

MIDDLE VILLAGE
Community Development District

JANUARY 13, 2020

AGENDA

Middle Village Community Development District

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

January 6, 2020

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, January 13, 2020 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. Affidavits of Publication
- IV. Organizational Matters
 - A. Consideration of Appointing a New Supervisor to Fill Vacancy (2022)
 - B. Oath of Office for Newly Appointed Officer
 - C. Consideration of Resolution 2020-01, Designating Officers
- V. Approval of Consent Agenda
 - A. Approval of the Minutes of the December 9, 2019 Meeting
 - B. Financial Statements
 - C. Assessment Receipt Schedule
 - D. Check Register
- VI. Public Hearing for the Purpose of Adopting Amended and Restated Rules of Procedure; Consideration of Resolution 2020-03
- VII. Staff Reports
 - A. District Counsel

B. District Engineer

C. District Manager

D. Operations Manager - Report

VIII. Audience Comments / Supervisor's Requests

IX. Next Scheduled Meeting – February 10, 2020 @ 2:00 p.m. at the Plantation Oaks Amenity Center

X. 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

(Published daily except Saturday, Sunday and legal holidays)
Orange Park, Clay County, Florida

STATE OF FLORIDA,

S.S.

COUNTY OF CLAY,

Before the undersigned authority personally appeared Rhonda Fisher, who on oath says that she is the Publisher's Representative of JACKSONVILLE DAILY RECORD, a daily (except Saturday, Sunday and legal holidays) newspaper published at Orange Park, in Clay County, Florida; that the attached copy of advertisement, being a Notice of Rule Development

in the matter of Middle Village Community Development District

in the Court of Clay County, Florida, was published in said newspaper in the issues of 12/5/19

Affiant further says that the said JACKSONVILLE DAILY RECORD is a newspaper at Orange Park, in said Clay County, Florida, and that the said newspaper has heretofore been continuously published in said Clay County, Florida, each day (except Saturday, Sunday and legal holidays) and has been entered as periodicals matter at the post office in Orange Park, in said Clay County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that 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.

*This notice was placed on the newspaper's website and floridapublicnotices.com on the same day the notice appeared in the newspaper.



Rhonda Fisher

Sworn to and subscribed before me this 5th day of December, 2019 A.D. by Rhonda Fisher who is personally known to me.

**NOTICE OF RULE
DEVELOPMENT BY THE
MIDDLE VILLAGE
COMMUNITY**

DEVELOPMENT DISTRICT

In accord with Chapters 120 and 190, *Florida Statutes*, the Middle Village Community Development District ("**District**") hereby gives notice of its intention to develop Amended and Restated Rules of Procedure to govern the operations of the District.

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

The purpose and effect of the Amended and Restated Rules of Procedure is to provide for efficient and effective District operations and to ensure compliance with recent changes to Florida law. The legal authority for the adoption of the proposed Amended and Restated Rules of Procedure includes sections 190.011(5), 190.011(15) and 190.035, *Florida Statutes* (2019). The specific laws implemented in the Amended and Restated Rules of Procedure include, but are not limited to, sections 112.08, 112.3143, 112.31446, 112.3145, 119.07, 119.0701, 189.053, 189.069(2)(a)16, 190.006, 190.007, 190.008, 190.011(3), 190.011(5), 190.011(15), 190.033, 190.035, 218.33, 218.391, 255.05, 255.0518, 255.0525, 255.20, 286.0105, 286.011, 286.0113, 286.0114, 287.017, 287.055 and 287.084, *Florida Statutes* (2019).

A copy of the proposed Amended and Restated Rules of Procedure may be obtained by contacting the District Manager, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 or by calling (904) 940-5850.

James Perry, District Manager
Middle Village Community
Development District
Dec. 5 00(19-00053C)

(Published daily except Saturday, Sunday and legal holidays)
Orange Park, Clay County, Florida

STATE OF FLORIDA,

S.S.

COUNTY OF CLAY,

Before the undersigned authority personally appeared Rhonda Fisher, who on oath says that she is the Publisher's Representative of JACKSONVILLE DAILY RECORD, a daily (except Saturday, Sunday and legal holidays) newspaper published at Orange Park, in Clay County, Florida; that the attached copy of advertisement, being a Notice of Rulemaking Regarding the Amended and restated Rules of Procedure

in the matter of Middle Village Community Development District

in the Court of Clay County, Florida, was published in said newspaper in the issues of 12/12/19

Affiant further says that the said JACKSONVILLE DAILY RECORD is a newspaper at Orange Park, in said Clay County, Florida, and that the said newspaper has heretofore been continuously published in said Clay County, Florida, each day (except Saturday, Sunday and legal holidays) and has been entered as periodicals matter at the post office in Orange Park, in said Clay County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that 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.

*This notice was placed on the newspaper's website and floridapublicnotices.com on the same day the notice appeared in the newspaper.

**NOTICE OF RULEMAKING
REGARDING THE AMENDED
AND RESTATED RULES
OF PROCEDURE OF THE
MIDDLE VILLAGE
COMMUNITY
DEVELOPMENT DISTRICT**

A public hearing will be conducted by the Board of Supervisors of the Middle Village Community Development District ("District") on January 13, 2020 at 2:00 p.m. at Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

In accord with Chapters 120 and 190, Florida Statutes, the District hereby gives the public notice of its intent to adopt its proposed Amended and Restated Rules of Procedure. The purpose and effect of the proposed Amended and Restated Rules of Procedure is to provide for efficient and effective District operations and to ensure compliance with recent changes to Florida law. Prior notice of rule development was published in the *Jacksonville Daily Record* on December 5, 2019.

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

Specific legal authority for the adoption of the proposed amended and Restated Rules of Procedure includes Sections 190.011(5), 190.011(15) and 190.035, Florida Statutes (2019). The specific laws implemented in the Amended and Restated Rules of Procedure include, but are not limited to, Sections 112.08, 112.3143, 112.31446,

112.3145, 119.07, 119.0701, 189.053, 189.069(2)(a)16, 190.006, 190.007, 190.008, 190.011(3), 190.011(5), 190.011(15), 190.033, 190.035, 218.33, 218.391, 255.05, 255.0518, 255.0525, 255.20, 286.0105, 286.011, 286.0113, 286.0114, 287.017, 287.055 and 287.084, Florida Statutes (2019).

A copy of the proposed Amended and Restated Rules of Procedure may be obtained by contacting the District Manager's Office at 475 West Town Place, Suite 114, St. Augustine, Florida 32092 or by calling (904) 940-5850.

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

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

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8771 or 1800-955-8770 for aid in contacting the District Office.

Middle Village Community
Development District
James Perry, District Manager
Dec. 12 00 (19-00057C)



Rhonda Fisher

Sworn to and subscribed before me this 12th day of December, 2019 A.D. by Rhonda Fisher who is personally known to me.

FOURTH ORDER OF BUSINESS

C.

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 13TH DAY OF JANUARY, 2020.

ATTEST

**MIDDLE VILLAGE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairman/Vice Chairman

FIFTH 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, December 9, 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 Oliver | District Manager |
| Jason Walters | District Counsel (by phone) |
| Jay Soriano | Operations Manager |
| Chalon Suchsland | VerdeGo Landscape |
| Shane Blair | VerdeGo Landscape |

FIRST ORDER OF BUSINESS

Call to Order

Mr. Oliver 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

Organizational Matters

A. Consideration of Appointing a New Supervisor to Fill Vacancy (2022)

This item was tabled with no interested candidates at this time.

B. Oath of Office for Newly Appointed Officer

No supervisors were appointed.

C. Consideration of Resolution 2020-01, Designating Officers

This item was tabled.

FOURTH ORDER OF BUSINESS

Approval of Consent Agenda

A. Approval of the Minutes of the November 4, 2019 Meeting

- B. Financial Statements**
- C. Assessment Receipt Schedule**
- D. Check Register**

Mr. Oliver stated there's nothing unusual in the financial statements and you're one month into the fiscal year, so you have no variances yet. You're right at about 18% collected on assessments but again, tax bills just went out in early November.

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

FIFTH ORDER OF BUSINESS

Consideration of Agreement with Clay County Property Appraiser Regarding Public Records Exemptions

Mr. Oliver stated when we prepare the assessment roll, we get the list of names and property owners from the property appraiser and some of the information on there is exempt such as names and addresses of judges and other public officials and police officers. Our agreement with the property appraiser would be that any of this information that is deemed exempt, the District will keep it exempt. They've asked all of their districts to do that.

On MOTION by Mr. Morris seconded by Mr. Steiner with all in favor the agreement with the Clay County Property Appraiser was approved.

SIXTH ORDER OF BUSINESS

Consideration of Transfer of Funds to Capital Reserve from General and Recreation Funds

Mr. Oliver stated I looked through the minutes of your last meeting and Jim Perry said he would take a look at your funds at the year end. If you take a look at your balance sheet you will see the unassigned funds for the general fund are at \$248,000, \$1.01 million for recreation and \$800,000 for the capital reserve fund. What Jim Perry has suggested you do is move significant amounts from those funds into the State Board of Administration account, that is a State of Florida investment fund for public entities, and it has an overnight investment rate as opposed to keeping it in a typical checking account. You still have full access to those funds.

Mr. Swartz asked so basically \$2 million?

Mr. Oliver stated you'd be moving \$91,000 from the general fund, \$456,000 from the recreation fund and \$772,000 from the capital reserve fund. It will stay within those same

columns on your balance sheet, but you will have a new entry that says State Board of Administration at the top so you will still see those funds, they're just segregated to have higher earnings.

Mr. Steiner asked wasn't this amount of money including what we needed as operating funds through the first of the year?

Mr. Oliver stated it was and that's why he waited. He wanted to make sure that you had enough to operate in the first quarter before the tax receipts started coming in.

On MOTION by Mr. Swartz seconded by Mr. Steiner with all in favor moving funds from the general, recreation and capital reserve funds to the State Board of Administration account was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Walters stated just a heads up the legislature has been in committee meetings and they have an early session in January this year so we are starting to prepare our capital conversations legislative update again and I will be circulating that for the Board's review and as always, if you have any questions on that please give me a call and I'll be happy to walk you through it. We will see which bills gain traction starting in January.

B. District Engineer

There being none, the next item followed.

C. District Manager

There being none, the next item followed.

D. Operations Manager – Report

Mr. Soriano stated we just had our Turkey Trot even at your sister district. It's the fun run and is a free event where you can bring family along. Almost everybody is off for that week around here, so we do it on the Wednesday before Thanksgiving. We had just under 100 participants show up, so it worked out pretty well. We have our Cocoa with Claus event in this room on December 19th. We had a non-district event. If you guys remember a few months ago we had a discussion with a resident who is kind of running a vendor fair in here and we kind of had to shut it down because it didn't quite fall into our rules and she was a little upset about how it worked out but then understood the rules and she did get back with me last month to ask to put

on an event here the way we said she could. She did it outside, sort of like how the expo was done over at your sister district. She made sure everybody followed their rules and made sure she got me all of the COI's and all of the food trucks were covered by vendor insurance on her part and she did a good job. She used volunteer help to make sure the bathrooms were cleaned and everything was in great shape when she left so she worked really hard to stay within our requests. She has asked to do it again. I told her we'd allow it as one-time events here and there if we didn't have a problem and as long as all those rules were followed, however I did make a suggestion to her if she wanted to do a spring-time vendor fair that to kind of cut down on any commotion because we do get busy here around that time of year that if she wanted to continue to do this that she should maybe alternate with your sister district and do the spring time event there since they don't have the expo anymore. If you guys recall the person that ran the expo for 12 years is now gone so she could take the place of that as long as that Board agrees and that was something that interested her so she could do the spring event there and then do a fall or winter event here as long as everything is planned properly and she followed all of the rules. Unless you guys have any concerns, I was just going to follow along in the direction we're going. I was going to give you guys a monthly calendar of events but the timing of the event she wants to have in the spring we have a lot going on so I'm going to have to adjust it a little bit. We have spring break and our spring yard sale, plus we have a couple of events at the pools so we are going to adjust our schedule a little bit and then I'll bring my calendar back to the January meeting with the full year so the residents can look at it and know month to month what we're doing.

The pool is already heated, and everything has been posted and emailed out. Downstairs at the fitness facility they have a list of the rules as far as if it's too cold and we don't uncover for a day. It's the same general rules we've used for the last few years. There's always a time where it's one degree too cold and somebody gets mad because the pool is closed. Oddly enough, we've already had one or two of those really cold days. We still get warm weather but they're having a few cold days already. We point out how much we spend in gas to heat the pool to anyone that gets irritated and they understand a little bit. Our usage is still high. It's slowed down for the winter months but we're still staying pretty busy for rentals and of course the fitness center, tennis courts and basketball courts.

I had two open items I was going to bring to you today but unfortunately due to holiday timing the vendors haven't gotten me quotes. One was going to be for shade sails for the pools that we discussed a couple of months ago and I found a couple cantilever options. The cantilever options will allow us to plant a pole in the ground and it basically hangs out over top like an umbrella. My concern is the cost. These things are kind of expensive, but it would be a more permanent option. They are going to be a little bit above my amount, I just won't know how much until I get those quotes so it will be something I bring back to you guys for approval if you want to put more shading on the deck back there.

Mr. Steiner asked this is for the adult pool?

Mr. Soriano stated yes. If they give me a great price, I may bring you options to do a couple areas out here maybe by the kiddie pool. They have a lot more shade options up here at this deck. You have the overhangs that are downstairs and the gazebo, which houses a lot of tables and chairs. At the adult pool really the only option you have is that gazebo and it pulls you away from the pool, so we were looking to put some more shade on the deck.

Mr. Morris asked have we had recurring problems of overheating of the unit right outside here?

Mr. Steiner stated the pump for the slide.

Mr. Soriano stated no. Once we installed those larger fans for the summer it seemed to take care of the problem. I'm still looking at putting a shade over the equipment, not just for the heating, but to help with weather. It does get beat on by the sun and rain and these are small computer drives so they are affected by weather. They're made to be in wet environments but the more we can protect them the longer they will last so I'm still going to look at that but once we put those larger fans in it made it throughout the summer.

Mr. Swartz stated back to the shade options. Could you also include some of the things you've talked about in that back corner that is just kind of a wasteland like landscaping or something?

Mr. Soriano stated if we do the shade options and we do it on that side I've looked at this design because we could do it just about anywhere, my concern was how the poles have to be planted on the right side. That side has all of the pump equipment on it so my bigger problem is once they start digging down we get too close to the return pipes to the pool so they're not going to be able to plant a 15' pole so it really depends on where everything has to be buried. I know

it looks odd but that may be the only way you get shade is the shade will only be on one side of the pool. If we do that it will help with that area and we will be able to do something a little bit more like raise it up and do a covered patio or something like that.

Mr. Steiner asked did you have any major ticket items maintenance-wise for the pool other than the sail? We had to do some pavers years ago.

Mr. Soriano stated looking at that, most of those did not turn out to be major. You guys gave me approval to go ahead and stockpile motors and things like that. We've gotten to the point that we have enough of that so even when things have gone down, we've been able to replace it.

Mr. Steiner asked so we're in pretty good shape then?

Mr. Soriano stated we're in good shape. There are projects I'd like to do, however there's nothing I have planned right away. I was looking at changing to a salt system for this pool here and it would cost a good amount of money but if you look at our budget, we spend more than \$20,000 in chlorine and it won't cost that much. We run salt already in the back, but you've heard me complain about those a little bit too. They're high maintenance so my concern is balancing out some of those costs as far as maintenance and time when dealing with a salt system compared to what savings we get with the chlorine so that's something I think I'm going to look at this next year before I ask you whether we're going to do it or not.

Mr. Steiner stated you may need to monitor or check into the corrosive action on things like the slide and so forth with the salt system.

Mr. Soriano stated yes that salt will eat everything up a little bit more. We do have chairs on there. For the last couple of years, we've been replacing chairs so that's already in there but that is an amount that I have to bring to you and ask if you want to spend the money. Anything above \$2,500 I have to bring to you anyway so that could be considered a big-ticket item.

Mr. Steiner asked did we get any feedback on the landscaping issue over here with the homeowner's association and what we planned to do for the spring?

Mr. Soriano stated no, I mentioned to them that chances are we're going to move forward with it whether they help or not. Their concern was a couple things as far as design choices and plants. They had already told us they were going to give us money. I got an email saying they approved so much a year ago. I don't know if it's the same board or not. Rachel is here and she's part of that board. Nonetheless, it was a lot of work on VerdeGo's part and I like the design. I

think it will make those columns look good and we've talked about having the money, so we can go ahead and move forward. It won't happen until spring though and I did tell the president that.

Mr. Steiner I don't know if it was reported to the board, but we had talked about them having concerns with the design and I believe we agreed that if they want modifications or changes above what we're planning to do in the spring that would need to be covered by them and we would cover what we're going forward with now. If they don't like what's going in and they want something different and it's more costly, then that additional cost would have to come from them. Is that what we agreed on?

Mr. Soriano stated we did. I didn't mention that part to Jason. I really just told him we're going to end up moving forward.

Mr. Steiner stated I just didn't want to shut them down saying, this is what we're going to do. The Board feels it is doable and we're not going to ask for any money to do it, but there were concerns and we were sensitive to their concerns of that board not liking the planned design. If that can be approached and done, then that additional cost to do that is over and above the scope that we've got. I just want to make sure all the parties were aware that it's not a take it or leave it and if you don't like it, you're stuck with it. We're willing to make the change, but the additional cost would have to be covered by the homeowner's association.

Mr. Swartz stated I don't remember all the specifics of that discussion.

Mr. Soriano stated we did talk about allowing them input.

Mr. Swartz stated yeah I heard that part, but I think at the end of the day that's our area and if it's going to be fixed up and we're going to do it I don't want to start opening up a door if somebody doesn't like one flower and then we have to take input from everybody.

Mr. Steiner stated well you're going to be getting input and we approached them to share the cost in the first place.

Mr. Swartz stated I was at the meeting in November and my feeling from it is that their hesitancy is that they're increasing their rates on everybody and they don't want to make it seem like this is what it's going towards.

Mr. Soriano stated that's why I approached it more as whatever they decide and why, we like the design choice and we like the work that was done so as long as you guys are good I've got to bring an amount back in the spring time when we're ready but we were going to move forward and as far as whatever they want beyond that they can always talk to us or if they decide

something different like they want to throw in a thousand dollars or two extra, but we want something specific, then we will leave it to them to approach us on that but as far as the way we designed it already I was just going to bring it back in the spring.

Mr. Steiner stated I think we agreed that it was our responsibility to do and therefore we would take that \$7,000 and go do that design that came from VerdeGo.

Mr. Soriano stated yes. The only other thing I had on there for open items was an update, and that was really to get an approval for an amount, but I don't have the quotes yet. I had two concrete guys out last week they just haven't returned the quotes in time, I'm sure due to the timing of the holidays, but it's for the pad for the building that you guys have already approved an amount for. I might even get the building for less because Double Branch has gone back and looked at it and thought they like that design of building too instead of the pre-cast they were looking at originally that would be about three to four times more expensive. If I'm ordering two, I'm sure they will give me a little better rate so I will come in under our not to exceed there, but I still have to bring an amount to you for the concrete pad because it's above my amount. I'll bring that back to you next month unless it's under the \$2,500 and then I can move forward with it because that was our plan to put the building up and start fencing back there so VerdeGo can take those boxes back out.

EIGHTH ORDER OF BUSINESS

Audience Comments / Supervisors' Requests

A resident stated I'm wondering about vehicles being parked at the roundabout. Should vehicles be parked there overnight?

Mr. Soriano stated they shouldn't be, but that property is not actually ours. Everybody associates it with us because we do take care of the landscaping between the parking lot and the road. Those corner lots are actually privately owned so those owners would have to set rules, which they have. Most of them don't want parking and they've planted signs saying no overnight parking, but they have to be the ones to enforce it. We're not allowed to tow off someone else's property.

A resident stated I have seen one car towed out of there.

Mr. Soriano stated there is a developer for three of those lots. One lot is owned by the church and the other three are owned by a developer and they run the rental for the doctor's office so once the doctor's office sees the same vehicle like the one that was parked across the

street a lot of times they will be the one to call up their developer to tow the vehicle but they don't live here so they don't always see it.

A resident stated somebody was out there in an RV overnight.

Mr. Soriano stated yes, I saw it.

A resident stated also are vehicles right there at the Duval County border supposed to be parked there?

Mr. Soriano stated where that little road is, that's actually outside of Clay County so even Clay County and the Public Works Department won't be able to touch that because it's in Duval.

A resident asked that's not CDD property?

Mr. Steiner stated no we stop at the Clay County line.

A resident stated I was just wondering because a lot of people it seems park their box trucks there and semis quite frequently.

Mr. Soriano stated you can do things like call Duval Public Works and they will come take a complaint but they're kind of limited in what they will do but if enough people complain they're more likely to do something but we don't have the ability.

Ms. Rachel Martorelli stated I have a couple of questions. The first question is, has the Board ever considered or done anything like buy a stump grinder for all of the trees that are chopped down or do the stumps just stay around forever?

Mr. Soriano stated some will actually stay around depending on where they're at. We've cut down a lot of trees this last year, we just haven't got around to stump grinding. Depending on what the job is, like this giant tree that we just cut down a few months ago, that one was ground out because it's an area where the kids actually walk over and play. On the side of the road we're less likely to pay extra. I would love to have a stump grinder but you're talking tens of thousands to have a stump grinder that can do that work. I know people that will come out and grind a stump for \$30 or \$40, but they've had it for 20 years and that's the only reason they can afford it. For us to buy it we'd have to do a lot of work.

Ms. Rachel Martorelli stated what about maybe a yearly rental? I think the stumps look terrible.

Mr. Soriano stated well like I said, on the sides of the roads it's different. They disappear after a while anyway due to rotting away or gets covered in our pine straw. A yearly rental is a lot of money too. When we rent any of the equipment that we do you're talking a few hundred

dollars a week so just imagine yearly. As far as a stump grinder, I'd need a much bigger piece of equipment than what places like Home Depot offer.

Ms. Rachel Martorelli stated I heard there was some talk about the gazebo that's over the water out here. If you guys refurbish it or redo it, are you planning any seating or fishing areas, or is just going to be open like it is today for standing?

Mr. Soriano stated yeah that's about it. Right now, it would just be repainting and redoing the wood handrails and things like that. We've mentioned what it would be to redo it and we do have an amount in our capital study. A third party comes in and looks at everything and figures out what repairs are going to cost and how many years you have left. It's coming up in the next four or five years. We're talking about \$150,000 and that's not something we're looking to do right now, so it will continue to be painted and cleaned. We did have benches out there but the biggest problem with that was vandalism. Even if you go out there now, we've had somebody breaking apart our fiberglass columns so we had to rebuild those, and you can still see some of the resin up there. Benches were actually bent and broken from people jumping on them, so we had to take them out.

Ms. Rachel Martorelli asked so we don't plan to replace those?

Mr. Soriano stated right now, no.

Ms. Rachel Martorelli asked do we own the retention pond that is across from Plantation Oaks Elementary?

Mr. Soriano stated the one across from it behind the townhomes, yes.

Ms. Rachael Martorelli asked have you ever considered putting a couple benches and a trashcan there so people can sit and wait for their children to come home from school?

Mr. Soriano stated no.

Ms. Rachael Martorelli stated I think that would be a nice improvement. Do we own or do we do the landscaping in front of the middle school?

Mr. Soriano stated no, the schools own their property all the way out to the right of way. We cut the grass and pay for irrigation but it's not actually our property.

Ms. Rachael Martorelli stated if we pay for the irrigation, we might want to look at that because there are some broken heads that are just geysers.

Mr. Soriano stated send me an email and point them out and these guys will go out and fix them. The schools are the worst because the kids kick them. Surprisingly the high school is

actually good. We have the most heads over there, and we get one every once and a while but between the elementary and junior high that's where most of the geysers are actually going to be. I always tell residents to send me an email or if you have my number send me a text and I just forward it to these guys.

Mr. Steiner stated on the pavilion, have we gotten the lights?

Mr. Soriano stated no, there are quite a few down there so we had turned the lights off for a while and then with turning them back on there are quite a few that have ballasts out, so I figure we had them off most the summer due to vandalism and a lot of things happen out there at night. The thought was if it's lit up kids won't go out there and damage stuff, but we know that's not true, so when we were having vandalism issues we were turning those lights off and we've started turning them back on because now it's dark really early. Half of those ballast lights are dead so I figured this is the perfect opportunity to start switching out to LEDs but there are quite a few we still have to get through. I may be done a little quicker if I didn't have so many Christmas decorations to put up. If you notice, there are a lot more lights this year everywhere and my guys have been working really hard to decorate the place.

Mr. Morris stated it looks good.

Mr. Swartz asked on the gazebo there's been continual vandalism focus on it. Should we consider putting some sort of gate to keep them from going out there at night.

Mr. Soriano stated I thought about that. We could possibly put a gate at the front of the walkway. I can picture people just jumping the gate, but at least there's something that says you should be out here. That can be something we add if you're interested once we get around to doing our springtime painting and replacing some of that wood if we can figure out a way to get it in there. I would probably ask if we spend any extra money to have it magnet controlled because if not, we're limited on staffing and they would have to go out there and unlock it in the morning so if it is magnet controlled it's just access.

Mr. Steiner stated I personally think it would be more of a problem putting a gate on it. What I'd really like to see is the security people. If you keep lights on and they make that area a part that they visualize you're going to get better results than putting it in the dark where they can do things. I live over there off the lake and once it gets dark you can hear them in that pavilion and regretfully I've now got trees that have now grown up so I can no longer monitor that, but there are people that live in the Preserves and have talked to me about being able to see the area

because they live on a lower level, but if the lights are out they can't tell what's going on but you can hear them tearing up stuff. If we've got security people that can at least monitor the area and they don't have to do go down to do anything, if nothing else they call Clay County Sheriff's Department.

