

MIDDLE VILLAGE
Community Development District

MARCH 8, 2021

AGENDA

Middle Village Community Development District

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

March 1, 2021

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 to be held **Monday, March 8, 2021 at 6:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.**

Following is the advance agenda for the meeting:

- I. Roll Call
- II. Audience Comments (limited to three minutes)
- III. Approval of Consent Agenda
 - A. Approval of the Minutes of the February 8, 2021 Meeting
 - B. Financial Statements
 - C. Assessment Receipts Schedule
 - D. Check Registers
- IV. Ratification of E-Verify Memorandum of Understanding
- V. Staff Reports
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
 - D. Operations Manager - Memorandum
- VI. Audience Comments (limited to three minutes) / Supervisor's Requests

VII. Next Scheduled Meeting – April 12, 2021 @ 2:00 p.m. at the Plantation Oaks
Amenity Center

VIII. Adjournment

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

Sincerely,

James A. Perry

James A. Perry
District Manager

THIRD ORDER OF BUSINESS

A.

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, February 8, 2021 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
Tim Hartigan	Supervisor

Also present were:

Jim Perry	District Manager
Mike Eckert	District Counsel
Jay Soriano	Operations Manager
Chalon Suchsland	VerdeGo Landscape

FIRST ORDER OF BUSINESS

Call to Order

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

SECOND ORDER OF BUSINESS

Audience Comments

There were no members of the public in attendance.

THIRD ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the January 11, 2021 Meeting**
- B. Financial Statements**
- C. Assessment Receipt Schedule**
- D. Check Register**

Mr. Perry stated included are the minutes of the last meeting, financial statements as of December 31st, your assessment receipts schedule showing you are 95% collected and the check register.

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

FOURTH ORDER OF BUSINESS**Consideration of Resolution 2021-04,
Adopting Prompt Payment Policies**

Mr. Eckert stated what you have in front of you is a resolution adopting prompt payment policies. As you may be aware, the District is already subject to Florida's Prompt Payment Act, which is a series of statutes that are designed to both provide protection to the government so you're not paying fraudulent invoices, but at the same time protecting people who do business with the government so that they get paid on time and their invoices don't get drug out over a long period of time. You're already subject to those statutes and just in general for non-construction services the deadline is 45 days from submission of a proper invoice. For construction services where for instance an engineer or somebody needs to approve it before it comes to the board, that's 25 days and when there's no need for an agent to approve the invoice before it can be paid that is a 20-day limit, so those are already in the statute. These policies were prepared by our office and they're designed to provide flexibility to the district to deal with payment disputes so that we are not stuck with the rigid statutory scheme and basically the statutes say, unless the district adopts some policies then this will apply so what we tried to do is build in some more protection for the district through these policies, more so than the statute allows. We are allowed under the statute to adopt these. Your typical payment dispute is something staff will catch, reach out to the vendor and they get it resolved quickly, but if you ever do any major construction projects you want the flexibility and extra protections we built into these policies. We are recommending the Board's approval today.

Mr. Swartz asked is this something going around the state that districts like ours are seeing this need or is there something that prompted this?

Mr. Eckert responded we came up with these policies a couple of years ago and I was going back through and doing some due diligence in terms of what you had adopted and what you haven't in the last couple of years and this is just one I picked up that didn't look like you had adopted. A couple of years ago we were getting more payment disputes and trying to deal with them in a way that gave us more flexibility to work with the vendor to try to resolve the dispute rather than have some rigid deadlines.

On MOTION by Mr. Hartigan seconded by Mr. Morris with all in favor Resolution 2021-04, adopting prompt payment policies was approved.

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

There being nothing to report, the next item followed.

B. District Engineer

There being nothing to report, the next item followed.

C. District Manager

There being nothing to report, the next item followed.

D. Operations Manager – Memorandum

Mr. Soriano stated your sister district is holding off until this month to finalize one of the events that we've spoken about in the last couple of months and that is the vendor fair that is run by a resident. They're still hesitant on whether they want to allow it to go on. She has asked about a couple of different options. One was to come over here and I did let her know that we are trying to get the weekends going again. We've pretty much been steady at one or two events the last month or two, so I'd rather not get in the way of that and she was understanding so now she's also talked to the HOA of that side about using the parking lot of that strip mall, so that may be an option for her, but I'm going to talk to your sister district today about giving her a definite answer of whether she can move forward or not. Our next event is going to be planning for the spring garage sale and once we set a date on that we will make sure we send that out by email newsletter to everyone and chances are we will be able to update both of those items with this next meeting in March with you guys. I presented a tentative events schedule. These are mostly events that we do; things like the spring and fall yard sale, dive-in movies and items like that. We are still kind of hesitant on what events we're planning. We're not trying to do a lot of these big parties so if you've noticed there are a lot of the movies and those are great because I can put them out on the green and have plenty of space and stay away if they're not comfortable being in the big groups. We can still do that at the pool because this deck is very large. We may limit capacity slightly because that deck can hold 700 or 800 people and that doesn't mean we

