5.47 0
2 PENCILS 088796167445	5.47 0
2 PENCILS 088796167445	5.47 0
2 PENCILS 088796167445	5.47 0
2 PENCILS 088796167445	5.47 0
2 PENCILS 088796167445	5.47 0
16 GLUESTICK 002600000562	
4 AT 1 FOR	19.88 0
OWN ON-EAR 068113101028	9.88 0
OWN ON-EAR 068113101028	9.88 0
OWN ON-EAR 068113101028	9.88 0
OWN ON-EAR 068113101028	9.88 0
EARBUDS 068113100940	4.88 0
EARBUDS 068113100940	4.88 0
SHARPENER 072515001215	0.97 0
EARBUDS 068113100940	4.88 0
EARBUDS 068113100940	4.88 0
CALCULATOR 007976790077	8.77 0
CALCULATOR 007976790077	8.77 0
BINDER POUCH 008619615956	0.97 0
BINDER POUCH 008619615956	0.97 0
BINDER POUCH 008619615956	0.97 0
BINDER POUCH 008619615956	0.97 0
3X3 NOTE 4PK 005114197415	4.97 0
3X3 NOTE 4PK 005114197415	4.97 0
3X3 NOTE 4PK 005114197415	4.97 0
BINDER 007891062927	0.97 0
WAS 1.47 YOU SAVED 0.50	
BINDER 007891062927	0.97 0
WAS 1.47 YOU SAVED 0.50	
BINDER 007891062927	0.97 0
WAS 1.47 YOU SAVED 0.50	
BINDER 007891062927	0.97 0
WAS 1.47 YOU SAVED 0.50	
BINDER 007891062927	0.97 0
WAS 1.47 YOU SAVED 0.50	
BINDER 007891062927	0.97 0
WAS 1.47 YOU SAVED 0.50	
FABRICHOUSE 068113108558	11.94 0
PENCIL BOX 695803705441	0.97 0
PENCIL BOX 695803705441	0.97 0
PENCIL BOX 695803705441	0.97 0
2IN BINDER 692173492896	4.74 0
2IN BINDER 692173492896	4.74 0
NOTEBOOK 002622957070	0.25 0
NOTEBOOK 002622957070	0.25 0
NOTEBOOK 002622957070	0.25 0
NOTEBOOK 002622957070	0.25 0
NOTEBOOK 002622957070	0.25 0
NOTEBOOK 002622957070	0.25 0
NOTEBOOK 002622957070	0.25 0
NOTEBOOK 002622957070	0.25 0
NOTEBOOK 002622957070	0.25 0
NOTEBOOK 002622957070	0.25 0

SUBTOTAL 256.15

TOTAL 256.15

AMEX TEND 256.15

AMERICAN EXPRESS \*\*\* \*\* \*\* 056 1 0

APPROVAL # 870019

REF # 000100451704

TRANS ID - 001220987059405

AID A000000025010801

IC 782755183A97A135

TERMINAL # SC010065

\*NO SIGNATURE REQUIRED

08/06/19 12:07:25

CHANGE DUE 0.00

# ITEMS SOLD 56

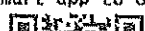
IC# 5125 8383 6511 2084 3066 0



08/06/19 12:07:35

\*\*\*CUSTOMER COPY\*\*\*

Scan with Walmart app to save receipts



Walmart \*

904-272-0036 Mr: JULIAN SPIROLLARI

099 BLANDING BLVD

ORANGE PARK FL 32065

ST# 01225 OP# 004766 TE# 68 TH# 05422

PRODUCT SERIAL # P800H3A3032006717

LED HDTV 001721901103 99.00 0

2YRPROTECTPL 060113102155 8.00 0

PRODUCT SERIAL # P800H3A3732025006

LED HDTV 001721901103 99.00 0

2YRPROTECTPL 060113102155 8.00 0

TV MOUNTS 060113120202 19.96 0

SUBTOTAL 233.96

TOTAL 233.96

AMEX TEND 233.96

AMERICAN EXPRESS \*\*\* \*\*\*\* \*\*\*6 056 I 0

APPROVAL # 019008

REF # 000100635797

TRANS ID - 001222001035403

AID A000000025010001

IC 6F1330D9DA705067

TERMINAL # SC011050

\*NO SIGNATURE REQUIRED

00/00/19 14:21:09

CHANGE DUE 0.00

# ITEMS SOLD 5

TC# 1123 3011 5197 9471 4603 1

REPRINT BY OP# 4464



00/00/19 14:21:19

\*\*\*CUSTOMER COPY\*\*\*

\*\*\*\*\*

You purchased a Walmart Protection

Plan, provided by Allstate. Your

receipt is required to file a claim.

Save the receipt digitally by scanning

the barcode with the Walmart app

or go to [www.walmart.com/protection](http://www.walmart.com/protection).

To file a claim, go to

[www.walmart.com/protection](http://www.walmart.com/protection) or call

1-877-558-4309. Terms and conditions

are available at checkout registers.

\*Standard messaging & data rates

apply.

\*\*\*\*\*

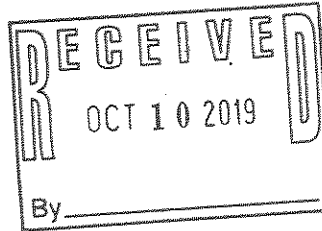


Governmental Management Services, LLC  
1001 Bradford Way  
Kingston, TN 37763

# Invoice

Invoice #: 1610  
Invoice Date: 9/20/19  
Due Date: 9/20/19  
Case:  
P.O. Number:

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



Description	Hours/Qty	Rate	Amount
September 2019 - Phones (002.330.572.4100)		98.33	98.33 ✓
September 2019 - Permits/Licenses (002.310.513.49300)		26.95	26.95 ✓
September 2019 - Repair and Replacements (34.600.538.64000)		579.49	579.49 ✓
September 2019 - Office Supplies (002.330.572.51000)		190.48	190.48 ✓
Septmeber 2019 - Special Events (002.330.572.49400)		301.07	301.07 ✓
September 2019 - Rec passes (002.330.572.49300)		222.50	222.50 ✓

V-26 (B) or (E)

1418.82  
- 579.49  
839.33

Total \$1,418.82

Payments/Credits \$0.00

Balance Due \$1,418.82

Double Branch / Middle Village American Express Charges  
GMS Statement Closing Date – Sept. 20, 2019

Purchase Date	Vender	Amount	Description	GL Account	Middle Village	GL	Double Branch	Total
8/23/2019	walmart	78.04	Special Event	2.330.572.49400	39.02	2.320.572.49400	39.02	78.04
8/23/2019	office max	188.98	Office Supplies	2.330.572.51000	94.49	2.320.572.5100	94.49	188.98
8/23/2019	publix	54.98	Special Event	2.330.572.49400	27.49	2.320.572.49400	27.49	54.98
8/23/2019	harbor freight	81.28	Repair and Replacement	34.600.538.64000	40.64	2.320.572.63100	40.64	81.28
8/23/2019	walmart	32.04	Special Event	2.330.572.49400	16.02	2.320.572.49400	16.02	32.04
8/29/2019	hagan ace	21.39	Repair and Replacement	34.600.538.64000	10.7	2.320.572.63100	10.69	21.39
8/29/2019	wawa	60.28	Repair and Replacement	34.600.538.64000	30.14	2.320.572.63100	30.14	60.28
8/31/2019	surveillance-video.com	468	Repair and Replacement	34.600.538.64000	234	2.320.572.63100	234	468
9/2/2019	ring central	196.65	Phones	2.330.572.4100	98.33	2.320.572.4100	98.32	196.65
9/5/2019	pinch a penny	90.93	Repair and Replacement			2.320.572.63100	90.93	90.93
9/10/2019	full circle padding	44.53	Repair and Replacement	34.600.538.64000	22.27	2.320.572.63100	22.26	44.53
9/10/2019	office max	160.99	Office Supplies	2.330.572.51000	80.5	2.320.572.5100	80.49	160.99
9/10/2019	id zone	445	Rec. Passes	2.330.572.49300	222.5	2.320.572.62000	222.5	445
9/15/2019	mood	26.95	Permits/Licenses			2.320.572.49300	26.95	26.95
9/15/2019	mood	26.95	Permits/Licenses	2.310.513.49300	26.95			26.95
9/16/2019	office max	30.98	Office Supplies	2.330.572.51000	15.49	2.320.572.5100	15.49	30.98
9/19/2019	walmart	242.01	Special Event	2.330.572.49400	121.01	2.320.572.49400	121	242.01
9/19/2019	ridenow	483.48	Repair and Replacement	34.600.538.64000	241.74	2.320.572.63100	241.74	483.48
9/19/2019	publix	53.95	Special Event	2.330.572.49400	26.98	2.320.572.49400	26.97	53.95
9/20/2019	walmart	141.1	Special Event	2.330.572.49400	70.55	2.320.572.49400	70.55	141.1
Totals		\$2,928.51			\$1,418.82		\$1,509.69	\$2,928.51

Double Branch / Middle Village American Express Charges  
GMS Statement Closing Date – Sept. 20, 2019

Totals by GL

**Double Branch: \$1509.69**

2.320.572.4100 (DB Phones) – \$98.32  
2.320.572.49300 (DB permits/ licenses) – \$26.95  
2.320.572.49400 (DB Special Events) - \$301.05  
2.320.572.5100 (DB Office Supplies) - \$ 190.47  
2.320.572.63100 (DB Repair and Replacements) - \$670.40  
2.320.572.62000 (DB Rec passes) - \$222.50

**Middle Village: \$1418.82**

2.330.572.4100 (MV Phones) – \$98.33  
2.310.513.49300 (MV permits/ licenses) – \$26.95  
34.600.538.64000 (MV repair & replacements) – \$579.49  
2.330.572.51000 (MV Office Supplies) - \$190.48  
2.330.572.49400 (Special Events) – \$301.07  
2.330.572.49300 (MV Rec Passes) - \$222.50

				Amount
08/23/19	WAL-MART SUPERCENTER 3308 3308 DISCOUNT STORE	MIDDLEBURG	FL	\$78.04
08/23/19	OFFICE DEPOT #258 000000258 8004633768 NETGEAR GS105 10/100/1000 Mbps TONER,BROTHER,TN880,BLACK	JACKSONVILLE	FL	\$188.98 †
08/23/19	PUBLIX 8636881188	ORANGE PARK	FL	\$54.98
08/23/19	HARBOR FREIGHT TOOLS 800-444-3353	JACKSONVILLE	FL	\$81.28
08/23/19	WAL-MART SUPERCENTER 6978 6978 DISCOUNT STORE	JACKSONVILLE	FL	\$32.04
08/29/19	HAGAN ACE HDWE 0000 904-272-1414	ORANGE PARK	FL	\$21.39
08/29/19	WAWA 5266 000000000479168 6103588000	JACKSONVILLE	FL	\$60.28
08/31/19	SURVEILLANCE-VIDEO.COM 0554 800-955-5201	NEW YORK	NY	\$468.00 †
09/02/19	RINGCENTRAL, INC 267507002 94002	BELMONT	CA	\$196.65 †

Continued on next page

**Business Green Rewards Card**GMS LLC  
JAMES PERRY

Closing Date 09/20/19

p. 5/9

Account Ending 6-84002

**Detail Continued**

† - denotes Pay Over Time activity

				Amount
09/05/19	PINCH A PENNY - 242 000000001 9046999629	JACKSONVILLE	FL	\$90.93
09/10/19	FULL CIRCLE PADDING, IN 9489079570010 (508)285-2500	NORTON	MA	\$44.53
09/10/19	OFFICEMAX/DEPOT 6826 000006826 8004633768 DRUM,BROTHER,DR820,BLACK	JACKSONVILLE	FL	\$160.99 †
09/10/19	IDZONE IDZONE IDZONE MIAMI	MIAMI	FL	\$445.00 †
09/15/19	MOOD PANDORA 0684 800-929-5407	AUSTIN	TX	\$26.95
09/15/19	MOOD PANDORA 0684 800-929-5407	AUSTIN	TX	\$26.95
09/16/19	OFFICEMAX/DEPOT 6826 000006826 8004633768 MOUSE,KYBD,COMBO,MK33S,BLACK 2YR ADH GEAR 0-49.99	JACKSONVILLE	FL	\$30.98
09/19/19	WAL-MART SUPERCENTER 1225 1225 DISCOUNT STORE	ORANGE PARK	FL	\$242.01 †
09/19/19	RIDENOW POWERSPORTS JACKS 000000001 4807555200	JACKSONVILLE	FL	\$483.48 †
09/19/19	PUBLIX 8636881188	ORANGE PARK	FL	\$53.95
09/20/19	WAL-MART SUPERCENTER 6978 6978 DISCOUNT STORE	JACKSONVILLE	FL	\$141.10 †

**Fees**

	Amount
Total Fees for this Period	\$0.00

**Interest Charged**

	Amount
Total Interest Charged for this Period	\$0.00

**About Trailing Interest**

You may see interest on your next statement even if you pay the new balance in full and on time and make no new charges. This is called "trailing interest." Trailing interest is the interest charged when, for example, you didn't pay your previous balance in full. When that happens we charge interest from the first day of the billing period until we receive your payment in full. You can avoid paying interest on purchases by paying your balance in full and on time each month. Please see the "When we charge interest" sub-section in your Cardmember Agreement for details.

**2019 Fees and Interest Totals Year-to-Date**

	Amount
Total Fees in 2019	\$171.00
Total Interest in 2019	\$1,098.74

THANK YOU FOR SHOPPING AT  
HAGAN ACE BLANDING #4878  
(904) 272-1414

SERVING NORTH FLORIDA SINCE 1962  
THANK YOU FOR YOUR PATRONAGE  
08/29/19 10:55AM AJW01 569 SALE

7000994D 1 EA \$19.99 EA  
STIHL 16" PICO MICRO MINI \$19.99

SUB-TOTAL:\$ 19.99 TAX:\$ 1.40  
TOTAL:\$ 21.39  
BC AMT:\$ 21.39

BK CARD#: XXXXXXXXXXXX6056  
MID:\*\*\*\*\*0889 TID:\*\*\*3446  
AUTH: 886796 AMT:\$ 21.39  
Host reference #:025028 Bat#

Authorizing Network: AMEX

Chip Read  
CARD TYPE:AM EXPRESS EXPR: XXXX  
AID : A000000025010801  
TVR : 0000008000  
IAD : 064A010360A002  
TSI : F800  
ARC : 00  
MODE : Issuer  
CVM : No CVM  
Name : AMERICAN EXPRESS  
ATC :0023  
AC : A4053EF4367D8235  
TxnID/ValCode: 721638

# Order # 1000998036

Order Date: September 15, 2019

**MOOD: pandora**

## Items Ordered

Product Name	SKU	Price	Qty	Subtotal
Pandora Music Subscription	PMS	\$26.95	Ordered1	\$26.95
Subtotal				\$26.95
Grand Total (Excl.Tax)				\$26.95
Tax				\$0.00
Grand Total (Incl.Tax)				\$26.95

## Order Information

**Shipping Address**  
Oakleaf Plantation  
370 Oakleaf Village Pkwy  
Orange Park, Florida. 32065

**Billing Address**  
Oakleaf Plantation  
GMS LLC  
475 W Town Pl  
orange park, Florida. 32065

## Payment Method

Credit Card

## Credit Card

**Credit Card Type** American Express

**Credit Card Number** XXXX-6056



Order #10003869

9/8/2019

ORDER CONFIRMATION

Billing Address		Payment Information	
Bill To:	Jay Soriano GMS llc 475 W Town Pl suite 114 Saint Augustine, FL 32092 United States 9043421441	Credit Card	
		Card Type:	American Express
		Cardholder:	Jay Soriano
		Card Number:	(not saved)
		Expiration:	(not saved)
Email:	manager@oakleafresidents.com	Security Code:	(not saved)

**Myself**

Ship To:	Jay Soriano GMS LLC 370 Oakleaf Village Pkwy Orange Park, FL 32065 United States 9043421441 manager@oakleafresidents.com	Shipping Method:	UPS Ground \$11.53
----------	--	------------------	--------------------

Item/Description	Qty	Price	Total
Vinyl Color: Black (517420)	3	\$11.00	\$33.00
Part #: HT121C <u>Elbow Wear Cover</u>			
			

**Order Total**

Merchandise Subtotal	\$33.00
Shipping & Handling	\$11.53
Tax	\$0.00
<b>Total</b>	<b>\$44.53</b>



# HARBOR FREIGHT TOOLS

JACKSONVILLE WEST FL 320213  
8102 BLANDING BLVD. 27A  
JACKSONVILLE, FL 32244  
Telephone: (904) 573-9825

## SALE

Customer Name: jay soriano  
Customer Number: 888002389461

67703 TARP SILVER 11' 4 X 15' 6	\$18.99
67703 TARP SILVER 11' 4 X 15' 6	\$18.99
67703 TARP SILVER 11' 4 X 15' 6	\$18.99
67703 TARP SILVER 11' 4 X 15' 6	\$18.99

Subtotal	\$75.96
Sales Tax 7.000%	\$5.32
Total	\$81.28

American Express \$81.28  
Card No. XXXXXXXXXXXX6056  
Expiration Date XX/XX  
Auth. No. 874872

AMERICAN EXPRESS  
Chip Read  
Signature Verified  
Mode: Issuer  
AID: A000000025010801  
IVR: 0000008000  
IAD: 064A0103602002  
TSI: F800  
ARC: 00

Please Retain for Your Records

**Sales Office:**

ID Zone North  
7003 West Lake St., Ste. 400  
St. Louis Park, MN 55426  
(855) 285-4927

**Remit To Address:**

ID Zone South  
5830 NW 163rd Street  
Miami Lakes, FL 33014  
(855) 285-4927

Thank you for ordering with ID Zone.