Mr. Swartz asked is that along their route?

Mr. Soriano stated it is monitored. Our security isn't here all night.

Mr. Steiner stated we're hearing them as soon as it gets dark.

Mr. Soriano stated no one really should be on our recreational areas after it gets dark, but once we turned the lights off, we haven't had any problems. We took the bench away so there's really nothing else to break. We haven't had problems since we fixed the columns. If they're out there just hanging out, that's actually the least of my worries. My concern is if they're out there doing damage or leaving graffiti.

Mr. Steiner stated like I said, you can hear them slamming stuff around so that's not just hanging out and it is after dark or after 5:30 in the afternoon so it is a period where we are looking at this stuff.

Mr. Soriano stated there is a security guard and they do walk down there and around this whole property.

Mr. Steiner stated we can hear it across the lake so if they can't hear it up here, we've got a problem. You got a message from me and you got a message from one of the other residents over there and both of those messages were in response to hearing folks banging and I don't know what they were throwing. From experience over here in the Preserve, we went ahead and pushed really hard for a picnic table underneath that gazebo, and the first thing we had to do is get it chained down because they kept throwing it over the rail. Then it became the meeting place for this whole area and that would go late at night and finally we donated the bench someplace else. That's what is going to happen out there at the gazebo, but I don't know how much you can limit. There are adults that would like to go out and sit, but they don't want to sit with a crowd of kids. I think putting the gate in front of it might be the wrong approach.

Mr. Swartz stated I'm just looking for a solution.

Mr. Steiner stated I agree with you.

NINTH ORDER OF BUSINESS

Next Scheduled Meeting

Mr. Oliver stated our next meeting is going to be January 13, 2020 at 2:00 p.m.

TENTH ORDER OF BUSINESS

Adjournment

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

Secretary/Assistant Secretary

Chairman/Vice Chairman

B.

Middle Village

Community Development District

Unaudited Financial Reporting
November 30, 2019



Middle Village
Community Development District
Combined Balance Sheet
November 30, 2019

| | <u>Governmental Fund Types</u> | | | Debt | Totals |
|--|--------------------------------|--------------------|------------------------|--------------------|--------------------------|
| | <u>General</u> | <u>Recreation</u> | <u>Capital Reserve</u> | <u>Service</u> | <u>(Memorandum Only)</u> |
| <u>Assets:</u> | | | | | |
| Cash | \$165,027 | \$860,049 | \$788,294 | --- | \$1,813,370 |
| Investments: | | | | | |
| <u>Series 2018-1</u> | | | | | |
| Revenue | --- | --- | --- | \$640,632 | \$640,632 |
| Reserve | --- | --- | --- | \$371,263 | \$371,263 |
| Principal | --- | --- | --- | \$65 | \$65 |
| Interest | --- | --- | --- | \$20 | \$20 |
| <u>Series 2018-2</u> | | | | | |
| Reserve | --- | --- | --- | \$124,079 | \$124,079 |
| Prepayment | --- | --- | --- | \$6 | \$6 |
| Principal | --- | --- | --- | \$0 | \$0 |
| Sinking Fund | --- | --- | --- | \$7 | \$7 |
| Interest | --- | --- | --- | \$3 | \$3 |
| <u>Operations</u> | | | | | |
| Custody Acct - Gen Fund Excess | \$42,729 | --- | --- | --- | \$42,729 |
| Custody Acct - Rec Fund Excess | --- | \$11,100 | --- | --- | \$11,100 |
| General Account | \$369,868 | --- | --- | --- | \$369,868 |
| Due From Double Branch | --- | \$14,706 | --- | --- | \$14,706 |
| Due From General Fund | --- | \$319,407 | --- | --- | \$319,407 |
| Due From Rec Fund | \$36,597 | --- | \$18,828 | --- | \$55,425 |
| Due From Debt Service | \$10,699 | \$83,004 | --- | --- | \$93,703 |
| Due From Capital Reserve | --- | \$1,435 | --- | --- | \$1,435 |
| Due From Other | --- | \$28,466 | --- | --- | \$28,466 |
| Electric Deposits | --- | \$13,383 | --- | --- | \$13,383 |
| Prepaid Expenses | --- | \$1,145 | --- | --- | \$1,145 |
| Total Assets | \$624,920 | \$1,332,696 | \$807,121 | \$1,136,076 | \$3,900,813 |
| <u>Liabilities:</u> | | | | | |
| Accounts Payable | \$3,141 | \$28,201 | \$1,562 | --- | \$32,904 |
| Accrued Expenses | --- | \$1,509 | --- | --- | \$1,509 |
| Deferred Revenue - Rental Revenue | --- | \$15,800 | --- | --- | \$15,800 |
| 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 | \$319,407 | --- | \$1,435 | \$83,004 | \$403,847 |
| <u>Fund Balances:</u> | | | | | |
| Unassigned | \$277,371 | \$1,218,378 | \$804,124 | --- | \$2,299,873 |
| Nonspendable | \$25,000 | \$13,383 | --- | --- | \$38,383 |
| Restricted for Debt Service | --- | --- | --- | \$1,042,373 | \$1,042,373 |
| Total Liabilities and Fund Equity | \$624,920 | \$1,332,696 | \$807,121 | \$1,136,076 | \$3,900,813 |

Middle Village
Community Development District
General Fund

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

| | Adopted Budget | Prorated Budget 11/30/19 | Actual 11/30/19 | Variance |
|---------------------------------------|-------------------|-----------------------------|--------------------|-----------------|
| <u>Revenues:</u> | | | | |
| Maintenance Assessments - Tax Roll | \$213,950 | \$36,333 | \$36,333 | \$0 |
| Maintenance Assessments - Direct | \$1,737 | \$0 | \$0 | \$0 |
| Interest Income | \$5,000 | \$833 | \$3,485 | \$2,652 |
| Miscellaneous Income | \$0 | \$0 | \$0 | \$0 |
| Total Revenues | \$220,687 | \$37,166 | \$39,819 | \$2,652 |
| <u>Expenditures:</u> | | | | |
| <u>Administrative</u> | | | | |
| Supervisors Fees | \$12,000 | \$2,000 | \$1,600 | \$400 |
| Travel | \$209 | \$35 | \$0 | \$35 |
| FICA Expense | \$918 | \$153 | \$122 | \$31 |
| Engineering | \$10,500 | \$1,750 | \$0 | \$1,750 |
| Trustee | \$15,144 | \$2,524 | \$0 | \$2,524 |
| Dissemination Agent | \$2,100 | \$350 | \$550 | (\$200) |
| Assessment Roll | \$7,550 | \$7,550 | \$7,550 | \$0 |
| Attorney | \$45,000 | \$7,500 | \$3,079 | \$4,421 |
| Attorney-Foreclosure | \$28,000 | \$4,667 | \$0 | \$4,667 |
| Arbitrage | \$750 | \$125 | \$0 | \$125 |
| Annual Audit | \$5,900 | \$983 | \$0 | \$983 |
| Management Fees | \$59,963 | \$9,994 | \$9,994 | (\$0) |
| Information Technology | \$2,150 | \$358 | \$392 | (\$33) |
| Telephone | \$425 | \$71 | \$42 | \$29 |
| Postage | \$600 | \$100 | \$58 | \$42 |
| Printing & Binding | \$2,700 | \$450 | \$707 | (\$257) |
| Records Storage | \$200 | \$33 | \$0 | \$33 |
| Insurance | \$10,371 | \$10,652 | \$10,124 | \$528 |
| Legal Advertising | \$1,500 | \$250 | \$124 | \$126 |
| Other Current Charges | \$150 | \$25 | \$0 | \$25 |
| Office Supplies | \$300 | \$50 | \$62 | (\$12) |
| Website Compliance | \$2,250 | \$375 | \$375 | \$0 |
| Dues, Licenses & Subscriptions | \$175 | \$175 | \$175 | \$0 |
| Reserves | \$11,832 | \$0 | \$0 | \$0 |
| Total Administrative | \$220,687 | \$50,170 | \$34,954 | \$15,216 |
| Excess Revenues (Expenditures) | \$0 | | \$4,865 | |
| Fund Balance - Beginning | \$0 | | \$272,506 | |
| Fund Balance - Ending | \$0 | | \$277,371 | |

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 |
|---------------------------------------|-------------------|-----------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-----------------|
| <u>Revenues:</u> | | | | | | | | | | | | | |
| Maintenance Assessments - Tax Roll | \$0 | \$36,333 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$36,333 |
| Maintenance Assessments - Direct | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Interest Income | \$1,962 | \$1,524 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$3,485 |
| Miscellaneous Income | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Interfund Transfer In | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total Revenues | \$1,962 | \$37,857 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$39,819 |
| <u>Expenditures:</u> | | | | | | | | | | | | | |
| <u>Administrative</u> | | | | | | | | | | | | | |
| Supervisors Fees | \$800 | \$800 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$1,600 |
| Travel | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| FICA Expense | \$61 | \$61 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$122 |
| Engineering | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Trustee | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Dissemination Agent | \$375 | \$175 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$550 |
| Assessment Roll | \$7,550 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$7,550 |
| Attorney | \$3,079 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$3,079 |
| 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 | \$0 | \$0 | \$0 |
| Annual Audit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Management Fees | \$4,997 | \$4,997 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$9,994 |
| Information Technology | \$196 | \$196 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$392 |
| Telephone | \$7 | \$35 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$42 |
| Postage | \$15 | \$43 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$58 |
| Printing & Binding | \$287 | \$420 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$707 |
| Records Storage | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Insurance | \$10,124 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$10,124 |
| Legal Advertising | \$62 | \$62 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$124 |
| Other Current Charges | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Office Supplies | \$21 | \$41 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$62 |
| Website Compliance | \$188 | \$188 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$375 |
| Dues, Licenses & Subscriptions | \$175 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$175 |
| Reserves | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$27,937 | \$7,017 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$34,954 |
| Excess Revenues (Expenditures) | (\$25,975) | \$30,839 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$4,865 |

Middle Village
Community Development District
Recreation Fund

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

Revenues:

| | Adopted Budget | Prorated Budget 11/30/19 | Actual 11/30/19 | Variance |
|---|-------------------|-----------------------------|--------------------|-----------|
| Maintenance Assessment - Tax Roll | \$1,555,453 | \$281,890 | \$281,890 | \$0 |
| Maintenance Assessment - Direct | \$13,479 | \$0 | \$0 | \$0 |
| Interest | \$5,000 | \$833 | \$34 | (\$799) |
| Miscellaneous Income | \$0 | \$0 | \$0 | \$0 |
| Amenities Revenue | \$55,000 | \$9,167 | \$20,874 | \$11,707 |
| Cost Share Revenue - South Village/Lighting | \$36,662 | \$36,662 | \$28,466 | (\$8,196) |

Total Revenues

| | | | |
|-------------|-----------|-----------|---------|
| \$1,665,594 | \$328,552 | \$331,263 | \$2,712 |
|-------------|-----------|-----------|---------|

Expenditures:

Administrative

| | | | | |
|---------------------------|-----------|----------|----------|-----------|
| Management Fees - On Site | \$293,904 | \$48,984 | \$39,440 | \$9,544 |
| Insurance | \$46,674 | \$46,674 | \$47,758 | (\$1,084) |
| Other Current Charges | \$3,500 | \$583 | \$1,030 | (\$446) |
| Permit Fees | \$1,500 | \$250 | \$27 | \$223 |
| Office Supplies | \$500 | \$83 | \$0 | \$83 |
| Capital Reserve | \$50,906 | \$0 | \$0 | \$0 |

Total Administrative

| | | | |
|-----------|----------|----------|---------|
| \$396,984 | \$96,575 | \$88,255 | \$8,320 |
|-----------|----------|----------|---------|

Common Area

| | | | | |
|---|-----------|----------|----------|---------|
| Security | \$75,000 | \$12,500 | \$8,472 | \$4,028 |
| Security - Clay County Off Duty Sheriff | \$43,609 | \$7,268 | \$7,100 | \$168 |
| Electric | \$22,000 | \$3,667 | \$2,268 | \$1,399 |
| Streetlighting | \$32,000 | \$5,333 | \$5,056 | \$277 |
| Irrigation Maintenance | \$4,000 | \$667 | \$875 | (\$209) |
| Landscape Maintenance | \$428,571 | \$71,428 | \$71,428 | \$0 |
| Common Area Maintenance | \$54,847 | \$9,141 | \$3,189 | \$5,952 |
| Lake Maintenance | \$23,668 | \$3,945 | \$3,521 | \$424 |
| Misc. Maintenance | \$5,000 | \$833 | \$407 | \$426 |

Total Common Area

| | | | |
|-----------|-----------|-----------|----------|
| \$688,695 | \$114,782 | \$102,316 | \$12,466 |
|-----------|-----------|-----------|----------|

Middle Village
Community Development District
Recreation Fund

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

| | Adopted Budget | Prorated Budget 11/30/19 | Actual 11/30/19 | Variance |
|---------------------------------------|--------------------|-----------------------------|--------------------|-----------------|
| <u>Recreation Facility</u> | | | | |
| Amenity Staff | \$145,000 | \$24,167 | \$17,655 | \$6,511 |
| Janitorial | \$42,418 | \$7,070 | \$7,775 | (\$705) |
| Telephone | \$5,364 | \$894 | \$1,237 | (\$343) |
| Electric | \$78,000 | \$13,000 | \$11,568 | \$1,432 |
| Water/Sewer | \$42,100 | \$7,017 | \$7,636 | (\$619) |
| Gas/Heat (Pool) | \$20,000 | \$3,333 | \$1,001 | \$2,332 |
| Refuse Services | \$14,200 | \$2,367 | \$1,464 | \$903 |
| Pool Maintenance & Chemicals | \$87,318 | \$14,553 | \$6,712 | \$7,841 |
| Cable | \$5,102 | \$850 | \$791 | \$59 |
| Special Events | \$5,000 | \$833 | \$466 | \$368 |
| Office Supplies & Equipment | \$1,500 | \$250 | \$79 | \$171 |
| Facility Maintenance | \$37,707 | \$6,285 | \$3,142 | \$3,143 |
| Facility Maintenance - Preventative | \$15,350 | \$2,558 | \$449 | \$2,110 |
| Facility Maintenance - Contingency | \$27,600 | \$4,600 | \$2,300 | \$2,300 |
| Elevator Maintenance | \$2,576 | \$429 | \$479 | (\$50) |
| Recreation Passes | \$5,000 | \$833 | \$816 | \$17 |
| Lighting Repairs | \$10,000 | \$1,667 | \$833 | \$834 |
| Tennis Court Maintenance | \$35,680 | \$5,947 | \$5,826 | \$121 |
| Total Recreation | \$579,915 | \$96,653 | \$70,230 | \$26,422 |
| Total Expenses | \$1,665,594 | \$308,010 | \$260,802 | \$47,208 |
| Excess Revenues (Expenditures) | \$0 | | \$70,462 | |
| Fund Balance - Beginning | \$0 | | \$1,161,299 | |
| Fund Balance - Ending | \$0 | | \$1,231,761 | |

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 |
|-----------------------------------|-----------------|------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------------|
| Revenues: | | | | | | | | | | | | | |
| Maintenance Assessment - Tax Roll | \$0 | \$281,890 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$281,890 |
| Maintenance Assessment - Direct | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Interest | \$18 | \$16 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$34 |
| Miscellaneous Income | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Amenities Revenue | \$11,619 | \$9,254 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$20,874 |
| Cost Sharing Revenue | \$0 | \$28,466 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$28,466 |
| Total Revenues | \$11,637 | \$319,626 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$331,263 |

Expenditures:

Administrative

| | | | | | | | | | | | | | |
|-----------------------------|-----------------|-----------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-----------------|
| Management Fees - On Site | \$19,836 | \$19,604 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$39,440 |
| Insurance | \$47,758 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$47,758 |
| Other Current Charges | \$517 | \$512 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$1,030 |
| Permit Fees | \$27 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$27 |
| Office Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Capital Reserve | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total Administrative | \$68,139 | \$20,116 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$88,255 |

Common Area

| | | | | | | | | | | | | | |
|---|-----------------|-----------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------------|
| Security | \$4,236 | \$4,236 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$8,472 |
| Security - Clay County Off Duty Sheriff | \$2,624 | \$4,476 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$7,100 |
| Electric | \$1,168 | \$1,100 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$2,268 |
| Streetlighting | \$2,528 | \$2,528 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$5,056 |
| Irrigation Maintenance | \$0 | \$875 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$875 |
| Landscape Maintenance | \$35,714 | \$35,714 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$71,428 |
| Common Area Maintenance | \$3,189 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$3,189 |
| Lake Maintenance | \$2,002 | \$1,519 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$3,521 |
| Misc. Maintenance | \$407 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$407 |
| Total Administrative | \$51,868 | \$50,449 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$102,316 |

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 |
|---------------------------------------|--------------------|------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------------|
| <u>Recreation Facility</u> | | | | | | | | | | | | | |
| Amenity Staff | \$12,531 | \$5,125 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$17,655 |
| Janitorial | \$3,535 | \$4,240 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$7,775 |
| Telephone | \$650 | \$588 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$1,237 |
| Electric | \$6,083 | \$5,485 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$11,568 |
| Water/Sewer | \$3,316 | \$4,320 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$7,636 |
| Gas/Heat (Pool) | \$0 | \$1,001 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$1,001 |
| Refuse Services | \$1,464 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$1,464 |
| Pool Maintenance & Chemicals | \$4,199 | \$2,514 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$6,712 |
| Cable | \$396 | \$396 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$791 |
| Special Events | \$466 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$466 |
| Office Supplies & Equipment | \$79 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$79 |
| Facility Maintenance | \$3,142 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$3,142 |
| Facility Maintenance - Preventative | \$175 | \$274 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$449 |
| Facility Maintenance - Contingency | \$2,300 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$2,300 |
| Elevator Maintenance | \$479 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$479 |
| Recreation Passes | \$0 | \$816 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$816 |
| Lighting Repairs | \$833 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$833 |
| Tennis Court Maintenance | \$3,887 | \$1,938 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$5,826 |
| Total Recreation | \$43,534 | \$26,696 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$70,230 |
| Total Expenditures | \$163,541 | \$97,261 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$260,802 |
| Excess Revenues (Expenditures) | (\$151,904) | \$222,365 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$70,462 |

Middle Village
Community Development District
Capital Reserve Fund

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

| | Adopted Budget | Prorated Budget 11/30/19 | Actual 11/30/19 | Variance |
|---------------------------------------|-------------------|-----------------------------|--------------------|----------------|
| <u>REVENUES:</u> | | | | |
| Interest Income | \$5,000 | \$833 | \$2,379 | \$1,545 |
| Capital Reserve - Transfer In | \$50,906 | \$0 | \$0 | \$0 |
| General Reserve - Transfer In | \$11,832 | \$0 | \$0 | \$0 |
| TOTAL REVENUES | \$67,738 | \$833 | \$2,379 | \$1,545 |
| <u>EXPENDITURES:</u> | | | | |
| Repair And Replacements | \$104,471 | \$34,593 | \$34,593 | \$0 |
| Capital Projects | \$0 | \$0 | \$0 | \$0 |
| TOTAL EXPENDITURES | \$104,471 | \$34,593 | \$34,593 | \$0 |
| EXCESS REVENUES (EXPENDITURES) | (\$36,733) | | (\$32,214) | |
| FUND BALANCE - Beginning | \$844,259 | | \$836,338 | |
| FUND BALANCE - Ending | \$807,526 | | \$804,124 | |

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

| Adopted Budget | Prorated Budget 11/30/19 | Actual 11/30/19 | Variance |
|-------------------|-----------------------------|--------------------|----------|
|-------------------|-----------------------------|--------------------|----------|

Revenues:

| | | | | |
|--------------------------------|-------------|-----------|-----------|---------|
| Interest Income | \$5,000 | \$833 | \$3,816 | \$2,983 |
| Special Assessments - Direct | \$28,633 | \$0 | \$0 | \$0 |
| Special Assessments - Tax Roll | \$2,070,682 | \$372,504 | \$372,504 | \$0 |

Total Revenues

| | | | |
|-------------|-----------|-----------|---------|
| \$2,104,315 | \$373,337 | \$376,319 | \$2,983 |
|-------------|-----------|-----------|---------|

Expenditures:

Series 2018-1

| | | | | |
|-------------------------|-------------|-----------|-----------|-----------|
| Interest Expense - 11/1 | \$425,364 | \$425,364 | \$425,357 | \$7 |
| Special Call 5/1 | \$0 | \$0 | \$7,000 | (\$7,000) |
| Interest Expense - 5/1 | \$425,364 | \$0 | \$0 | \$0 |
| Principal Expense - 5/1 | \$1,012,000 | \$0 | \$0 | \$0 |

Series 2018-2

| | | | | |
|-------------------------|-----------|----------|----------|-----------|
| Interest Expense - 11/1 | \$66,150 | \$66,150 | \$66,275 | (\$125) |
| Special Call 11/1 | \$0 | \$0 | \$5,000 | (\$5,000) |
| Interest Expense - 5/1 | \$66,150 | \$0 | \$0 | \$0 |
| Principal Expense - 5/1 | \$115,000 | \$0 | \$0 | \$0 |

Total Expenditures

| | | | |
|-------------|-----------|-----------|------------|
| \$2,110,028 | \$491,514 | \$503,632 | (\$12,118) |
|-------------|-----------|-----------|------------|

Excess Revenues (Expenditures)

| | |
|-----------|-------------|
| (\$5,713) | (\$127,312) |
|-----------|-------------|

Other Sources (Uses):

| | | | | |
|-----------------------------|-----|-----|-----|-----|
| Interfund Transfer In (Out) | \$0 | \$0 | \$0 | \$0 |
| Other Debt Service Costs | \$0 | \$0 | \$0 | \$0 |

Total Other Sources (Uses)

| | | | |
|-----|-----|-----|-----|
| \$0 | \$0 | \$0 | \$0 |
|-----|-----|-----|-----|

Net Change in Fund Balance

| | |
|-----------|-------------|
| (\$5,713) | (\$127,312) |
|-----------|-------------|

Fund Balance - Beginning

| | |
|-----------|-------------|
| \$615,630 | \$1,169,685 |
|-----------|-------------|

Fund Balance - Ending

| | |
|-----------|-------------|
| \$609,917 | \$1,042,373 |
|-----------|-------------|

**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: | \$371,263 |
| Bonds outstanding -9/30/2018 | \$22,660,000 |
| Less: May 1, 2019 (Mandatory) | (\$985,000) |
| Less: May 1, 2019 (Optional) | (\$4,000) |
| Less: November 1, 2019 (Optional) | (\$7,000) |
| Current Bonds Outstanding | \$21,664,000 |

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: | \$124,079 |
| Bonds outstanding -9/30/2018 | \$2,810,000 |
| Less: May 1, 2019 (Mandatory) | (\$110,000) |
| Less: November 1, 2019 (Optional) | (\$5,000) |
| Current Bonds Outstanding | \$2,695,000 |

C.

MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT
FY2020 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 | 1,737.13 | 12,636.07 | 841.40 | 43,847.63 |
| CONCEPT DEVELOPMENT INC (1) | 9,100 | 6,521.20 | 334.73 | 2,434.90 | 162.13 | 9,452.96 |
| TOTAL DIRECT BILLS NET | 40,889 | 35,154.23 | 2,071.86 | 15,070.96 | 1,003.54 | 53,300.59 |
| NET TAX ROLL ASSESSED NET | 292,108 | 2,110,855.46 | 205,958.71 | 1,498,167.32 | 99,758.97 | 3,914,740.46 |
| TOTAL ASSESSED | 332,997 | 2,146,009.69 | 208,030.57 | 1,513,238.29 | 100,762.50 | 3,968,041.05 |

| 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 | 1,737.13 | 12,636.07 | 841.40 | 43,847.63 |
| CONCEPT DEVELOPMENT INC (1) | 9,452.96 | - | - | - | - | - |
| DIRECT BILLS DUE / RECEIVED | 9,452.96 | 28,633.03 | 1,737.13 | 12,636.07 | 841.40 | 43,847.63 |
| TAX ROLL DUE / RECEIVED | 456,241.46 | 1,864,846.86 | 181,955.36 | 1,323,564.16 | 88,132.62 | 3,458,499.00 |
| TOTAL DUE / RECEIVED | 465,694.42 | 1,893,479.89 | 183,692.49 | 1,336,200.23 | 88,974.02 | 3,502,346.63 |

(1) Direct bill is assessed with a 4% discount if paid by 11/30/19. Full balance due by 3/31/20.

| 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 | 11/13/19 | 81,453.21 | 43,920.14 | 4,285.34 | 31,172.06 | 2,075.67 |
| 2 | 11/21/19 | 609,273.09 | 328,524.31 | 32,054.51 | 233,168.21 | 15,526.06 |
| 3 | 12/11/19 | 2,610,225.33 | 1,407,451.77 | 137,326.77 | 998,930.67 | 66,516.12 |
| 4 | 12/18/19 | 157,547.37 | 84,950.64 | 8,288.74 | 60,293.22 | 4,014.77 |
| | | | - | - | - | - |
| | | | - | - | - | - |
| | | | - | - | - | - |
| | | | - | - | - | - |
| | | | - | - | - | - |
| | | | - | - | - | - |
| TOTAL TAX ROLL RECEIPTS | | 3,458,499.00 | 1,864,846.86 | 181,955.36 | 1,323,564.16 | 88,132.62 |

| PERCENT COLLECTED | DEBT | O&M |
|--------------------------------|---------------|---------------|
| % COLLECTED DIRECT BILL | 81.45% | 83.84% |
| % COLLECTED TAX ROLL | 88.35% | 88.35% |
| TOTAL PERCENT COLLECTED | 88.23% | 88.30% |

D.