need to have that many people here, but we don't have to do the 25% or 50% capacity limit. I will also pass along tentative pool hours that match pretty much everything we've done for the last 12 years or so. Even the things like the alternating days that we've only done for the last four or five years are on there and we are planning the same schedule. The schedule was different last year, but only because we were worried we were going to close. We actually added hours last year if you recall and we opened in April every day because the kids were out of school and it was warm, we just had pool monitors. This does put us back to that regular schedule with lifeguards that we've had every year. There are a couple of things I'm looking at. Over the years I've gotten requests for later nights. We don't have the greatest usage and we can't do late night because we don't have the lighting at this pool. Your sister district doesn't have lighting at all. At least you guys have the big lights in the adult pool, which was set up for nighttime swimming. What I was looking at was possibly four or five weekends starting after the July 4th weekend until they go back to school leaving them open a little later. I'm working with Susie's group to see if we can fit in the August/July budget with our staffing to go until 9:00 or 9:30 p.m. Dusk isn't until 9:05 that second weekend of July so doing that would get rid of some of those last complaints on our operating hours. I people use it, that would be great, but I also don't want to waste it and have staff members out here and no one is out here. That's mentioned on your event calendar as summer nights in Oakleaf. If we can do it, we will continue that for years to come if it's really well used. The only other thing I had was regarding Easter weekend. Some years we have been closed and some years we have not. It really depended on what weekend it fell into. In the past when Easter was the very first weekend, I would just stay closed if say April 1st fell on a Sunday. It's a big holiday to me and a lot of other people too and we close down for those major holidays such as Thanksgiving, Christmas and New Year's. Everything else we're open because holiday like July 4th, Labor Day and Memorial Day are days when people want to be out doing things. Easter is that first weekend and we're set up to open right now, but I did want to get direction from you guys as far as whether we should close that weekend. We typically will close the fitness center too if we close the pools.

Mr. Hartigan stated my personal opinion is everybody has families, so I'd say close it.

Mr. Reynolds asked is there a demand for it? I would think this place would be a ghost town.

Mr. Soriano responded it really depends on if it's 80 degrees that weekend, then they will want to be out. It is that first weekend in April and that's the only reason I say that. If Easter falls into that second or third weekend, we've always been open. It's really just that first weekend and the last time that has happened is three years ago and we were closed and did get some complaints. That's really why I'm looking for the direction. I can go either way.

Mr. Morris asked what's your preference?

Mr. Soriano responded to be closed. I know it upsets people because they want to be at the pool, but that's a big family holiday to me and staff members have their families too.

Mr. Morris stated let's close it.

Mr. Swartz stated I say close it.

Mr. Steiner stated I have no objection.

Mr. Reynolds stated I say close.

Mr. Soriano stated it will start that next weekend, so April 9th and 10th is the first weekend we will open in April.

Mr. Soriano continued. I have a couple of special requests for you guys. The YMCA is re-marciting their pool. They do have a year-round swim team and they're going to be out of commission for two to three weeks. When they first called me, I was thinking I might be able to fit them in. They're talking about 25 kids, which we could fit in really easy and they even offered to pay. It wasn't until they start to ask me for the timing. They need a 5:00 or even 6:00 start until 7:00 or 8:00 and that is not something we do right now. I told her I would bring it forward. They were hoping to get in because they don't really have a lot of other options, however it's not open for our residents. They're actually starting construction this week.

Mr. Reynolds asked doesn't it get dark at 6:00?

Mr. Soriano responded it does and that's why we cover the pool. We actually cover by 4:00 or 5:00 to save gas and I did mention that and that's where they said they'd be willing to pay, however they're not going to be able to pay enough. If you remember, I warned you a couple of months back we were going to start covering early this year because it's been a cold and long winter. At the end of this month, we are over that budget. I envisioned \$4,000 or so over the budget if we didn't start using those covers right away. We are going to easily hit that overage and I don't know that I want to add time to the nights if we're going to have these cold nights. At first, I thought I could fit them in because we work with the high school and in fact this last

year, we made room for two high schools, however it's the timing. They were in and out because they get out of school at 1:40 so it's easy. There are a couple of their families that live here.