For orders using UPS Next Day Air delivery, our goal is to ship most in-stock items the same day when the order is placed by 12:00 p.m. Central Standard Time (holidays and weekends excluded), pending credit card verification. For orders using UPS ground, 2 Day Air or 3 Day Select, we ship most in-stock items within 48 hours, pending credit card verification (holidays and weekends excluded). Orders consisting of two or more types of items may be shipped from multiple locations.

**Order Information**

Order # 8064954

Payment type:

American Express XXXXXXXXXXXX6056

Date: 09/09/2019 09:25:02

Print this Receipt

**Bill To Address**

GMS LLC  
Jay Soriano  
475 W Town Pl  
St Augustine, FL 32092, US  
jsoriano@govmgtstvc.com  
9045620249

**Ship To Address**

GMS LLC  
Jay Soriano  
370 Oakleaf Village Pkwy  
orange park, FL 32065, US  
manager@oakleafresidents.com  
9045620249

ID Zone Account Manager, Alex Haggerty - Phone Ext. 814

Item #	Description	Quantity	Price/each	Total
M9005-751	MagiCard M9005-751 LC1 Color Ribbon - YMCKO - 350 prints	2	\$133.00	\$266.00
84052	Fargo 84052 Color Ribbon - YMCKK - 500 prints	1	\$179.00	\$179.00
Shipping: Free FedEx Ground				\$0.00
Sales Tax:				\$0.00
<b>TOTAL:</b>				<b>\$445.00</b>

Thank you for shopping with ID Zone.

Please contact ID Zone Customer Support with any questions at (855) 285-4927

Note: Tracking numbers are generally available within 24 hours of shipment. Please login to your account at [www.IDZone.com](http://www.IDZone.com) to view your order status.

# Order # 1000998041

Order Date: September 15, 2019

MOOD: pandora<sup>TM</sup>

Items Ordered				
Product Name	SKU	Price	Qty	Subtotal
Pandora Music Subscription	PMS	\$26.95	• Ordered1	\$26.95
Subtotal				\$26.95
Grand Total (Excl.Tax)				\$26.95
Tax				\$0.00
Grand Total (Incl.Tax)				\$26.95

#### Order Information

Shipping Address  
Oakleaf Plantation  
370 Oakleaf Village Pkwy  
Orange Park, Florida, 32065

Billing Address  
Oakleaf Plantation  
GMS LLC  
475 W Town Pl  
orange park, Florida, 32065

#### Payment Method

Credit Card

Credit Card

Credit Card Type American Express

Credit Card Number XXXX-6056

# Office DEPOT OfficeMax

JACKSONVILLE - (904) 778-4882

08/23/2019 5:37 PM



22VTUPXPMX55B8J44H

SALE	258-1-597-746436-19.7.2
234225	NETGEAR GS105 37.99 S
485141	TNR,SPR,HGH,YL 150.99 S
	Subtotal: 188.98
	Total: 188.98
	Amex 056: 188.98

AUTH CODE 845039

TDS Chip Read

AID A000000025010801 AMERICAN EXPRESS

TVR 0000008000

CVS No Signature Required

JAY SORIANO 603740602

Congratulations! You've reached VIP  
Rewards status. You'll now get 5% back  
in rewards on ink, toner, paper, and  
print/copy/ship services, plus a  
special birthday offer. Visit  
[officedepot.com/rewards](http://officedepot.com/rewards).

Tax Exemption Number 000600486993

Shop online at [www.officedepot.com](http://www.officedepot.com)

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

WE WANT TO HEAR FROM YOU!

Visit [survey.officedepot.com](http://survey.officedepot.com)

and enter the survey code below:

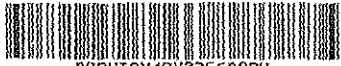
65EY 44CT 6F5B

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

# Office DEPOT OfficeMax

JACKSONVILLE - (904) 573-8221

09/17/2019 4:30 PM



02PVTGY4PY3356888H

EXCHANGE 6826 1-6154-4/8458-19 7.2  
992939 MOUSE, KYBD, COM (23.99) SS  
9830499 2YRADHGERO-49. (6.99) SS

Register your SquareTrade Plan online  
at [www.OfficeDepot.com/Protection](http://www.OfficeDepot.com/Protection) or  
call 844-637-7768

Contract ID# 906826091719615400101

EMP ID: 955648

992939 MOUSE, KYBD, COM 39.99SS

Instant Savings -16.00

You Pay 23.99SS

9830499 2YRADHGERO-49. 6.99 SS

Register your SquareTrade Plan online  
at [www.OfficeDepot.com/Protection](http://www.OfficeDepot.com/Protection) or  
call 844-637-7768

Contract ID# 906826091719615400102

EMP ID: 955648

Total: 0.00

Cash: 0.00

# Office DEPOT OfficeMax

JACKSONVILLE - (904) 573 8221

09/10/2019 10:41 AM



2PVTUY4PX335BBXEH

SALE	6826-1-5567-478458-19.7.2
567887	DRM,HGH,YLD
	160.99
	Subtotal:
	160.99
	Total:
	160.99
	Amex 056:
	160.99

AUTH CODE 843632

TDS Chip Read

AID A000000025010801 AMERICAN EXPRESS

TVR 0000008000

CVS No Signature Required

JAY SORIANO 603/40602

Congratulations! You've reached VIP Rewards status. You'll now get 5% back in rewards on ink, toner, paper, and print/copy/ship services, plus a special birthday offer. Visit [officedepot.com/rewards](http://officedepot.com/rewards).

Tax Exemption Number 000600486993

Shop online at [www.officedepot.com](http://www.officedepot.com)

XX

WE WANT TO HEAR FROM YOU!

Visit [survey.officedepot.com](http://survey.officedepot.com)

and enter the survey code below

15F3 HWHX VTFA

XX



The Perfect People For A Perfect Pool



Like Us on Facebook  
For Our Special Offers!

Pinch A Penny 242

9715 Crosshill Blvd

Suite #105

Jacksonville, FL 32227

Phone: 364-819-6939

### Sales Receipt

Transaction #: 13073  
Account #: 9045620249  
Date: 9/5/2019 Time: 12:11:00 PM  
Cashier: Saich Register #: 1

Bill To: Jay Soriano

Item	Description	Amount
00000018	GAL SODIUM HYPOCHLORITE	\$5.28
	Savings 2.5310%=\$0.53:P	
	Discount	(\$0.52)
	1 JUG @ \$4.75	
00520072	2.5 GAL P.A.P STACKABLE	\$7.99
00000018	GAL SODIUM HYPOCHLORITE	\$5.28
	Savings 2.5310%=\$0.53:P	
	Discount	(\$0.52)
	1 JUG @ \$4.75	
00520072	2.5 GAL P.A.P STACKABLE	\$7.99
00907022	ALURE ENTER PLUS 1 GAL.	\$51.96
	Savings 4010%=\$5.20:PQC	
	Discount	(\$5.20)
	4 @ \$11.69	
Pin 1905001	10% Off Select Items	\$0.00

Sub Total \$84.90

Sales Tax \$5.95

Total \$90.85

CASH TENDERS TENDERED \$90.85

Change Due \$0.00

You saved \$6.77!

7 TO 80 - FREE 2.5 GAL COUPON!

# Publix

Oak Leaf Commons  
1075 Oakleaf Plantation Parkway  
Orange Park, FL 32065  
Store Manager: Sam Fadil  
904-291-5108  
AMAZON GIFT CARD  
Account #XXXXXXXXXX3502 30.00  
101 20 LB  
6 # 2.89

Order Total 23.34 T F  
Sales Tax 53.34  
Grand Total 1.64  
Credit 54.98  
Change 54.98  
Payment 0.00

PRESTO!  
Trace #: 014286  
Reference #: 1634705186  
Acct #: XXXXXXXXXXXX6056  
Purchase American Express  
Amount: \$54.98  
Auth #: 827746

Your cashier was Keaton  
8/23/2019 18:46 S1169 R101 0637 00213  
Explore the many ways to save at Publix.  
View bargains at [publix.com/savings](http://publix.com/savings)  
Publix Super Markets, Inc.

# Publix

Oak Leaf Commons  
1075 Oakleaf Plantation Parkway  
Orange Park, FL 32065  
Store Manager: Sam Fadil  
904-291-5108

PBX DELI TEA SWT G 11.96 T F  
4 @ 2.99  
DELI LEMONADE GAL 11.96 T F  
4 @ 2.99

Order Total 23.92  
Sales Tax 1.68  
Grand Total 25.60  
Debit Payment 25.60  
Change 0.00

PRESTO!  
Trace #: 046727  
Reference #: 1633317114  
Acct #: XXXXXXXXXXXX8036  
Debit Purchase FROM CHECKING  
Amount: \$25.60

08/23/2019 11:41:04  
046727

DEBIT CARD  
PURCHASE

CARD #: XXXXXXXXXXXX8036  
INVOICE: 046727  
Approval Code: 00000000  
Entry Method: FSWipe  
Mode: Issuer

SALE AMOUNT \$25.60  
APPROVED BY ISSUER

CUSTOMER COPY

Your cashier was Samantha  
08/23/2019 11:41 S1169 R104 4258 00231  
Explore the many ways to save at Publix.  
View bargains at [publix.com/savings](http://publix.com/savings)  
Publix Super Markets, Inc.



# Publix

Oak Leaf Commons  
1075 Oakleaf Plantation Parkway  
Orange Park, FL 32065  
Store Manager: Sam Fadil  
904-291-5108

PUBLIX OJ W/CAL

2 @ 4.39 8.78 F

PUBLIX OJ

3 @ 4.39 13.17 F

DELL LEMONADE GAL

5 @ 2.99 14.95 T F

PBX DELL LEA SWT G

5 @ 2.99 14.95 T F

Order Total 51.85

Sales Tax 2.10

Grand Total 53.95

Credit Payment 53.95

Change 0.00

PRESTO!

Trace #: 037745

Reference #: 1568715381

Acct #: XXXXXXXXXXXX6056

Purchase American Express

Amount: \$53.95

Auth #: 837386

CREDIT CARD

ACCOUNT0025010601

Entry Method:

Mode:

PURCHASE

AMERICAN EXPRESS

Chip Read

Issuer

Your cashier was Keaton

09/19/2019 17:49 51169 R103 8635 C0213

Explore the many ways to save at Publix.  
View bargains at [publix.com/savingstyle](http://publix.com/savingstyle)

Publix Super Markets, Inc.

Transaction Receipt

RideNow Powerports Jacksonville  
6607 Blanding Blvd  
Jacksonville, FL 32244  
904-771-8244

MERCHANT ID: 45025670273  
CLERK ID: jhanis

SALE

AMEX \*\*\*\*\*0056  
ENTRY METHOD: GIFT/MANUAL  
DATE: 09/19/2019 TIME: 11:39:57

INVOICE: 18754192  
REFERENCE: 0007  
AUTH CODE: 277715

AMOUNT USD 483.48  
TOTAL USD 483.48

APPROVED - THANK YOU

I AGREE TO PAY THE ABOVE TOTAL AMOUNT  
ACCORDING TO CARD ISSUER AGREEMENT  
(MERCHANT AGREEMENT IS CREDIT VOUCHER)

X  
Cardholder Signature

Customer Copy

sonville

com

VITY

1649

## Repair Order

Due: \$483.48

Doc Number: 993842  
Service Writer: Christopher Jones  
Date Printed: 09/19/2019  
Date Promised: 08/09/2019

### Customer Information

Cell Phone: 904-562-0249  
Tax Resale #1: 85-8012511046c-7

Color: 7806 Plate: Keyboard: CP  
Odom/Hrs In: 0 Out: 0

A WHOLE KIT AND NOW ONE OF THE INJECTORS ISNT WORKING CORRECTLY.

INTERMITTENTLY CUT OFF HOT OR COLD.  
EATING BEFORE REPLACING INJECTORS.  
QUENTLY.

IR AND WIRE TOGETHER. ITS JUST A WIRING KIT.

Description	Price	Discount	Total
SM-INJECTOR,FUEL,BLACK,MAG	\$111.99	\$0.00	\$111.99
PS SHIPPING	\$5.00	\$0.00	\$5.00
Parts Subtotal			\$116.99

Description	Technician	Hour	Total
RR INJECTOR	Reed Gucklean	1.5	\$187.50
Labor Subtotal			\$187.50
Job Subtotal			\$304.49

### NOISE IN FRONT END\*UIH\*F 9/12

Description:

Parts					
Part #	Qty	Description	Price	Discount	Total
2877922	1.00	DEMAND DRIVE PLUS,QT	\$15.99	\$0.00	\$15.99
Parts Subtotal					\$15.99

Labor			
Description	Technician	Hour	Total
FRONT DIFF FLUSH	Reed Gucklean	1	\$125.00
Labor Subtotal			\$125.00
Job Subtotal			\$140.99

All Jobs Subtotal: \$445.48  
Shop Supplies: \$30.00  
Zep Supplies: \$8.00  
Tax: \$0.00  
Total: \$483.48



## Account Information

Account Number: (904) 770-4650  
Statement Date: 09/02/2019  
Subscription Name: RingCentral Office Standard  
Reference #: 267507002

Bill To:  
Jay Soriano  
Oakleaf Plantation  
475 west town place ste 114  
St Augustine, FL 32092, USA

## Statement Summary

Total Current Charges \$196.65

Your credit card ending in [3053] was charged \$196.65.

This charge will appear as "RingCentral, Inc" on your credit card statement.

## Statement Details

Period	Description	Unit Price	Quantity	Amount
09/02/2019 - 10/01/2019	Office Standard - Subscription Fee	\$0.00	1	\$0.00
09/02/2019 - 10/01/2019	DigitalLine Unlimited - (904) 342-1441	\$34.99	1	\$34.99
09/02/2019 - 10/01/2019	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
09/02/2019 - 10/01/2019	DigitalLine Unlimited - (904) 770-4648	\$34.99	1	\$34.99
09/02/2019 - 10/01/2019	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
09/02/2019 - 10/01/2019	DigitalLine Unlimited - (904) 770-4649	\$34.99	1	\$34.99
09/02/2019 - 10/01/2019	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
09/02/2019 - 10/01/2019	DigitalLine Unlimited - (904) 770-4661	\$34.99	1	\$34.99
09/02/2019 - 10/01/2019	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
09/02/2019 - 10/01/2019	DigitalLine Unlimited - (904) 770-4667	\$34.99	1	\$34.99
09/02/2019 - 10/01/2019	DigitalLine Unlimited - Discount \$8.01 off	(\$8.01)	1	(\$8.01)
Charges after Discounts and Prorates				\$134.90
Total Charges:				\$134.90
Total Taxes and Fees*				\$61.75
Total Charged to Credit Card:				\$196.65

For a detailed view of your billing, to change your billing information, or your service plan, please [login](#) to your account, select the Billing tab.

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**THANK YOU FOR YOUR ORDER FROM  
SURVEILLANCE-VIDEO.COM.**

Once your package ships we will send an email with a link to track your order.  
Your order summary is below. Thank you again for your business.