Middle Village

Community Development District

Check Run Summary

December 31, 2019

| Fund | Date | Check No. | Amount |
|-----------------------------|----------|-------------|------------------------|
| General Fund | | | |
| Payroll | 12/16/19 | 50782-50785 | \$ 738.80 |
| | | Sub-Total | \$ 738.80 |
| Accounts Payable | 12/3/19 | 1471 | \$ 91,168.13 |
| | 12/5/19 | 1492 | \$ 62.00 |
| | 12/12/19 | 1473-1477 | \$ 8,819.21 |
| | 12/20/19 | 1478 | \$ 134.50 |
| | | Sub-Total | \$ 100,183.84 |
| Recreation Fund | | | |
| AP- Wells Fargo | 12/3/19 | 7839 | \$ 456,312.30 |
| | 12/5/19 | 7840-7849 | \$ 20,967.83 |
| | 12/12/19 | 7850-7869 | \$ 79,359.01 |
| | 12/20/19 | 7870-7878 | \$ 3,377.90 |
| | | Sub-Total | \$ 560,017.04 |
| Capital Reserve Fund | | | |
| Accounts Payable | 12/3/19 | 294 | \$ 772,337.41 |
| | 12/12/19 | 295 | \$ 1,562.00 |
| | | Sub-Total | \$ 773,899.41 |
| Total | | | \$ 1,434,839.09 |

PR300R

PAYROLL CHECK REGISTER

RUN 12/16/19 PAGE 1

| CHECK # | EMP # | EMPLOYEE NAME | CHECK AMOUNT | CHECK DATE |
|--------------------|-------|--------------------|-----------------|---------------|
| 50782 | 16 | MIKE REYNOLDS | 184.70 | 12/16/2019 |
| 50783 | 10 | ROCKWELL A. MORRIS | 184.70 | 12/16/2019 |
| 50784 | 13 | MICHAEL J STEINER | 184.70 | 12/16/2019 |
| 50785 | 15 | ROD SWARTZ | 184.70 | 12/16/2019 |
| TOTAL FOR REGISTER | | | 738.80 | |

MVIL MIDDLE VILLAGE DLAUGHLIN

| CHECK DATE | VEND# |INVOICE..... DATE INVOICE | ...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS | VENDOR NAME | STATUS | AMOUNT |CHECK..... AMOUNT # |
|--------------------|-------|-----------------------------------|--|-------------|--------|------------|-----------------------------|
| TOTAL FOR REGISTER | | | | | | 100,183.84 | |

MVIL MIDDLE VILLAGE HSMITH

From: Hannah Smith hsmith@gmstnn.com
Subject: SBA Checks- Middle & Double
Date: November 26, 2019 at 11:33 AM
To: Daniel Laughlin dlaughlin@gmsnf.com
Cc: Jim Perry jperry@gmsnf.com

Daniel,

Please cut the following checks payable to State Board of Administration and for the memo, please list the SBA account numbers stated below:

| | |
|---|----------------|
| Middle Village General Fund (Memo: 221571 Funding) | \$91,168.13 |
| Middle Village Rec Fund (Memo: 221573 Funding) | \$456,312.30 |
| Middle Village Capital Reserve (Memo: 221572 Funding) | \$772,337.41 |
| | |
| Double Branch General Fund (Memo: 131305 Funding) | \$76,740.66 |
| Double Branch Rec Fund (Memo: 131306 Funding) | \$479,018.47 |
| Double Branch Capital Reserve (Memo: 131303 Funding) | \$1,078,021.02 |

If you have any questions, please let me know. Once completed, please let me know the check numbers so I can complete the Transmittal letters and send those over.

Best,
Hannah Smith
Governmental Management Services
1001 Bradford Way
Kingston, TN 37763
Direct: (865) 935-4570
Cell: (865) 617-8194

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

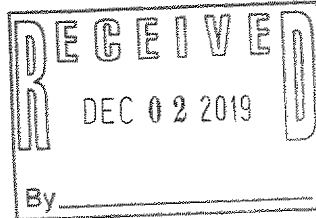
10 N. Newnan Street (32202)
P.O. Box 1769
Jacksonville, FL 32201
(904) 356-2466

INVOICE

November 29, 2019

Date

Attn: Courtney Hogge
GMS, LLC
475 WEST TOWN PLACE, STE 114
SAINT AUGUSTINE FL 32092



Payment Due Upon Receipt

| | | | | |
|---|-----------|-----------|--|-------------|
| Serial # | 19-00047C | PO/File # | | \$62.00 |
| Notice of Meeting | | | | Amount Due |
| | | | | Amount Paid |
| Middle Village Community Development District | | | | \$62.00 |
| | | | | Payment Due |
| Case Number | | | | |
| Publication Dates | 11/29 | | | |
| County | Clay | | | |

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

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

V- 117 (A)
1,310,513.480

Your notice can be found on the world wide web at www.jaxdailyrecord.com

TERMS: Net 30 days. Past due amounts will be charged a finance charge of 1.5% per month.

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

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

**NOTICE OF 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, December 9, 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 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 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 the appeal is to be based.

James A. Perry
Manager

Nov. 29

00(19-00047C)

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 1626

Invoice Date: 12/1/19

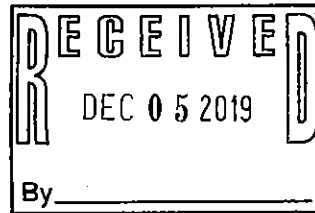
Due Date: 12/1/19

Case:

P.O. Number:

Bill To:

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



| Description | Hours/Qty | Rate | Amount |
|---|-----------|----------|-------------------|
| Management Fees - December 2019 <i>1,310.573.340</i> | | 4,996.92 | 4,996.92 |
| Website Administration - December 2019 <i>520</i> | | 187.50 | 187.50 |
| Information Technology - December 2019 <i>357</i> | | 179.17 | 179.17 |
| Dissemination Agent Services - December 2019 <i>313</i> | | 175.00 | 175.00 |
| IQ Nect Email Service - December 2019 <i>357</i> | | 16.65 | 16.65 |
| Office Supplies <i>570</i> | | 1.17 | 1.17 |
| Postage <i>420</i> | | 34.78 | 34.78 |
| Copies <i>428</i> | | 25.50 | 25.50 |
| Telephone <i>410</i> | | 46.03 | 46.03 |
| <i>V-26</i> <i>(A)</i> | | | |
| Total | | | \$5,662.72 |
| Payments/Credits | | | \$0.00 |
| Balance Due | | | \$5,662.72 |

Hopping Green & Sams

Attorneys and Counselors

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

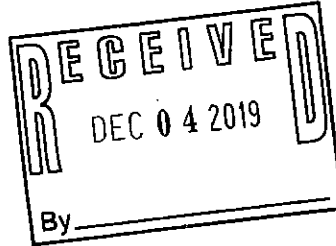
V-14 (A)
1,810, 573, 815

STATEMENT

November 30, 2019

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

Bill Number 111500
Billed through 10/31/2019



General Counsel (O&M)

MVCDD 00001 JMW

FOR PROFESSIONAL SERVICES RENDERED

| | | | |
|----------------------------|-----|--|----------|
| 10/21/19 | JMW | Revise rules of procedure documents; confer with staff regarding same. | 0.60 hrs |
| 10/21/19 | AHJ | Prepare amended and restated rules of procedure, memorandum regarding same and resolution setting hearing on same; review Florida Department of Economic Opportunity special district fee invoice and update form. | 0.40 hrs |
| 10/23/19 | JMW | Review draft notice; confer with staff. | 0.30 hrs |
| 10/28/19 | JMW | Research regarding commercial not-for-profit use of district facilities. | 0.70 hrs |
| Total fees for this matter | | | \$450.00 |

DISBURSEMENTS

| | |
|-------------------------------------|--------|
| Bill Tracking Service | 0.23 |
| Total disbursements for this matter | \$0.23 |

MATTER SUMMARY

| | | | |
|-------------------------------|----------|---------|----------|
| Jaskolski, Amy H. - Paralegal | 0.40 hrs | 125 /hr | \$50.00 |
| Walters, Jason M. | 1.60 hrs | 250 /hr | \$400.00 |

| | |
|---------------------|----------|
| TOTAL FEES | \$450.00 |
| TOTAL DISBURSEMENTS | \$0.23 |

TOTAL CHARGES FOR THIS MATTER **\$450.23**

BILLING SUMMARY

| | | | |
|-------------------------------|----------|---------|----------|
| Jaskolski, Amy H. - Paralegal | 0.40 hrs | 125 /hr | \$50.00 |
| Walters, Jason M. | 1.60 hrs | 250 /hr | \$400.00 |

| | |
|---------------------|----------|
| TOTAL FEES | \$450.00 |
| TOTAL DISBURSEMENTS | \$0.23 |

=====

TOTAL CHARGES FOR THIS BILL

\$450.23

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)

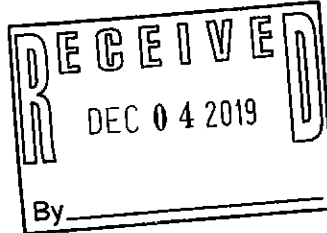
1,810,573.215

STATEMENT

November 30, 2019

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

Bill Number 111501
Billed through 10/31/2019



Monthly Meetings (O&M)

MVCDD 00101 JMW

FOR PROFESSIONAL SERVICES RENDERED

| | | |
|----------|-----|---|
| 10/07/19 | JMW | Review draft agenda; confer with staff. |
| 10/11/19 | JMW | Meeting preparation; review agenda package materials; conference with staff. |
| 10/14/19 | JMW | Meeting preparation; travel to and attend regular board meeting; return travel. |
| 10/18/19 | JMW | Meeting follow-up. |
| 10/28/19 | JMW | Prepare for and attend agenda conference call. |

Total fees for this matter \$1,700.00

DISBURSEMENTS

| | |
|-------------------------------------|----------|
| Travel | 97.76 |
| Travel - Meals | 6.50 |
| Total disbursements for this matter | \$104.26 |

MATTER SUMMARY

| | |
|--------------------------------------|-------------------|
| TOTAL FEES | \$1,700.00 |
| TOTAL DISBURSEMENTS | \$104.26 |
| TOTAL CHARGES FOR THIS MATTER | \$1,804.26 |

BILLING SUMMARY

| | |
|------------------------------------|-------------------|
| TOTAL FEES | \$1,700.00 |
| TOTAL DISBURSEMENTS | \$104.26 |
| TOTAL CHARGES FOR THIS BILL | \$1,804.26 |

Please include the bill number on your check.

Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300
P.O. Box 8526
Tallahassee, FL 32314
850.222.7500

V-141 (A)

1,310.573.815

===== STATEMENT =====

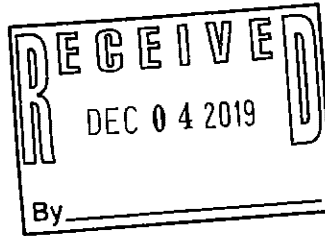
November 30, 2019

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

Bill Number 111502
Billed through 10/31/2019

Quiet Title Action

MVCDD 00118 JMW



FOR PROFESSIONAL SERVICES RENDERED

| | | | |
|----------------------------|-----|--|----------|
| 10/07/19 | JMW | Coordinate hearing on final judgment; review judicial rules regarding telephonic hearings; confer with judicial assistant; confer with counsel for Tax Lien; review revised final order. | 1.80 hrs |
| 10/09/19 | JMW | Confer with various parties regarding hearing. | 0.40 hrs |
| 10/22/19 | JMW | Confer with judicial assistant regarding hearing. | 0.30 hrs |
| 10/29/19 | JMW | Confer with Dunham; review final revised judgment; confer with judicial assistant. | 0.80 hrs |
| Total fees for this matter | | | \$825.00 |

MATTER SUMMARY

| | | | |
|-------------------|----------|---------|----------|
| Walters, Jason M. | 3.30 hrs | 250 /hr | \$825.00 |
|-------------------|----------|---------|----------|

| | |
|------------|----------|
| TOTAL FEES | \$825.00 |
|------------|----------|

| | |
|-------------------------------|-----------------|
| TOTAL CHARGES FOR THIS MATTER | <u>\$825.00</u> |
|-------------------------------|-----------------|

BILLING SUMMARY

| | | | |
|-------------------|----------|---------|----------|
| Walters, Jason M. | 3.30 hrs | 250 /hr | \$825.00 |
|-------------------|----------|---------|----------|

| | |
|------------|----------|
| TOTAL FEES | \$825.00 |
|------------|----------|

| | |
|-----------------------------|-----------------|
| TOTAL CHARGES FOR THIS BILL | <u>\$825.00</u> |
|-----------------------------|-----------------|

Please include the bill number on your check.

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

10 N. Newnan Street (32202)

P.O. Box 1769

Jacksonville, FL 32201

(904) 356-2466

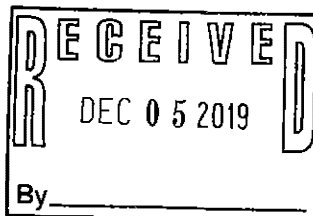
V-117 (4)
1,810,573.48

INVOICE

December 5, 2019

Date

Attn: Courtney Hogge
GMS, LLC
475 WEST TOWN PLACE, STE 114
SAINT AUGUSTINE FL 32092



Payment Due Upon Receipt

| | | | | |
|---|-----------|-----------|--|-------------|
| Serial # | 19-00053C | PO/File # | | \$77.00 |
| Notice of Rule Development | | | | Amount Due |
| | | | | Amount Paid |
| Middle Village Community Development District | | | | \$77.00 |
| | | | | Payment Due |
| Case Number | | | | |
| Publication Dates | 12/5 | | | |
| County | Clay | | | |

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

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

Your notice can be found on the world wide web at www.jaxdailyrecord.com

TERMS: Net 30 days. Past due amounts will be charged a finance charge of 1.5% per month.

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

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

**NOTICE OF RULE
DEVELOPMENT BY THE
MIDDLE VILLAGE
COMMUNITY**

DEVELOPMENT DISTRICT

In accord with Chapters 120 and 190, *Florida Statutes*, the Middle Village Community Development District ("District") hereby gives notice of its intention to develop Amended and Restated Rules of Procedure to govern the operations of the District.

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

The purpose and effect of the Amended and Restated Rules of Procedure is to provide for efficient and effective District operations and to ensure compliance with recent changes to Florida law. The legal authority for the adoption of the proposed Amended and Restated Rules of Procedure includes sections 190.011(5), 190.011(15) and 190.035, *Florida Statutes* (2019). The specific laws implemented in the Amended and Restated Rules of Procedure include, but are not limited to, sections 112.08, 112.3143, 112.31446, 112.3145, 119.07, 119.0701, 189.053, 189.069(2)(a)16, 190.006, 190.007, 190.008, 190.011(3), 190.011(5), 190.011(15), 190.033, 190.035, 218.33, 218.391, 255.05, 255.0518, 255.0525, 255.20, 286.0105, 286.011, 286.0113, 286.0114, 287.017, 287.055 and 287.084, *Florida Statutes* (2019).

A copy of the proposed Amended and Restated Rules of Procedure may be obtained by contacting the District Manager, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 or by calling (904) 940-5850.

James Perry, District Manager
Middle Village Community
Development District

Dec. 5 00(19-00053C)

Jacksonville Daily Record

A Division of

DAILY RECORD & OBSERVER, LLC

10 N. Newnan Street (32202)

P.O. Box 1769

Jacksonville, FL 32201

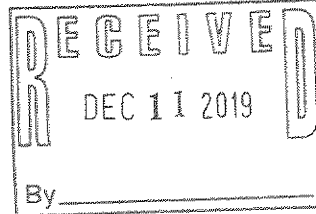
(904) 356-2466

INVOICE

December 12, 2019

Date

Attn: Courtney Hogge
GMS, LLC
475 WEST TOWN PLACE, STE 114
SAINT AUGUSTINE FL 32092



Payment Due Upon Receipt

| | | | | |
|--|-----------|-----------|--|-------------|
| Serial # | 19-00057C | PO/File # | | \$134.50 |
| Notice of Rulemaking Regarding the Amended and restated Rules of Procedure | | | | Amount Due |
| | | | | Amount Paid |
| Middle Village Community Development District | | | | \$134.50 |
| | | | | Payment Due |
| Case Number | | | | |
| Publication Dates | 12/12 | | | |
| County | Clay | | | |

✓ 117 (A)

1,310,573.480

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

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

Your notice can be found on the world wide web at www.jaxdailyrecord.com

TERMS: Net 30 days. Past due amounts will be charged a finance charge of 1.5% per month.

**NOTICE OF RULEMAKING
REGARDING THE AMENDED
AND RESTATED RULES
OF PROCEDURE OF THE
MIDDLE VILLAGE
COMMUNITY
DEVELOPMENT DISTRICT**

A public hearing will be conducted by the Board of Supervisors of the Middle Village Community Development District ("District") on January 13, 2020 at 2:00 p.m. at Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

In accord with Chapters 120 and 190, Florida Statutes, the District hereby gives the public notice of its intent to adopt its proposed Amended and Restated Rules of Procedure. The purpose and effect of the proposed Amended and Restated Rules of Procedure is to provide for efficient and effective District operations and to ensure compliance with recent changes to Florida law. Prior notice of rule development was published in the *Jacksonville Daily Record* on December 5, 2019.

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

Specific legal authority for the adoption of the proposed amended and Restated Rules of Procedure includes Sections 190.011(5), 190.011(15) and 190.035, Florida Statutes (2019). The specific laws implemented in the Amended and Restated Rules of Procedure include, but are not limited to, Sections 112.08, 112.3143, 112.31446,

112.3145, 119.07, 119.0701, 189.053, 189.069(2)(a)16, 190.006, 190.007, 190.008, 190.011(3), 190.011(5), 190.011(15), 190.033, 190.035, 218.33, 218.391, 255.05, 255.0518, 255.0525, 255.20, 286.0105, 286.011, 286.0113, 286.0114, 287.017, 287.055 and 287.084, Florida Statutes (2019).

A copy of the proposed Amended and Restated Rules of Procedure may be obtained by contacting the District Manager's Office at 475 West Town Place, Suite 114, St. Augustine, Florida 32092 or by calling (904) 940-5850.

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

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

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8771 or 1800-955-8770 for aid in contacting the District Office.

Middle Village Community
Development District
James Perry, District Manager
Dec. 12 00 (19-00067C)

| CHECK DATE | VEND# |INVOICE..... DATE INVOICE | ...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS | VENDOR NAME | STATUS | AMOUNT |CHECK..... AMOUNT # |
|---------------|-------|-----------------------------------|--|-------------------------------|--------|------------|----------------------------|
| 12/03/19 | 00119 | 11/26/19 11262019 | 201912 300-15100-10300 | | * | 456,312.30 | |
| | | MV REC 221573 | FUNDING | STATE BOARD OF ADMINISTRATION | | | 456,312.30 007839 |
| 12/05/19 | 00397 | 12/02/19 12022019 | 201911 320-57200-34510 | | * | 180.00 | |
| | | 11/15/19 | SECURITY SERVICE | | | | |
| | | 12/02/19 12022019 | 201911 320-57200-34510 | | * | 180.00 | |
| | | 11/16/19 | SECURITY SERVICE | ANDRE DEWAYNE MACK | | | 360.00 007840 |
| 12/05/19 | 00398 | 12/02/19 12022019 | 201911 320-57200-34510 | | * | 180.00 | |
| | | 11/15/19 | SECURITY SERVICE | | | | |
| | | 12/02/19 12022019 | 201911 320-57200-34510 | | * | 150.00 | |
| | | 11/18/19 | SECURITY SERVICE | | | | |
| | | 12/02/19 12022019 | 201911 320-57200-34510 | | * | 180.00 | |
| | | 11/24/19 | SECURITY SERVICE | | | | |
| | | 12/02/19 12022019 | 201911 320-57200-34510 | | * | 180.00 | |
| | | 11/28/19 | SECURITY SERVICE | BRYAN WESLEY SMITH | | | 690.00 007841 |
| 12/05/19 | 00567 | 12/02/19 12022019 | 201911 320-57200-34510 | | * | 165.00 | |
| | | 11/19/19 | SECURITY SERVICE | | | | |
| | | 12/02/19 12022019 | 201911 320-57200-34510 | | * | 165.00 | |
| | | 11/21/19 | SECURITY SERVICE | DAVID VOLLER | | | 330.00 007842 |
| 12/05/19 | 00588 | 12/02/19 12022019 | 201911 320-57200-34510 | | * | 180.00 | |
| | | 11/22/19 | SECURITY SERVICE | | | | |
| | | 12/02/19 12022019 | 201911 320-57200-34510 | | * | 135.00 | |
| | | 11/23/19 | SECURITY SERVICE | | | | |
| | | 12/02/19 12022019 | 201911 320-57200-34510 | | * | 180.00 | |
| | | 11/25/19 | SECURITY SERVICE | EVA SOLIS | | | 495.00 007843 |
| 12/05/19 | 00026 | 11/26/19 1631 | 201910 330-57200-62000 | | * | 3,142.00 | |
| | | OCT FACIL MAINT-GENERAL | | | | | |
| | | 11/26/19 1631 | 201910 330-57200-62200 | | * | 2,300.00 | |
| | | OCT FACIL MAINT-CONTINGEN | | | | | |
| | | 11/26/19 1631 | 201910 330-57200-46630 | | * | 833.10 | |
| | | OCT LIGHTING REPAIRS | | | | | |
| | | 11/26/19 1631 | 201910 330-57200-34400 | | * | 2,973.00 | |
| | | OCT TENNIS COURT MAINT | | | | | |
| | | 11/26/19 1631 | 201910 320-57200-46500 | | * | 3,189.00 | |
| | | OCT COMMON AREA MAINT | | | | | |
| | | 11/26/19 1631 | 201910 330-57200-46400 | | * | 1,685.00 | |
| | | OCT POOL MAINTENANCE | | | | | |

MVIL MIDDLE VILLAGE HSMITH

| CHECK DATE | VEND# |INVOICE..... DATE INVOICE | ...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS | VENDOR NAME | STATUS | AMOUNT |CHECK..... AMOUNT # |
|----------------|-------|-----------------------------------|--|------------------------------------|--------|----------|----------------------------|
| | | 11/26/19 1631 | 201910 320-57200-46800 | | * | 483.00 | |
| | | OCT LAKE MAINTENANCE | | | | | |
| | | 11/26/19 1631 | 201910 320-57200-49000 | | * | 407.00 | |
| | | OCT MISCELLANEOUS MAINT | | | | | |
| | | | | GOVERNMENTAL MANAGEMENT SERVICES | | | 15,012.10 007844 |
| 12/05/19 00026 | | 11/26/19 1632 | 201910 330-57200-34400 | | * | 520.00 | |
| | | OCT TENNIS MAINTENANCE | | | | | |
| | | | | GOVERNMENTAL MANAGEMENT SERVICES | | | 520.00 007845 |
| 12/05/19 00242 | | 12/02/19 12022019 | 201911 320-57200-34510 | | * | 120.00 | |
| | | 11/16/19 SECURITY SERVICE | | | | | |
| | | | | JENNIFER COOPER | | | 120.00 007846 |
| 12/05/19 00472 | | 12/02/19 12022019 | 201911 320-57200-34510 | | * | 165.00 | |
| | | 11/22/19 SECURITY SERVICE | | | | | |
| | | 12/02/19 12022019 | 201911 320-57200-34510 | | * | 150.00 | |
| | | 11/26/19 SECURITY SERVICE | | | | | |
| | | | | JOHN REUBEN DRURY | | | 315.00 007847 |
| 12/05/19 00276 | | 12/02/19 12022019 | 201911 320-57200-34510 | | * | 180.00 | |
| | | 11/17/19 SECURITY SERVICE | | | | | |
| | | 12/02/19 12022019 | 201911 320-57200-34510 | | * | 180.00 | |
| | | 11/23/19 SECURITY SERVICE | | | | | |
| | | 12/02/19 12022019 | 201911 320-57200-34510 | | * | 180.00 | |
| | | 11/27/19 SECURITY SERVICE | | | | | |
| | | | | MATTHEW L. WILLIAMS | | | 540.00 007848 |
| 12/05/19 00139 | | 12/01/19 13129559 | 201912 330-57200-46400 | | * | 2,585.73 | |
| | | DEC POOL MAINTENANCE | | | | | |
| | | | | POOLSURE | | | 2,585.73 007849 |
| 12/12/19 00554 | | 12/08/19 9518833 | 201911 320-57200-34500 | | * | 4,235.79 | |
| | | 11/1/19-11/30/19 SECURITY | | | | | |
| | | | | ALLIED UNIVERSAL SECURITY SERVICES | | | 4,235.79 007850 |
| 12/12/19 00674 | | 12/09/19 12092019 | 201911 320-57200-34510 | | * | 180.00 | |
| | | 11/29/19 SECURITY SERVICE | | | | | |
| | | 12/09/19 12092019 | 201911 320-57200-34510 | | * | 180.00 | |
| | | 11/30/19 SECURITY SERVICE | | | | | |
| | | | | BEN SIMMONS | | | 360.00 007851 |
| 12/12/19 00398 | | 12/09/19 12092019 | 201912 320-57200-34510 | | * | 180.00 | |
| | | 12/1/19 SECURITY SERVICE | | | | | |
| | | | | BRYAN WESLEY SMITH | | | 180.00 007852 |
| | | | | | | | |
| | | | | MVIL MIDDLE VILLAGE HSMITH | | | |

| CHECK DATE | VEND# |INVOICE..... DATE INVOICE | ...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS | VENDOR NAME | STATUS | AMOUNT |CHECK..... AMOUNT # |
|---------------|-------|-----------------------------------|--|------------------------------------|--------|-----------|-----------------------------|
| 12/12/19 | 00781 | 12/10/19 12102019 | 201912 300-36900-10300 | RENTAL DEPOSIT REFUND | * | 1,400.00 | |
| | | | | KATINA BLAYLOCK | | | 1,400.00 007860 |
| 12/12/19 | 00062 | 12/01/19 470785 | 201912 320-57200-46800 | DEC LAKE MAINTENANCE | * | 1,519.00 | |
| | | | | THE LAKE DOCTORS | | | 1,519.00 007861 |
| 12/12/19 | 00276 | 12/09/19 12092019 | 201912 320-57200-34510 | 12/2/19 SECURITY SERVICE | * | 120.00 | |
| | | 12/09/19 12092019 | 201912 320-57200-34510 | 12/3/19 SECURITY SERVICE | * | 150.00 | |
| | | | | MATTHEW L. WILLIAMS | | | 270.00 007862 |
| 12/12/19 | 00720 | 12/09/19 12092019 | 201912 320-57200-34510 | 12/5/19 SECURITY SERTVICE | * | 180.00 | |
| | | | | MIACHEL ALAN BURNS | | | 180.00 007863 |
| 12/12/19 | 00261 | 12/01/19 256 | 201912 330-57200-34200 | DEC JANITORIAL SERVICES | * | 3,534.83 | |
| | | | | RIVERSIDE MANAGEMENT SERVICES, INC | | | 3,534.83 007864 |
| 12/12/19 | 00704 | 11/27/19 1785 | 201911 330-57200-43400 | VALVE REPLACEMENT | * | 342.10 | |
| | | | | VERDEGO | | | 342.10 007865 |
| 12/12/19 | 00704 | 11/27/19 1786 | 201911 330-57200-43400 | MAINLINE REPAIR | * | 533.29 | |
| | | | | VERDEGO | | | 533.29 007866 |
| 12/12/19 | 00704 | 12/02/19 1835 | 201912 320-57200-46200 | EDC LANDSCAPE MAINTENANCE | * | 35,714.24 | |
| | | | | VERDEGO | | | 35,714.24 007867 |
| 12/12/19 | 00704 | 12/04/19 1847 | 201912 330-57200-43400 | REPAIR ISLAND MEDIANS | * | 2,465.00 | |
| | | | | VERDEGO | | | 2,465.00 007868 |
| 12/12/19 | 00412 | 12/03/19 12032019 | 201912 330-57200-43500 | LAP POOL GAS | * | 3,866.94 | |
| | | | | WILFORD PROPANE GAS | | | 3,866.94 007869 |
| 12/20/19 | 00397 | 12/16/19 12162019 | 201912 320-57200-34510 | 12/9/19 SECURITY SERVICE | * | 180.00 | |
| | | | | ANDRE DEWAYNE MACK | | | 180.00 007870 |