Mr. Morris asked but their construction time was two weeks?

Mr. Soriano responded two to three weeks. My suggestion to them was if we couldn't get it done then they could look at something like Cecil Field.

Mr. Morris stated I'd say no.

Mr. Swartz stated or if they can be done before 4:00.

Mr. Soriano stated I did ask about that, but many of these kids are younger, so they don't get out of school until 3:00 and that's why they were looking at 5:00. I will let her know. The other request is we have our local boy scout group that is an all-girl troop. One of their potential eagle scouts would like to do one of the boxes to turn in retired flags. I do like the idea, but I also told her I wanted to bring it to you guys. I'm not sure if she wants to put it in this neighborhood or phase one yet. We have the little libraries at both districts, and I have less concern with this one. Where with the little library I worried about people stealing the books and vandalizing the box, I would hope there's not any real need for kids to steal old, tattered flags. They could put in a neighborhood, maybe at one of our parks or playgrounds instead of here. My only concern is just having boxes all over this property.

Mr. Morris asked how many are you talking about?

Mr. Soriano responded right now it's just the one for her. We already have two boxes. They would look the same.

Mr. Hartigan stated I think it's a wonderful idea.

Mr. Soriano stated what they will do is once a month or every other month somebody will come by and collect the flags and at the worst if me or my guys have to one month, I do turn in flags a lot at places like American Legion. We have a boy scout troop here at the church so we can turn them in for proper ceremonies. I don't see it as much of a concern.

Mr. Swartz stated I was going to say we do a ceremony, so we collect those flags and do a formal retirement ceremony.

Mr. Hartigan asked is it your troop?

Mr. Swartz responded yes. This is our scout master's daughter.

Mr. Soriano stated moving on to the maintenance side of things, we're still knee deep in projects that we're finishing up. I do hope we have the gates coming in. The gentleman that does

our fencing has been on your sister district's side finishing up some of the fencing there with the dog park going in and the basketball was increased to 10-feet. That is something to look at. We've talked about our courts here. Over the years we've had a lot of work to do to those 8-foot fences. Right now, they're getting torn up a bit still. We have times where we actually lock those down early in the morning and people are pulling up those fence lines.

Mr. Swartz stated on those fence lines, I've often wondered why we didn't have a brick foundation on the bottom couple feet of that to keep people from going under the fence.

Mr. Soriano stated for this district when those were built and even when the fence was put up, you were living on the other side. Years ago, we didn't even have fencing around it, so it was an afterthought. Eventually we moved to using some of the heavier duty eight-foot fencing that we had extra from other sights to there, but it just gets torn up. If you guys get a chance to look at the new fencing at Double Branch, it is much taller and a little more impressive. I'm sure kids will still try to scale it, but it blocks everything out pretty good. We also have a fence screen almost like the tennis courts so there's privacy and they've also voted to jazz it up with landscaping around it so that may be something to look forward to here. Other than that, one of the other jobs I do have something for you guys really quick. The fencing in the back we originally planned for me to do it. It's under my amount until I got to the gates. The double gates that we want to put in are about \$1,500 by themselves. If I broke it up into two projects I could do it under my amount, but I want to make sure it's done correctly, so with the fencing, shipping and gates I had already set up I'd be looking for \$4,400.

Mr. Steiner asked where is this fencing?

Mr. Soriano responded just behind the bathrooms so that big area coming from the gazebo across.

Mr. Steiner asked so this is where we're moving the entrance back?

Mr. Morris responded yes.

Mr. Steiner asked and the double gates is what you're talking about?

Mr. Soriano responded yes, but we're going to leave those gates at the front. We talked about reusing gates but during the winter we still want the adults to still be able to get to the bathroom and we have to hard lock those gates so they can't come over here and hang out in this pool. Just to be clear too, even with that amount of money it's not the same gate. That is a big expensive gate with the archway cut in it. That alone was probably about \$5,000 and that's not

what I was looking at. They're basically double gates that match the fence and they have all of the specs to be a pool surround.

On MOTION by Mr. Swartz seconded by Mr. Morris with all in favor purchasing fencing and double gates for the pool area was approved at an amount not to exceed \$4,400.

Mr. Soriano stated we have to get ready for spring break, which is the second week of March so we're transitioning over to some of the pool items to get ready for this month.

Mr. Hartigan asked the backboard that was damaged, how often are they being damaged?

Mr. Soriano responded this is the third in the last two years. We had two that were on the same pole that were damaged.

Mr. Swartz asked is it just kids hanging on the rim and breaking it?