**Order Questions?**

Email: [support@surveillance-video.com](mailto:support@surveillance-video.com)

Your order #1600098973

Placed on August 27, 2019 3:58:15 PM EDT

Item	SKU	Qty	Subtotal
ICRealtime ICIP-DW212 2 Megapixel WiFi Indoor/Outdoor IR Mini Dome Camera	ICIP-DW212	6	\$468.00
Subtotal			\$468.00
Shipping & Handling			\$0.00
Grand Total			\$468.00

**BILL TO:**

Jay Soriano  
GMS LLC  
475 W Town Pl  
suite 114  
St Augustine, Florida, 32092

**SHIP TO:**

Jay Soriano  
GMS LLC  
370 Oakleaf Village Pkwy  
suite 114  
Orange Park, Florida, 32065  
United States  
T: +19043421441

**SHIPPING METHOD:**

Free Shipping - Free

**PAYMENT METHOD:**

Credit Card

Credit Card Type:  
American Express  
Credit Card Number:  
xxxx-6056

See back of receipt for your chance  
to win \$1000 TG #: 7N529C2FKD4W

**Walmart** \*

SALESCENTER  
904 363 2555 Mr. BRIAN JACKSON

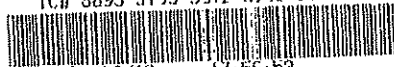
511 06978 0PH 009043 TID 43 TR 02205	
50CT NECK AC 489415210577	14.97 R
50CT NECK AC 489415210577	14.97 R
SUBTOTAL	29.94
TAX 1 7.000 R	7.10
TOTAL	32.04
AMOUNT DUE	32.04

AMERICAN EXPRESS CARD CARD TAG 056 1 0  
APPROVAL # 822540  
RI # 000100325992  
TRANS ID 001223502338082  
AID A000000025010001  
IC 6383001 CEBI 50390  
TERMINAL # 50010289  
\*NO SIGNATURE REQUIRED

08/23/19 17:56:53

CHANGE DUE 0.00  
# ITEMS SOLD 2

ICH 8895 3195 5972 0741 9653



08/23/19 17:56:53

\*\*\*CUSTOMER COPY\*\*\*

Scan with Walmart app to save receipts



See back of receipt for your chance  
to win \$1000 TG #: 7N529C2FKD4W

**Walmart** \*

904 316-6411 Mr. LOUET HOLDER  
5001 000001 FIELD RD  
MURFREESBORO TN 32668

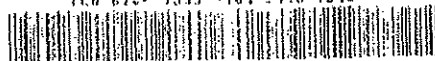
510 01110 0PH 007250 TID 73 TR 01425	
POPPYNO CORN 00720.640314	
4 CT 1 - 00 4.53	19.92 R
POPPYNO CORN 00720.640314	
6 CT 1 - 00 2.13	26.60 R
COOKIES 10041 001199800000	11.90 R
STRAWBERRY RLT 001720.004901	11.90 R
JUICY FRUIT 001500.004000	25.40 R
SUBTOTAL	78.04
TAX 1 1.000 R	1.00
TOTAL	79.04
AMOUNT DUE	79.04

AMERICAN EXPRESS CARD CARD TAG 056 1 0  
APPROVAL # 822540  
RI # 000100325992  
TRANS ID 001223502338082  
AID A000000025010001  
IC 6383001 CEBI 50390  
TERMINAL # 50010289  
\*NO SIGNATURE REQUIRED

08/23/19 17:56:53

CHANGE DUE 0.00  
# ITEMS SOLD 2

ICH 8895 3195 5972 0741 9653



08/23/19 17:56:53

\*\*\*CUSTOMER COPY\*\*\*



See back of receipt for your chance  
to win \$1000 ID #:7N7986FBJ7K

**Walmart** \*

904-272-0036 Mgr: JULIAN SPIROLLARI  
899 BLANDING BLVD  
ORANGE PARK FL 32065

ST# 01225	OP# 003490	TE# 17	TR# 09711
GV 180Z RED	007874218708		6.90 0
SPIDERMAN BD	004339652259		17.96 0
SPIDERMAN BD	004339652259		17.96 0
GV LUNCHBAGS	007874207181		1.96 0
LUNCHBAG	007874207184		1.96 0
GV ST QT 60	007874203694		5.58 0
CHOC	003400029005	F	
15 AT 1 FOR	3.50		52.50 0
3 PEARS	082957030051	F	3.87 0
3 PEARS	082957030051	F	3.87 0
APPLE 5 BAG	074183992006	F	5.92 0
APPLE 5 BAG	074183992006	F	5.92 0
HONEY MAID	004400000463	F	
3 AT 1 FOR	3.38		10.14 0
HONEY MAID	004400000463	F	3.38 0
** VOIDED ENTRY **			
HONEY MAID	004400000463	F	3.38-0
HONEY MAID	004400000471	F	
12 AT 1 FOR	4.48		53.76 0
GV REG MARSH	007874211915	F	
32 AT 1 FOR	0.92		29.44 0
APPLE 3 BAG	074183992008	F	
4 AT 1 FOR	4.93		19.72 0
APPLE 3 BAG	084576204144	F	4.47 0
SUBTOTAL		242.01	
TOTAL		242.01	
AMEX TEND		242.01	
AMERICAN EXPRESS *** **** **6 056 I 0			

APPROVAL # 835119  
REF # 000100569165  
TRANS ID - 001240253990486  
AID A000000025010801  
IC 34A0C23F558B3872  
TERMINAL # 283651796  
\*NO SIGNATURE REQUIRED

09/19/19 14:22:54  
CHANGE DUE 0.00

# ITEMS SOLD 77

TC# 9596 8554 2915 6159 3259 9



09/19/19 14:23:03

\*\*\*CUSTOMER COPY\*\*\*

Scan with Walmart app to save receipts



See back of receipt for your chance  
to win \$1000 ID #:7N79C32FKFL3

**Walmart** \*

SUPERCENTER  
904-365-2555 Mgr: BRIAN JACKSON

ST# 06970 DP# 001584 IE# 07 TR# 03576  
HONEY MAID 004400004717 F 4.48 0  
HONEY MAID 004400004717 F 4.48 0  
HONEY MAID 004400004717 F 4.48 0  
IODIZED SALT 007874235338 F 0.40 0  
POPPING OIL 067017188140 F 2.78 0  
POPPING OIL 067017188140 F 2.78 0  
POPPING OIL 067017188140 F 2.78 0  
POPPING OIL 067017188140 F 2.78 0  
JP 12Z MARS 060069900328 F 1.48 0  
JP 12Z MARS 060069900328 F 1.48 0  
9 AT 1 FOR 1.48 13.32 0  
POPPING CORN 002700048814 F 4.98 0  
POPPING CORN 002700048814 F 4.98 0  
BANANAS 000000004011KF  
0.36 lb @ 1 lb /0.49 4.10 0  
BANANAS 000000004011KF  
0.12 lb @ 1 lb /0.49 3.00 0  
BANANAS 000000004011KF  
4.93 lb @ 1 lb /0.49 2.42 0  
MICHELOB ULT 001820096721 17.98 0  
BUD LIGHT 001820053210  
2 AT 1 FOR 15.47 30.94 0  
SEAGRAMS 008043280290  
3 AT 1 FOR 10.98 32.94 0  
SUBTOTAL 141.10  
TOTAL 141.10  
AMEX TEND 141.10

AMERICAN EXPRESS \*\*\* \*\*\*\*\* 056 I 0  
APPROVAL # 840686  
REF # 000100288059  
TRANS ID - 001240563416483  
AID A000000025010801  
IC EF55343E1007021C  
TERMINAL # SC050244  
\*NO SIGNATURE REQUIRED

09/20/19 08:57:13

CHANGE DUE 0.00

# ITEMS SOLD 29

TC# 3695 7346 8591 2014 3463 0



09/20/19 08:57:21

\*\*\*CUSTOMER COPY\*\*\*



**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice**

Invoice #: 1612

Invoice Date: 10/8/19

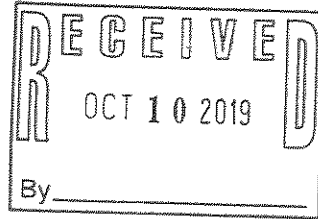
Due Date: 10/8/19

Case:

P.O. Number:

**Bill To:**

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



Description	Hours/Qty	Rate	Amount
Tennis Revenue Funds deposited 10/02/19		769.50	769.50
V-26 2,300,369,102 Ⓟ or ⓔ			

---

**Total** \$769.50

---

**Payments/Credits** \$0.00

---

**Balance Due** \$769.50

---



# *Middle Village CDD*

## Breakdown of Revenues

October 2, 2019

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

10/2/2019	\$ 855.00	\$ 769.50	\$ 85.50
		\$ -	\$ -

Subtotal	\$ 855.00	\$ 769.50	\$ 85.50
----------	-----------	-----------	----------

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

10/2/2019		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -

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

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

10/2/2019		\$ -	\$ -	*Stringing
		\$ -	\$ -	*Shirts
		\$ -	\$ -	
		\$ -	\$ -	

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

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

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

Total Revenues	\$ 855.00	\$ 769.50	\$ 85.50
----------------	-----------	-----------	----------

Wells Fargo Bank  
Transaction Receipt

Branch #0066070 i                      Deposit

Account Number                      XXXXXXXX4262

CHK 00182

Cash In                                      \$500.00

Loose Currency

    \$20                                      \$420.00

    \$10                                      \$80.00

    Sub total                              \$500.00

Number of Checks                              5

Check Listing

    \$70.00

    \$70.00

    \$25.00

    \$120.00

    \$70.00

Total Checks Amount                      \$355.00

Total Deposit                              \$855.00

Deposit Availability

\$500.00 of your deposit is

included in your available balance.

\$355.00 will be available on

Thursday, 10/03/19

Transaction # 051 0056

03:17PM 10/02/19

Deposit Credit Date: 10/02/19

Thank you for your business.

Enjoy the convenience of

scheduling appointments online at

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

Thank you, DEVON

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice**

Invoice #: 1613

Invoice Date: 10/8/19

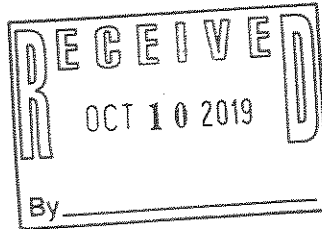
Due Date: 10/8/19

Case:

P.O. Number:

**Bill To:**

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



Description	Hours/Qty	Rate	Amount
Publix (002.330.57200.34300)		69.92	69.92
Publix (002.330.57200.34300)		33.80	33.80
Walmart (002.330.57200.34300)		80.81	80.81
Walmart (002.330.57200.34300)		47.97	47.97
V-26 (B) or (E)			

---

**Total** \$232.50

---

**Payments/Credits** \$0.00

---

**Balance Due** \$232.50

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# PERSONAL REIMBURSEMENT

Out-of-Pocket

**NAME:** Andy Fletcher

Date:

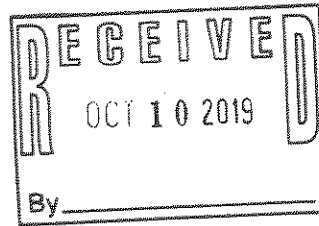
DATE	DESCRIPTION	DISTRICT	AMOUNT	
9.20.19	Publix	MV	69.92	2.330.572.34300
9.20.19	Publix	MV	33.8	2.330.572.34300
9.27.19	Walmart	MV	80.81	2.330.572.34300
9.21.19	Walmart	MV	47.97	2.330.572.34300
		TOTAL	\$ 232.50	

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

# Invoice

Invoice #: 1611  
Invoice Date: 10/8/19  
Due Date: 10/8/19  
Case:  
P.O. Number:

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



Description	Hours/Qty	Rate	Amount
Facility Event Staff through September 26, 2019	7	25.00	175.00
<i>Amenities Revenue</i> <i>2,369,103</i>  <i>2,300,369,103</i> <i>V-26</i> <i>B or E</i>			
Total			\$175.00
Payments/Credits			\$0.00
Balance Due			\$175.00

*RW*  
*10, 10, 19*

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

Middle Village CDD

**Facility Event Staff Service Hours**

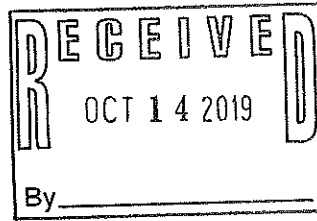
<u>Quantity</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
7	Facility Event Staff	\$ 25.00	\$ 175.00

Covers Period End: September 26, 2019

Amenities Revenue # 2-369-103

**Clay County Sheriff's Office**

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

**INVOICE**

INVOICE DATE: OCTOBER 14, 2019  
WEEK OF: 10/4/19-10/10/19

**TO:**

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

**FOR:**

Oakleaf Amenities Manager  
and  
Oksana Kuzmuk

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
10/4/19	BEN SIMMONS	1715-2315	6	30.00	180.00
10/4/19	EVA SOLIS	1700-2230	5.5	30.00	165.00
10/5/19	JENNIFER COOPER 242	1700-2300	6	30.00	180.00
10/5/19	BRYAN SMITH	1700-2300	6	30.00	180.00
10/6/19	BRYAN SMITH	1700-2300	6	30.00	180.00
10/7/19	DAVID VOLLER	1630-2230	6	30.00	180.00
10/8/19	BRYAN SMITH	1700-2200	5	30.00	150.00
10/9/19	DAVID VOLLER	1700-2200	5	30.00	150.00
10/10/19	JOHN DRURY	1630-2200	5.5	30.00	165.00
DEPUTY SIGNATURE:				TOTAL	\$1530.00

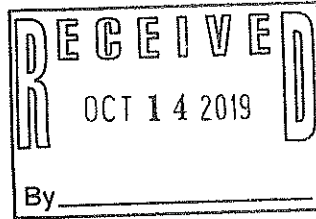
Make all checks payable to Deputy name and mail to the Sheriff's Office C/O Alyssa Rosenbaum.

THANK YOU FOR YOUR BUSINESS!

B or E  
2,320.570.34570

**Clay County Sheriff's Office**

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

**INVOICE**

INVOICE DATE: OCTOBER 14, 2019  
WEEK OF: 10/4/19-10/10/19

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

FOR:  
Oakleaf Amenities Manager  
and  
Oksana Kuzmuk

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
10/4/19	BEN SIMMONS	1715-2315	6	30.00	180.00
10/4/19	EVA SOLIS	1700-2230	5.5	30.00	165.00
10/5/19	JENNIFER COOPER	1700-2300	6	30.00	180.00
10/5/19	BRYAN SMITH	1700-2300	6	30.00	180.00
10/6/19	BRYAN SMITH	1700-2300	6	30.00	180.00
10/7/19	DAVID VOLLER	1630-2230	6	30.00	180.00
10/8/19	BRYAN SMITH	1700-2200	5	30.00	150.00
10/9/19	DAVID VOLLER	1700-2200	5	30.00	150.00
10/10/19	JOHN DRURY 472	1630-2200	5.5	30.00	165.00
DEPUTY SIGNATURE:				TOTAL	\$1530.00

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

THANK YOU FOR YOUR BUSINESS!

B or E  
2,320,570.34570



# I N V O I C E

PAULA'S PEST CONTROL  
1548 Glendale St,  
Jacksonville, Fla 32205  
(904) 389-3419

INVOICE: 42962 QT  
DATE: 10/09/19 11:00a  
ACCOUNT: 1032 Orange Park  
ROUTE: 0  
LAST: 7/10/19 Paula  
Paula Douglas

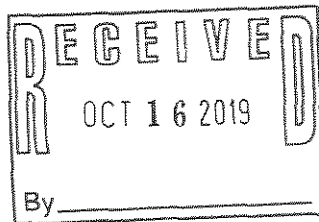
BILL TO  
Middle Village CDD  
14785-4 St. Augustine Rd.  
Jacksonville, FL 32258

SERVICE TO  
Plantation Oaks  
845 Oakleaf Plantation Parkway  
Orange Park, FL 32065

406-2206 291-1776 Becky

## DESCRIPTION

General Pest Control PEST



## QTY

## PRICE

## AMOUNT

175.00 175.00

SUBTOTAL 175.00

PREVIOUS BALANCE 0.00

TOTAL DUE 175.00

**Code to:**

**Middle Village Facility Maintenance - Preventative**

**2-330-572-621**

V-308 (B)

## Products

<input type="checkbox"/> Advion RG	<input type="checkbox"/> EC	<input type="checkbox"/> Suspend Polyzone
<input checked="" type="checkbox"/> Demand CS	<input type="checkbox"/> Niban GB	<input type="checkbox"/> Suspend SC
<input type="checkbox"/> Demon Max	<input type="checkbox"/> Precor 2000	

Other: \_\_\_\_\_

Comments: \_\_\_\_\_

EFFECTIVE June 1, 2013  
MAKE Checks Payable to:

Paula's Pest Control Inc.  
1548 Glendale St.  
Jacksonville, Fl.32205

Note: All returned Checks will be assessed a \$50.00 FEE

THANK YOU FOR YOUR BUSINESS!  
HAVE A WONDERFUL DAY!