MVIL MIDDLE VILLAGE HSMITH

| CHECK DATE | VEND# |INVOICE..... DATE INVOICE | ...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS | VENDOR NAME | STATUS | AMOUNT |CHECK..... AMOUNT # |
|--------------------|-------|-----------------------------------|--|----------------------------------|--------|------------|----------------------------|
| 12/20/19 | 00674 | 12/16/19 12162019 | 201912 320-57200-34510 | | * | 180.00 | |
| | | 12/7/19 | SECURITY SERVICE | | | | |
| | | | | BEN SIMMONS | | | 180.00 007871 |
| 12/20/19 | 00398 | 12/16/19 12162019 | 201912 320-57200-34510 | | * | 180.00 | |
| | | 12/6/19 | SECURITY SERVICE | | | | |
| | | 12/16/19 12162019 | 201912 320-57200-34510 | | * | 180.00 | |
| | | 12/7/19 | SECURITY SERVICE | | | | |
| | | 12/16/19 12162019 | 201912 320-57200-34510 | | * | 180.00 | |
| | | 12/8/19 | SECURITY SERVICE | | | | |
| | | | | BRYAN WESLEY SMITH | | | 540.00 007872 |
| 12/20/19 | 00567 | 12/16/19 12162019 | 201912 320-57200-34510 | | * | 180.00 | |
| | | 12/10/19 | SECURITY SERVICE | | | | |
| | | | | DAVID VOLLER | | | 180.00 007873 |
| 12/20/19 | 00026 | 12/10/19 1633 | 201911 300-36900-10200 | | * | 803.70 | |
| | | | TENNIS REVEN DEP 11/27/19 | | | | |
| | | | | GOVERNMENTAL MANAGEMENT SERVICES | | | 803.70 007874 |
| 12/20/19 | 00026 | 12/17/19 1636 | 201912 300-36900-10200 | | * | 894.20 | |
| | | | TENNIS REVEN DEP 12/10/19 | | | | |
| | | | | GOVERNMENTAL MANAGEMENT SERVICES | | | 894.20 007875 |
| 12/20/19 | 00472 | 12/16/19 12162019 | 201912 320-57200-34510 | | * | 150.00 | |
| | | 12/6/19 | SECURITY SERVICE | | | | |
| | | 12/16/19 12162019 | 201912 320-57200-34510 | | * | 180.00 | |
| | | 12/12/19 | SECURITY SERVICE | | | | |
| | | | | JOHN REUBEN DRURY | | | 330.00 007876 |
| 12/20/19 | 00276 | 12/16/19 12162019 | 201912 320-57200-34510 | | * | 90.00 | |
| | | 12/7/19 | SECURITY SERVICE | | | | |
| | | | | MATTHEW L. WILLIAMS | | | 90.00 007877 |
| 12/20/19 | 00720 | 12/16/19 12162019 | 201912 320-57200-34510 | | * | 180.00 | |
| | | 12/11/19 | SECURITY SERVICE | | | | |
| | | | | MIACHEL ALAN BURNS | | | 180.00 007878 |
| TOTAL FOR BANK B | | | | | | 560,017.04 | |
| TOTAL FOR REGISTER | | | | | | 560,017.04 | |

MVIL MIDDLE VILLAGE HSMITH

From: Hannah Smith hsmith@gmstnn.com
Subject: SBA Checks- Middle & Double
Date: November 26, 2019 at 11:33 AM
To: Daniel Laughlin dlaughlin@gmsnf.com
Cc: Jim Perry jperry@gmsnf.com

Daniel,

Please cut the following checks payable to State Board of Administration and for the memo, please list the SBA account numbers stated below:

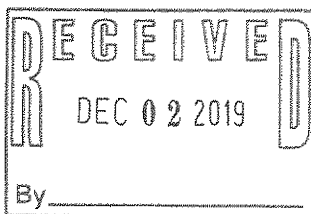
| | |
|---|----------------|
| Middle Village General Fund (Memo: 221571 Funding) | \$91,168.13 |
| Middle Village Rec Fund (Memo: 221573 Funding) | \$456,312.30 |
| Middle Village Capital Reserve (Memo: 221572 Funding) | \$772,337.41 |
| | |
| Double Branch General Fund (Memo: 131305 Funding) | \$76,740.66 |
| Double Branch Rec Fund (Memo: 131306 Funding) | \$479,018.47 |
| Double Branch Capital Reserve (Memo: 131303 Funding) | \$1,078,021.02 |

If you have any questions, please let me know. Once completed, please let me know the check numbers so I can complete the Transmittal letters and send those over.

Best,
Hannah Smith
Governmental Management Services
1001 Bradford Way
Kingston, TN 37763
Direct: (865) 935-4570
Cell: (865) 617-8194

Clay County Sheriff's Office

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

**INVOICE**

INVOICE DATE: DECEMBER 2, 2019
WEEK OF: 11/15/19-11/21/19

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 |
|-------------------|-----------------------|-------------|-------|-------|-----------|
| 11/15/19 | ANDRE MACK <i>397</i> | 1815-0015 | 6 | 30.00 | 180.00 |
| 11/15/19 | BRYAN SMITH | 1700-2300 | 6 | 30.00 | 180.00 |
| 11/16/19 | JENNIFER COOPER | 1700-2100 | 4 | 30.00 | 120.00 |
| 11/16/19 | ANDRE MACK | 1815-0015 | 6 | 30.00 | 180.00 |
| 11/17/19 | MATTHEW WILLIAMS | 1520-2120 | 6 | 30.00 | 180.00 |
| 11/18/19 | BRYAN SMITH | 1700-2200 | 5 | 30.00 | 150.00 |
| 11/19/19 | DAVID VOLLER | 1630-2200 | 5.5 | 30.00 | 165.00 |
| 11/21/19 | DAVID VOLLER | 1530-2100 | 5.5 | 30.00 | 165.00 |
| | | | | | |
| | | | | | |
| DEPUTY SIGNATURE: | | | | | TOTAL |
| | | | | | \$1320.00 |

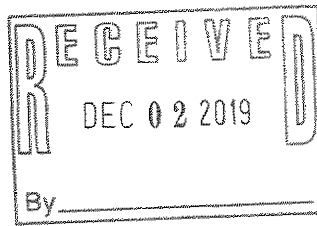
Make all checks payable to Deputy name and mail to the Sheriff's Office C/O Alyssa Rosenbaum.

THANK YOU FOR YOUR BUSINESS!

(B) 2,320, 572, 34570

Clay County Sheriff's Office

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

**INVOICE**

INVOICE DATE: DECEMBER 2, 2019
WEEK OF: 11/15/19-11/21/19

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 |
|-------------------|------------------|-------------|-------|-------|-----------|
| 11/15/19 | ANDRE MACK | 1815-0015 | 6 | 30.00 | 180.00 |
| 11/15/19 | BRYAN SMITH 398 | 1700-2300 | 6 | 30.00 | 180.00 |
| 11/16/19 | JENNIFER COOPER | 1700-2100 | 4 | 30.00 | 120.00 |
| 11/16/19 | ANDRE MACK | 1815-0015 | 6 | 30.00 | 180.00 |
| 11/17/19 | MATTHEW WILLIAMS | 1520-2120 | 6 | 30.00 | 180.00 |
| 11/18/19 | BRYAN SMITH | 1700-2200 | 5 | 30.00 | 150.00 |
| 11/19/19 | DAVID VOLLER | 1630-2200 | 5.5 | 30.00 | 165.00 |
| 11/21/19 | DAVID VOLLER | 1530-2100 | 5.5 | 30.00 | 165.00 |
| | | | | | |
| | | | | | |
| DEPUTY SIGNATURE: | | | | TOTAL | \$1320.00 |
| | | | | | |

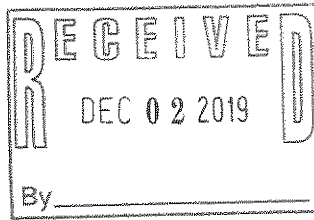
Make all checks payable to Deputy name and mail to the Sheriff's Office C/O Alyssa Rosenbaum.

THANK YOU FOR YOUR BUSINESS!

② 2,320.572.34570

Clay County Sheriff's Office

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

**INVOICE**

INVOICE DATE: DECEMBER 2, 2019
WEEK OF: 11/22/19-11/28/19

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 |
|-------------------|------------------|-------------|-------|-------|-----------|
| 11/22/19 | EVA SOLIS | 1600-2200 | 6 | 30.00 | 180.00 |
| 11/22/19 | JOHN DRURY | 1600-2130 | 5.5 | 30.00 | 165.00 |
| 11/23/19 | EVA SOLIS | 1700-2130 | 4.5 | 30.00 | 135.00 |
| 11/23/19 | MATTHEW WILLIAMS | 1745-2345 | 6 | 30.00 | 180.00 |
| 11/24/19 | BRYAN SMITH 398 | 1600-2200 | 6 | 30.00 | 180.00 |
| 11/25/19 | EVA SOLIS | 1600-2200 | 6 | 30.00 | 180.00 |
| 11/26/19 | JOHN DRURY | 1600-2100 | 5 | 30.00 | 150.00 |
| 11/27/19 | MATTHEW WILLIAMS | 1615-2215 | 6 | 30.00 | 180.00 |
| 11/28/19 | BRYAN SMITH | 1600-2200 | 6 | 30.00 | 180.00 |
| DEPUTY SIGNATURE: | | | | | TOTAL |
| | | | | | \$1530.00 |

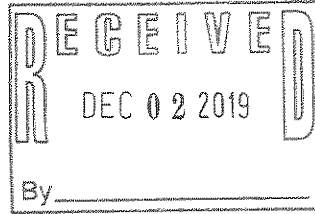
Make all checks payable to Deputy name and mail to the Sheriff's Office C/O Alyssa Rosenbaum.

THANK YOU FOR YOUR BUSINESS!

⑬ 2. 320,572.34570

Clay County Sheriff's Office

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

**INVOICE**

INVOICE DATE: DECEMBER 2, 2019
WEEK OF: 11/15/19-11/21/19

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 |
|-------------------|------------------|-------------|-------|-------|-----------|
| 11/15/19 | ANDRE MACK | 1815-0015 | 6 | 30.00 | 180.00 |
| 11/15/19 | BRYAN SMITH | 1700-2300 | 6 | 30.00 | 180.00 |
| 11/16/19 | JENNIFER COOPER | 1700-2100 | 4 | 30.00 | 120.00 |
| 11/16/19 | ANDRE MACK | 1815-0015 | 6 | 30.00 | 180.00 |
| 11/17/19 | MATTHEW WILLIAMS | 1520-2120 | 6 | 30.00 | 180.00 |
| 11/18/19 | BRYAN SMITH | 1700-2200 | 5 | 30.00 | 150.00 |
| 11/19/19 | DAVID VOLLER 567 | 1630-2200 | 5.5 | 30.00 | 165.00 |
| 11/21/19 | DAVID VOLLER | 1530-2100 | 5.5 | 30.00 | 165.00 |
| | | | | | |
| | | | | | |
| DEPUTY SIGNATURE: | | | | TOTAL | \$1320.00 |
| | | | | | |

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

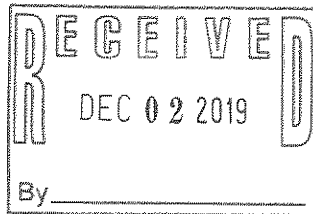
THANK YOU FOR YOUR BUSINESS!

(B)

2,320.570, 34570

Clay County Sheriff's Office

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

**INVOICE**

INVOICE DATE: DECEMBER 2, 2019
WEEK OF: 11/22/19-11/28/19

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 |
|-------------------|------------------|-------------|-------|-------|-----------|
| 11/22/19 | EVA SOLIS 588 | 1600-2200 | 6 | 30.00 | 180.00 |
| 11/22/19 | JOHN DRURY | 1600-2130 | 5.5 | 30.00 | 165.00 |
| 11/23/19 | EVA SOLIS | 1700-2130 | 4.5 | 30.00 | 135.00 |
| 11/23/19 | MATTHEW WILLIAMS | 1745-2345 | 6 | 30.00 | 180.00 |
| 11/24/19 | BRYAN SMITH | 1600-2200 | 6 | 30.00 | 180.00 |
| 11/25/19 | EVA SOLIS | 1600-2200 | 6 | 30.00 | 180.00 |
| 11/26/19 | JOHN DRURY | 1600-2100 | 5 | 30.00 | 150.00 |
| 11/27/19 | MATTHEW WILLIAMS | 1615-2215 | 6 | 30.00 | 180.00 |
| 11/28/19 | BRYAN SMITH | 1600-2200 | 6 | 30.00 | 180.00 |
| DEPUTY SIGNATURE: | | | | | TOTAL |
| | | | | | \$1530.00 |

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

⑬ 2,320.572,34570

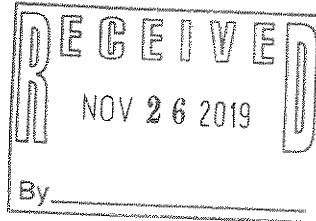
THANK YOU FOR YOUR BUSINESS!

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

Invoice

Invoice #: 1631
Invoice Date: 11/26/19
Due Date: 11/26/19
Case:
P.O. Number:

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



V-26 (B)

| Description | Hours/Qty | Rate | Amount |
|---|-----------|------------|-------------|
| Facility Maintenance October 1 - October 31, 2019 | | 14,168.23 | 14,168.23 |
| Maintenance Supplies | | 843.87 | 843.87 |
| Facility Maint. - General 2, 33, 572, 6200 | | \$ 3142.00 | |
| Facility Maint. - Contingency 2, 33, 572, 6220 | | \$ 2300.00 | |
| Lighting Repairs 2, 33, 572, 4663 | | \$ 833.10 | |
| Tennis Court Maint. 2, 33, 572, 3440 | | \$ 2973.00 | |
| Common Area Maint. 2, 320, 572, 4650 | | \$ 3189.00 | |
| Pool Maint. 320, 572, 4630 | | \$ 1685.00 | |
| Lake Maint. 320, 572, 4900 | | \$ 483.00 | |
| Miscellaneous Maint. 2, 320, 572, 4900 | | \$ 407.00 | |
| Total | | | \$15,012.10 |
| Payments/Credits | | | \$0.00 |
| Balance Due | | | \$15,012.10 |

R.M.W.
11.26.19

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

| <u>Date</u> | <u>Hours</u> | <u>Employee</u> | <u>Description</u> |
|-------------|--------------|-----------------|--|
| 10/1/19 | 2 | E.T. | Cleaned pool filters on lap pool, spray ground and family pool |
| 10/1/19 | 4 | T.C. | Repaired split rail fence at park, removed graffiti from park |
| 10/1/19 | 6 | G.S. | Removed debris from ponds and common areas, trimmed tree over sidewalk, maintenance work on compressor |
| 10/1/19 | 8 | L.F. | Picked up supplies, repaired tile in bathroom, removed broken tiles and prepped area |
| 10/1/19 | 2 | L.N. | Cleaned pool |
| 10/1/19 | 4.5 | J.S. | Additional court maintenance |
| 10/2/19 | 3 | G.S. | Removed debris in common areas, cleaned boardwalk, removed leaves and cobwebs |
| 10/2/19 | 5 | J.S. | Additional court maintenance |
| 10/2/19 | 4 | J.H. | Additional court maintenance |
| 10/3/19 | 5 | E.T. | Light inspection on promenade, replaced lights as needed, repaired #42 wire broken, replace light on Whitfield community entrance, light inspection around community |
| 10/3/19 | 8 | G.S. | Leveled out park area at shop, cleaned out shop, removed debris in common areas, cut down overgrown bushes |
| 10/3/19 | 6 | L.N. | Cleaned pool, changed lights around promenade, changed lights at Whitfield |
| 10/3/19 | 5 | J.S. | Additional court maintenance |
| 10/3/19 | 3 | J.H. | Additional court maintenance |
| 10/4/19 | 3 | G.S. | Worked around shop, cleaning up, removed debris in common areas, cleaned up and hauled away fallen tree at the school |
| 10/4/19 | 6 | L.F. | Dusted cobwebs on amenity center, blew leaves and debris off boardwalk, walkways and basketball courts, picked up supplies, removed debris around amenity center |
| 10/4/19 | 3 | J.S. | Additional court maintenance |
| 10/4/19 | 4 | J.H. | Additional court maintenance |
| 10/5/19 | 2 | J.H. | Additional court maintenance |
| 10/7/19 | 4 | T.C. | Watered plants around amenity center, cleaned out and filled fountain |
| 10/7/19 | 3 | G.S. | Removed debris in common areas, pulled debris from lakes |
| 10/7/19 | 4 | L.F. | Cleaned filter on fountain pump, repaired leak on fountain pump, picked up supplies for pump |
| 10/7/19 | 2 | J.S. | Additional court maintenance |
| 10/8/19 | 5 | E.T. | Cleaned pool filters and lowered pool water level, shock lap pool and brush walls and floor from storm water, cleaned out drain on return in pond |
| 10/8/19 | 8 | G.S. | Hauled away downed tree, removed debris in common areas, treated fire ant mounds in park, picked up supplies |
| 10/8/19 | 4 | L.F. | Removed debris in parking lot, replaced toilet seats in bathrooms, repaired fence |
| 10/8/19 | 6 | L.N. | Light inspection on boardwalk, blew leaves and debris off boardwalk, cleaned pools, clean drain in driveway |
| 10/8/19 | 5 | J.S. | Additional court maintenance |
| 10/8/19 | 1 | J.H. | Additional court maintenance |
| 10/9/19 | 4 | T.C. | Watered plants around amenity center, repaired vinyl fencing |
| 10/9/19 | 2 | G.S. | Removed debris in common areas |
| 10/9/19 | 8 | L.F. | Cleaned bird nests out of light fixtures, repaired fence, tightened down loose boards on boardwalk |
| 10/9/19 | 3 | J.S. | Additional court maintenance |
| 10/9/19 | 1 | J.H. | Additional court maintenance |
| 10/10/19 | 5 | E.T. | Pump out pond and cleaned fall out, installed new fall out system, cleaned pool filters on lap pool, spray ground, and family pool, reset timer on ball tower lights |
| 10/10/19 | 2 | T.C. | Set up CDD meeting (Armstrong) |
| 10/10/19 | 8 | G.S. | Removed debris in common areas, drained flooded area at shop, hauled away fallen tree, treated fire ants in playground |
| 10/10/19 | 5 | L.F. | Cut down and removed dead trees, removed debris on basketball courts |
| 10/10/19 | 6 | L.N. | Cleaned pools and hammer head, set up meeting in Grand Banquet for CDD meeting |
| 10/10/19 | 5 | J.S. | Additional court maintenance |
| 10/10/19 | 1 | J.H. | Additional court maintenance |
| 10/11/19 | 2 | T.C. | Took down CDD meeting (Armstrong) |
| 10/11/19 | 3 | G.S. | Removed debris in common areas, pulled debris from lakes |
| 10/11/19 | 4 | L.F. | Put tables and chairs away from meeting, cleaned bugs from light fixtures, picked up supplies for basketball nets, replaced basketball nets, changed light in bathroom |
| 10/11/19 | 2.5 | J.S. | Additional court maintenance |
| 10/11/19 | 4 | J.H. | Additional court maintenance |
| 10/12/19 | 2 | J.H. | Additional court maintenance |
| 10/14/19 | 4 | T.C. | Set up CDD meeting (DMMV), cleaned and filled fountain |
| 10/14/19 | 3 | G.S. | Removed debris in common areas |
| 10/14/19 | 3 | J.S. | Additional court maintenance |
| 10/14/19 | 1 | J.H. | Additional court maintenance |
| 10/15/19 | 7 | E.T. | Replaced lights at doctors office exchanged to LED, clean pool filters on lap pool, family pool and spray ground |
| 10/15/19 | 6 | T.C. | Take down CDD meeting, worked on changing lights to LED in doctors parking lot |
| 10/15/19 | 8 | G.S. | Removed debris from under boardwalk, common areas and ponds, tennis court irrigation maintenance, treated |

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

| <u>Date</u> | <u>Hours</u> | <u>Employee</u> | <u>Description</u> |
|-------------|--------------|-----------------|--|
| | | | fire ant mounds in park |
| 10/15/19 | 8 | L.F. | Put another coat of paint on wood for fence repair, prepped light fixtures to be painted, repaired latches on bathroom stalls |
| 10/15/19 | 4.5 | J.S. | Additional court maintenance |
| 10/16/19 | 6 | T.C. | Worked on changing lights to LED at doctors office parking lot |
| 10/16/19 | 3 | G.S. | Removed debris in common areas |
| 10/16/19 | 3 | J.S. | Additional court maintenance |
| 10/16/19 | 2 | J.H. | Additional court maintenance |
| 10/17/19 | 7 | E.T. | Cleaned pool filters on lap pool, family pool and spray ground, replaced lights on promenade with LED lights, replaced lights at doctors office |
| 10/17/19 | 6 | T.C. | Worked on changing lights to LED at doctors office parking lot, set up CDD meeting at Wilford preserves, lights on promenade |
| 10/17/19 | 8 | G.S. | Removed debris in common areas, maintenance work on EZ-Go, cleaned shop, treated fire ant mounds in park, trimmed trees behind shop |
| 10/17/19 | 6 | L.F. | Converted parking lot lights to LED, blew leaves and debris off boardwalk, walkways and basketball courts |
| 10/17/19 | 8 | B.A. | Replaced lights at doctors off to LED, replace lights on promenade |
| 10/17/19 | 5 | J.S. | Additional court maintenance |
| 10/18/19 | 3 | G.S. | Removed debris in common areas, pulled debris from lakes |
| 10/18/19 | 4 | B.A. | Cut steel, pool training |
| 10/18/19 | 2.5 | J.S. | Additional court maintenance |
| 10/19/19 | 1 | J.H. | Additional court maintenance |
| 10/21/19 | 2 | G.S. | Removed debris in common areas |
| 10/21/19 | 2.5 | J.S. | Additional court maintenance |
| 10/21/19 | 1 | J.H. | Additional court maintenance |
| 10/22/19 | 4 | E.T. | Clean and vacuum lap pool, light check on boardwalk and blew leaves and debris off boardwalk, reset timer on ball and tower lights |
| 10/22/19 | 8 | G.S. | Maintenance work on tennis courts, removed debris in common areas, treated fire ant mounds, cleaned up vandalized park, removed debris from ponds |
| 10/22/19 | 5 | J.S. | Additional court maintenance |
| 10/23/19 | 8 | E.T. | Replaced wood planks on tennis court walkway, built shelf display in shop for power tools, removed debris from shop and pool area |
| 10/23/19 | 6 | T.C. | Watered plants around amenity center, replaced rotten boards on tennis boardwalk, built shelves for shop |
| 10/23/19 | 4 | G.S. | Picked up supplies, maintenance work on tennis court sweeper cart |
| 10/23/19 | 8 | B.A. | Replaced boards on boardwalk, built tool rack, pool training |
| 10/23/19 | 3 | J.S. | Additional court maintenance |
| 10/24/19 | 8 | G.S. | removed debris in common areas, cleaned up deer at county line, maintenance work on EZ-Go, maintenance work on pole saw, unloaded pumpkins |
| 10/24/19 | 4 | L.F. | Repaired rock climbing wall on playground, removed debris around amenity center, picked up supplies |
| 10/24/19 | 5 | J.S. | Additional court maintenance |
| 10/25/19 | 3 | G.S. | Removed debris in common areas, treated ant mounds in playgrounds |
| 10/25/19 | 2 | 3 | Cleaned filter for fountain, removed debris around amenity center |
| 10/25/19 | 2.5 | J.S. | Additional court maintenance |
| 10/25/19 | 4 | B.A. | GFCI Outlets and Lighting repairs |
| 10/26/19 | 3.5 | J.S. | Additional court maintenance |
| 10/28/19 | 3 | T.C. | Worked on door hydraulics for tennis restroom |
| 10/28/19 | 3 | G.S. | Removed debris in common areas |
| 10/28/19 | 8 | B.A. | Replaces door closer in men's restroom, cut wood and steel and placed in dumpster, blew leaves and debris off driveway at shop, unclogged large pool pump, fixed electrical problem with sub pump in pit, worked on outside electrical outlets |
| 10/28/19 | 2.5 | J.S. | Additional court maintenance |
| 10/29/19 | 8 | G.S. | Removed debris in common areas and ponds, treated fire ant mounds, blew leaves and debris off boardwalk, cleaned shop, maintenance work on tennis court sweeper cart |
| 10/29/19 | 5 | J.S. | Additional court maintenance |
| 10/29/19 | 1 | J.H. | Additional court maintenance |
| 10/30/19 | 3 | G.S. | Removed debris in common areas and ponds, treated fire ant mounds |
| 10/30/19 | 3 | J.S. | Additional court maintenance |
| 10/31/19 | 8 | G.S. | Removed debris in common areas and ponds, treated fire ant mounds in park, maintenance work on tennis cart |
| 10/31/19 | 5 | J.S. | Additional court maintenance |
| 10/31/19 | 2 | J.H. | Additional court maintenance |