Mr. Soriano responded the first two were from hanging on the rim. One happened to be from a kid throwing a ball pretty hard. He came to me and admitted he broke it. They're acrylics so they don't shatter but they will break. The other two were just kids trying to dunk and hanging from it and they will eventually break. If you recall, I originally mentioned this last one during the summer. We just put it up a month or so ago. We left it to almost get through to them that if they keep breaking things, we're not going to have anything to play on and they have to move over to the other court. When you walk up from the parking lot, that first one is their favorite so for months they were on the separate favorite.

SIXTH ORDER OF BUSINESS

Audience Comments / Supervisors' Requests

Mr. Swartz asked are we going to talk about the security guards next month?

Mr. Soriano responded I'm actually going through it. I sent requests to probably about ten different companies for bids and I've been through three. One no-showed on our meeting to do a walk-through of the property but I have one that is really impressive and will actually kind of guide those walk-throughs from here out. This one in particular is S3. One of the things they do is daily reports where as they are walking they will take pictures of problems and things like that and send them to us every night so their guards are here taking reports and pictures of everything. They also provide a centralized dispatch so if residents want to call that there are problematic kids out on the basketball court, they just call that dispatch, and that dispatch will

get a hold of their security guards in the area to make sure they're checking it out and including a report so the guards can't forget things on the report either. Dispatch is going to keep track of a lot of stuff, and they want to see that included and then they send it to us every day. It's nice, but it's getting up into the \$25-\$26 per house expectations, however if we're going to be paying for it, that's the kind of thing I want. It takes it out of my hands, I don't have to deal with it as much and they know what to do and when to do it. What I did for all ten of them is I gave them the setup of what we do now, and they are to provide pricing based around that. Line for line will be higher since ours is pretty low. Then I wanted them to be able to walk the property with me and go through our problems and try to figure out what they can do that's different that would work and bring that pricing down total, whether it's getting away from the fact that we have somebody here seven days a week. How we can work with them possibly increasing our off-duty officers and taking away from security a bit. It's impressive if they're willing to do that and they think it will work better and they've already thrown that out there as things they would look at getting rid of or changing. There was also the option we talked about of using our own staff to help out with monitoring and doing things like checking cars, making sure people are following the rules, coordinating between the off-duty officer and staff downstairs so we know where everybody is at; how we can do that and bring that total line down instead of just going up. Right now, we're averaging \$13 an hour and we're looking at companies that might be \$23-\$26, that just takes that line way up so whatever I can do to bring it down from there, they're going to bring me those options. We had talked about with that security company now if we're going to make a change, once we do make a decision, I'm going to give them a 60-day notice so it would still be months from them and at that time we can finalize which company we're going to go with and which format we're going to go with.

Mr. Steiner stated we have line items for security in the budget now. This new service that we were looking at, if I remember correctly from our last discussion, this is not just going to be additive. The overall total will be more, but not by the amount of this contract, it'll be reduced somewhat because we're replacing some of the services we have now.

Mr. Soriano stated that's where it depends because the security line includes off-duty officers and our security guard officers, so it really depends on who is going to get more or less hours. The off-duty officers are already set up at a specific price so if we take away from them then yes, we have savings there. I don't know that I'm looking to take much away from them.

No matter what security company we go with, we're still stuck in the same position that we still have to get Clay County Sheriff's Office involved because they can only do so much. They do have armed divisions; however, they still have certain laws and rules they have to follow as far as detaining people so with that change in operations I want to take away from one or the other and balance out what is needed most so that line just doesn't go up. If we do an apples to apples match the whole thing is going to go up drastically.

Mr. Steiner stated I understand it's going to go up. We're adding more requirements to what we have now. What we're going to go out to get will replace some of what we're doing now, I assume. We're not just going out and getting additional manpower. We're getting replacement manpower with additional skills, which is going to come at a higher dollar value than what we're paying now.

Mr. Soriano stated right, so one of the initial plans we were looking at is instead of seven days a week, they may only be here five days a week and they may even be on a rotating schedule where one week they're here four days and one week they're here five days. I prefer making sure they're always here for the weekends and during the week there could be less time. I wish I could get a company that could control locally four days like last weekend where it's cold and raining all day so there's nobody out here. Unfortunately, I can only control that so much because they don't have a way to send them home, but that's where if we had a staff person that would be a district employee, they could easily be sent home, just like the lifeguards.

Mr. Hartigan stated if the security always has to call Clay County, would it be easier to control it internally by having your staff increased and increasing the off-duty officer?