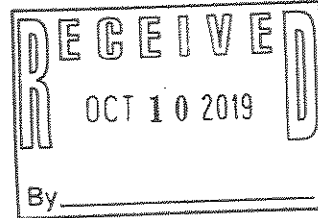
Riverside Management Services, Inc

9655 Florida Mining Blvd. W.  
Building 300, Suite 305  
Jacksonville, FL 32257

# Invoice

Date	Invoice #
9/30/2019	254

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



P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Pressure Washing Services - September 2019  <i>Common Area Maint</i> <i>320,572,4650</i> <i>BOKE V-281</i>	2,990.10	2,990.10
Total			\$2,990.10

*RW*  
*10.8.19*

Riverside Management Services, Inc.

9555 Florida Mining Blvd., Bldg. 300, Suite 305, Jacksonville, FL 32257

Service Detail

Bill To: Middle Village CDD

Invoice Date: 9/30/19

Due Date: Upon Receipt

Amount Due: \$ 2,990.10

<u>Date</u>	<u>Description</u>	<u>Amount</u>
9/13/19	POB/OPP Lattice Top Fence - 1459 Wf	\$ 656.55
9/16/19	Amenity sidewalks	\$ 733.00
9/17/19	Oakleaf Plantation Pkwy Lattice Top Fence - 1679 Wf	\$ 755.55
9/19/19	Amenity pavers 3280 s/w and sidewalks	\$ 745.00
9/20/19	Gazebos (2) at Grand Lawn	\$ 100.00

Hot Water and Chemical Treatment to remove dirt, mildew, and algae.

TOTAL AMOUNT DUE:

\$ 2,990.10

\*\* Pressure Washing according to contract and within budget

Contract Amount \$ 13,348.70

Invoice:

Oct. 2018	\$	-
Nov. 2018	\$	-
Dec. 2018	\$	-
Jan. 2019	\$	-
Feb. 2019	\$	-
Mar. 2019		
Apr. 2019	\$	1,050.00
May 2019	\$	-
June 2019	\$	-
July 2019	\$	3,565.55
Aug. 2019	\$	3,818.75
Sept. 2019	\$	2,990.10

Balance: \$ 1,024.30

Should you have any questions, please contact Rich Whetsel @ (904) 759-8923  
or rwhetsel@gmsnf.com

Remit Payment

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
10/04/19	00039	2/22/19 INV79614	201902 600-53800-64000	LIFEGUARD SUPPLIES	*	114.00	
				THE LIFEGUARD STORE, INC.			114.00 000275
10/04/19	00036	8/20/19 T0007012	201908 600-53800-64000	INSTALLED DEFROST MODULE	*	371.00	
				TOOLE TECHNOLOGIES			371.00 000276
10/10/19	00030	10/05/19 33589	201910 600-53800-64000	REPLACE STATION CARD/TEST	*	423.50	
				CUSICK COMMUNICATIONS INC			423.50 000277
10/10/19	00021	10/04/19 W0183251	201910 600-53800-64000	LED LAMP BULBS	*	2,086.53	
				1000 BULBS			2,086.53 000278
10/17/19	00009	8/20/19 1609	201908 600-53800-64000	AUG REPAIR/REPLACEMENT	*	451.75	
				GOVERNMENTAL MANAGEMENT SERVICES			451.75 000279
10/17/19	00009	9/20/19 1610	201909 600-53800-64000	SEP REPAIR/REPLACEMENT	*	579.49	
				GOVERNMENTAL MANAGEMENT SERVICES			579.49 000280
10/17/19	00050	10/10/19 1506	201910 600-53800-64000	LANDSCAPE ENHANCEMENT	*	2,500.00	
				VERDEGO LLC			2,500.00 000281
10/17/19	00050	10/10/19 1514	201910 600-53800-64000	LANDSCAPE ENHANCEMENT	*	24,015.00	
				VERDEGO LLC			24,015.00 000282
10/17/19	00021	10/08/19 W0183592	201910 600-53800-64000	LED LUMP BULBS	*	222.08	
				1000 BULBS			222.08 000283
TOTAL FOR BANK C						30,763.35	
TOTAL FOR REGISTER						30,763.35	

MVIL MIDDLE VILLAGE HSMITH



**Kiefer Aquatics**  
**The Lifeguard Store**  
**All American Swim Supply**  
**Swim Shops of the Southwest**  
903 Morrissey Drive  
Bloomington, IL 61701  
P (309) 451-5858  
F (309) 451-5959

# Invoice

DATE	INVOICE #
------	-----------

02/22/2019

INV796143



## BILL TO

Jay Soriano  
GMS, LLC - Oak Leaf Plantation  
370 Oakleaf Village Pkwy  
Orange Park, FL 32065

## SHIP TO

Jay Soriano  
GMS LLC  
370 Oakleaf Village Pkwy  
orange park, FL 32065

**Account Number: 265527**

P.O. NUMBER		TERMS	REP	SHIP	VIA	Order Number	
		NET 30	002	02/22/2019	UPS GROUND	ORD663216.2	
QUANTITY	ITEM CODE		DESCRIPTION			PRICE EACH	AMOUNT
25	120MM	Soft Case Pocket Mask			\$4.75	\$118.75	
25	176B	Original Guard Infinity Whistle - Color - Black			\$2.03	\$50.75	
25	180BABLK	Break Away Neck Lanyard - Color - Black			\$1.34	\$33.50	
1	117	Rise Aquatics Dive Brick			\$25.00	\$25.00	
Page 1 of 1							

UPS Tracking Number:  
1ZW9389X0349774221

**Code to: Split 50/50**

**Double Branch Repair and Replacements**

**2.320.57200.63100**

**Middle Village Repair and Replacements**

**34-600-538-64000 \$114.00**

V-30 (C)

	Subtotal	\$228.00
	Discount Amount	\$0.00
	Shipping, Packaging & Handling	\$0.00
	Tax	\$0.00
	<b>TOTAL</b>	<b>\$228.00</b>

All Balances must be paid within thirty (30) days of invoice date. A 1.5% monthly finance charge will be applied to all over due balances.

**Balance Due**

**\$228.00**

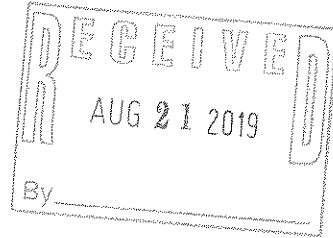
Toole Technologies, Inc.

# Invoice

Ph: 904-278-5938  
4134 Carriage Crossing Ln  
Orange Park, FL 32065.

Date	Invoice #
8/20/2019	T0007012

Bill To
Middle Village CDD (Jay Soriano) 845 Oakleaf Plantation Parkway Orange Park, FL 32065



P.O. No.	Terms	Project
		WO3663 - Defrost Module ...

Quantity	Description	Rate	Amount
1	Defrost Module Installed a new defrost module. Found the unit had a bad defrost module after a lightning storm. The in-line fuse for the low-voltage was blown. Replaced the fuse and replaced the defrost module. Started and checked the operation.	371.00	371.00
<b>Code to:</b> <b>Middle Village Repair and Replacements</b> <b>34-600-538-64000</b>  ✓-36 (C)			
		<b>Total</b>	\$371.00

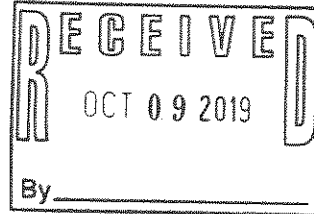
# Invoice

Cusick Communications, Inc.  
3099 Leon Rd, Suite 5  
Jacksonville, FL 32246  
904-249-8877

Date	Invoice #
10/5/2019	33589

Bill To

Double Branch/Oak Leaf Plantation  
Jay Soriano  
370 Oakleaf Village Pkwy  
Orange Park, FL 32065



P.O. No.	Terms	Project
	Net 10	

Description	Qty	Rate	Amount
Service Call. Includes the first hour of labor and travel.	1	139.00	139.00
Hourly labor rate. Replace station card and test lines. 845 Oakleaf Plantation Pkwy location	1.5	97.00	145.50
ds2000 16 port digital station card 16dstu	1	139.00	139.00
<b>Code to:</b>  <b>Middle Village Repair and Replacements</b>  <b>34-600-538-64000</b>			

V-30



**Subtotal** \$423.50

**Sales Tax (0.00)** \$0.00

**Total** \$423.50

**Payments/Credits** \$0.00

Web Site  
**Balance Due** \$423.50  
www.cusickinc.com

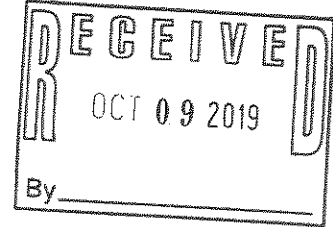
**1000Bulbs**2140 Merritt Dr.  
Garland, TX 75041**INVOICE**

Invoice Date:	Invoice:
2019-10-04	W01832511

Bill To:

Jay Soriano  
370 Oakleaf Village Pkwy  
Attn: Jay Soriano  
Orange Park, FL 32065

Ship To:

Jay Soriano  
370 Oakleaf Village Pkwy  
Attn: Jay Soriano  
Orange Park, FL 32065

Web Order #: 6784654	Customer #: 000000001064586	SO #: W01845474			
Order Date: 2019-10-03	PO #:	Terms: Net 30			
PRODUCT	ORDERED	INVOICE QTY	OPEN	UNIT PRICE	TOTAL
PLT-5103B 4800 Lumens - 36 Watt - LED Corn Bulb - 100W Metal Halide Equal - 5000 Kelvin - Medium Base - 120-277V - 1 Year Warranty	14	14	0	\$44.27	\$619.78
PLT-11554 39 000 Lumens - LED Parking Lot Fixture - 4000 Kelvin - Color Matches Metal Halide - 300 Watt - Grandview Series Mounts Sold Separately - 5 Year Warranty	10	10	0	\$247.70	\$2,477.00
PLT-11564 2 3/8 in. Inside Diameter Slipfilter Mount - For use with Select PLT LED Area Light Fixtures - View Specifications for Compatible Fixtures	10	10	0	\$16.80	\$168.00
<b>Account Manager:</b> Moni Rubio Phone: 972-535-0911 Ext: 153 Fax: 972-535-0912 Email: mrubio@1000bulbs.com			NET INVOICE: \$3,264.78  FREIGHT: \$244.86  SALES TAX: \$0.00  <b>INVOICE TOTAL: \$3,509.64</b>		
<b>TRACKING NUMBER: NONE</b>					
129641692					

1000Bulbs.com • 2140 Merritt Dr., Garland, TX 75041 • 972-288-2277

**Code to: Split****Double Branch Repair and Replacements****2.320.57200.63100 (\$1423.11)****Middle Village Repair and Replacements****34-600-538-64000 (\$2086.53)**

V-21 (C)



**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice**

Invoice #: 1609

Invoice Date: 8/20/19

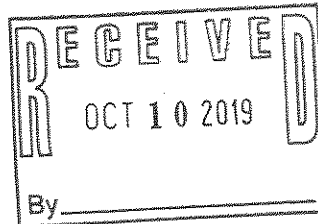
Due Date: 8/20/19

Case:

P.O. Number:

**Bill To:**

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



Description	Hours/Qty	Rate	Amount
August 2019 - Phones (002.330.572.4100)		95.69	95.69
August 2019 - Permits/Licenses (002.310.513.49300)		26.95	26.95
August 2019 - Repair and Replacements (34.600.538.64000)		451.75	451.75
August 2019 - Office Supplies (002.330.572.51000)		645.19	645.19
August 2019 - Special Events (002.330.572.49400)		793.64	793.64
August 2019 - Rec Passes (002.330.572.49300)		328.41	328.41
August 2019 - Tennis Maint (002.330.572.34400)		868.63	868.63

V-9 @

~~451.75~~

**Total****\$3,210.26****Payments/Credits****\$0.00****Balance Due****\$3,210.26**

Double Branch / Middle Village American Express Charges  
GMS Statement Closing Date – Aug 20, 2019

Purchase Date	Vendor	Amount	Description	GL Account	Middle Village	GL	Double Branch	Total
43668	Head/Penn	77.2	Tennis Maintenance	2.330.572.34400	77.2			77.2
43670	PPG paints	83.46	Repair and Replacement	34.600.538.64000	55.64	2.320.572.63100	27.82	83.46
43671	GoDaddy.com	755.74	Office Supplies	2.330.572.51000	377.87	2.320.572.5100	377.87	755.74
43673	The Websteraunt Store	141.45	Special Event	2.330.572.49400	70.73	2.320.572.49400	70.72	141.45
43676	Office Max	48.58	Office Supplies	2.330.572.51000	24.29	2.320.572.5100	24.29	48.58
43678	AutoZone	25.13	Repair and Replacement			2.320.572.63100	25.13	25.13
43681	RingCentral	191.38	Phones	2.330.572.4100	95.69	2.320.572.4100	95.69	191.38
43682	Head/Penn	245.16	Tennis Maintenance	2.330.572.34400	245.16			245.16
43682	Head/Penn	546.27	Tennis Maintenance	2.330.572.34400	546.27			546.27
43683	Walmart	256.15	Special Event	2.330.572.49400	128.08	2.320.572.49400	128.07	256.15
43683	Office Max	196.7	Office Supplies	2.330.572.51000	98.35	2.320.572.5100	98.35	196.7
43683	Office Max	267.95	Office Supplies	2.330.572.51000	133.98	2.320.572.5100	133.97	267.95
43684	publix	33.3	Special Event	2.330.572.49400	16.65	2.320.572.49400	16.65	33.3
43685	Walmart	233.96	Special Event	2.330.572.49400	116.98	2.320.572.49400	116.98	233.96
43685	publix	500	Special Event	2.330.572.49400	250	2.320.572.49400	250	500
43685	Hagan Ace	143.32	Repair and Replacement	34.600.538.64000	71.66	2.320.572.63100	71.66	143.32
43686	publix	422.39	Special Event	2.330.572.49400	211.2	2.320.572.49400	211.19	422.39
43691	Walmart	97.65	Repair and Replacement	34.600.538.64000	48.83	2.320.572.63100	48.82	97.65
43692	Mood/Pandaora	26.95	Permits/Licenses	2.310.513.49300	26.95			26.95
43692	Mood/Pandaora	26.95	Permits/Licenses			2.320.572.49300	26.95	26.95
43693	Walmart	85	Repair and Replacement	34.600.538.64000	85	2.320.572.63100		85
43696	NewEgg.com	107.88	Repair and Replacement	34.600.538.64000	53.94	2.320.572.63100	53.94	107.88
43696	NewEgg.com	7.49	Repair and Replacement	34.600.538.64000	7.49			7.49
43696	Office Max	191.85	Rec. Passes	2.330.572.49300	95.93		95.92	191.85
43696	NewEgg.com	71.24	Repair and Replacement	34.600.538.64000	71.24			71.24
43697	Sprinkler Wharehouse	86.93	Repair and Replacement	34.600.538.64000	57.95	2.320.572.63100	28.98	86.93
43697	Office Max	21.39	Office Supplies	2.330.572.51000	10.7	2.320.572.5100	10.69	21.39
43697	ID ZONE	464.95	Rec. Passes	2.330.572.49300	232.48	2.320.572.62000	232.47	464.95
<b>Totals</b>		<b>5356.42</b>			<b>3210.26</b>		<b>2146.16</b>	<b>5356.42</b>

Double Branch / Middle Village American Express Charges  
GMS Statement Closing Date – Aug 20, 2019

Totals by GL

**Double Branch: \$2146.16**

2.320.572.4100 (DB Phones) – \$95.69  
2.320.572.49300 (DB permits/ licenses) – \$26.95  
2.320.572.49400 (DB Special Events) - \$793.61  
2.320.572.5100 (DB Office Supplies) - \$ 645.17  
2.320.572.63100 (DB Repair and Replacements) - \$256.35  
2.320.572.62000 (DB Rec passes) - \$328.39