TOTAL 437

MILES 414

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

MAINTENANCE BILLABLE PURCHASES

Period Ending 11/05/19

| <u>DISTRICT</u> | <u>DATE</u> | <u>SUPPLIES</u> | <u>PRICE</u> | <u>EMPLOYEE</u> |
|-----------------|-------------|--|--------------|-----------------|
| MV | | | | |
| MIDDLE VILLAGE | | | | |
| OAKLEAF | | | | |
| | 10/1/19 | Pumice Scouring Slick | 2.86 | T.C. |
| | 10/1/19 | Schlage Key | 1.27 | T.C. |
| | 10/1/19 | Eztoggles | 8.63 | J.S. |
| | 10/1/19 | Wire Connectors | 1.56 | J.S. |
| | 10/4/19 | Cob Web Duster | 9.18 | L.F. |
| | 10/7/19 | Super Flo Pump Lid O-Ring | 7.98 | L.F. |
| | 10/7/19 | Lubricant | 5.28 | L.F. |
| | 10/9/19 | Keys (2) | 5.04 | J.S. |
| | 10/9/19 | Lock Nut | 0.75 | J.S. |
| | 10/9/19 | Nut 2 ok | 0.89 | J.S. |
| | 10/9/19 | 6 ok Lithium CR Batteries | 16.08 | J.S. |
| | 10/10/19 | Schlage Key | 1.27 | T.C. |
| | 10/10/19 | Terry Towels | 8.04 | T.C. |
| | 10/10/19 | 3' Posts (3) | 10.97 | T.C. |
| | 10/10/19 | 2'x5' Hardware Cloth | 7.45 | T.C. |
| | 10/10/19 | Pool Test Strips | 6.89 | T.C. |
| | 10/10/19 | Atrium Drains Grate | 9.18 | T.C. |
| | 10/11/19 | Basketball Net (4) | 8.95 | L.F. |
| | 10/14/19 | 4' T8 LED Lights 2 pk | 20.24 | L.F. |
| | 10/14/19 | 5.6W LED Lights 4 pk | 9.11 | L.F. |
| | 10/15/19 | 26W 4 Pin Light (2) | 15.57 | L.F. |
| | 10/18/19 | 4.5 Metal Cutting Diamond Blade | 17.22 | T.C. |
| | 10/18/19 | 36" Nifty Nabber | 22.97 | T.C. |
| | 10/18/19 | 5 Gallon Bucket | 3.74 | T.C. |
| | 10/18/19 | Yale Key | 2.62 | T.C. |
| | 10/18/19 | Blue Color Key 5 pk | 1.31 | T.C. |
| | 10/18/19 | Green Color Key 5 pk | 1.25 | T.C. |
| | 10/23/19 | 14-AWG Copper Electric Connector 2 pk | 3.43 | G.S. |
| | 10/23/19 | 8-2 AWG Copper Electric Connector 2 pk | 3.31 | G.S. |
| | 10/23/19 | 3/8" 4AWG Vinyl Ring Terminal 3 pk | 3.96 | G.S. |
| | 10/23/19 | Steel Wire Brush | 3.42 | G.S. |
| | 10/23/19 | Soldering Kit | 7.44 | G.S. |
| | 10/23/19 | Solder | 10.32 | G.S. |
| | 10/23/19 | Anticortison Spray | 5.37 | G.S. |
| | 10/23/19 | Fire Ant Poison (5) | 83.08 | G.S. |
| | 10/23/19 | 5/4x6/12' Weathershield Boards (4) | 33.90 | T.C. |
| | 10/23/19 | 4x4-6' #2 PT (4) | 29.76 | T.C. |
| | 10/23/19 | Deckmate 2" Screws 5 lb | 34.47 | T.C. |
| | 10/23/19 | 2x4-8 Stud (3) | 10.07 | T.C. |
| | 10/23/19 | 2x6-8' Weathershield Boards (4) | 28.08 | T.C. |
| | 10/23/19 | 5/4x6/12' Weathershield Boards (5) | 42.38 | T.C. |
| | 10/24/19 | #10x4" 1 lb box of screws | 10.32 | L.F. |
| | 10/24/19 | Helium Pumpkins (2) | 25.25 | J.S. |
| | 10/24/19 | White Pumpkins (2) | 16.05 | J.S. |
| | 10/25/19 | 15 pc Cobalt Red Helix | 22.99 | T.C. |
| | 10/25/19 | Liquidite AC Wipe (2) | 29.37 | T.C. |
| | 10/25/19 | Door Closer Heavy Duty Commercial | 74.73 | T.C. |
| | 10/25/19 | Lyson Cleaner Lemon (2) | 18.79 | T.C. |
| | 10/25/19 | Lyson Lavender Spray | 7.91 | T.C. |
| | 10/25/19 | Electrical Tester Kit | 9.76 | T.C. |
| | 10/25/19 | 7" Wire Stripper and Cutter | 6.89 | T.C. |
| | 10/31/19 | 1/8x3" Toggle Bolt | 2.58 | T.C. |
| | 10/31/19 | Gallon Household Bleach (2) | 5.75 | T.C. |
| | 10/31/19 | Max Blue 3' Tablets (3) | 12.01 | T.C. |
| | 11/4/19 | 1/2"x6' Liquidite AC Wipe | 14.69 | T.C. |
| | 11/5/19 | Microfiber Towels | 5.74 | T.C. |
| | 11/5/19 | Mop Refill 2 pk | 17.22 | T.C. |

| | | | |
|---------|--------------------------------|-------|------|
| 11/5/19 | 8.5W(60W) LED Lights 4 pk | 10.90 | T.C. |
| 11/5/19 | Gallon Household Bleach (2) | 5.75 | T.C. |
| 11/6/19 | 7" Continuols Rim Mason Blade | 18.96 | J.S. |
| 11/6/19 | 4" Continuols Rim Mason Blade | 13.20 | J.S. |
| 11/6/19 | EZ Lock Dremel Diamond Wheel | 15.81 | J.S. |
| 11/7/19 | Energizer Max D Batteries 8 pl | 16.08 | T.C. |

| | |
|-------|-----------------|
| TOTAL | <u>\$843.87</u> |
|-------|-----------------|

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 #: 1632
Invoice Date: 11/26/19
Due Date: 11/26/19
Case:
P.O. Number:

| Description | Hours/Qty | Rate | Amount |
|--|-----------|--------|----------|
| Facility Maintenance October 1 - October 31, 2019/ Tennis 2,33,572,3440 ✓ 26 | | 520.00 | 520.00 |
| Total | | | \$520.00 |
| Payments/Credits | | | \$0.00 |
| Balance Due | | | \$520.00 |

RHW
11.26.19

RMS

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

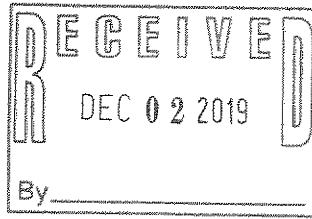
| <u>Date</u> | <u>Hours</u> | <u>Employee</u> | <u>Description</u> |
|-------------|--------------|-----------------|--------------------------------|
| 10/2/19 | 2 | J.S. | Clean and sweep tennis courts. |
| 10/4/19 | 2 | J.S. | Clean and sweep tennis courts. |
| 10/7/19 | 2 | J.S. | Clean and sweep tennis courts. |
| 10/9/19 | 2 | J.S. | Clean and sweep tennis courts. |
| 10/11/19 | 2 | J.S. | Clean and sweep tennis courts. |
| 10/14/19 | 2 | J.S. | Clean and sweep tennis courts. |
| 10/16/19 | 2 | J.S. | Clean and sweep tennis courts. |
| 10/18/19 | 2 | J.S. | Clean and sweep tennis courts. |
| 10/21/19 | 2 | J.S. | Clean and sweep tennis courts. |
| 10/23/19 | 2 | J.S. | Clean and sweep tennis courts. |
| 10/25/19 | 2 | J.S. | Clean and sweep tennis courts. |
| 10/28/19 | 2 | J.H. | Clean and sweep tennis courts. |
| 10/30/19 | 2 | J.H. | Clean and sweep tennis courts. |

TOTAL 26 at \$20 per hour

MILES 0 *Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-

Clay County Sheriff's Office

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

**INVOICE**

INVOICE DATE: DECEMBER 2, 2019
WEEK OF: 11/15/19-11/21/19

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 |
|-------------------|---------------------|-------------|-------|-------|-----------------|
| 11/15/19 | ANDRE MACK | 1815-0015 | 6 | 30.00 | 180.00 |
| 11/15/19 | BRYAN SMITH | 1700-2300 | 6 | 30.00 | 180.00 |
| 11/16/19 | JENNIFER COOPER 242 | 1700-2100 | 4 | 30.00 | 120.00 |
| 11/16/19 | ANDRE MACK | 1815-0015 | 6 | 30.00 | 180.00 |
| 11/17/19 | MATTHEW WILLIAMS | 1520-2120 | 6 | 30.00 | 180.00 |
| 11/18/19 | BRYAN SMITH | 1700-2200 | 5 | 30.00 | 150.00 |
| 11/19/19 | DAVID VOLLER | 1630-2200 | 5.5 | 30.00 | 165.00 |
| 11/21/19 | DAVID VOLLER | 1530-2100 | 5.5 | 30.00 | 165.00 |
| | | | | | |
| | | | | | |
| DEPUTY SIGNATURE: | | | | | TOTAL \$1320.00 |
| | | | | | |

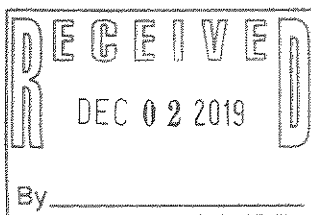
Make all checks payable to Deputy name and mail to the Sheriff's Office C/O Alyssa Rosenbaum.

THANK YOU FOR YOUR BUSINESS!

(B)
2,320.50, 3450

Clay County Sheriff's Office

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

**INVOICE**

INVOICE DATE: DECEMBER 2, 2019
WEEK OF: 11/22/19-11/28/19

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 |
|-------------------|------------------|-------------|-------|-------|-----------|
| 11/22/19 | EVA SOLIS | 1600-2200 | 6 | 30.00 | 180.00 |
| 11/22/19 | JOHN DRURY 472 | 1600-2130 | 5.5 | 30.00 | 165.00 |
| 11/23/19 | EVA SOLIS | 1700-2130 | 4.5 | 30.00 | 135.00 |
| 11/23/19 | MATTHEW WILLIAMS | 1745-2345 | 6 | 30.00 | 180.00 |
| 11/24/19 | BRYAN SMITH | 1600-2200 | 6 | 30.00 | 180.00 |
| 11/25/19 | EVA SOLIS | 1600-2200 | 6 | 30.00 | 180.00 |
| 11/26/19 | JOHN DRURY | 1600-2100 | 5 | 30.00 | 150.00 |
| 11/27/19 | MATTHEW WILLIAMS | 1615-2215 | 6 | 30.00 | 180.00 |
| 11/28/19 | BRYAN SMITH | 1600-2200 | 6 | 30.00 | 180.00 |
| | | | | | |
| DEPUTY SIGNATURE: | | | | | TOTAL |
| | | | | | \$1530.00 |
| | | | | | |

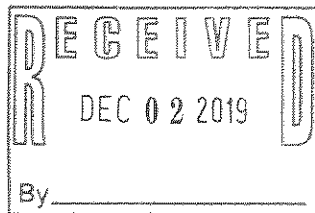
Make all checks payable to Deputy name and mail to the Sheriff's Office C/O Alyssa Rosenbaum.

⑬ 2,320.572,34510

THANK YOU FOR YOUR BUSINESS!

Clay County Sheriff's Office

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

**INVOICE**

INVOICE DATE: DECEMBER 2, 2019
WEEK OF: 11/15/19-11/21/19

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 |
|-------------------|----------------------|-------------|-------|-------|-----------|
| 11/15/19 | ANDRE MACK | 1815-0015 | 6 | 30.00 | 180.00 |
| 11/15/19 | BRYAN SMITH | 1700-2300 | 6 | 30.00 | 180.00 |
| 11/16/19 | JENNIFER COOPER | 1700-2100 | 4 | 30.00 | 120.00 |
| 11/16/19 | ANDRE MACK | 1815-0015 | 6 | 30.00 | 180.00 |
| 11/17/19 | MATTHEW WILLIAMS 276 | 1520-2120 | 6 | 30.00 | 180.00 |
| 11/18/19 | BRYAN SMITH | 1700-2200 | 5 | 30.00 | 150.00 |
| 11/19/19 | DAVID VOLLER | 1630-2200 | 5.5 | 30.00 | 165.00 |
| 11/21/19 | DAVID VOLLER | 1530-2100 | 5.5 | 30.00 | 165.00 |
| | | | | | |
| | | | | | |
| DEPUTY SIGNATURE: | | | | TOTAL | \$1320.00 |
| | | | | | |

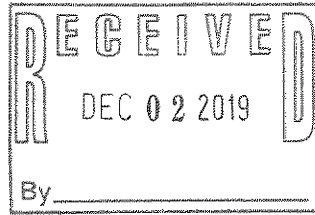
Make all checks payable to Deputy name and mail to the Sheriff's Office C/O Alyssa Rosenbaum.

THANK YOU FOR YOUR BUSINESS!

⑬
2,320. 572. 3450

Clay County Sheriff's Office

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

**INVOICE**

INVOICE DATE: DECEMBER 2, 2019
WEEK OF: 11/22/19-11/28/19

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 |
|-------------------|----------------------|-------------|-------|-------|-----------|
| 11/22/19 | EVA SOLIS | 1600-2200 | 6 | 30.00 | 180.00 |
| 11/22/19 | JOHN DRURY | 1600-2130 | 5.5 | 30.00 | 165.00 |
| 11/23/19 | EVA SOLIS | 1700-2130 | 4.5 | 30.00 | 135.00 |
| 11/23/19 | MATTHEW WILLIAMS 276 | 1745-2345 | 6 | 30.00 | 180.00 |
| 11/24/19 | BRYAN SMITH | 1600-2200 | 6 | 30.00 | 180.00 |
| 11/25/19 | EVA SOLIS | 1600-2200 | 6 | 30.00 | 180.00 |
| 11/26/19 | JOHN DRURY | 1600-2100 | 5 | 30.00 | 150.00 |
| 11/27/19 | MATTHEW WILLIAMS | 1615-2215 | 6 | 30.00 | 180.00 |
| 11/28/19 | BRYAN SMITH | 1600-2200 | 6 | 30.00 | 180.00 |
| 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!

②
9,320.572.34570



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

Invoice

Date 12/1/2019

Invoice # 131295590046

| | |
|------------|------------|
| Terms | Net 20 |
| Due Date | 12/21/2019 |
| PO # | |
| Customer # | 13OAK101 |

| | |
|--|---|
| Bill To Oakleaf Plantation Middle Village 475 West Town Place Ste 114 St Augustine FL 32092 | Ship To 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 | 2,477.55 |
| Fuel Surcharge | Fuel/Environmental Transit Fee | 1 | ea | 108.18 |
| <div>RECEIVED NOV 29 2019 BY: _____ V-139 (B) 2,380.570.464</div> | | | | |

A prepayment discount of 5% is available if the entire amount for 2020 is paid by December 31st, 2019. Please contact us at ar@poolsure.com or 1-800-858-POOL(7665) if you have any questions.

Total 2,585.73
Amount Due \$2,585.73

Remittance Slip

Customer
13OAK101
Invoice #
131295590046

Amount Due \$2,585.73

Amount Paid _____

Make Checks Payable To
Poolsure
PO Box 55372
Houston, TX 77255-5372



131295590046

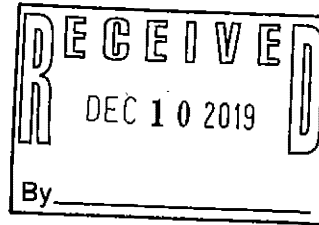


Eight Tower Bridge
161 Washington Street, Suite 600
Conshohocken, PA 19428
(866) 703-7666

Invoice Date
12/08/2019

Invoice Number
9518833

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



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: 11/01/2019 - 11/30/2019

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-534 (B)

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



Invoice Date
12/08/2019

Invoice Number
9518833

Invoice NO. 9518833 Customer: AB364298 MIDDLE VILLAGE COMM DEV. DIST

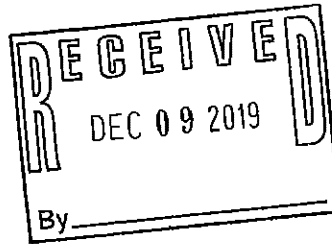
Page 1 of 1

| 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: DECEMBER 9, 2019
WEEK OF: 11/29/19-12/5/19

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 |
|-------------------|------------------|-------------|-------|-------|-----------------|
| 11/29/19 | BEN SIMMONS 674 | 1645-2245 | 6 | 30.00 | 180.00 |
| 11/30/19 | BEN SIMMONS | 1645-2245 | 6 | 30.00 | 180.00 |
| 11/30/19 | JENNIFER COOPER | 1700-2300 | 6 | 30.00 | 180.00 |
| 12/1/19 | BRYAN SMITH | 1600-2200 | 6 | 30.00 | 180.00 |
| 12/2/19 | MATTHEW WILLIAMS | 1900-2300 | 4 | 30.00 | 120.00 |
| 12/3/19 | MATTHEW WILLIAMS | 1730-2230 | 5 | 30.00 | 150.00 |
| 12/4/19 | JENNIFER COOPER | 1700-2300 | 6 | 30.00 | 180.00 |
| 12/5/19 | MIACHEL BURNS | 1600-2200 | 6 | 30.00 | 180.00 |
| | | | | | |
| | | | | | |
| DEPUTY SIGNATURE: | | | | | TOTAL \$1350.00 |
| | | | | | |

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

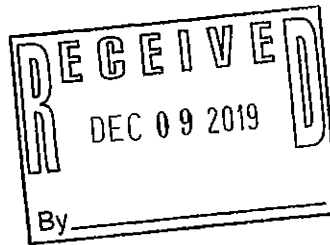
THANK YOU FOR YOUR BUSINESS!

(B)

2,320,572.34570

Clay County Sheriff's Office

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

INVOICE

INVOICE DATE: DECEMBER 9, 2019
WEEK OF: 11/29/19-12/5/19

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 |
|-------------------|------------------|-------------|-------|-------|-----------------|
| 11/29/19 | BEN SIMMONS | 1645-2245 | 6 | 30.00 | 180.00 |
| 11/30/19 | BEN SIMMONS | 1645-2245 | 6 | 30.00 | 180.00 |
| 11/30/19 | JENNIFER COOPER | 1700-2300 | 6 | 30.00 | 180.00 |
| 12/1/19 | BRYAN SMITH 398 | 1600-2200 | 6 | 30.00 | 180.00 |
| 12/2/19 | MATTHEW WILLIAMS | 1900-2300 | 4 | 30.00 | 120.00 |
| 12/3/19 | MATTHEW WILLIAMS | 1730-2230 | 5 | 30.00 | 150.00 |
| 12/4/19 | JENNIFER COOPER | 1700-2300 | 6 | 30.00 | 180.00 |
| 12/5/19 | MIACHEL BURNS | 1600-2200 | 6 | 30.00 | 180.00 |
| | | | | | |
| | | | | | |
| DEPUTY SIGNATURE: | | | | | TOTAL \$1350.00 |
| | | | | | |

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

THANK YOU FOR YOUR BUSINESS!

(B)

2. 320. 872. 34570



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

Invoice Number: SSI09356
Invoice Date: 12/9/2019

Page: 1

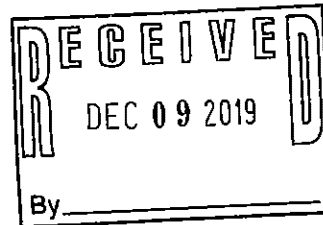
Attn: Fiscal - Accounts Receivable

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 12/24/2019
Terms Net 15 Days

Customer ID C0000168
P.O. Number
P.O. Date 12/9/2019
Our Order No
SalesPerson

| Item/Description | Unit | Order Qty | Quantity | Unit Price | Total Price |
|---|------|-----------|----------|------------|------------------------|
| Fees-2nd Employment Admin Fee- NOVEMBER 2019 | | 218.5 | 218.5 | 5.00 | 1,092.50/2 = \$ 546.25 |
| Fees-2nd Employment Scheduling | | 15 | 15 | 25.00 | 375.00/2 = \$ 187.50 |

③ V. 286
2,320,572,34570

Amount Subject to Sales Tax US0
Amount Exempt from Sales Tax 1,467.50

Subtotal: 1,467.50
Invoice Discount: 0.00
Tax: 0.00

Total USD: 1,467.50/2
\$ 733.75

| | | | | |
|------------------------|------------|------|---------------------|------|
| OAKLEAF PLANTATION CDD | 11/1/2019 | 6534 | SIMMONS, BENJAMIN A | 6.00 |
| OAKLEAF PLANTATION CDD | 11/1/2019 | 7036 | MACK, ANDRE D. | 6.00 |
| OAKLEAF PLANTATION CDD | 11/2/2019 | 6534 | SIMMONS, BENJAMIN A | 6.00 |
| OAKLEAF PLANTATION CDD | 11/2/2019 | 7036 | MACK, ANDRE D. | 6.00 |
| OAKLEAF PLANTATION CDD | 11/3/2019 | 6839 | SMITH, BRYAN | 6.00 |
| OAKLEAF PLANTATION CDD | 11/4/2019 | 6028 | WILLIAMS, MATTHEW L | 6.00 |
| OAKLEAF PLANTATION CDD | 11/5/2019 | 7695 | VOLLER, DAVID | 6.00 |
| OAKLEAF PLANTATION CDD | 11/6/2019 | 6028 | WILLIAMS, MATTHEW L | 5.00 |
| OAKLEAF PLANTATION CDD | 11/7/2019 | 7321 | DRURY, JOHN R. | 5.00 |
| OAKLEAF PLANTATION CDD | 11/8/2019 | 7223 | SOLIS, EVA | 5.50 |
| OAKLEAF PLANTATION CDD | 11/8/2019 | 6584 | BURNS, MIACHEL | 6.00 |
| OAKLEAF PLANTATION CDD | 11/9/2019 | 7223 | SOLIS, EVA | 6.00 |
| OAKLEAF PLANTATION CDD | 11/9/2019 | 6584 | BURNS, MIACHEL | 6.00 |
| OAKLEAF PLANTATION CDD | 11/10/2019 | 6839 | SMITH, BRYAN | 6.00 |
| OAKLEAF PLANTATION CDD | 11/11/2019 | 6273 | COOPER, JENNIFER | 6.00 |
| OAKLEAF PLANTATION CDD | 11/12/2019 | 6584 | BURNS, MIACHEL | 6.00 |
| OAKLEAF PLANTATION CDD | 11/13/2019 | 6839 | SMITH, BRYAN | 6.00 |
| OAKLEAF PLANTATION CDD | 11/14/2019 | 7223 | SOLIS, EVA | 6.00 |
| OAKLEAF PLANTATION CDD | 11/15/2019 | 7036 | MACK, ANDRE D. | 6.00 |
| OAKLEAF PLANTATION CDD | 11/15/2019 | 6839 | SMITH, BRYAN | 6.00 |
| OAKLEAF PLANTATION CDD | 11/16/2019 | 6273 | COOPER, JENNIFER | 4.00 |
| OAKLEAF PLANTATION CDD | 11/16/2019 | 7036 | MACK, ANDRE D. | 6.00 |
| OAKLEAF PLANTATION CDD | 11/17/2019 | 6028 | WILLIAMS, MATTHEW L | 6.00 |
| OAKLEAF PLANTATION CDD | 11/18/2019 | 6839 | SMITH, BRYAN | 5.00 |
| OAKLEAF PLANTATION CDD | 11/19/2019 | 7695 | VOLLER, DAVID | 5.50 |
| OAKLEAF PLANTATION CDD | 11/21/2019 | 7695 | VOLLER, DAVID | 5.50 |
| OAKLEAF PLANTATION CDD | 11/22/2019 | 7223 | SOLIS, EVA | 6.00 |
| OAKLEAF PLANTATION CDD | 11/22/2019 | 7321 | DRURY, JOHN R. | 5.50 |
| OAKLEAF PLANTATION CDD | 11/23/2019 | 7223 | SOLIS, EVA | 4.50 |
| OAKLEAF PLANTATION CDD | 11/23/2019 | 6028 | WILLIAMS, MATTHEW L | 6.00 |
| OAKLEAF PLANTATION CDD | 11/24/2019 | 6839 | SMITH, BRYAN | 6.00 |
| OAKLEAF PLANTATION CDD | 11/25/2019 | 7223 | SOLIS, EVA | 6.00 |
| OAKLEAF PLANTATION CDD | 11/26/2019 | 7321 | DRURY, JOHN R. | 5.00 |
| OAKLEAF PLANTATION CDD | 11/27/2019 | 6028 | WILLIAMS, MATTHEW L | 6.00 |
| OAKLEAF PLANTATION CDD | 11/28/2019 | 6839 | SMITH, BRYAN | 6.00 |
| OAKLEAF PLANTATION CDD | 11/29/2019 | 6534 | SIMMONS, BENJAMIN A | 6.00 |
| OAKLEAF PLANTATION CDD | 11/30/2019 | 6534 | SIMMONS, BENJAMIN A | 6.00 |

| | | | | |
|------------------------|------------|------|------------------|--------|
| OAKLEAF PLANTATION CDD | 11/30/2019 | 6273 | COOPER, JENNIFER | 6.00 |
| | | | TOTAL | 218.50 |



3176 Old Jennings Road, Middleburg, Florida 32068
Please visit us on the web at 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: 12/06/2019

Customer #: 00274570
Route #: MC05522995

Water

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

| | | | | | | |
|--------------------------|----------------------|-----|---|------|--------|--------|
| Base Charges (Prepaid) | 12/06/19 to 01/08/20 | | | | | \$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 |
|--------------------------|------------|-----------|-------------|------------------|-----------------|---------------|
| 71190979 | 2 | 12/05/19 | 31 | 0 | 0 | 0 |
| Base Charges (Prepaid) | | | | | | \$128.81 |
| Consumption Charges | Tier 1 | 0.0 | x | 0.79 | \$0.00 | |
| Proration Factor: 1.0333 | Tier 2 | 0.0 | x | 1.56 | \$0.00 | |
| | Tier 3 | 0.0 | x | 2.35 | \$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 |
| TOTAL AMOUNT DUE | \$128.81 |

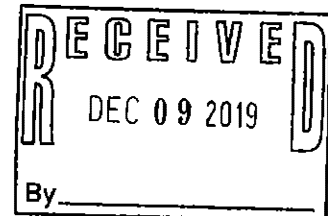
Please join us in our effort to provide children in Clay County with a wonderful holiday season. We have partnered with Kids First of Florida and will be collecting toys and gift cards.

Kids First of Florida works with families whose children are at risk or victims of neglect or abuse. There are currently over 500 kids in Clay County in need of our help.

Make your donation at 3176 Old Jennings Road, Middleburg, Florida. To learn more about Kids First of Florida visit <http://kidsfirstofflorida.org>. Thank you for your generous support.

Please pay \$128.81 by 12/27/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$128.81 was posted to your account on 11/22/2019.



Please return this portion with payment

Bill Summary



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:28

| | |
|-------------------------------------|----------|
| Bill Date | 12/06/19 |
| Current Charges | \$128.81 |
| Current Charges Past Due After | 12/27/19 |
| Lend A Helping Hand (If Applicable) | \$0.00 |
| Previous Balance | \$0.00 |
| Total Amount Due | \$128.81 |

ADDRESSEE:

MAIL PAYMENT TO:

5603 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
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: 12/06/2019

Customer #: 00274569
Route #: MC05522997

Water

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

| | | | | | | |
|--------------------------|----------------------|-----|---|------|--------|--------|
| Base Charges (Prepaid) | 12/06/19 to 01/08/20 | | | | | \$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 | 12/05/19 | 31 | 538 | 971 | 433 |
| Base Charges (Prepaid) | | | | | | \$128.81 |
| Consumption Charges | Tier 1 | 124.0 | x | 0.79 | \$97.96 | |
| Proration Factor: 1.0333 | Tier 2 | 41.3 | x | 1.56 | \$64.43 | |
| | Tier 3 | 267.7 | x | 2.35 | \$629.10 | |

Other Charges

| | |
|-------------------------------|-----------------|
| Administrative Fees (Prepaid) | \$0.00 |
| Capacity Fees (Prepaid) | \$0.00 |
| Deposit Interest Refund | \$0.00 |
| Current Charges | \$920.30 |
| Previous Balance | \$0.00 |
| Late Charge (If Applicable) | \$0.00 |
| TOTAL AMOUNT DUE | \$920.30 |

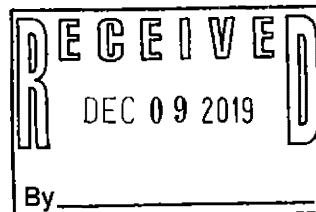
Please join us in our effort to provide children in Clay County with a wonderful holiday season. We have partnered with Kids First of Florida and will be collecting toys and gift cards.

Kids First of Florida works with families whose children are at risk or victims of neglect or abuse. There are currently over 500 kids in Clay County in need of our help.

Make your donation at 3176 Old Jennings Road, Middleburg, Florida. To learn more about Kids First of Florida visit <http://kidsfirstofflorida.org>. Thank you for your generous support.

Please pay \$920.30 by 12/27/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$178.58 was posted to your account on 11/22/2019.



Please return this portion with payment

Bill Summary



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:

5602 1 AB 0.409 15-15

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



| | |
|-------------------------------------|----------|
| Bill Date | 12/06/19 |
| Current Charges | \$920.30 |
| Current Charges Past Due After | 12/27/19 |
| Lend A Helping Hand (If Applicable) | \$0.00 |
| Previous Balance | \$0.00 |
| Total Amount Due | \$920.30 |

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
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: MIDDLE VILLAGE COMMUNITY DEVELOPMENT

Bill Date: 12/06/2019

Customer #: 00276169

Route #: MC05540000

Service Address: 533-2 Southwood Way Reclaimed Irrigation

Water

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

| | | | | | | |
|--------------------------|----------------------|-----|---|------|--------|--------|
| Base Charges (Prepaid) | 12/06/19 to 01/08/20 | | | | | \$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 | 12/05/19 | 31 | 5834 | 5867 | 33 |
| Base Charges (Prepaid) | | | | | | \$40.25 |
| Consumption Charges | Tier 1 | 33.0 | x | 0.79 | \$26.07 | |
| Proration Factor: 1.0333 | Tier 2 | 0.0 | x | 1.56 | \$0.00 | |
| | Tier 3 | 0.0 | x | 2.35 | \$0.00 | |

Other Charges

| | |
|-------------------------------|----------------|
| Administrative Fees (Prepaid) | \$0.00 |
| Capacity Fees (Prepaid) | \$0.00 |
| Deposit Interest Refund | \$0.00 |
| Current Charges | \$66.32 |
| Previous Balance | \$0.00 |
| Late Charge (If Applicable) | \$0.00 |
| TOTAL AMOUNT DUE | \$66.32 |

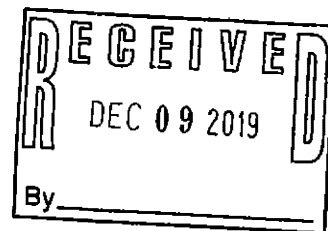
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Make your donation at 3176 Old Jennings Road, Middleburg, Florida. To learn more about Kids First of Florida visit <http://kidsfirstofflorida.org>. Thank you for your generous support.

Please pay \$66.32 by 12/27/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$65.53 was posted to your account on 11/22/2019.



Please return this portion with payment

Bill Summary



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:

MAIL PAYMENT TO:

5601 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
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: MIDDLE VILLAGE COMMUNITY DEVELOPMENT

Bill Date: 12/06/2019

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 | 12/05/19 | 31 | 150 | 311 | 161 |

| | | | | | | |
|--------------------------|----------------------|------|---|------|--|----------|
| Base Charges (Prepaid) | 12/06/19 to 01/08/20 | | | | | \$26.68 |
| Consumption Charges | Tier 1 | 25.8 | x | 1.47 | | \$37.93 |
| Proration Factor: 1.0333 | Tier 2 | 38.3 | x | 3.04 | | \$116.43 |
| | Tier 3 | 65.1 | x | 3.94 | | \$256.49 |
| | Tier 4 | 31.8 | x | 5.06 | | \$160.91 |

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 | \$599.50 |
| Previous Balance | \$0.00 |
| Late Charge (If Applicable) | \$0.00 |
| TOTAL AMOUNT DUE | \$599.50 |

Please join us in our effort to provide children in Clay County with a wonderful holiday season. We have partnered with Kids First of Florida and will be collecting toys and gift cards.

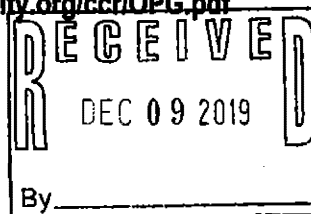
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Make your donation at 3176 Old Jennings Road, Middleburg, Florida. To learn more about Kids First of Florida visit <http://kidsfirstofflorida.org>. Thank you for your generous support.

Please pay \$599.50 by 12/27/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$649.63 was posted to your account on 11/22/2019.

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



Please return this portion with payment

Bill Summary



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:

5600 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

| | |
|-------------------------------------|----------|
| Bill Date | 12/06/19 |
| Current Charges | \$599.50 |
| Current Charges Past Due After | 12/27/19 |
| Lend A Helping Hand (If Applicable) | \$0.00 |
| Previous Balance | \$0.00 |
| Total Amount Due | \$599.50 |



3176 Old Jennings Road, Middleburg, Florida 32068
Please visit us on the web at 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: 12/06/2019

Customer #: 00241833
Route #: MC05526924

Water

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

| | | | | | | |
|--------------------------|----------------------|-----|---|------|--------|--------|
| Base Charges (Prepaid) | 12/06/19 to 01/08/20 | | | | | \$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 | 12/04/19 | 30 | 532 | 540 | 8 |
| Base Charges (Prepaid) | | | | | | \$24.19 |
| Consumption Charges | Tier 1 | 8.0 | x | 0.79 | \$6.32 | |
| Proration Factor: 1.0000 | Tier 2 | 0.0 | x | 1.56 | \$0.00 | |
| | Tier 3 | 0.0 | x | 2.35 | \$0.00 | |

Other Charges

| | |
|-------------------------------|----------------|
| Administrative Fees (Prepaid) | \$0.00 |
| Capacity Fees (Prepaid) | \$0.00 |
| Deposit Interest Refund | \$0.00 |
| Current Charges | \$30.51 |
| Previous Balance | \$0.00 |
| Late Charge (If Applicable) | \$0.00 |
| TOTAL AMOUNT DUE | \$30.51 |

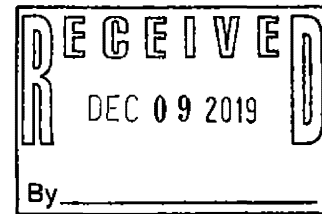
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Make your donation at 3176 Old Jennings Road, Middleburg, Florida. To learn more about Kids First of Florida visit <http://kidsfirstofflorida.org>. Thank you for your generous support.

Please pay \$30.51 by 12/27/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$30.51 was posted to your account on 11/22/2019.



Please return this portion with payment



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:

5599 1 AB 0.409 15-15

MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT
475 W TOWN PL STE 114
ST AUGUSTINE, FL 32082-3649



Bill Summary

| | |
|---------------------------------------|-----------------|
| Bill Date | 12/06/19 |
| Current Charges | \$30.51 |
| Current Charges Past Due After | 12/27/19 |
| Lend A Helping Hand (If Applicable) | \$0.00 |
| Previous Balance | \$0.00 |
| Total Amount Due | \$30.51 |

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
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: 12/06/2019

Customer #: 00235922
Route #: MC05526587

Water

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

| | | | | | | |
|--------------------------|----------------------|-----|---|------|--------|--------|
| Base Charges (Prepaid) | 12/06/19 to 01/08/20 | | | | | \$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 | 12/05/19 | 31 | 943 | 943 | 0 |
| Base Charges (Prepaid) | | | | | | \$24.19 |
| Consumption Charges | Tier 1 | 0.0 | x | 0.79 | \$0.00 | |
| Proration Factor: 1.0333 | Tier 2 | 0.0 | x | 1.56 | \$0.00 | |
| | Tier 3 | 0.0 | x | 2.35 | \$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 |
| TOTAL AMOUNT DUE | \$24.19 |

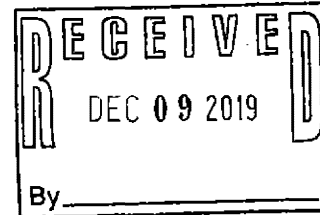
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Your last payment of \$24.19 was posted to your account on 11/22/2019.



Please return this portion with payment



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:

5597 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 | 12/06/19 |
| Current Charges | \$24.19 |
| Current Charges Past Due After | 12/27/19 |
| Lend A Helping Hand (If Applicable) | \$0.00 |
| Previous Balance | \$0.00 |
| Total Amount Due | \$24.19 |

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
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: 12/06/2019

Customer #: 00235921
Route #: MC05526275

Water

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

| | | | | | | |
|--------------------------|----------------------|-----|---|------|--------|--------|
| Base Charges (Prepaid) | 12/06/19 to 01/08/20 | | | | | \$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 | 12/05/19 | 31 | 1063 | 1063 | 0 |
| Base Charges (Prepaid) | | | | | | \$24.19 |
| Consumption Charges | Tier 1 | 0.0 | x | 0.79 | \$0.00 | |
| Proration Factor: 1.0333 | Tier 2 | 0.0 | x | 1.56 | \$0.00 | |
| | Tier 3 | 0.0 | x | 2.35 | \$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 |
| TOTAL AMOUNT DUE | \$24.19 |

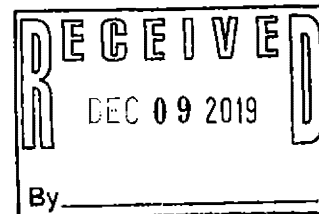
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Please pay \$24.19 by 12/27/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$25.77 was posted to your account on 11/22/2019.



Please return this portion with payment



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:

5596 1 AB 0.409 15-15

MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT
475 W TOWN PL STE 114
ST AUGUSTINE, FL 32082-3649



Bill Summary

| | |
|-------------------------------------|----------|
| Bill Date | 12/06/19 |
| Current Charges | \$24.19 |
| Current Charges Past Due After | 12/27/19 |
| Lend A Helping Hand (If Applicable) | \$0.00 |
| Previous Balance | \$0.00 |
| Total Amount Due | \$24.19 |

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
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: 12/06/2019

Customer #: 00235920
Route #: MC05526213

Water

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

| | | | | | | |
|--------------------------|----------------------|-----|---|------|--------|--------|
| Base Charges (Prepaid) | 12/06/19 to 01/08/20 | | | | | \$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 | 12/05/19 | 31 | 270 | 281 | 11 |
| Base Charges (Prepaid) | | | | | | \$24.19 |
| Consumption Charges | Tier 1 | 11.0 | x | 0.79 | \$8.69 | |
| Proration Factor: 1.0333 | Tier 2 | 0.0 | x | 1.56 | \$0.00 | |
| | Tier 3 | 0.0 | x | 2.35 | \$0.00 | |

Other Charges

| | |
|-------------------------------|----------------|
| Administrative Fees (Prepaid) | \$0.00 |
| Capacity Fees (Prepaid) | \$0.00 |
| Deposit Interest Refund | \$0.00 |
| Current Charges | \$32.88 |
| Previous Balance | \$0.00 |
| Late Charge (If Applicable) | \$0.00 |
| TOTAL AMOUNT DUE | \$32.88 |

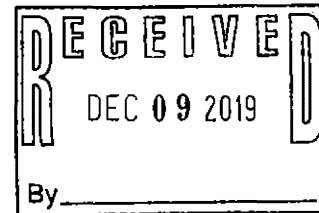
Please join us in our effort to provide children in Clay County with a wonderful holiday season. We have partnered with Kids First of Florida and will be collecting toys and gift cards.

Kids First of Florida works with families whose children are at risk or victims of neglect or abuse. There are currently over 500 kids in Clay County in need of our help.

Make your donation at 3176 Old Jennings Road, Middleburg, Florida. To learn more about Kids First of Florida visit <http://kidsfirstofflorida.org>. Thank you for your generous support.

Please pay \$32.88 by 12/27/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$37.62 was posted to your account on 11/22/2019.



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:

5595 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 | 12/06/19 |
| Current Charges | \$32.88 |
| Current Charges Past Due After | 12/27/19 |
| Lend A Helping Hand (If Applicable) | \$0.00 |
| Previous Balance | \$0.00 |
| Total Amount Due | \$32.88 |

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
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: 12/06/2019

Customer #: 00210999
Route #: MC05526683

Water

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

| | | | | | | |
|--------------------------|----------------------|-----|---|------|--------|--------|
| Base Charges (Prepaid) | 12/06/19 to 01/08/20 | | | | | \$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 | 12/05/19 | 32 | 13373 | 13836 | 463 |
| Base Charges (Prepaid) | | | | | | \$128.81 |
| Consumption Charges | Tier 1 | 128.0 | x | 0.79 | \$101.12 | |
| Proration Factor: 1.0667 | Tier 2 | 42.7 | x | 1.56 | \$66.61 | |
| | Tier 3 | 292.3 | x | 2.35 | \$686.91 | |

Other Charges

| | |
|-------------------------------|-----------------|
| Administrative Fees (Prepaid) | \$0.00 |
| Capacity Fees (Prepaid) | \$0.00 |
| Deposit Interest Refund | \$0.00 |
| Current Charges | \$983.45 |
| Previous Balance | \$0.00 |
| Late Charge (If Applicable) | \$0.00 |
| TOTAL AMOUNT DUE | \$983.45 |

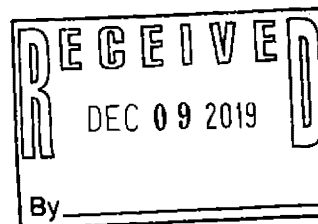
Please join us in our effort to provide children in Clay County with a wonderful holiday season. We have partnered with Kids First of Florida and will be collecting toys and gift cards.

Kids First of Florida works with families whose children are at risk or victims of neglect or abuse. There are currently over 500 kids in Clay County in need of our help.

Make your donation at 3176 Old Jennings Road, Middleburg, Florida. To learn more about Kids First of Florida visit <http://kidsfirstofflorida.org>. Thank you for your generous support.

Please pay \$983.45 by 12/27/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$750.80 was posted to your account on 11/22/2019.



Please return this portion with payment

Bill Summary



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

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

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

| | |
|-------------------------------------|----------|
| Bill Date | 12/06/19 |
| Current Charges | \$983.45 |
| Current Charges Past Due After | 12/27/19 |
| Lend A Helping Hand (If Applicable) | \$0.00 |
| Previous Balance | \$0.00 |
| Total Amount Due | \$983.45 |

ADDRESSEE:

MAIL PAYMENT TO:

6131 1 AB 0.409 17-17

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



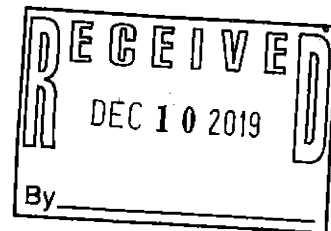
CLAY COUNTY UTILITY AUTHORITY
3176 OLD JENNINGS ROAD
MIDDLEBURG, FL 32068

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: MVCDD refund of deposit request - DONITA DOWDELL
Date: December 10, 2019 at 7:15 PM
To: Hannah Smith hsmith@gmstnn.com
Cc: Daniel Laughlin dlaughlin@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com

Good afternoon Hannah,

Please make the following refund at your earliest opportunity:

- REFUND FROM MVCDD – for the following venue.
 - LOCATION – GRAND BANQUET (SATURDAY) 4:00 P.M. TO 12:00 A.M.
 - DATE OF VENUE – JANUARY 25, 2020
 - RESIDENT – DONITA DOWDELL
 - ADDRESS - 3925 DEERTREE HILLS DRIVE, ORANGE PARK, FL 32065
 - AMOUNT OF REFUND - \$750.00 - 1/2 OF BOOKING / DEPOSIT FEE (\$500.00) & 1/2 OF RENTAL FEE (\$1000.00) - CANCELLED
 - DEPOSIT was via VISA (7598):
 - **GB RENTAL FEE:**
 - DATED: 10/4/19
 - SEQ#: 1
 - BATCH#: 151
 - INVOICE#: 1
 - APPROVAL CODE: 687759
 - AMOUNT: \$1,000.00
 - **GB BOOKING / DEPOSIT FEE:**
 - DATED: 10/4/19
 - SEQ#: 2
 - BATCH#: 152
 - INVOICE#: 2
 - APPROVAL CODE: 688366
 - AMOUNT: \$500.00



| PAYMENT DATE | SETTLEMENT DATE | EVENT DATE | DESCRIPTION | HOURS | AMOUNT | ELI |
|--------------|-----------------|------------|-----------------------------|---------|-----------|-----|
| 10/04/19 | 10/04/19 | 01/25/20 | Donita Dowdell - GB DEPOSIT | DEPOSIT | \$ 500.00 | |

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

Thank you.

1-783 (B)
2,300,369.103

I will be out of the office WEDNESDAY, December 11, 2019 - THURSDAY, December 12, 2019, therefore, if you require immediate attention please email me or leave a message at 904-770-466 opportunity.

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

Governmental Management Services

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 it by telephone or in person. This email and/or attachment(s) may contain material that is privileged or protected from disclosure under the provisions of the Florida Constitution, the Florida Public Access to Records Act, or other applicable law. If you are not the intended recipient, please notify the 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.

Invoice

RECEIVED
DEC 06 2019
By _____

Invoice #: 1627
Invoice Date: 12/1/19
Due Date: 12/1/19
Case:
P.O. Number:

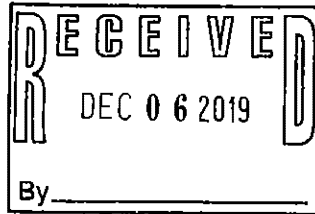
| Description | Hours/Qty | Rate | Amount |
|---|-----------|-----------|--------------------|
| Facility Management/Recreation - Oakleaf Plantation - December 2019 | | 13,741.42 | 13,741.42 |
| <div style="text-align: right;">V-26 (B)</div> <div style="text-align: right;">2,310,513.3400</div> | | | |
| Total | | | \$13,741.42 |
| Payments/Credits | | | \$0.00 |
| Balance Due | | | \$13,741.42 |

RMW
12.5.19

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

Invoice

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

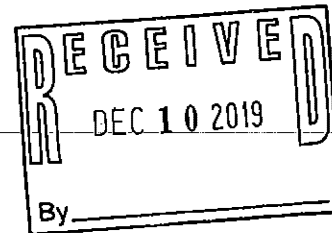


Invoice #: 1628
Invoice Date: 12/1/19
Due Date: 12/1/19
Case:
P.O. Number:

| Description | Hours/Qty | Rate | Amount |
|---|-----------|----------|------------|
| Facility Management/Tennis - Oakleaf Plantation - December 2019 | | 5,862.50 | 5,862.50 |
| 2,330, 572.3430 V-26 (B) | | | |
| Total | | | \$5,862.50 |
| Payments/Credits | | | \$0.00 |
| Balance Due | | | \$5,862.50 |

RNW
12.5.19

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: MVCDD refund of deposit request - HELEN JONES and/or HOLLY HOUSE
Date: December 10, 2019 at 5:02 PM
To: Hannah Smith hsmith@gmsn.com
Cc: Daniel Laughlin dlaughlin@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com



Good afternoon Hannah,

Please make the following refund at your earliest opportunity:

- REFUND FROM MVCDD – for the following venue.
 - LOCATION – GRAND BANQUET (SATURDAY) 9:00 A.M. TO 3:00 P.M.
 - DATE OF VENUE – DECEMBER 7, 2020
 - RESIDENT – HELEN JONES and/or HOLLY HOUSE
 - ADDRESS - 1538 MOUNTAIN LAKE DRIVE WEST, JACKSONVILLE, FL 32221
 - AMOUNT OF REFUND - \$500.00 DEPOSIT FEE
 - DEPOSIT was via VISA (5771):
 - DATED: 11/19/19
 - SEQ#: 1
 - BATCH#: 153
 - INVOICE#: 1
 - APPROVAL CODE: 019682
 - 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, December 11, 2019 - THURSDAY, December 12, 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
venuerentals@oakleafresidents.com
(904) 770-4661 voice email
(904) 375-9285 ext. 3
www.oakleafresidents.com

V-782 (B)
2,300.369,103

Governmental Management Services

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.

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

RECEIVED
DEC 09 2019
By _____

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

| DATE WORKED | DESCRIPTION | TIME IN/OUT | HOURS | RATE | AMOUNT |
|-------------------|---------------------|-------------|-------|-------|-----------|
| 11/29/19 | BEN SIMMONS | 1645-2245 | 6 | 30.00 | 180.00 |
| 11/30/19 | BEN SIMMONS | 1645-2245 | 6 | 30.00 | 180.00 |
| 11/30/19 | JENNIFER COOPER 242 | 1700-2300 | 6 | 30.00 | 180.00 |
| 12/1/19 | BRYAN SMITH | 1600-2200 | 6 | 30.00 | 180.00 |
| 12/2/19 | MATTHEW WILLIAMS | 1900-2300 | 4 | 30.00 | 120.00 |
| 12/3/19 | MATTHEW WILLIAMS | 1730-2230 | 5 | 30.00 | 150.00 |
| 12/4/19 | JENNIFER COOPER | 1700-2300 | 6 | 30.00 | 180.00 |
| 12/5/19 | MIACHEL BURNS | 1600-2200 | 6 | 30.00 | 180.00 |
| | | | | | |
| | | | | | |
| DEPUTY SIGNATURE: | | | | TOTAL | \$1350.00 |

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

THANK YOU FOR YOUR BUSINESS!