**Middle Village: \$3,210.26**

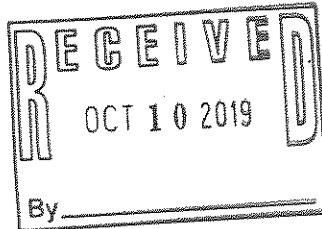
2.330.572.4100 (MV Phones) – \$95.69  
2.310.513.49300 (MV permits/ licenses) – \$26.95  
34.600.538.64000 (MV repair & replacements) – \$451.75  
2.330.572.51000 (MV Office Supplies) - \$645.19  
2.330.572.49400 (Special Events) – \$793.64  
2.330.572.49300 (MV Rec Passes) - \$328.41  
2.330.572.34400 (MV Tennis Maint) - \$868.63

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

# Invoice

Invoice #: 1610  
Invoice Date: 9/20/19  
Due Date: 9/20/19  
Case:  
P.O. Number:

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



Description	Hours/Qty	Rate	Amount
September 2019 - Phones (002.330.572.4100)		98.33	98.33
September 2019 - Permits/Licenses (002.310.513.49300)		26.95	26.95
September 2019 - Repair and Replacements (34.600.538.64000)		579.49	579.49
September 2019 - Office Supplies (002.330.572.51000)		190.48	190.48
Septmeber 2019 - Special Events (002.330.572.49400)		301.07	301.07
September 2019 - Rec passes (002.330.572.49300)		222.50	222.50

V-9 (9)

\$579.49

Total \$1,418.82

Payments/Credits \$0.00

Balance Due \$1,418.82

Double Branch / Middle Village American Express Charges  
GMS Statement Closing Date – Sept. 20, 2019

Purchase Date	Vender	Amount	Description	GL Account	Middle Village	GL	Double Branch	Total
8/23/2019	walmart	78.04	Special Event	2.330.572.49400	39.02	2.320.572.49400	39.02	78.04
8/23/2019	office max	188.98	Office Supplies	2.330.572.51000	94.49	2.320.572.5100	94.49	188.98
8/23/2019	publix	54.98	Special Event	2.330.572.49400	27.49	2.320.572.49400	27.49	54.98
8/23/2019	harbor freight	81.28	Repair and Replacement	34.600.538.64000	40.64	2.320.572.63100	40.64	81.28
8/23/2019	walmart	32.04	Special Event	2.330.572.49400	16.02	2.320.572.49400	16.02	32.04
8/29/2019	hagan ace	21.39	Repair and Replacement	34.600.538.64000	10.7	2.320.572.63100	10.69	21.39
8/29/2019	wawa	60.28	Repair and Replacement	34.600.538.64000	30.14	2.320.572.63100	30.14	60.28
8/31/2019	surveillance-video.com	468	Repair and Replacement	34.600.538.64000	234	2.320.572.63100	234	468
9/2/2019	ring central	196.65	Phones	2.330.572.4100	98.33	2.320.572.4100	98.32	196.65
9/5/2019	pinch a penny	90.93	Repair and Replacement			2.320.572.63100	90.93	90.93
9/10/2019	full circle padding	44.53	Repair and Replacement	34.600.538.64000	22.27	2.320.572.63100	22.26	44.53
9/10/2019	office max	160.99	Office Supplies	2.330.572.51000	80.5	2.320.572.5100	80.49	160.99
9/10/2019	id zone	445	Rec. Passes	2.330.572.49300	222.5	2.320.572.62000	222.5	445
9/15/2019	mood	26.95	Permits/Licenses			2.320.572.49300	26.95	26.95
9/15/2019	mood	26.95	Permits/Licenses	2.310.513.49300	26.95			26.95
9/16/2019	office max	30.98	Office Supplies	2.330.572.51000	15.49	2.320.572.5100	15.49	30.98
9/19/2019	walmart	242.01	Special Event	2.330.572.49400	121.01	2.320.572.49400	121	242.01
9/19/2019	ridenow	483.48	Repair and Replacement	34.600.538.64000	241.74	2.320.572.63100	241.74	483.48
9/19/2019	publix	53.95	Special Event	2.330.572.49400	26.98	2.320.572.49400	26.97	53.95
9/20/2019	walmart	141.1	Special Event	2.330.572.49400	70.55	2.320.572.49400	70.55	141.1
Totals		\$2,928.51			\$1,418.82		\$1,509.69	\$2,928.51

Double Branch / Middle Village American Express Charges  
GMS Statement Closing Date – Sept. 20, 2019

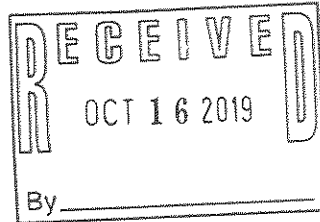
Totals by GL

**Double Branch: \$1509.69**

2.320.572.4100 (DB Phones) – \$98.32  
2.320.572.49300 (DB permits/ licenses) – \$26.95  
2.320.572.49400 (DB Special Events) - \$301.05  
2.320.572.5100 (DB Office Supplies) - \$ 190.47  
2.320.572.63100 (DB Repair and Replacements) - \$670.40  
2.320.572.62000 (DB Rec passes) - \$222.50

**Middle Village: \$1418.82**

2.330.572.4100 (MV Phones) – \$98.33  
2.310.513.49300 (MV permits/ licenses) – \$26.95  
34.600.538.64000 (MV repair & replacements) – \$579.49  
2.330.572.51000 (MV Office Supplies) - \$190.48  
2.330.572.49400 (Special Events) – \$301.07  
2.330.572.49300 (MV Rec Passes) - \$222.50



# Invoice

Invoice #: 1506

Date: 10/10/19

Customer PO:

DUE DATE: 11/09/2019

## BILL TO

Oakleaf - Middle Village CDD  
370 Oakleaf Village Parkway  
Orange Park, FL 32065

## FROM

VerdeGo  
PO Box 789  
3335 North State Street  
Bunnell, FL 32110  
Phone: 386-437-3122  
www.verdego.com

## DESCRIPTION

#1047 - One Water Oak Removal and Stump Grind  
One Water Oak removal and stump grind near the baseball field.  
*Landscape Enhancement*

## AMOUNT

\$2,500.00

## Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

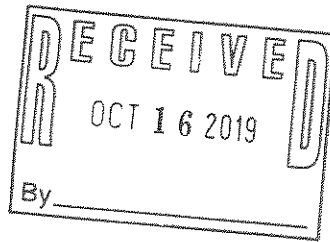
\$2,500.00

## Code to:

**Middle Village Repair and Replacements**

**34-600-538-64000**

V-50 (C)



# Invoice

Invoice #: 1514

Date: 10/10/19

Customer PO:

DUE DATE: 11/09/2019

## BILL TO

Oakleaf - Middle Village CDD  
370 Oakleaf Village Parkway  
Orange Park, FL 32065

## FROM

VerdeGo  
PO Box 789  
3335 North State Street  
Bunnell, FL 32110  
Phone: 386-437-3122  
www.verdego.com

## DESCRIPTION

## AMOUNT

#222 - Middle Village Promenade Crape Myrtle 3 & 7 gallon shrubs  
Enhancement Promenade Crape Myrtle 3 & 7 gallon shrubs  
*Landscape Enhancement*  
*Irrigation*

\$22,015.00  
\$2,000.00

## Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

\$24,015.00

**Code to:**

**Middle Village Repair and Replacements**

**34-600-538-64000**

V-50 ©



**1000Bulbs**2140 Merritt Dr.  
Garland, TX 75041**INVOICE**

Invoice Date:	Invoice:
2019-10-08	W01835923

Bill To:

Jay Soriano  
370 Oakleaf Village Pkwy  
Attn: Jay Soriano  
Orange Park, FL 32065

Ship To:

Jay Soriano  
370 Oakleaf Village Pkwy  
Attn: Jay Soriano  
Orange Park, FL 32065

Web Order #: 6784654	Customer #: 000000001064586	SO #: W01845474
Order Date: 2019-10-03	PO #:	Terms: Net 30

PRODUCT	ORDERED	INVOICE QTY	OPEN	UNIT PRICE	TOTAL
GREENCREATIVE-98097 9500 Lumens - 68 Watt - LED Corn Bulb - 250W Metal Halide Equal - 4000 Kelvin - Extended Mogul Base - 120-277V - 5 Year Warranty	2	2	0	\$111.04	\$222.08
<b>Account Manager:</b> Moni Rubio Phone: 972-535-0911 Ext: 153 Fax: 972-535-0912 Email: mrubio@1000bulbs.com			NET INVOICE: \$222.08 FREIGHT: \$0.00 SALES TAX: \$0.00 <b>INVOICE TOTAL: \$222.08</b>		

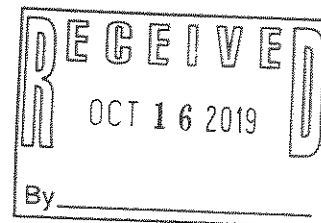
**TRACKING NUMBER: NONE**

776575437059 129641692

1000Bulbs.com • 2140 Merritt Dr., Garland, TX 75041 • 972-288-2277

**Code to:****Middle Village Repair and Replacements****34-600-538-64000**

V-21 (C)



*FIFTH ORDER OF BUSINESS*

**MEMORANDUM**

TO: Middle Village Community Development District  
Board of Supervisors

FROM: Jason M. Walters

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

DATE: November 28, 2019

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Please find attached to this memorandum an updated version of the Middle Village Community Development District's (the "District's") Rules of Procedure (the "Rules"). Several substantive revisions were made to maintain consistency between the Rules and the current Florida Statutes, including changes implemented in the most recent legislative session, as well as to facilitate greater efficiency in the operation of the District. An explanation of each material change to the Rules is provided below. Minor formatting changes and edits are not discussed. Should you have any questions regarding the revisions to the Rules, please do not hesitate to contact me via e-mail at [jasonw@hgslaw.com](mailto:jasonw@hgslaw.com), or via phone at 850-222-7500.

Costs Associated With Public Records Requests (Pages 8–9)

Language was added to Rule 1.2(4) to reflect statutory language regarding calculation of special charges for responding to certain public records requests, and to state that the District is under no duty to produce requested records if the requestor has not paid the required costs or has outstanding charges. The language will help minimize expenses incurred by the District in responding to public records requests.

Financial Disclosure Coordination (Page 9)

Rule 1.2(7) was added to maintain consistency with legislation that was passed during the 2019 legislative session. The rule designates the Secretary as the District's Financial Disclosure Coordinator (the "Coordinator") (unless the District designates otherwise by resolution) and requires the Coordinator to create, maintain, and update certain records and provide them to the Florida Commission on Ethics by certain deadlines. Each Supervisor or other Reporting Individual must notify the Coordinator in writing if there are changes to his or her name, e-mail address, or physical address, and must notify the Commission on Ethics of changes to his or her e-mail address.

Agenda and Meeting Materials (Page 11)

Rule 1.3(3) was amended to reflect statutory requirements that the agenda and meeting materials available in an electronic format, excluding confidential and exempt information, shall be

made available to the public at least seven days before a meeting, hearing, or workshop. The amended rule also clarifies circumstances in which the agenda may be amended or additional materials added after initial posting. It additionally specifies which documents constitute “meeting materials.” Documents that do not meet the definition of “meeting materials” may still be provided to the Board, but will be considered supplementary materials and are not required to be made available to the public before the meeting. Supplementary materials may include, but are not necessarily limited to, the following: financial statements, informational reports, and copies of receipts and invoices.

#### Flexibility for Board Authorization (Page 13)

Language was added to Rule 1.3(11) to allow the Board to waive formal approval or disapproval procedures. This will allow the Board flexibility to use different procedures when necessary and will protect the validity of the Board’s actions where there is a technical irregularity but the Board has otherwise made its decision clear.

#### Security and Firesafety Board Discussions (Page 14)

Rule 1.3(14) was added to reflect the fact that portions of a meeting which would reveal a security or firesafety system plan or portion thereof made confidential and exempt by Florida law are exempt from Florida’s statutory public meeting requirements. Including this rule will clarify the procedures the Board should use to ensure that confidential and exempt information is not made public.

#### Internal Controls to Prevent Fraud, Waste and Abuse (Page 15)

Rule 1.4 was added to reflect legislative changes enacted in the 2019 legislative session requiring special districts to establish and maintain internal controls to prevent fraud, waste, and abuse. Our office plans to work with the District Manager and auditor to develop the internal controls, which the Board will adopt in the same manner as it does policies.

#### Notice of Competitive Solicitation (Pages 27 and 36)

Rules 3.1(3) and 3.3(2)(c) have been amended to state that when a consultant has asked to be provided with notice of the District’s competitive solicitations, the District Manager’s failure to provide them with a copy of the notice will not give them bid protest rights or otherwise disqualify the District’s otherwise valid procurement. This will reduce the District’s exposure to potential bid protests and decrease the likelihood of a procurement being considered invalid due to a technical irregularity.

#### Procedure Regarding Auditor Selection (Page 31)

Language has been added to the introductory paragraph to Rule 3.2 to clarify that the District need not use the procedures set out by the Rule for audits required under Chapter 190 of the Florida Statutes but which do not meet the thresholds of Chapter 218 of the Florida Statutes.

Additionally, the requirements for composition of the Auditor Selection Committee in Rule 3.2(2) have been amended to reflect legislation passed during the 2019 legislative session. Now, at

least one individual on the Committee must be a member of the Board; the Chairperson of the Committee must be a member of the Board; and an employee, chief executive officer, or chief financial officer of the District may not be a member of the Committee but may serve in an advisory capacity.

#### Contract Periods (Pages 34, 56, and 59)

Rules 3.2(8)(d), 3.8(5), and 3.9(4) have been amended to set the maximum contract period for auditing services, the maximum renewal period for contracts for the purchase of goods, supplies, materials, and the maximum renewal period for contracts for maintenance services at five (5) years. This will provide greater specificity to guide contract terms.

#### Suspension, Revocation, or Denial of Qualification (Pages 40–42)

Rule 3.4(3) has been added to specify the procedures to be used if the District wishes to suspend, revoke, or deny a pre-qualified vendor's pre-qualified status. It specifies what constitutes good cause for such suspension, revocation, or denial; the effect of the suspension, revocation, or denial; hearing procedures the District must follow; and factors influencing the time period of the suspension, revocation, or denial.

#### Protest Bonds (Pages 61–62)

Rule 3.11(1)(c) has been amended to require that both the requirement for and the amount of the protest bond be disclosed in the competitive solicitation documents, and to allow the amount of the bond to be any amount within the limits imposed by Florida law.

### Minor Changes

The following minor changes have also been made to the Rules:

Rule 1.1(1): This Rule has been amended to clarify requirements for Board members appointed or elected to elector seats. (Page 2).

Rule 1.1(2)(c) and (d): These Rules have been amended to include the words “at least” before the required amounts of the Secretary’s or Treasurer’s fidelity bonds or employee theft insurance policies to accommodate the possibility of greater amounts. (Page 4).

Rule 1.1(6): This Rule has been amended to include the Florida Constitution as a governing authority on voting conflicts of interest. This change reflects the recently passed Amendment 12 to the Florida Constitution. (Pages 5–6).

Rules 1.3(1)(e), (1)(d), (1)(f); and 3.2(9): These Rules were amended to allow inclusion of language substantially similar to that recited in the Rules. (Pages 10–11 and 34).

Rule 1.3(6): This Rule was amended to require the chair or vice chair to consult with the District Manager and District Counsel, if they are available, before calling an emergency meeting. (Page 12).

Rule 2.0(12)(d): This Rule has been amended to allow 90 days instead of 60 days for the Board to announce a decision on a petition for variance or waiver of its Rules. (Page 21).

Rule 3.0(3)(b): The dollar thresholds in this Rule have been increased to \$2,000,000 for a study activity when the fee for such Professional Services to the District does not exceed the increased amount of \$200,000, to reflect the current statutory thresholds. (Page 22).

Rules 3.1(4)(b), 3.6(2)(c)(ii)6., and 3.8(2)(k): The word “responsive” has been added to allow the Board to proceed with evaluating and selecting a proposal from the submissions if it receives fewer than three responsive proposals. (Pages 28, 49 and 55).