(B)

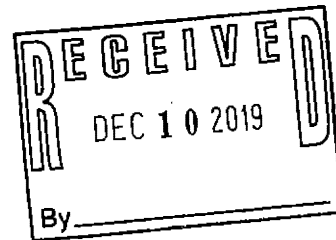
2,320, 572, 34570

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: MVCDD refund of deposit request - KATINA WILLIAMS/BLAYLOCK
Date: December 10, 2019 at 3:54 PM
To: Hannah Smith hsmith@gmstnn.com
Cc: Daniel Laughlin dlaughlin@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com

Good afternoon Hannah,

Please make the following refund at your earliest opportunity:

- REFUND FROM MVCDD – for the following venue.
 - LOCATION – GRAND BANQUET (SATURDAY) 3:00 P.M. TO 12:00 A.M.
 - DATE OF VENUE – FEBRUARY 8, 2020
 - RESIDENT – KATINA WILLIAMS/BLAYLOCK
 - ADDRESS - 3750 SILVER BLUFF BLVD #2504, ORANGE PARK, FL 32065
 - AMOUNT OF REFUND - \$1400.00 = \$250.00 GB BOOKING / DEPOSIT FEE (cancellation fee is 1/2 of \$500.00) plus REN additional hour at \$150.00 each) is fully refundable - CANCELLED via email on 12/4/19
 - DEPOSIT was via VISA (7679):
 - **GRAND BANQUET RENTAL FEE:**
 - DATED: 10/13/19
 - SEQ#: 1
 - BATCH#: 150
 - INVOICE#: 013430
 - AMOUNT: \$1150.00
 - **GRAND BANQUET BOOKING / DEPOSIT FEE:**
 - DATED: 10/13/19
 - SEQ#: 2
 - BATCH#: 150
 - INVOICE#: 2
 - APPROVAL CODE: 013028
 - AMOUNT: \$500.00



| PAYMENT DATE | SETTLEMENT DATE | EVENT DATE | DESCRIPTION | HOURS | AMOUNT | ELI |
|--------------|-----------------|------------|------------------------------|---------|-----------|-----|
| 10/13/19 | 10/13/19 | 02/08/20 | Katina Blaylock - 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, December 11, 2019 - THURSDAY, December 12, 2019, therefore, if you require immediate attention please email me or leave a message at 904-770-4661 opportunity.

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

Governmental Management Services

www.OakLeafResidents.com

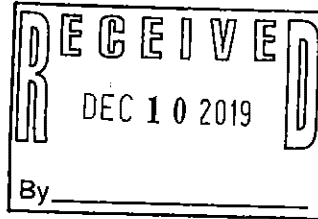
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1-781 (B)
2. 800, 369, 103

INVOICE



3543 State Road 419, Winter Springs, FL 32708
PH: 800-666-5253



| | |
|--------------|------------|
| Invoice # | 470785 |
| Account # | 711194 |
| Invoice Date | 12/1/2019 |
| Due Date | 12/11/2019 |
| Rep | MAS |

Invoice Questions:
Lakes@lakedoctors.com
Payment Questions:
Payments@lakedoctors.com

| |
|--|
| Bill To |
| MIDDLE VILLAGE COMMUNITY DEV DISTR 370 OAKLEAF VILLAGE PARKWAY ORANGE PARK, FL 32065 |

| Purchase Order Number | Terms | Invoice Date Reflects Month of Service Provided |
|---|--------------------------------------|---|
| | NET 10 DAYS | |
| Item | Description | Amount |
| | Monthly Water Management Service (R) | 1,519.00 |
| Code to: 2-320-572-4680 V-62 (B) Double-Branch Lake Maintenance Middle Village | | |
| Customer Total Balance \$3,008.00 | | |
| Please confirm your bank bill payer amount matches your invoice amount if you use a bank bill payer service. Thank you! | | Total Invoice \$1,519.00 |

To help ensure prompt and accurate credit to your account, please include your account number and invoice number on your check and always include your remittance stub with your payment.

Please visit www.lakedoctors.com for your local office contact information.

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

| |
|--|
| Bill To |
| MIDDLE VILLAGE COMMUNITY DEV DISTR 370 OAKLEAF VILLAGE PARKWAY ORANGE PARK, FL 32065 |

| |
|-----------------|
| Amount Enclosed |
| |

| | |
|-----------|-----------|
| Invoice # | 470785 |
| Account # | 711194 |
| Date | 12/1/2019 |

Go Green! Contact us at Payments@lakedoctors.com to have your invoices emailed.

For address and contact updates, please email us at Frontdesk@lakedoctors.com.

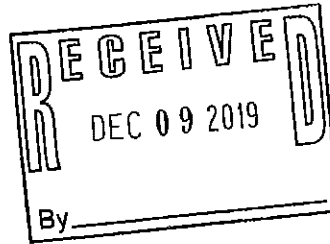
The Lake Doctors, Inc.
3543 State Road 419
Winter Springs, FL 32708



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

Clay County Sheriff's Office

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

INVOICE

INVOICE DATE: DECEMBER 9, 2019
WEEK OF: 11/29/19-12/5/19

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 |
|-------------------|----------------------|-------------|-------|-------|-----------|
| 11/29/19 | BEN SIMMONS | 1645-2245 | 6 | 30.00 | 180.00 |
| 11/30/19 | BEN SIMMONS | 1645-2245 | 6 | 30.00 | 180.00 |
| 11/30/19 | JENNIFER COOPER | 1700-2300 | 6 | 30.00 | 180.00 |
| 12/1/19 | BRYAN SMITH | 1600-2200 | 6 | 30.00 | 180.00 |
| 12/2/19 | MATTHEW WILLIAMS 276 | 1900-2300 | 4 | 30.00 | 120.00 |
| 12/3/19 | MATTHEW WILLIAMS | 1730-2230 | 5 | 30.00 | 150.00 |
| 12/4/19 | JENNIFER COOPER | 1700-2300 | 6 | 30.00 | 180.00 |
| 12/5/19 | MIACHEL BURNS | 1600-2200 | 6 | 30.00 | 180.00 |
| | | | | | |
| | | | | | |
| DEPUTY SIGNATURE: | | | | TOTAL | \$1350.00 |
| | | | | | |

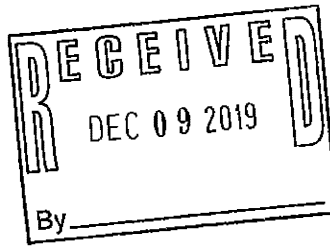
Make all checks payable to Deputy name and mail to the Sheriff's Office C/O Alyssa Rosenbaum.

THANK YOU FOR YOUR BUSINESS!

② 2.322.572.34570

Clay County Sheriff's Office

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

**INVOICE**

INVOICE DATE: DECEMBER 9, 2019
WEEK OF: 11/29/19-12/5/19

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 |
|-------------------|-------------------|-------------|-------|-------|-----------------|
| 11/29/19 | BEN SIMMONS | 1645-2245 | 6 | 30.00 | 180.00 |
| 11/30/19 | BEN SIMMONS | 1645-2245 | 6 | 30.00 | 180.00 |
| 11/30/19 | JENNIFER COOPER | 1700-2300 | 6 | 30.00 | 180.00 |
| 12/1/19 | BRYAN SMITH | 1600-2200 | 6 | 30.00 | 180.00 |
| 12/2/19 | MATTHEW WILLIAMS | 1900-2300 | 4 | 30.00 | 120.00 |
| 12/3/19 | MATTHEW WILLIAMS | 1730-2230 | 5 | 30.00 | 150.00 |
| 12/4/19 | JENNIFER COOPER | 1700-2300 | 6 | 30.00 | 180.00 |
| 12/5/19 | MIACHEL BURNS 720 | 1600-2200 | 6 | 30.00 | 180.00 |
| | | | | | |
| | | | | | |
| DEPUTY SIGNATURE: | | | | | TOTAL \$1350.00 |
| | | | | | |

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

THANK YOU FOR YOUR BUSINESS!

② 2.320.572.34570

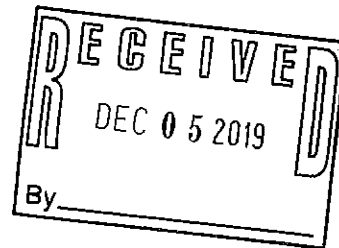
Riverside Management Services, Inc

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

Invoice

| Date | Invoice # |
|-----------|-----------|
| 12/1/2019 | 256 |

| |
|---|
| 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 - December 2019 2,33,572,3420 V-261 (B) | 3,534.83 | 3,534.83 |
| | | Total | \$3,534.83 |

RHW
12.2.19



Invoice

Invoice #: 1785

Date: 11/27/19

Customer PO:

DUE DATE: 12/27/2019

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

#1786 - Middle Village Tennis Court Valve Replacement

Irrigation

AMOUNT

\$342.10

Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

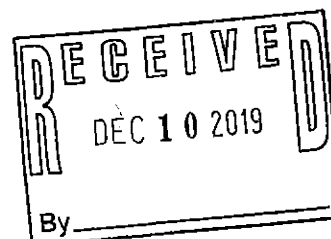
\$342.10

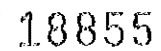
Code to:

Middle Village - Irrigation Repairs

2-330-572-43400

(B) V-704



[illegible]



Invoice

Invoice #: 1786

Date: 11/27/19

Customer PO:

DUE DATE: 12/27/2019

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

#1833 - 4" Mainline Repair near Discovery Oak Middle School

Irrigation

AMOUNT

\$533.29

Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

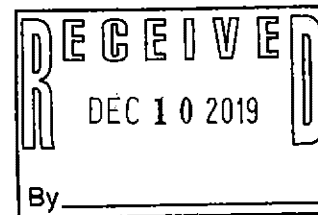
\$533.29

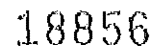
Code to:

Middle Village - Irrigation Repairs

2-330-572-43400

V-704 (B)

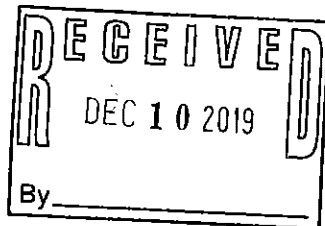




P.O. Box 789 • Bunnell, Florida 32110

WHITE - PURCHASING

YELLOW - REQUISITIONER



Invoice

Invoice #: 1835

Date: 12/02/19

Customer PO:

DUE DATE: 01/01/2020

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 December 2019

AMOUNT

\$35,714.24

Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

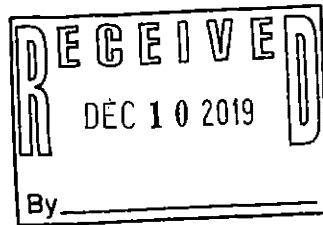
\$35,714.24

Code to:

2-320-572-462

(B) 704

Middle Village Landscape Maintenance



PROPOSAL

Mailing Address

Oakleaf Plantation
370 Oakleaf Village Parkway
Orange Park, FL 32065

Job Address

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

Date: December 04, 2019

Phone: Orange Park

Opportunity#: 1847

Job Summary:

Proposal for island medians on Oakleaf Plantation Parkway for enhancement plant materials. Also, to fix the broken heads on zones to be operational via battery clocks. Zones still will not activate until all wiring issues are fixed along the roadway.

Irrigation

| Quantity | Description | Unit | Unit Price | Ext Price |
|-------------------------|------------------|------|------------|-------------------|
| 10.00 | Irrigation Labor | Hr | \$55.00 | \$550.00 |
| 6.00 | Battery Valves | Ea | \$120.00 | \$720.00 |
| 6.00 | DC Solenoid | Ea | \$50.00 | \$300.00 |
| 20.00 | Rotors | Ea | \$20.00 | \$400.00 |
| 45.00 | Spray Head | Ea | \$11.00 | \$495.00 |
| Irrigation Total | | | | \$2,465.00 |

Proposal Total: \$2,465.00

Note: This proposal includes all labor and material necessary to complete the job.

Payment due 30 days after receipt of invoice.

All material is guaranteed for one year as long as proper maintenance and landscape practices are being performed. All work to be completed in a workman-like manner according to standard practices. Any changes or additional work from the above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimates. Any verbal authorizations given by the customer will be treated the same as a written order even if authorization is not written.

Verdego employees are fully covered by workman's compensation insurance.

Code to:

Middle Village - Irrigation Repairs

2-330-572-43400

(B) 704



PROPOSAL

ACCEPTANCE OF PROPOSAL

I/WE have reviewed your proposal and hereby indicate our acceptance of the same, as per the scope, specifications and amounts mentioned in the proposal form. I/We agree to the proposed terms of payment and will release the funds as per agreed herein.

By _____

Chalon Suchsland

Date _____

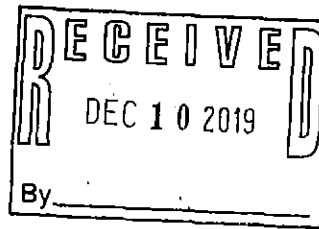
12/4/2019

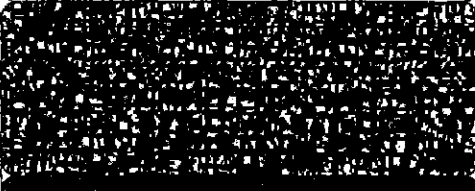
VerdeGo

By _____

Date _____

Oakleaf Plantation



| | | | | |
|--|-------------------------|---|--------------------------|----------------|
| ACCOUNT NO. 1-13295 | REFERENCE NO. 005416 | TEMPERATURE COMPENSATED VOLUME CORRECTED TO 60°F 548.00 | DELIVERY DATE 11/2/14 | P.O. NUMBER |
| | | | PCT. FULL 80 | SALESMAN 10 |
| MIDDLE VILLAGE COMM DIST BRING BILL TO WPG OFFICE 853 OAKLEAF PLNT PKWY ORANGE PARK, FL 32065- | | | QUANTITY/GALS 112.2 | PRICE 2.70 |
|  WILFORD PROPANE GAS CO., INC. 706 Kingsley Ave. Orange Park, FL 32073 (904) 264-2311 | | | AMOUNT | |
| | | | SALES TAX | |
| | | | EXCISE TAX | |
| | | | SPECIAL TRIP CHG. | |
| | | | SHORT DEL CHG. | |
| CASH <input type="checkbox"/> | | | AMOUNT DUE 3866.94 | |
| CHARGE <input type="checkbox"/> | | | RECEIVED BY X | |

THIS IS YOUR INVOICE
DUE AND PAYABLE - 10 DAYS

* * * * *

THIRTY (30) DAYS AFTER DELIVERY ANY
UNPAID PORTION OF "CHARGE" SALES
ARE SUBJECT TO A FINANCE CHARGE of
1 1/2% MINIMUM 50¢ - ANNUAL RATE 18%

* * * * *

In case of default, Purchaser agrees to pay all
reasonable costs of collection and attorney
fees, not to exceed 15% of the unpaid debt.

FLAMMABLE GAS-SAFETY MESSAGES ON BACK

Code to:

2-320-572-4680

Middle Village Lake Maintenance

\$3866.94

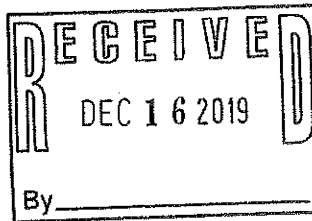
① V-412

2,380.572.425

lap pool gas

Clay County Sheriff's Office

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

**INVOICE**

INVOICE DATE: DECEMBER 16, 2019
WEEK OF: 12/6/19-12/12/19

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 |
|-------------------|------------------|----------------|-------|-------|-----------|
| 12/6/19 | JOHN DRURY | 1600-2100 | 5 | 30.00 | 150.00 |
| 12/6/19 | BRYAN SMITH | 1700-2300 | 6 | 30.00 | 180.00 |
| 12/7/19 | MATTHEW WILLIAMS | 1440-1740 | 3 | 30.00 | 90.00 |
| 12/7/19 | BRYAN SMITH | 1600-2200 | 6 | 30.00 | 180.00 |
| 12/7/19 | BEN SIMMONS | 1700-2300 | 6 | 30.00 | 180.00 |
| 12/8/19 | BRYAN SMITH | 1600-2200 | 6 | 30.00 | 180.00 |
| 12/9/19 | ANDRE MACK 397 | 1800-0000 | 6 | 30.00 | 180.00 |
| 12/10/19 | DAVID VOLLER | 1600-2200 | 6 | 30.00 | 180.00 |
| 12/11/19 | MIACHEL BURNS | 1600-2200 | 6 | 30.00 | 180.00 |
| 12/12/19 | JOHN DRURY | 1300-1900 | 6 | 30.00 | 180.00 |
| | | | | | |
| | | | | | |
| DEPUTY SIGNATURE: | | | | TOTAL | \$1680.00 |

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

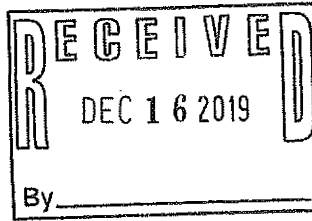
THANK YOU FOR YOUR BUSINESS!

(B)

2,320,572,3450

Clay County Sheriff's Office

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

**INVOICE**

INVOICE DATE: DECEMBER 16, 2019
WEEK OF: 12/6/19-12/12/19

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 |
|-------------------|------------------|-------------|-------|-------|-----------------|
| 12/6/19 | JOHN DRURY | 1600-2100 | 5 | 30.00 | 150.00 |
| 12/6/19 | BRYAN SMITH | 1700-2300 | 6 | 30.00 | 180.00 |
| 12/7/19 | MATTHEW WILLIAMS | 1440-1740 | 3 | 30.00 | 90.00 |
| 12/7/19 | BRYAN SMITH | 1600-2200 | 6 | 30.00 | 180.00 |
| 12/7/19 | BEN SIMMONS 674 | 1700-2300 | 6 | 30.00 | 180.00 |
| 12/8/19 | BRYAN SMITH | 1600-2200 | 6 | 30.00 | 180.00 |
| 12/9/19 | ANDRE MACK | 1800-0000 | 6 | 30.00 | 180.00 |
| 12/10/19 | DAVID VOLLER | 1600-2200 | 6 | 30.00 | 180.00 |
| 12/11/19 | MIACHEL BURNS | 1600-2200 | 6 | 30.00 | 180.00 |
| 12/12/19 | JOHN DRURY | 1300-1900 | 6 | 30.00 | 180.00 |
| | | | | | |
| | | | | | |
| DEPUTY SIGNATURE: | | | | | TOTAL \$1680.00 |

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

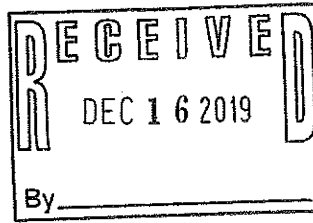
THANK YOU FOR YOUR BUSINESS!

(B)

2,320,572,3450

Clay County Sheriff's Office

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

**INVOICE**

INVOICE DATE: DECEMBER 16, 2019
WEEK OF: 12/6/19-12/12/19

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 |
|-------------------|------------------|----------------|-------|-------|-----------|
| 12/6/19 | JOHN DRURY | 1600-2100 | 5 | 30.00 | 150.00 |
| 12/6/19 | BRYAN SMITH 398 | 1700-2300 | 6 | 30.00 | 180.00 |
| 12/7/19 | MATTHEW WILLIAMS | 1440-1740 | 3 | 30.00 | 90.00 |
| 12/7/19 | BRYAN SMITH | 1600-2200 | 6 | 30.00 | 180.00 |
| 12/7/19 | BEN SIMMONS | 1700-2300 | 6 | 30.00 | 180.00 |
| 12/8/19 | BRYAN SMITH | 1600-2200 | 6 | 30.00 | 180.00 |
| 12/9/19 | ANDRE MACK | 1800-0000 | 6 | 30.00 | 180.00 |
| 12/10/19 | DAVID VOLLER | 1600-2200 | 6 | 30.00 | 180.00 |
| 12/11/19 | MIACHEL BURNS | 1600-2200 | 6 | 30.00 | 180.00 |
| 12/12/19 | JOHN DRURY | 1300-1900 | 6 | 30.00 | 180.00 |
| | | | | | |
| | | | | | |
| DEPUTY SIGNATURE: | | | | TOTAL | \$1680.00 |

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

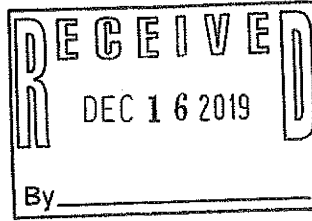
THANK YOU FOR YOUR BUSINESS!

(B)

2,320,572,3450

Clay County Sheriff's Office

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

INVOICE

INVOICE DATE: DECEMBER 16, 2019
WEEK OF: 12/6/19-12/12/19

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 |
|-------------------|------------------|-------------|-------|-------|-----------|
| 12/6/19 | JOHN DRURY | 1600-2100 | 5 | 30.00 | 150.00 |
| 12/6/19 | BRYAN SMITH | 1700-2300 | 6 | 30.00 | 180.00 |
| 12/7/19 | MATTHEW WILLIAMS | 1440-1740 | 3 | 30.00 | 90.00 |
| 12/7/19 | BRYAN SMITH | 1600-2200 | 6 | 30.00 | 180.00 |
| 12/7/19 | BEN SIMMONS | 1700-2300 | 6 | 30.00 | 180.00 |
| 12/8/19 | BRYAN SMITH | 1600-2200 | 6 | 30.00 | 180.00 |
| 12/9/19 | ANDRE MACK | 1800-0000 | 6 | 30.00 | 180.00 |
| 12/10/19 | DAVID VOLLER 567 | 1600-2200 | 6 | 30.00 | 180.00 |
| 12/11/19 | MIACHEL BURNS | 1600-2200 | 6 | 30.00 | 180.00 |
| 12/12/19 | JOHN DRURY | 1300-1900 | 6 | 30.00 | 180.00 |
| | | | | | |
| | | | | | |
| DEPUTY SIGNATURE: | | | | TOTAL | \$1680.00 |

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

THANK YOU FOR YOUR BUSINESS!

(B)

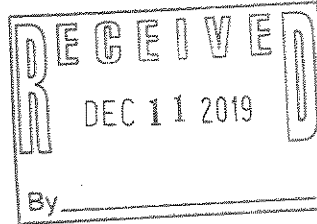
2,320,572,3450

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice**Invoice #:** 1633**Invoice Date:** 12/10/19**Due Date:** 12/10/19**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 11/27/19 | | 803.70 | 803.70 |
| 2,200,369.102 | | | |
| V-26 (B) | | | |

| | |
|--------------|-----------------|
| Total | \$803.70 |
|--------------|-----------------|

| | |
|-------------------------|---------------|
| Payments/Credits | \$0.00 |
|-------------------------|---------------|

| | |
|--------------------|-----------------|
| Balance Due | \$803.70 |
|--------------------|-----------------|

Middle Village CDD

Breakdown of Revenues

November 27, 2019

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

| | | | |
|------------|-----------|-----------|----------|
| 11/27/2019 | \$ 893.00 | \$ 803.70 | \$ 89.30 |
| | | \$ - | \$ - |

| | | | |
|----------|-----------|-----------|----------|
| Subtotal | \$ 893.00 | \$ 803.70 | \$ 89.30 |
|----------|-----------|-----------|----------|

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

| | | | |
|------------|------|------|------|
| 11/27/2019 | \$ - | \$ - | \$ - |
| | \$ - | \$ - | \$ - |
| | \$ - | \$ - | \$ - |
| | \$ - | \$ - | \$ - |
| | \$ - | \$ - | \$ - |
| | \$ - | \$ - | \$ - |

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

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

| | | | | |
|------------|------|------|------|------------|
| 11/27/2019 | \$ - | \$ - | \$ - | *Stringing |
| | \$ - | \$ - | \$ - | *Shirts |
| | \$ - | \$ - | \$ - | |
| | \$ - | \$ - | \$ - | |

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

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

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

| | | | |
|----------------|-----------|-----------|----------|
| Total Revenues | \$ 893.00 | \$ 803.70 | \$ 89.30 |
|----------------|-----------|-----------|----------|

Wells Fargo Bank
Transaction Receipt

Branch #0056070 i

Deposit

Account Number XXXXXXXXX4262

CHK 00182

Cash In \$450.00

Loose Currency

\$10 \$300.00

\$5 \$150.00

Sub total \$450.00

Number of Checks 12

Check Listing

\$24.00

\$30.00

\$25.00

\$10.00

\$10.00

\$70.00

\$70.00

\$70.00

\$10.00

\$24.00

\$70.00

\$30.00

Total Checks Amount \$443.00

Total Deposit \$893.00

Deposit Availability

\$450.00 of your deposit is

Included in your available balance.

\$443.00 will be available on

Thursday, 11/28/19

Transaction # 018 0026

01:33PM 11/27/19

Deposit Credit Date: 11/27/19

Thank you for your business.