Rule 3.2(3)(b): “Understanding of scope of work” has been removed from the list of required factors used to evaluate auditing proposals. The District may still include this as an evaluation criterion if it wishes, but it is not required to do so. (Page 32).

Rule 3.2(7)(b): Language has been added to specify that if the Board does not select the highest-ranked qualified auditing firm, it must document in its records its reason for not doing so. (Page 33).

Rules 3.5(2)(e) and 3.6(2)(c)(ii)3.: “Reemployment assistance” has been added to the non-exclusive list of subjects of federal labor or employment laws of which violation may render a contractor ineligible to submit a bid, response, or proposal for a District project. (Pages 44 and 48).

Rule 3.11(6): Language was added specifying that the District may reject all qualifications, proposals, replies, or responses and start the competitive solicitation process anew if all of the bids, proposals, replies, and responses are too high. (Page 63).

**RESOLUTION 2020-02**

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

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

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

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

**SECTION 1.** A Public Hearing will be held to adopt the District’s Amended and Restated Rules of Procedure on \_\_\_\_\_, 2019, at \_\_\_\_\_ .m., at \_\_\_\_\_.

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

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

**PASSED AND ADOPTED** this 4<sup>th</sup> day of November, 2019.

**ATTEST:**

**MIDDLE VILLAGE COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairperson, Board of Supervisors

**AMENDED AND RESTATED**  
**RULES OF PROCEDURE**  
**MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT**

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<b>EFFECTIVE AS OF _____, 20__</b>	



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**Rule 1.0      General.**

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

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

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

**Rule 1.1 Board of Supervisors; Officers and Voting.**

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

conduct all meetings of the Board. In the event the Chairperson is unable to attend a meeting, the Vice-Chairperson shall convene and conduct the meeting. The Chairperson or Vice-Chairperson may delegate the responsibility of conducting the meeting to the District's manager ("District Manager") or District Counsel, in whole or in part.

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

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

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

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

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

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

**Law Implemented:** §§ 112.3143, 190.006, 190.007, Fla. Stat.

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

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

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

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

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

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



the requested records. After the request has been fulfilled, additional payments or credits may be due. The District is under no duty to produce records in response to future records requests if the person making the request owes the District for past unpaid duplication charges, special service charges, or other required payments or credits.

- (5) Records Retention. The Secretary of the District shall be responsible for retaining the District's records in accordance with applicable Florida law.
- (6) Policies. The Board may adopt policies related to the conduct of its business and the provision of services either by resolution or motion.
- (7) Financial Disclosure Coordination. Unless specifically designated by Board resolution otherwise, the Secretary shall serve as the Financial Disclosure Coordinator ("Coordinator") for the District as required by the Florida Commission on Ethics ("Commission"). The Coordinator shall create, maintain and update a list of the names, e-mail addresses, physical addresses, and names of the agency of, and the office or position held by, all Supervisors and other persons required by Florida law to file a statement of financial interest due to his or her affiliation with the District ("Reporting Individual"). The Coordinator shall provide this list to the Commission by February 1 of each year, which list shall be current as of December 31 of the prior year. Each Supervisor and Reporting Individual shall promptly notify the Coordinator in writing if there are any changes to such person's name, e-mail address, or physical address. Each Supervisor and Reporting Individual shall promptly notify the Commission in the manner prescribed by the Commission if there are any changes to such person's e-mail address.

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

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

### **Rule 1.3      Public Meetings, Hearings, and Workshops.**

- (1) Notice. Except in emergencies, or as otherwise required by statute or these Rules, at least seven (7) days, but no more than thirty (30) days public notice shall be given of any public meeting, hearing or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation in the District and in the county in which the District is located. “General circulation” means a publication that is printed and published at least once a week for the preceding year, offering at least 25% of its words in the English language, qualifies as a periodicals material for postal purposes in the county in which the District is located, is for sale to the public generally, is available to the public generally for the publication of official or other notices, and is customarily containing information of a public character or of interest or of value to the residents or owners of property in the county where published, or of interest or of value to the general public. The annual meeting notice required to be published by Section 189.015 of the Florida Statutes, shall be published in a newspaper not of limited subject matter, which is published at least five days a week, unless the only newspaper in the county is published less than five days a week. Each Notice shall state, as applicable:
  - (a) The date, time and place of the meeting, hearing or workshop;
  - (b) A brief description of the nature, subjects, and purposes of the meeting, hearing, or workshop;
  - (c) The District office address for the submission of requests for copies of the agenda, as well as a contact name and telephone number for verbal requests for copies of the agenda; and
  - (d) The following or substantially similar language:- “Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (\_\_\_\_) \_\_\_\_\_. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770 or 1 (800) 955-8771, who can aid you in contacting the District Office.”
  - (e) The following or substantially similar language: “A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.”

- (f) The following or substantially similar language:- “The meeting [or hearing or workshop] may be continued in progress without additional notice to a time, date, and location stated on the record.”
- (2) Mistake. In the event that a meeting is held under the incorrect assumption that notice required by law and these Rules has been given, the Board at its next properly noticed meeting shall cure such defect by considering the agenda items from the prior meeting individually and anew.
- (3) Agenda. The District Manager, under the guidance of District Counsel and the Chairperson or Vice-Chairperson, shall prepare ~~a notice and~~ an agenda of the meeting/hearing/workshop. The ~~notice and~~ agenda and any meeting materials available in an electronic format, excluding any confidential and any confidential and exempt information, shall be available to the public at least ~~seventy-two (72) hours~~seven days before the meeting/hearing/workshop, except in an emergency. Meeting materials shall be defined as, and limited to, the agenda, meeting minutes, resolutions, and agreements of the District that District staff deems necessary for Board approval. Inclusion of additional materials for Board consideration other than those defined herein as “meeting materials” shall not convert such materials into “meeting materials.” For good cause, the agenda may be changed after it is first made available for distribution, and additional materials may be added or provided under separate cover at the meeting. The requirement of good cause shall be liberally construed to allow the District to efficiently conduct business and to avoid the expenses associated with special meetings.

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

Call to order  
Roll call  
Public comment  
Organizational matters  
Review of minutes  
Specific items of old business  
Specific items of new business  
Staff reports  
    (a) District Counsel  
    (b) District Engineer  
    (c) District Manager  
        1. Financial Report  
        2. Approval of Expenditures  
Supervisor’s requests and comments  
Public comment  
Adjournment

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

published as required by Florida law. Public hearings may be held during Board meetings when the agenda includes such public hearing.

- (10) Participation by Teleconference/Videoconference. District staff may participate in Board meetings by teleconference or videoconference. Board members may also participate in Board meetings by teleconference or videoconference if in the good judgment of the Board extraordinary circumstances exist; provided however, at least three Board members must be physically present at the meeting location to establish a quorum. Such extraordinary circumstances shall be presumed when a Board member participates by teleconference or videoconference, unless a majority of the Board members physically present determines that extraordinary circumstances do not exist.
- (11) Board Authorization. The District has not adopted Robert's Rules of Order. For each agenda item, there shall be discussion permitted among the Board members during the meeting. Unless such procedure is waived by the Board, Approval or disapproval of resolutions and other proposed Board actions shall be in the form of a motion by one Board member, a second by another Board member, and an affirmative vote by the majority of the Board members present. Any Board member, including the Chairperson, can make or second a motion.
- (12) Continuances. Any meeting or public hearing of the Board may be continued without re-notice or re-advertising provided that:
  - (a) The Board identifies on the record at the original meeting a reasonable need for a continuance;
  - (b) The continuance is to a specified date, time, and location publicly announced at the original meeting; and
  - (c) The public notice for the original meeting states that the meeting may be continued to a date and time and states that the date, time, and location of any continuance shall be publicly announced at the original meeting and posted at the District Office immediately following the original meeting.
- (13) Attorney-Client Sessions. An Attorney-Client Session is permitted when the District's attorneys deem it necessary to meet in private with the Board to discuss pending litigation to which the District is a party before a court or administrative agency or as may be authorized by law. The District's attorneysattorney must request such session at a public meeting. – Prior to holding the Attorney-Client Session, the District must give reasonable public notice of the time and date of the session and the names of the persons anticipated to attend the session. –The session must commence at an open meeting in which the Chairperson or Vice-Chairperson announces the commencement of the session, the estimated length of the session, and the names of the persons who will be attending the session. The discussion during the session is confined to settlement negotiations or strategy

related to litigation expenses or as may be authorized by law. Only the Board, the District's attorneys (including outside counsel), the District Manager, and the court reporter may attend an Attorney-Client Session. During the session, no votes may be taken and no final decisions concerning settlement can be made. Upon the conclusion of the session, the public meeting is reopened, and the Chairperson or Vice-Chairperson must announce that the session has concluded. The session must be transcribed by a court-reporter and the transcript of the session filed with the District Secretary within a reasonable time after the session. The transcript shall not be available for public inspection until after the conclusion of the litigation.

(14) Security and Firesafety Board Discussions. Portions of a meeting which relate to or would reveal a security or firesafety system plan or portion thereof made confidential and exempt by section 119.071(3)(a), Florida Statutes, are exempt from the public meeting requirements and other requirements of section 286.011, Florida Statutes, and section 24(b), Article 1 of the State Constitution. Should the Board wish to discuss such matters, members of the public shall be required to leave the meeting room during such discussion. Any records of the Board's discussion of such matters, including recordings or minutes, shall be maintained as confidential and exempt records in accordance with Florida law.

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

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

**Rule 1.4 Internal Controls to Prevent Fraud, Waste and Abuse**

- (1) Internal Controls. The District shall establish and maintain internal controls designed to:

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

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

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

## **Rule 2.0      Rulemaking Proceedings.**

- (1) Commencement of Proceedings. Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to these Rules. Rulemaking proceedings shall be deemed to have been initiated upon publication of notice by the District. A “rule” is a District statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedure or practice requirements of the District (“Rule”). Nothing herein shall be construed as requiring the District to consider or adopt rules unless required by Chapter 190 of the Florida Statutes. Policies adopted by the District which do not consist of rates, fees, rentals or other monetary charges may be, but are not required to be, implemented through rulemaking proceedings.
- (2) Notice of Rule Development.
  - (a) Except when the intended action is the repeal of a Rule, the District shall provide notice of the development of a proposed rule by publication of a Notice of Rule Development in a newspaper of general circulation in the District before providing notice of a proposed rule as required by section (3) of this Rule. Consequently, the Notice of Rule Development shall be published at least twenty-nine (29) days prior to the public hearing on the proposed Rule. The Notice of Rule Development shall indicate the subject area to be addressed by rule development, provide a short, plain explanation of the purpose and effect of the proposed rule, cite the specific legal authority for the proposed rule, and include a statement of how a person may promptly obtain, without cost, a copy of any preliminary draft, if available.
  - (b) All rules as drafted shall be consistent with Sections 120.54(1)(g) and 120.54(2)(b) of the Florida Statutes.
- (3) Notice of Proceedings and Proposed Rules.
  - (a) Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall give notice of its intended action, setting forth a short, plain explanation of the purpose and effect of the proposed action, a reference to the specific rulemaking authority pursuant to which the rule is adopted, and a reference to the section or subsection of the Florida Statutes being implemented, interpreted, or made specific. The notice shall include a summary of the District’s statement of the estimated regulatory costs, if one has been prepared, based on the factors set forth in Section 120.541(2) of the Florida Statutes, and a statement that any person who wishes to provide the District with a lower cost regulatory alternative as provided by Section 120.541(1), must do so in writing within twenty-one (21) days after publication of the notice. The notice shall additionally include a statement that any affected person may request a public hearing



by submitting a written request within twenty-one (21) days after the date of publication of the notice. Except when intended action is the repeal of a rule, the notice shall include a reference to both the date on which and the place where the Notice of Rule Development required by section (2) of this Rule appeared.

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

- (6) Rulemaking Materials. After the publication of the notice referenced in section (3) of this Rule, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the following materials:
- (a) The text of the proposed rule, or any amendment or repeal of any existing rules;
  - (b) A detailed written statement of the facts and circumstances justifying the proposed rule;
  - (c) A copy of the statement of estimated regulatory costs if required by Section 120.541 of the Florida Statutes; and
  - (d) The published notice.
- (7) Hearing. The District may, or, upon the written request of any affected person received within twenty-one (21) days after the date of publication of the notice described in section (3) of this Rule, shall, provide a public hearing for the presentation of evidence, argument, and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay, or disruption of the proceedings. The District shall publish notice of the public hearing in a newspaper of general circulation within the District either in the text of the notice described in section (3) of this Rule or in a separate publication at least seven (7) days before the scheduled public hearing. The notice shall specify the date, time, and location of the public hearing, and the name, address, and telephone number of the District contact person who can provide information about the public hearing. Written statements may be submitted by any person prior to or at the public hearing. All timely submitted written statements shall be considered by the District and made part of the rulemaking record.
- (8) Emergency Rule Adoption. The Board may adopt an emergency rule if it finds that immediate danger to the public health, safety, or welfare exists which requires immediate action. Prior to the adoption of an emergency rule, the District Manager shall make reasonable efforts to notify a newspaper of general circulation in the District. Notice of emergency rules shall be published as soon as possible in a newspaper of general circulation in the District. The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule as long as it protects the public interest as determined by the District and otherwise complies with these provisions.
- (9) Negotiated Rulemaking. The District may use negotiated rulemaking in developing and adopting rules pursuant to Section 120.54(2)(d) of the Florida Statutes, except that any notices required under Section 120.54(2)(d) of the Florida Statutes, may be published in a newspaper of general circulation in the county in which the District is located.

- (10) Rulemaking Record. In all rulemaking proceedings, the District shall compile and maintain a rulemaking record. The record shall include, if applicable:
- (a) The texts of the proposed rule and the adopted rule;
  - (b) All notices given for a proposed rule;
  - (c) Any statement of estimated regulatory costs for the rule;
  - (d) A written summary of hearings, if any, on the proposed rule;
  - (e) All written comments received by the District and responses to those written comments; and
  - (f) All notices and findings pertaining to an emergency rule.
- (11) Petitions to Challenge Existing Rules.
- (a) Any person substantially affected by a rule may seek an administrative determination of the invalidity of the rule on the ground that the rule is an invalid exercise of the District's authority.
  - (b) The petition seeking an administrative determination must state with particularity the provisions alleged to be invalid with sufficient explanation of the facts or grounds for the alleged invalidity and facts sufficient to show that the person challenging a rule is substantially affected by it.
  - (c) The petition shall be filed with the District. Within 10 days after receiving the petition, the Chairperson shall, if the petition complies with the requirements of subsection (b) of this section, designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer who shall conduct a hearing within 30 days thereafter, unless the petition is withdrawn or a continuance is granted by agreement of the parties. The failure of the District to follow the applicable rulemaking procedures or requirements in this Rule shall be presumed to be material; however, the District may rebut this presumption by showing that the substantial interests of the petitioner and the fairness of the proceedings have not been impaired.
  - (d) Within 30 days after the hearing, the hearing officer shall render a decision and state the reasons therefor in writing.
  - (e) Hearings held under this section shall be de novo in nature. The petitioner has a burden of proving by a preponderance of the evidence that the

existing rule is an invalid exercise of District authority as to the objections raised. The hearing officer may:

- (i) Administer oaths and affirmations;
  - (ii) Rule upon offers of proof and receive relevant evidence;
  - (iii) Regulate the course of the hearing, including any pre-hearing matters;
  - (iv) Enter orders; and
  - (v) Make or receive offers of settlement, stipulation, and adjustment.
- (f) The petitioner and the District shall be adverse parties. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- (12) Variances and Waivers. A “variance” means a decision by the District to grant a modification to all or part of the literal requirements of a rule to a person who is subject to the rule. A “waiver” means a decision by the District not to apply all or part of a rule to a person who is subject to the rule. Variances and waivers from District rules may be granted subject to the following:
- (a) Variances and waivers shall be granted when the person subject to the rule demonstrates that the purpose of the underlying statute will be or has been achieved by other means by the person, and when application of the rule would create a substantial hardship or would violate principles of fairness. For purposes of this section, "substantial hardship" means a demonstrated economic, technological, legal, or other type of hardship to the person requesting the variance or waiver. For purposes of this section, "principles of fairness" are violated when the literal application of a rule affects a particular person in a manner significantly different from the way it affects other similarly situated persons who are subject to the rule.
  - (b) A person who is subject to regulation by a District Rule may file a petition with the District, requesting a variance or waiver from the District’s Rule. Each petition shall specify:
    - (i) The rule from which a variance or waiver is requested;
    - (ii) The type of action requested;
    - (iii) The specific facts that would justify a waiver or variance for the petitioner; and

- (iv) The reason why the variance or the waiver requested would serve the purposes of the underlying statute.
  - (c) The District shall review the petition and may request only that information needed to clarify the petition or to answer new questions raised by or directly related to the petition. If the petitioner asserts that any request for additional information is not authorized by law or by Rule of the District, the District shall proceed, at the petitioner's written request, to process the petition.
  - (d) The Board shall grant or deny a petition for variance or waiver, and shall announce such disposition at a publicly held meeting of the Board, within ~~sixty (60)~~ninety (90) days after receipt of the original petition, the last item of timely requested additional material, or the petitioner's written request to finish processing the petition. The District's statement granting or denying the petition shall contain a statement of the relevant facts and reasons supporting the District's action.
- (13) Rates, Fees, Rentals and Other Charges. All rates, fees, rentals, or other charges shall be subject to rulemaking proceedings. Policies adopted by the District which do not consist of rates, fees, rentals or other charges may be, but are not required to be, implemented through rulemaking proceedings.