Enjoy the convenience of:

scheduling appointments online at

[wellsfargo.com/appointments](https://www.wellsfargo.com/appointments)

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 1636

Invoice Date: 12/17/19

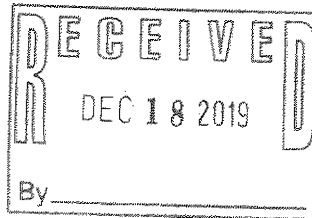
Due Date: 12/17/19

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 Deposited 12/10/19 2,300,369.102 V-26 (B) | | 894.20 | 894.20 |

Total \$894.20

Payments/Credits \$0.00

Balance Due \$894.20

Middle Village CDD

Breakdown of Revenues

December 10, 2019

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

| | | | |
|------------|-----------|-----------|----------|
| 12/10/2019 | \$ 938.00 | \$ 844.20 | \$ 93.80 |
| | | \$ - | \$ - |

| | | | |
|----------|-----------|-----------|----------|
| Subtotal | \$ 938.00 | \$ 844.20 | \$ 93.80 |
|----------|-----------|-----------|----------|

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

| | | | |
|------------|------|------|------|
| 12/10/2019 | \$ - | \$ - | \$ - |
| | \$ - | \$ - | \$ - |
| | \$ - | \$ - | \$ - |
| | \$ - | \$ - | \$ - |
| | \$ - | \$ - | \$ - |
| | \$ - | \$ - | \$ - |

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

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

| | | | | |
|------------|-----------|----------|----------|------------|
| 12/10/2019 | \$ 100.00 | \$ 50.00 | \$ 50.00 | *Stringing |
| | | \$ - | \$ - | *Shirts |

| | | | |
|--|------|------|------|
| | \$ - | \$ - | \$ - |
| | \$ - | \$ - | \$ - |

| | | | |
|----------|-----------|----------|----------|
| Subtotal | \$ 100.00 | \$ 50.00 | \$ 50.00 |
|----------|-----------|----------|----------|

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

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

| | | | |
|----------------|-------------|-----------|-----------|
| Total Revenues | \$ 1,038.00 | \$ 894.20 | \$ 143.80 |
|----------------|-------------|-----------|-----------|

Wells Fargo Bank
Transaction Receipt

Branch #0066070 7

Deposit

Account Number XXXXXXXXXX4262

CHK 00192

Cash In \$160.00

Number of Checks 10

Check Listing

\$13.00

\$10.00

\$70.00

\$75.00

\$70.00

\$250.00

\$150.00

\$50.00

\$105.00

\$70.00

Total Checks Amount \$870.00

Total Deposit \$1,030.00

Deposit Availability

\$160.00 of your deposit is
included in your available balance.

\$870.00 will be available on
Wednesday, 12/11/19

Transaction # 062 0073

12:02PM 12/10/19

Deposit Credit Date: 12/10/19

Thank you for your business.

Enjoy the convenience of

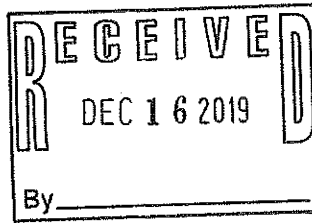
scheduling appointments online at

wellsfargo.com/appointments

Thank you, QUINTON

Clay County Sheriff's Office

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

**INVOICE**

INVOICE DATE: DECEMBER 16, 2019
WEEK OF: 12/6/19-12/12/19

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 |
|-------------------|------------------|-------------|-------|-------|-----------|
| 12/6/19 | JOHN DRURY 472 | 1600-2100 | 5 | 30.00 | 150.00 |
| 12/6/19 | BRYAN SMITH | 1700-2300 | 6 | 30.00 | 180.00 |
| 12/7/19 | MATTHEW WILLIAMS | 1440-1740 | 3 | 30.00 | 90.00 |
| 12/7/19 | BRYAN SMITH | 1600-2200 | 6 | 30.00 | 180.00 |
| 12/7/19 | BEN SIMMONS | 1700-2300 | 6 | 30.00 | 180.00 |
| 12/8/19 | BRYAN SMITH | 1600-2200 | 6 | 30.00 | 180.00 |
| 12/9/19 | ANDRE MACK | 1800-0000 | 6 | 30.00 | 180.00 |
| 12/10/19 | DAVID VOLLER | 1600-2200 | 6 | 30.00 | 180.00 |
| 12/11/19 | MIACHEL BURNS | 1600-2200 | 6 | 30.00 | 180.00 |
| 12/12/19 | JOHN DRURY | 1300-1900 | 6 | 30.00 | 180.00 |
| | | | | | |
| | | | | | |
| DEPUTY SIGNATURE: | | | | TOTAL | \$1680.00 |

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

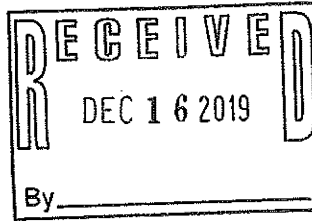
THANK YOU FOR YOUR BUSINESS!

(B)

2,320, 572, 3450

Clay County Sheriff's Office

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

**INVOICE**

INVOICE DATE: DECEMBER 16, 2019
WEEK OF: 12/6/19-12/12/19

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 |
|-------------------|----------------------|-------------|-------|-------|-----------|
| 12/6/19 | JOHN DRURY | 1600-2100 | 5 | 30.00 | 150.00 |
| 12/6/19 | BRYAN SMITH | 1700-2300 | 6 | 30.00 | 180.00 |
| 12/7/19 | MATTHEW WILLIAMS 276 | 1440-1740 | 3 | 30.00 | 90.00 |
| 12/7/19 | BRYAN SMITH | 1600-2200 | 6 | 30.00 | 180.00 |
| 12/7/19 | BEN SIMMONS | 1700-2300 | 6 | 30.00 | 180.00 |
| 12/8/19 | BRYAN SMITH | 1600-2200 | 6 | 30.00 | 180.00 |
| 12/9/19 | ANDRE MACK | 1800-0000 | 6 | 30.00 | 180.00 |
| 12/10/19 | DAVID VOLLER | 1600-2200 | 6 | 30.00 | 180.00 |
| 12/11/19 | MIACHEL BURNS | 1600-2200 | 6 | 30.00 | 180.00 |
| 12/12/19 | JOHN DRURY | 1300-1900 | 6 | 30.00 | 180.00 |
| | | | | | |
| | | | | | |
| DEPUTY SIGNATURE: | | | | TOTAL | \$1680.00 |

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

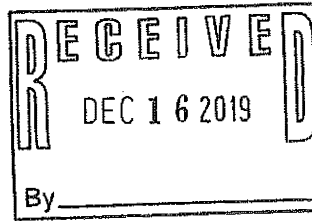
THANK YOU FOR YOUR BUSINESS!

(B)

2,320,572,3450

Clay County Sheriff's Office

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

**INVOICE**

INVOICE DATE: DECEMBER 16, 2019
WEEK OF: 12/6/19-12/12/19

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 |
|-------------------|--------------------------|-------------|-------|-------|-----------|
| 12/6/19 | JOHN DRURY | 1600-2100 | 5 | 30.00 | 150.00 |
| 12/6/19 | BRYAN SMITH | 1700-2300 | 6 | 30.00 | 180.00 |
| 12/7/19 | MATTHEW WILLIAMS | 1440-1740 | 3 | 30.00 | 90.00 |
| 12/7/19 | BRYAN SMITH | 1600-2200 | 6 | 30.00 | 180.00 |
| 12/7/19 | BEN SIMMONS | 1700-2300 | 6 | 30.00 | 180.00 |
| 12/8/19 | BRYAN SMITH | 1600-2200 | 6 | 30.00 | 180.00 |
| 12/9/19 | ANDRE MACK | 1800-0000 | 6 | 30.00 | 180.00 |
| 12/10/19 | DAVID VOLLER | 1600-2200 | 6 | 30.00 | 180.00 |
| 12/11/19 | MIACHEL BURNS <i>Fds</i> | 1600-2200 | 6 | 30.00 | 180.00 |
| 12/12/19 | JOHN DRURY | 1300-1900 | 6 | 30.00 | 180.00 |
| | | | | | |
| | | | | | |
| DEPUTY SIGNATURE: | | | | TOTAL | \$1680.00 |

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

THANK YOU FOR YOUR BUSINESS!

(B)

2,320,572,3450

| CHECK DATE | VEND# |INVOICE..... DATE INVOICE | ...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS | VENDOR NAME | STATUS | AMOUNT |CHECK..... AMOUNT # |
|---------------|-------|-----------------------------------|--|-------------------------------|--------|------------|----------------------------|
| 12/03/19 | 00057 | 11/26/19 11262019 | 201912 600-15100-00300 | | * | 772,337.41 | |
| | | | MV RESERVE 221572 FUNDING | | | | |
| | | | | STATE BOARD OF ADMINISTRATION | | | 772,337.41 000294 |
| 12/12/19 | 00004 | 11/21/19 1460 | 201911 600-53800-64000 | | * | 1,562.00 | |
| | | | REPAIR FITNESS EQUIPMENT | | | | |
| | | | | SOUTHEAST FITNESS REPAIR | | | 1,562.00 000295 |
| | | | | | | | |
| | | | | TOTAL FOR BANK C | | 773,899.41 | |
| | | | | TOTAL FOR REGISTER | | 773,899.41 | |

MVIL MIDDLE VILLAGE HSMITH

From: Hannah Smith hsmith@gmstnn.com
Subject: SBA Checks- Middle & Double
Date: November 26, 2019 at 11:33 AM
To: Daniel Laughlin dlaughlin@gmsnf.com
Cc: Jim Perry jperry@gmsnf.com

Daniel,

Please cut the following checks payable to State Board of Administration and for the memo, please list the SBA account numbers stated below:

| | |
|---|----------------|
| Middle Village General Fund (Memo: 221571 Funding) | \$91,168.13 |
| Middle Village Rec Fund (Memo: 221573 Funding) | \$456,312.30 |
| Middle Village Capital Reserve (Memo: 221572 Funding) | \$772,337.41 |
| Double Branch General Fund (Memo: 131305 Funding) | \$76,740.66 |
| Double Branch Rec Fund (Memo: 131306 Funding) | \$479,018.47 |
| Double Branch Capital Reserve (Memo: 131303 Funding) | \$1,078,021.02 |

If you have any questions, please let me know. Once completed, please let me know the check numbers so I can complete the Transmittal letters and send those over.

Best,
Hannah Smith
Governmental Management Services
1001 Bradford Way
Kingston, TN 37763
Direct: (865) 935-4570
Cell: (865) 617-8194

SoutheastFITNESS

REPAIR

Equipment Repair & Maintenance

Southeast Fitness Repair

14476 Duval Place West, Suite 208

Jacksonville, Florida 32218

Office: 904.683.1439 Fax: 904.683.1624

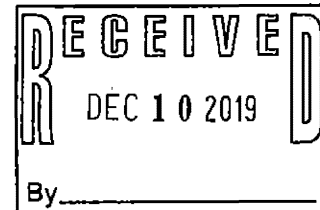
ESTIMATE

Date: Nov 21, 2019

All estimates are valid for 30 days

Quote# : 1460

| | |
|--------------------------|---|
| Facility Name: | Middle Village |
| Facility Address: | Plantation Oaks Attn: Lynne 370 Oakleaf Village Parkway Orange Park 32065 |
| ON-SITE POC: | |



Estimate For: Middle Village

| Description | Part # | Each | QTY. | Total |
|--|------------------|-------------|------|-------------|
| TRUE - TM - LOWER CONTROL BOARD: TRUE - TM - LOWER CONTROL BOARD | 90560500 | \$ 1,005.00 | 1.00 | \$ 1,005.00 |
| TRUE - TM - TRANSPORT WHEEL: TRUE - TM - TRANSPORT WHEEL | 9PS0070 | \$ 5.00 | 2.00 | \$ 10.00 |
| HOIST - HD1900 - CABLE: HOIST - HD1900 - CABLE | 010-01C250T | \$ 125.00 | 1.00 | \$ 125.00 |
| HOIST - DECLINE BENCH - ROLLER PADS: HOIST - DECLINE BENCH - ROLLER PADS | 022-01PDR008 | \$ 31.00 | 2.00 | \$ 62.00 |
| LABOR PER HOUR 2 TECHS: LABOR PER HOUR 2 TECHS | | \$ 90.00 | 2.00 | \$ 180.00 |
| TRAVEL 1 - 60 MILES: TRAVEL 1 - 60 MILES | | \$ 65.00 | 1.00 | \$ 65.00 |
| MINIMUM SHIPPING: MINIMUM SHIPPING | MINIMUM SHIPPING | \$ 115.00 | 1.00 | \$ 115.00 |

Comments: TRUE TM S/N 15-TCS650137C M/N TCS650A - LOWER CONTROL BOARD.

TRUE TM S/N 15-TCS650138C M/N TCS650A - TRANSPORT WHEEL.

TRUE TM S/N 15-TCS650139C M/N TCS650A - TRANSPORT WHEEL.

HOIST MULTI STATION S/N 15-02-A01-002188 M/N HD1900 - LEFT SIDE CABLE.

HOIST DECLINE BENCH S/N 14-03-A03-033342 - BOTH ROLLER PADS.

JAY 904-562-0249

LABOR HOUR IS ESTIMATED AND SUBJECT TO CHANGE.

| | |
|--------------|-------------------|
| Subtotal | \$1,562.00 |
| Tax | \$0.00 |
| TOTAL | \$1,562.00 |

To approve this estimate, please sign below and fax to 904.683.1624
or you may email your acceptance to rosemary@southeastfitnessrepair.com

X

Date:

Code to:

Middle Village Repair and Replacements

34-600-538-64000

(C) V-4

SIXTH ORDER OF BUSINESS

RESOLUTION 2020-03

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

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

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

WHEREAS, the District has previously adopted Rules of Procedure to govern the administration of the District; and

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The attached Amended and Restated Rules of Procedure are hereby adopted pursuant to this resolution as necessary for the conduct of District business. These Amended and Restated Rules of Procedure replace all prior versions of the Rules of Procedure, and shall stay in full force and effect until such time as the Board of Supervisors may amend these rules in accordance with Chapter 190, *Florida Statutes*.

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

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

PASSED AND ADOPTED this 13th day of January, 2020.

ATTEST:

**MIDDLE VILLAGE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

Chairperson, Board of Supervisors

Exhibit A: Amended and Restated Rules of Procedure

EXHIBIT A:
AMENDED AND RESTATED RULES OF PROCEDURE

**AMENDED AND RESTATED
RULES OF PROCEDURE
MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT**

EFFECTIVE AS OF JANUARY 13, 2020

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

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

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

- (f) The Board may assign additional duties to District officers from time to time, which include, but are not limited to, executing documents on behalf of the District.
 - (g) The Chairperson, Vice-Chairperson, and any other person authorized by District Resolution may sign checks and warrants for the District, countersigned by the Treasurer or other persons authorized by the Board.
- (3) Committees. The Board may establish committees of the Board, either on a permanent or temporary basis, to perform specifically designated functions. Committees may include individuals who are not members of the Board. Such functions may include, but are not limited to, review of bids, proposals, and qualifications, contract negotiations, personnel matters, and budget preparation.
- (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 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, 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 an agenda of the meeting/hearing/workshop. The agenda and any meeting materials available in an electronic format, excluding any confidential and any confidential and exempt information, shall be available to the public at least seven days before the meeting/hearing/workshop, except in an emergency. Meeting materials shall be defined as, and limited to, the agenda, meeting minutes, resolutions, and agreements of the District that District staff deems necessary for Board approval. 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 attorney must request such session at a public meeting. Prior to holding the Attorney-Client Session, the District must give reasonable public notice of the time and date of the session and the names of the persons anticipated to attend the session. The session must commence at an open meeting in which the Chairperson or Vice-Chairperson announces the commencement of the session, the estimated length of the session, and the names of the persons who will be attending the session. The discussion during the session is confined to settlement negotiations or strategy related to

litigation expenses or as may be authorized by law. Only the Board, the District's attorneys (including outside counsel), the District Manager, and the court reporter may attend an Attorney-Client Session. During the session, no votes may be taken and no final decisions concerning settlement can be made. Upon the conclusion of the session, the public meeting is reopened, and the Chairperson or Vice-Chairperson must announce that the session has concluded. The session must be transcribed by a court-reporter and the transcript of the session filed with the District Secretary within a reasonable time after the session. The transcript shall not be available for public inspection until after the conclusion of the litigation.

- (14) Security and 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.
- (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 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 two million dollars (\$2,000,000), for a study activity when the fee for such Professional Services to the District does not exceed two hundred thousand dollars (\$200,000), or for work of a specified nature as outlined in the contract with the District, with no time limitation except that the contract must provide a termination clause (for example, a contract for general District engineering services). Firms providing Professional Services under Continuing Contracts shall not be required to bid against one another.
 - (c) “Contractual Service” means the rendering by a contractor of its time and effort rather than the furnishing of specific commodities. The term applies only to those services rendered by individuals and firms who are independent contractors. Contractual Services do not include auditing services, Maintenance Services, or Professional Services as defined in Section 287.055(2)(a) of the Florida Statutes, and these Rules. Contractual Services also do not include any contract for the furnishing of labor or materials for the construction, renovation, repair, modification, or demolition of any facility, building, portion of building, utility, park, parking lot, or structure or other improvement to real property entered into pursuant to Chapter 255 of the Florida Statutes, and Rules 3.5 or 3.6.

- (d) “Design-Build Contract” means a single contract with a Design-Build Firm for the design and construction of a public construction project.
- (e) “Design-Build Firm” means a partnership, corporation or other legal entity that:
 - (i) Is certified under Section 489.119 of the Florida Statutes, to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as the qualifying agent; or
 - (ii) Is certified under Section 471.023 of the Florida Statutes, to practice or to offer to practice engineering; certified under Section 481.219 of the Florida Statutes, to practice or to offer to practice architecture; or certified under Section 481.319 of the Florida Statutes, to practice or to offer to practice landscape architecture.
- (f) “Design Criteria Package” means concise, performance-oriented drawings or specifications for a public construction project. The purpose of the Design Criteria Package is to furnish sufficient information to permit Design-Build Firms to prepare a bid or a response to the District’s Request for Proposals, or to permit the District to enter into a negotiated Design-Build Contract. The Design Criteria Package must specify performance-based criteria for the public construction project, including the legal description of the site, survey information concerning the site, interior space requirements, material quality standards, schematic layouts and conceptual design criteria of the project, cost or budget estimates, design and construction schedules, site development requirements, provisions for utilities, stormwater retention and disposal, and parking requirements applicable to the project. Design Criteria Packages shall require firms to submit information regarding the qualifications, availability, and past work of the firms, including the partners and members thereof.
- (g) “Design Criteria Professional” means a firm who holds a current certificate of registration under Chapter 481 of the Florida Statutes, to practice architecture or landscape architecture, or a firm who holds a current certificate as a registered engineer under Chapter 471 of the Florida Statutes, to practice engineering, and who is employed by or under contract to the District to provide professional architect services, landscape architect services, or engineering services in connection with the preparation of the Design Criteria Package.
- (h) “Emergency Purchase” means a purchase necessitated by a sudden unexpected turn of events (for example, acts of God, riot, fires, floods, hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the Board finds

that the delay incident to competitive purchase would be detrimental to the interests of the District. This includes, but is not limited to, instances where the time to competitively award the project will jeopardize the funding for the project, will materially increase the cost of the project, or will create an undue hardship on the public health, safety, or welfare.

- (i) “Invitation to Bid” is a written 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 Consultants' Competitive Negotiations Act.

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

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

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

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

(4) Competitive Selection.

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

- (d) Notice of the rankings adopted by the Board, including the rejection of some or all qualification packages, shall be provided in writing to all consultants by United States Mail, hand delivery, 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 auditor selection committee appointed by the Board as described in section (2) of this Rule.

(2) Establishment of Auditor Selection Committee. Prior to a public announcement under section (4) of this Rule that Auditing Services are required, the Board shall establish an auditor selection committee ("Committee"), the primary purpose of which is to assist the Board in selecting an auditor to conduct the annual financial audit required by Section 218.39 of the Florida Statutes. The Committee shall include at least three individuals, at least one of which must also be a member of the Board. The establishment and selection of the Committee must be conducted at a publicly noticed and held meeting of the Board. The Chairperson of the Committee must be a member of the Board. An employee, a chief executive officer, or a chief financial officer of the District may not serve as a member of the Committee; provided however such individual may serve the Committee in an advisory capacity.

(3) Establishment of Minimum Qualifications and Evaluation Criteria. Prior to a public announcement under section (4) of this Rule that Auditing Services are required, the Committee shall meet at a publicly noticed meeting to establish minimum qualifications and factors to use for the evaluation of Auditing Services to be provided by a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.

- (a) Minimum Qualifications. In order to be eligible to submit a proposal, a firm must, at all relevant times including the time of receipt of the proposal by the District:

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

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

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

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

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

determines is necessary for the firm to prepare a proposal. The RFP shall state the time and place for submitting proposals.

- (6) Committee's Evaluation of Proposals and Recommendation. The Committee shall meet at a publicly held meeting that is publicly noticed 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 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. 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 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 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 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 proceed with the procurement of construction services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the construction services without further competitive selection processes.
- (3) Sole Source; Government. Construction services that are only available from a single source are exempt from this Rule. Construction services provided by governmental agencies are exempt from this Rule. This Rule shall not apply to the purchase of construction services, which may include goods, supplies, or materials, that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules. A contract for construction services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
- (4) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (5) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. 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 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 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) Responsive Proposals are received, the District may purchase design-build services or may reject the proposals for lack of competitiveness. If no Responsive Proposals are received, the District may proceed with the procurement of design-build services in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the design-build services without further competitive selection processes.
7. Notice of the rankings adopted by the Board, including the rejection of some or all proposals, shall be provided in writing to all consultants by United States Mail, hand delivery, 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. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the second most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the third most qualified firm. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the third most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. Should the Board be unable to negotiate a satisfactory contract with any of the selected firms, the Board shall select additional firms in order of their rankings based on the evaluation standards and continue negotiations until an agreement is reached or the list of firms is exhausted.
 9. After the Board contracts with a firm, the firm shall bring to the Board for approval, detailed working drawings of the project.
 10. The Design Criteria Professional shall evaluate the compliance of the detailed working drawings and project construction with the Design Criteria Package and shall provide the Board with a report of the same.
- (3) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
 - (4) Emergency Purchase. The Board may, in case of public emergency, declare an emergency and immediately proceed with negotiations with the best qualified

Design-Build Firm available at the time. The fact that an Emergency Purchase has occurred shall be noted in the minutes of the next Board meeting.

(5) Exceptions. This Rule is inapplicable when:

- (a) The project is undertaken as repair or maintenance of an existing public facility;
- (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
- (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contractor; or
- (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

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

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

Rule 3.7 Payment and Performance Bonds.

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

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

Law Implemented: § 255.05, Fla. Stat.

Rule 3.8 Goods, Supplies, and Materials.

- (1) Purpose and Scope. All purchases of goods, supplies, or materials exceeding the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, shall be purchased under the terms of this Rule. Contracts for purchases of “goods, supplies, and materials” do not include printing, insurance, advertising, or legal notices. A contract involving goods, supplies, or materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of goods, supplies, or materials is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, or Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, 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 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) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase goods, supplies, or materials, or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of goods, supplies, and materials, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct

purchase of the goods, supplies, and materials without further competitive selection processes.

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

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

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

Rule 3.9 Maintenance Services.

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

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

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

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

entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.

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

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

Rule 3.10 Contractual Services.

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

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

Law Implemented: §§ 119.0701, 190.011(3), 190.033, Fla. Stat.

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

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

(1) Filing.

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

3.4, 3.5, 3.6, 3.8, or 3.9, any person who files a notice of protest must post the protest bond. The amount of the protest bond shall be determined by District staff after consultation with the Board and within the limits, if any, imposed by Florida law. In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the protest is unsuccessful, the protest bond shall be applied towards the District's costs, expenses, and attorney's fees associated with hearing and defending the protest. In the event the protest is settled by mutual agreement of the parties, the protest bond shall be distributed as agreed to by the District and protestor.

- (d) The District does not accept documents filed by electronic mail or facsimile transmission. Filings are only accepted during normal business hours.
- (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 January 13, 2020, 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.

SEVENTH 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: January 2020
To: Board of Supervisors
From: GMS – OakLeaf Operations Manager

Community:

Special Events

- Report – Cocoa with Clause
- Upcoming events – Polar Plunge
- Yearly calendar presentation

Aquatics

- Pools – closed for season
- Adult only pool heaters running, hours of operation posted/emailed

AMENITY USAGE

- *Total Facilities Usage – 3473*
- *Average daily usage – 112*

Card counts:

| | |
|-----------------|----|
| MV Owners | 21 |
| MV Renters | 18 |
| MV Replacements | 6 |
| MV Updated | 6 |

Total cards printed: 109 (both districts)

Rentals

- 13 of 31 days rented in December, 4 of 5 weekends rented
- 17 Grand Ballroom rentals, 0 Grand Lawn rental, 0 Bridal Suite rentals, 0 patio rentals
- 11 tours (approx. 45 hours) /64 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

Memorandum

Operations:

Open Items:

- Shade options, design and quotes
- Update on storage and fencing around rear tennis courts – Quotes for cement pad

MAINTENANCE

- Break/ remove sidewalk slab at DOE to diagnose and repair mainline under sidewalk
- Clean coils (air handler only) on HVAC Fitness Center unit
- Coordinate repair to asphalt at DOE from mainline repairs
- Inspect roof of grand banquet during early December storms
- Empty drip pan above grand banquet ceiling
- Preventative maintenance performed on Golf carts
- Preventative maintenance performed on Utility vehicle
- Remove damaged slide at Amenity Center playground
- Order replacement LED units to replace small HID lighting at lap pool walkways/steps
- Clean / Clear shop (items loaded for trip to dump)
- Complete trenching for landscape lighting at Willowbrook
- Delivery and prep of supplies for landscape lighting (conduit, jboxes, feeder wire)
- Finalize Christmas Decoration installs
- Diagnose two treadmills at Fitness Center – replacing lower control board and lifters
- Repairs made to propane tanks – wifi level indicator
- Data collection for Florida Department of Labor
- Dispose of multiple large electronics equipment (hazardous waste refuse)
- *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 12/8. Forest Brook, Creekview, Oakpoint, and Timberlake completed 12/21*

Landscaping

- *FY 19 Contractual Sodding and plantings completed*
- *Diagnose / repair leak at DOE*
- *Complete work to wire South end of Plantation pkwy*
- *Monthly report for November submitted and filed at Operations office*

For questions, comments, or clarification, please contact:

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

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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