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

### **Rule 3.0      Competitive Purchase.**

- (1) Purpose and Scope. In order to comply with Sections 190.033(1) through (3), 287.055 and 287.017 of the Florida Statutes, the following provisions shall apply to the purchase of Professional Services, insurance, construction contracts, design-build services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) Board Authorization. Except in cases of an Emergency Purchase, a competitive purchase governed by these Rules shall only be undertaken after authorization by the Board.
- (3) Definitions.
  - (a) “Competitive Solicitation” means a formal, advertised procurement process, other than an Invitation to Bid, Request for Proposals, or Invitation to Negotiate, approved by the Board to purchase commodities and/or services which affords vendors fair treatment in the competition for award of a District purchase contract.
  - (b) “Continuing Contract” means a contract for Professional Services entered into in accordance with Section 287.055 of the Florida Statutes, between the District and a firm, whereby the firm provides Professional Services to the District for projects in which the costs do not exceed ~~one~~two million dollars (\$~~1~~2,000,000), for a study activity when the fee for such Professional Services to the District does not exceed ~~fifty~~two hundred thousand dollars (\$~~50~~200,000), or for work of a specified nature as outlined in the contract with the District, with no time limitation except that the contract must provide a termination clause (for example, a contract for general District engineering services). Firms providing Professional Services under Continuing Contracts shall not be required to bid against one another.
  - (c) “Contractual Service” means the rendering by a contractor of its time and effort rather than the furnishing of specific commodities. The term applies only to those services rendered by individuals and firms who are independent contractors. Contractual Services do not include auditing services, Maintenance Services, or Professional Services as defined in Section 287.055(2)(a) of the Florida Statutes, and these Rules. Contractual Services also do not include any contract for the furnishing of labor or materials for the construction, renovation, repair, modification, or demolition of any facility, building, portion of building, utility, park, parking lot, or structure or other improvement to real property entered into pursuant to Chapter 255 of the Florida Statutes, and Rules 3.5 or 3.6.

- (d) “Design-Build Contract” means a single contract with a Design-Build Firm for the design and construction of a public construction project.
- (e) “Design-Build Firm” means a partnership, corporation or other legal entity that:
  - (i) Is certified under Section 489.119 of the Florida Statutes, to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as the qualifying agent; or
  - (ii) Is certified under Section 471.023 of the Florida Statutes, to practice or to offer to practice engineering; certified under Section 481.219 of the Florida Statutes, to practice or to offer to practice architecture; or certified under Section 481.319 of the Florida Statutes, to practice or to offer to practice landscape architecture.
- (f) “Design Criteria Package” means concise, performance-oriented drawings or specifications for a public construction project. The purpose of the Design Criteria Package is to furnish sufficient information to permit Design-Build Firms to prepare a bid or a response to the District’s Request for Proposals, or to permit the District to enter into a negotiated Design-Build Contract. The Design Criteria Package must specify performance-based criteria for the public construction project, including the legal description of the site, survey information concerning the site, interior space requirements, material quality standards, schematic layouts and conceptual design criteria of the project, cost or budget estimates, design and construction schedules, site development requirements, provisions for utilities, stormwater retention and disposal, and parking requirements applicable to the project. Design Criteria Packages shall require firms to submit information regarding the qualifications, availability, and past work of the firms, including the partners and members thereof.
- (g) “Design Criteria Professional” means a firm who holds a current certificate of registration under Chapter 481 of the Florida Statutes, to practice architecture or landscape architecture, or a firm who holds a current certificate as a registered engineer under Chapter 471 of the Florida Statutes, to practice engineering, and who is employed by or under contract to the District to provide professional architect services, landscape architect services, or engineering services in connection with the preparation of the Design Criteria Package.
- (h) “Emergency Purchase” means a purchase necessitated by a sudden unexpected turn of events (for example, acts of God, riot, fires, floods, hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the Board finds

that the delay incident to competitive purchase would be detrimental to the interests of the District. This includes, but is not limited to, instances where the time to competitively award the project will jeopardize the funding for the project, will materially increase the cost of the project, or will create an undue hardship on the public health, safety, or welfare.

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



- (o) “Request for Proposals” or “RFP” is a written solicitation for sealed proposals with the title, date, and hour of the public opening designated and requiring the manual signature of an authorized representative. It may provide general information, applicable laws and rules, statement of work, functional or general specifications, qualifications, proposal instructions, work detail analysis, and evaluation criteria as necessary.
- (p) “Responsive and Responsible Bidder” means an entity or individual that has submitted a bid that conforms in all material respects to the Invitation to Bid and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. “Responsive and Responsible Vendor” means an entity or individual that has submitted a proposal, reply, or response that conforms in all material respects to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. In determining whether an entity or individual is a Responsive and Responsible Bidder (or Vendor), the District may consider, in addition to factors described in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the following:
  - (i) The ability and adequacy of the professional personnel employed by the entity/individual;
  - (ii) The past performance of the entity/individual for the District and in other professional employment;
  - (iii) The willingness of the entity/individual to meet time and budget requirements;
  - (iv) The geographic location of the entity’s/individual’s headquarters or office in relation to the project;
  - (v) The recent, current, and projected workloads of the entity/individual;
  - (vi) The volume of work previously awarded to the entity/individual;
  - (vii) Whether the cost components of the bid or proposal are appropriately balanced; and
  - (viii) Whether the entity/individual is a certified minority business enterprise.

- (q) “Responsive Bid,” “Responsive Proposal,” “Responsive Reply,” and “Responsive Response” all mean a bid, proposal, reply, or response which conforms in all material respects to the specifications and conditions in the Invitation to Bid, Request for Proposals, Invitations to Negotiate, or Competitive Solicitation document and these Rules, and the cost components of which, if any, are appropriately balanced. A bid, proposal, reply or response is not responsive if the person or firm submitting it fails to meet any material requirement relating to the qualifications, financial stability, or licensing of the bidder.

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

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

**Rule 3.1 Procedure Under ~~The~~the Consultants' Competitive Negotiations Act.**

- (1) Scope. The following procedures are adopted for the selection of firms or individuals to provide Professional Services exceeding the thresholds herein described, for the negotiation of such contracts, and to provide for protest of actions of the Board under this Rule. As used in this Rule, "Project" means that fixed capital outlay study or planning activity when basic construction cost is estimated by the District to exceed the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FIVE, or for a planning study activity when the fee for Professional Services is estimated by the District to exceed the threshold amount provided in Section 287.017 for CATEGORY TWO, as such categories may be amended or adjusted from time to time.

- (2) Qualifying Procedures. In order to be eligible to provide Professional Services to the District, a consultant must, at the time of receipt of the firm's qualification submittal:

(a) Hold all required applicable ~~federal licenses in good standing, if any;~~

~~(b) Hold all required applicable~~ state professional licenses in good standing;

~~(b) Hold all required applicable federal licenses in good standing, if any;~~

(c) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the consultant is a corporation; and

(d) Meet any qualification requirements set forth in the District's Request for Qualifications.

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

- (3) Public Announcement. Except in cases of valid public emergencies as certified by the Board, the District shall announce each occasion when Professional Services are required for a Project or a Continuing Contract by publishing a notice providing a general description of the Project, or the nature of the Continuing Contract, and the method for interested consultants to apply for consideration. The notice shall appear in at least one (1) newspaper of general circulation in the District and in such other places as the District deems appropriate. The notice must allow at least fourteen (14) days for submittal of qualifications from the date of publication. The District may maintain lists of consultants interested in receiving such notices. These consultants are encouraged to submit annually statements of qualifications and performance data. ~~Consultants who provide their name and address to the District Manager for inclusion on the list shall receive~~

~~notices by mail.~~ The District shall make reasonable efforts to provide copies of any notices to such consultants, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process. The Board has the right to reject any and all qualifications, and such reservation shall be included in the published notice. Consultants not receiving a contract award shall not be entitled to recover from the District any costs of qualification package preparation or submittal.

(4) Competitive Selection.

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

with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

- (d) Notice of the rankings adopted by the Board, including the rejection of some or all qualification packages, shall be provided in writing to all consultants by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's ranking decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

(5) Competitive Negotiation.

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

Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.

- (6) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (7) Continuing Contract. Nothing in this Rule shall prohibit a Continuing Contract between a consultant and the District.
- (8) Emergency Purchase. The District may make an Emergency Purchase without complying with these Rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

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

**Law Implemented:** §§ 119.0701, 190.011(3), 190.033, 287.055, Fla. Stat.

### Rule 3.2 Procedure Regarding Auditor Selection.

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

(1) Definitions.

- (a) "Auditing Services" means those services within the scope of the practice of a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.
- (b) "Committee" means the ~~audit~~auditor selection committee appointed by the Board as described in section (2) of this Rule.

(2) Establishment of ~~Audit~~Auditor Selection Committee. Prior to a public announcement under section (4) of this Rule that Auditing Services are required, the Board shall establish an ~~audit~~auditor selection committee ("Committee"), the primary purpose of which is to assist the Board in selecting an auditor to conduct the annual financial audit required by Section 218.39 of the Florida Statutes. The Committee ~~should~~shall include at least three individuals, ~~some or all~~at least one of ~~whom may~~which must also ~~serve as members~~be a member of the Board. The establishment and selection of the Committee must be conducted at a publicly noticed and held meeting of the Board. The Chairperson of the Committee must be a member of the Board. An employee, a chief executive officer, or a chief financial officer of the District may not serve as a member of the Committee; provided however such individual may serve the Committee in an advisory capacity.

(3) Establishment of Minimum Qualifications and Evaluation Criteria. Prior to a public announcement under section (4) of this Rule that Auditing Services are required, the Committee shall meet at a publicly noticed meeting to establish minimum qualifications and factors to use for the evaluation of Auditing Services to be provided by a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.

- (a) Minimum Qualifications. In order to be eligible to submit a proposal, a firm must, at all relevant times including the time of receipt of the proposal by the District:

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

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

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

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

- (4) Public Announcement. After identifying the factors to be used in evaluating the proposals for Auditing Services as set forth in section (3) of this Rule, the Committee shall publicly announce the opportunity to provide Auditing Services. Such public announcement shall include a brief description of the audit and how interested firms can apply for consideration and obtain the RFP. The notice shall appear in at least one (1) newspaper of general circulation in the District and the county in which the District is located. The public announcement shall allow for at least seven (7) days for the submission of proposals.



- (5) Request for Proposals. The Committee shall provide interested firms with a Request for Proposals (“RFP”). The RFP shall provide information on how proposals are to be evaluated and such other information the Committee determines is necessary for the firm to prepare a proposal. The RFP shall state the time and place for submitting proposals.
- (6) Committee’s Evaluation of Proposals and Recommendation. The Committee shall meet at a publicly held meeting that is publicly noticed for a reasonable time in advance of the meeting to evaluate all qualified proposals and may, as part of the evaluation, require that each interested firm provide a public presentation where the Committee may conduct discussions with the firm, and where the firm may present information, regarding the firm’s qualifications. At the public meeting, the Committee shall rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established pursuant to subsection (3)(b) of this Rule. If fewer than three firms respond to the RFP or if no firms respond to the RFP, the Committee shall recommend such firm as it deems to be the most highly qualified. Notwithstanding the foregoing, the Committee may recommend that any and all proposals be rejected.
- (7) Board Selection of Auditor.
- (a) Where compensation was not selected as a factor used in evaluating the proposals, the Board shall negotiate with the firm ranked first and inquire of that firm as to the basis of compensation. If the Board is unable to negotiate a satisfactory agreement with the first ranked firm at a price deemed by the Board to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the Board shall immediately begin negotiations with the second ranked firm. If a satisfactory agreement with the second ranked firm cannot be reached, those negotiations shall be terminated and negotiations with the third ranked firm shall be undertaken. The Board may reopen formal negotiations with any one of the three top-ranked firms, but it may not negotiate with more than one firm at a time. If the Board is unable to negotiate a satisfactory agreement with any of the selected firms, the Committee shall recommend additional firms in order of the firms’ respective competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.
- (b) Where compensation was selected as a factor used in evaluating the proposals, the Board shall select the highest-ranked qualified firm- or document in its public records the reason for not selecting the highest-ranked qualified firm.

- (c) In negotiations with firms under this Rule, the Board may allow the District Manager, District Counsel, or other designee to conduct negotiations on its behalf.
  - (d) Notwithstanding the foregoing, the Board may reject any or all proposals. The Board shall not consider any proposal, or enter into any contract for Auditing Services, unless the proposed agreed-upon compensation is reasonable to satisfy the requirements of Section 218.39 of the Florida Statutes, and the needs of the District.
- (8) Contract. Any agreement reached under this Rule shall be evidenced by a written contract, which may take the form of an engagement letter signed and executed by both parties. The written contract shall include all provisions and conditions of the procurement of such services and shall include, at a minimum, the following:
- (a) A provision specifying the services to be provided and fees or other compensation for such services;
  - (b) A provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract;
  - (c) A provision setting forth deadlines for the auditor to submit a preliminary draft audit report to the District for review and to submit a final audit report no later than ~~July 1~~June 30 of the fiscal year that follows the fiscal year for which the audit is being conducted;
  - (d) A provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed. The maximum contract period including renewals shall be five (5) years. A renewal may be done without the use of the auditor selection procedures provided in this Rule; but must be in writing.
  - (e) Provisions required by law that require the auditor to comply with public records laws.
- (9) Notice of Award. Once a negotiated agreement with a firm or individual is reached, or the Board authorizes the execution of an agreement with a firm where compensation was a factor in the evaluation of proposals, notice of the intent to award, including the rejection of some or all proposals, shall be provided in writing to all proposers by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests regarding the award of contracts under this Rule

shall be as provided for in Rule 3.11. No proposer shall be entitled to recover any costs of proposal preparation or submittal from the District.

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

**Law Implemented:** §§ 119.0701, 218.33, 218.391, Fla. Stat.

### **Rule 3.3      Purchase of Insurance.**

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

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

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

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

**Law Implemented:** § 112.08, Fla. Stat.

### **Rule 3.4      Pre-qualification**

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

responses in response to the applicable Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

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

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

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

(j) Notice of intent to pre-qualify, including rejection of some or all qualifications, shall be provided in writing to all vendors by United States Mail, electronic mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's pre-qualification decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11; provided however, protests related to the pre-qualification criteria and procedures for construction services shall be resolved in accordance with section (2)(b) of this Rule and Section 255.20(1)(b) of the Florida Statutes.

(3) Suspension, Revocation, or Denial of Qualification

(a) The District, for good cause, may deny, suspend, or revoke a prequalified vendor's pre-qualified status. A suspension, revocation, or denial for good cause shall prohibit the vendor from bidding on any District construction contract for which qualification is required, shall constitute a determination of non-responsibility to bid on any other District construction or maintenance contract, and shall prohibit the vendor from acting as a material supplier or subcontractor on any District contract or project during the period of suspension, revocation, or denial. Good cause shall include the following:

- i. One of the circumstances specified under Section 337.16(2), Fla. Stat., has occurred.
- ii. Affiliated contractors submitted more than one proposal for the same work. In this event the pre-qualified status of all of the affiliated bidders will be revoked, suspended, or denied. All bids of affiliated bidders will be rejected.
- iii. The vendor made or submitted false, deceptive, or fraudulent statements, certifications, or materials in any claim for payment or any information required by any District contract.
- iv. The vendor or its affiliate defaulted on any contract or a contract surety assumed control of financial responsibility for any contract of the vendor.
- v. The vendor's qualification to bid is suspended, revoked, or denied by any other public or semi-public entity, or the vendor has been the subject of a civil enforcement proceeding or settlement involving a public or semi-public entity.
- vi. The vendor failed to comply with contract or warranty requirements or failed to follow District direction in the performance of a contract.



vii. The vendor failed to timely furnish all contract documents required by the contract specifications, special provisions, or by any state or federal statutes or regulations. If the vendor fails to furnish any of the subject contract documents by the expiration of the period of suspension, revocation, or denial set forth above, the vendor's pre-qualified status shall remain suspended, revoked, or denied until the documents are furnished.

viii. The vendor failed to notify the District within 10 days of the vendor, or any of its affiliates, being declared in default or otherwise not completing work on a contract or being suspended from qualification to bid or denied qualification to bid by any other public or semi-public agency.

ix. The vendor did not pay its subcontractors or suppliers in a timely manner or in compliance with contract documents.

x. The vendor has demonstrated instances of poor or unsatisfactory performance, deficient management resulting in project delay, poor quality workmanship, a history of payment of liquidated damages, untimely completion of projects, uncooperative attitude, contract litigation, inflated claims or defaults.

xi. An affiliate of the vendor has previously been determined by the District to be non-responsible, and the specified period of suspension, revocation, denial, or non-responsibility remains in effect.

xii. The vendor or affiliate(s) has been convicted of a contract crime.

1. The term "contract crime" means any violation of state or federal antitrust laws with respect to a public contract or any violation of any state or federal law involving fraud, bribery, collusion, conspiracy, or material misrepresentation with respect to a public contract.

2. The term "convicted" or "conviction" means a finding of guilt or a conviction of a contract crime, with or without an adjudication of guilt, in any federal or state trial court of record as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

(b) A denial, suspension, or revocation shall prohibit the vendor from being a subcontractor on District work during the period of denial, suspension, or revocation, except when a prime contractor's bid has used prices of a subcontractor who becomes disqualified after the bid, but before the request for authorization to sublet is presented.

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

Examples of factors affecting the seriousness of a deficiency are:

- i. Impacts on project schedule, cost, or quality of work;
- ii. Unsafe conditions allowed to exist;
- iii. Complaints from the public;
- iv. Delay or interference with the bidding process;
- v. The potential for repetition;
- vi. Integrity of the public contracting process;
- vii. Effect on the health, safety, and welfare of the public.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.  
**Law Implemented:** §§ 190.033, 255.0525, 255.20, Fla. Stat.

**Rule 3.5      Construction Contracts, Not Design-Build.**

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

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

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

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

- (f) Bids, proposals, replies, and responses, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting, and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. Bids, proposals, replies, and responses shall be evaluated in

accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and these Rules. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.

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

- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase construction services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may ~~take whatever steps reasonably necessary in order to~~ proceed with the procurement of construction services, in the manner the Board determines is in the best interests of the District, which ~~steps~~ may include but is not limited to a direct purchase of the construction services without further competitive selection processes.
- (3) Sole Source; Government. Construction services that are only available from a single source are exempt from this Rule. Construction services provided by governmental agencies are exempt from this Rule. This Rule shall not apply to the purchase of construction services, which may include goods, supplies, or materials, that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules. A contract for construction services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
- (4) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (5) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board Meeting.
- (6) Exceptions. This Rule is inapplicable when:
- (a) The project is undertaken as repair or maintenance of an existing public facility;
  - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
  - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the ~~contractor~~contract; or
  - (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

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

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

**Rule 3.6 Construction Contracts, Design-Build.**

- (1) Scope. The District may utilize Design-Build Contracts for any public construction project for which the Board determines that use of such contract is in the best interest of the District. When letting a Design-Build Contract, the District shall use the following procedure:
- (2) Procedure.
  - (a) The District shall utilize a Design Criteria Professional meeting the requirements of Section 287.055(2)(k) of the Florida Statutes, when developing a Design Criteria Package, evaluating the proposals and qualifications submitted by Design-Build Firms, and determining compliance of the project construction with the Design Criteria Package. The Design Criteria Professional may be an employee of the District, may be the District Engineer selected by the District pursuant to Section 287.055 of the Florida Statutes, or may be retained pursuant to Rule 3.1. The Design Criteria Professional is not eligible to render services under a Design-Build Contract executed pursuant to the Design Criteria Package.
  - (b) A Design Criteria Package for the construction project shall be prepared and sealed by the Design Criteria Professional. If the project utilizes existing plans, the Design Criteria Professional shall create a Design Criteria Package by supplementing the plans with project specific requirements, if any.
  - (c) The Board may either choose to award the Design-Build Contract pursuant to the competitive proposal selection process set forth in Section 287.055(9) of the Florida Statutes, or pursuant to the qualifications-based selection process pursuant to Rule 3.1.
    - (i) Qualifications-Based Selection. If the process set forth in Rule 3.1 is utilized, subsequent to competitive negotiations, a guaranteed maximum price and guaranteed completion date shall be established.
    - (ii) Competitive Proposal-Based Selection. If the competitive proposal selection process is utilized, the Board, in consultation with the Design Criteria Professional, shall establish the criteria, standards and procedures for the evaluation of Design-Build Proposals based on price, technical, and design aspects of the project, weighted for the project. After a Design Criteria Package and the standards and procedures for evaluation of proposals have been developed,

competitive proposals from qualified firms shall be solicited pursuant to the design criteria by the following procedure:

1. A Request for Proposals shall be advertised at least once in a newspaper of general circulation in the county in which the District is located. The notice shall allow at least twenty-one (21) days for submittal of sealed proposals, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of proposals.
2. The District may maintain lists of persons interested in receiving notices of Requests for Proposals. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
3. In order to be eligible to submit a proposal, a firm must, at the time of receipt of the proposals:
  - a. Hold the required applicable state professional licenses in good standing, as defined by Section 287.055(2)(h) of the Florida Statutes;
  - b. Hold all required applicable federal licenses in good standing, if any;
  - c. Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation;
  - d. Meet any special pre-qualification requirements set forth in the Request for Proposals and Design Criteria Package.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects ~~such as~~ including but not limited to reemployment assistance, safety, tax withholding, worker's compensation,



unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past 5 years may be considered ineligible by the District to submit a bid, response, or proposal for a District project.

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

4. The proposals, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting; and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. In consultation with the Design Criteria Professional, the Board shall evaluate the proposals received based on evaluation criteria and procedures established prior to the solicitation of proposals, including but not limited to qualifications, availability, and past work of the firms and the partners and members thereof. The Board shall then select no fewer than three (3) Design-Build Firms as the most qualified.
5. The Board shall have the right to reject all proposals if the proposals are too high, or rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of proposal preparation or submittal from the District.
6. If less than three (3) ~~proposals~~Responsive Proposals are received, the District may purchase design-build services or may reject the proposals for lack of competitiveness. If no ~~proposals~~Responsive Proposals are received, the District may ~~take whatever steps reasonably necessary in order to~~ proceed with the procurement of design-build services in the manner the Board determines is in the best interests of the District, which ~~steps~~ may include but is not limited to a direct purchase of the design-build services without further competitive selection processes.
7. Notice of the rankings adopted by the Board, including the rejection of some or all proposals, shall be provided in writing to all consultants by United States Mail, hand

delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's rankings under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

8. The Board shall negotiate a contract with the firm ranking the highest based on the evaluation standards and shall establish a price which the Board determines is fair, competitive and reasonable. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the second most qualified firm, based on the ranking by the evaluation standards. ~~Failing~~  
~~accord~~Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the second most qualified firm, the Board at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must terminate negotiations, be terminated. The Board shall then undertake negotiations with the third most qualified firm. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the third most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. Should the Board be unable to negotiate a satisfactory contract with any of the selected firms, the Board shall select additional firms in order of their rankings based on the evaluation standards and continue negotiations until an agreement is reached or the list of firms is exhausted.
9. After the Board contracts with a firm, the firm shall bring to the Board for approval, detailed working drawings of the project.
10. The Design Criteria Professional shall evaluate the compliance of the detailed working drawings and project construction with the Design Criteria Package, and shall provide the Board with a report of the same.

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

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

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

**Rule 3.7      Payment and Performance Bonds.**

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

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

**Law Implemented:** § 255.05, Fla. Stat.

### **Rule 3.8      Goods, Supplies, and Materials.**

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

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

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

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

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

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

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

- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.
- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all vendors by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of goods, supplies, and materials under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
- (k) If less than three (3) ~~bids, proposals, replies~~ Responsive Bids, Proposals, Replies, or ~~responses~~ Responses are received, the District may purchase goods, supplies, or materials, or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may ~~take whatever steps reasonably necessary in order to~~ proceed with the procurement of goods, supplies, and materials, in the manner the Board determines is in the best

interests of the District, which ~~steps~~ may include but is not limited to a direct purchase of the goods, supplies, and materials without further competitive selection processes.

- (3) Goods, Supplies, and Materials included in a Construction Contract Awarded Pursuant to Rule 3.5 or 3.6. There may be occasions where the District has undergone the competitive purchase of construction services which contract may include the provision of goods, supplies, or materials. In that instance, the District may approve a change order to the contract and directly purchase the goods, supplies, and materials. Such purchase of goods, supplies, and materials deducted from a competitively purchased construction contract shall be exempt from this Rule.
- (4) Exemption. Goods, supplies, and materials that are only available from a single source are exempt from this Rule. Goods, supplies, and materials provided by governmental agencies are exempt from this Rule. A contract for goods, supplies, or materials is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process. This Rule shall not apply to the purchase of goods, supplies or materials that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules.
- (5) Renewal. Contracts for the purchase of goods, supplies, and/or materials subject to this Rule may be renewed for ~~a period that may not exceed three (3) years or the term of the original contract, whichever period is longer~~ a maximum period of five (5) years.
- (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

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

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



### **Rule 3.9      Maintenance Services.**

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

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

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

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

entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.

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

Specific Authority: §§ 190.011(5), 190.011(15), 190.033, Fla. Stat.

**Law Implemented: §§ 119.0701, 190.033, 287.017, Fla. Stat.**

**Rule 3.10 Contractual Services.**

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

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

**Law Implemented:** §§ 119.0701, 190.011(3), 190.033, Fla. Stat.

~~Rule 3.11~~ ~~Protests~~ ~~With Respect To Proceedings under Rules 3.1, 3.2, 3.3,~~  
~~3.4, 3.5, 3.6, 3.8, and 3.9.~~

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

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

(1) Filing.

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

~~(e) If~~ (c) If the requirement for the posting of a protest bond and the amount of the protest bond, which may be expressed by a percentage of the contract to be awarded or a set amount, is disclosed in the District's competitive solicitation documents for a particular purchase under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, or 3.9, the Board may require

any person who files a notice of protest ~~to~~must post ~~a~~the protest bond ~~in the. The~~ amount ~~equal to 1% of the anticipated contract amount that is the subject of the protest~~ bond shall be determined by District staff after consultation with the Board and within the limits, if any, imposed by Florida law. In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the protest is unsuccessful, the protest bond shall be applied towards the District's costs, expenses, and attorney's fees associated with hearing and defending the protest. In the event the protest is settled by mutual agreement of the parties, the protest bond shall be distributed as agreed to by the District and protestor.

- (d) The District does not accept documents filed by electronic mail or facsimile transmission. Filings are only accepted during normal business hours.
- (2) Contract Execution. Upon receipt of a notice of protest which has been timely filed, the District shall not execute the contract under protest until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances showing that delay incident to protest proceedings will jeopardize the funding for the project, will materially increase the cost of the project, or will create an immediate and serious danger to the public health, safety, or welfare, the contract may be executed.
- (3) Informal Proceeding. If the Board determines a protest does not involve a disputed issue of material fact, the Board may, but is not obligated to, schedule an informal proceeding to consider the protest. Such informal proceeding shall be at a time and place determined by the Board. Notice of such proceeding shall be sent via facsimile, United States Mail, or hand delivery to the protestor and any substantially affected persons or parties not less than three (3) calendar days prior to such informal proceeding. Within thirty (30) calendar days following the informal proceeding, the Board shall issue a written decision setting forth the factual, legal, and policy grounds for its decision.
- (4) Formal Proceeding. If the Board determines a protest involves disputed issues of material fact or if the Board elects not to use the informal proceeding process provided for in section (3) of this Rule, the District shall schedule a formal hearing to resolve the protest. The Chairperson shall designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer to conduct the hearing. The hearing officer may:
  - (a) Administer oaths and affirmations;
  - (b) Rule upon offers of proof and receive relevant evidence;
  - (c) Regulate the course of the hearing, including any pre-hearing matters;



(d) Enter orders; and

(e) Make or receive offers of settlement, stipulation, and adjustment.

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

(5) Intervenors. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.

(6) Rejection of all Qualifications, Bids, Proposals, Replies and Responses after Receipt of Notice of Protest. If the Board determines there was a violation of law, defect, or an irregularity in the competitive solicitation process, the Bids, Proposals, Replies, and Responses are too high, or if the Board determines it is otherwise in the District's best interest, the Board may reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew. If the Board decides to reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew, any pending protests shall automatically terminate.

(7) Settlement. Nothing herein shall preclude the settlement of any protest under this Rule at any time.

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

**Law Implemented:** § 190.033, Fla. Stat.

**Rule 4.0      Effective Date.**

These Rules shall be effective \_\_\_\_\_, ~~2018,20~~, except that no election of officers required by these Rules shall be required until after the next regular election for the Board.

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

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

## *SIXTH ORDER OF BUSINESS*

*D.*

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

845 Plantation Oaks Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

**Memorandum**

**Date:** November 2019

**To:** Board of Supervisors

**From:** GMS – OakLeaf Operations Manager

**Community:**

**Special Events**

- Report – Pumpkin Plunge
- Upcoming events – Turkey Trot, Cocoa with Clause

**Aquatics**

- Pools – closed for season
- Adult only pool heaters tested and will run beginning 11/15

**AMENITY USAGE**

- *Total Facilities Usage – 7311*
- *Average daily usage – 292*

*Card counts:*

MV Owners	26
MV Renters	30
MV Replacements	5
MV Updated	1

*Total cards printed: 130 (both districts)*

**Rentals**

- *19 of 31 days rented in October , 4 of 4 weekends rented*
- *22 Grand Ballroom rentals, 7 Grand Lawn rental, 3 Bridal Suite rentals, 0 patio rentals*
- *22 tours (approx.57 hours) /71 staff hours used for scheduling, administrative, etc..*

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

845 Plantation Oaks Parkway, Orange Park, FL 32065

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

**Memorandum**

**Operations:**

**Open Items:**

- Discussion of rim height at Basketball courts

**MAINTENANCE**

- Inspection of multiple damaged landscape areas, possible feral hog issues
- Elevator repairs (multiple)
- Replace / rekey lock tumblers for grand-banquet room, Amenity electric closet, HVAC closet
- Repair dialer on Fire alarm panel (left over short from complete replacement)
- Repair multiple damaged wires on tennis sweeper cart
- Repair / reprogram burglary alarm panel
- Diagnose/ repair coyote for tennis irrigation system
- Install new cameras at pools deck area (spray ground)
- Coordinate repair of two treadmills (damaged feet)
- Clean /Clear pond at rear of pool building
- Install new grating and drains for “dry pond” at rear of pool building
- Repair damaged clock (lighting) at Bell tower
- Repair damaged partition locks at Women’s bathroom
- Light change outs on Promenade (LEDs – 60% complete)
- Light change outs at shared area of clock tower (LEDs – 100% complete)
- Preventative maintenance performed on golf carts
- Preventative maintenance performed on Utility Vehicle
- Data collection for Florida Department of Labor
- Test and run heating equipment 24hrs
- Dispose of multiple large electronics equipment (hazardous waste refuse)
- Diagnose issue with Heater Booster pump motor
- Diagnose issue with heater unit (#3), coordinate repair under warranty
- Measure and coordinate repairs of low voltage access system wiring for aquatics, tennis, basketball areas.
- *Coordinate testing/inspections and gas fills with gas delivery company*
- *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 10/10. Forest Brook, Creekview, Oakpoint, and Timberlake completed 10/24*

**Landscaping**

- *Column quotes/planning*
- *Flower rotations completed*
- *Coordination with County/School District for repair to mainline at DOE*
- *Monthly report for October submitted and filed at Operations 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

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