Mr. Soriano responded that's going to be one of the options. What limits that option is who I can get for staffing and how well they listen to them too because I can have adults working for me and some of the residents or non-residents just don't listen to them either. I'm still paying them more than we're paying our security guards right now. I have some lifeguards that make \$13-\$14 an hour. Maybe we identify those low usage hours and that is when that staff person is here and at the higher use hours, we have security and Clay County Sheriff's officers. If I can try to find the best way to balance that so we're not just increasing everything that is the ultimate goal.

Mr. Steiner stated I would like us to be very conscious of one of the things we identified as a problem with our existing security environment and that is the fact that residents have grown

more knowledgeable of the fact that these folks don't have any authority or power and therefore, whatever we bring in and do needs to be with the understanding that they have the power to go and do corrective action. It's not a matter that these folks are only going to be sitting out there and basically being a target for being dressed down by the residents who are violating our policies. Whatever approach we take I want to make sure we're not tying their hands behind their back, otherwise we're just going to be paying more for what we have now, which is basically ignored.

Mr. Soriano stated that is been addressed directly with those that have done the tours with me. A lot of that comes from professionalism, the way they look, the way they carry themselves and even how they communicate with those residents because it goes a long way with getting those residents to listen to them and unfortunately that's not what we have right now. I'm not trying to throw any of these guys under the bus, but that's just not what's been done at this point.

SEVENTH ORDER OF BUSINESS**Next Scheduled Meeting**

Mr. Perry stated our next meeting is going to be March 8, 2021 at 6:00 p.m. at this location.

EIGHTH 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
January 31, 2021



Middle Village
Community Development District
Combined Balance Sheet
January 31, 2021

	<u>Governmental Fund Types</u>				Totals
	<u>General</u>	<u>Recreation</u>	<u>Capital Reserve</u>	<u>Debt Service</u>	<u>(Memorandum Only)</u>
<u>Assets:</u>					
Cash	\$1,606,566	\$279,999	\$44,290	---	\$1,930,856
Investments:					
<u>Series 2018-1</u>					
Revenue	---	---	---	\$2,354,361	\$2,354,361
Reserve	---	---	---	\$369,317	\$369,317
Prepayment	---	---	---	\$603,885	\$603,885
Principal	---	---	---	\$4	\$4
Interest	---	---	---	\$1	\$1
<u>Series 2018-2</u>					
Reserve	---	---	---	\$122,867	\$122,867
Prepayment	---	---	---	\$74,860	\$74,860
Sinking Fund	---	---	---	\$0	\$0
Principal	---	---	---	\$0	\$0
Interest	---	---	---	\$0	\$0
<u>Operations</u>					
Custody Acct - Gen Fund Excess	\$42,754	---	---	---	\$42,754
Custody Acct - Rec Fund Excess	---	\$6,619	---	---	\$6,619
General Account	\$301,164	---	\$702	---	\$301,866
<u>State Board</u>					
General Fund	\$91,972	---	---	---	\$91,972
Recreation Fund	---	\$460,335	---	---	\$460,335
Capital Reserve	---	---	\$628,509	---	\$628,509
Due From Double Branch	---	\$441	---	---	\$441
Due From General Fund	---	\$1,561,926	\$200,000	---	\$1,761,926
Due From Rec Fund	---	---	\$711,871	---	\$711,871
Due From Debt Service	\$10,705	\$83,057	---	---	\$93,762
Due From Capital Reserve	---	\$5,065	---	---	\$5,065
Due from Other	---	\$28,477	---	---	\$28,477
Electric Deposits	---	\$13,383	---	---	\$13,383
Prepaid Expenses	---	\$479	---	---	\$479
Total Assets	<u><u>\$2,053,160</u></u>	<u><u>\$2,439,781</u></u>	<u><u>\$1,585,372</u></u>	<u><u>\$3,525,296</u></u>	<u><u>\$9,603,608</u></u>
<u>Liabilities:</u>					
Accounts Payable	\$201,852	\$61,129	\$0	---	\$262,980
Due to Capital Reserve	\$0	\$711,871	---	---	\$711,871
Due to General Fund	---	---	---	\$10,705	\$10,705
Due to Rec Fund	\$1,561,926	---	\$5,065	\$83,057	\$1,650,048
<u>Fund Balances:</u>					
Unassigned	\$289,383	\$1,653,398	\$1,580,306	---	\$3,523,088
Nonspendable	---	\$13,383	---	---	\$13,383
Restricted for Debt Service	---	---	---	\$3,431,534	\$3,431,534
Total Liabilities and Fund Equity	<u><u>\$2,053,160</u></u>	<u><u>\$2,439,781</u></u>	<u><u>\$1,585,372</u></u>	<u><u>\$3,525,296</u></u>	<u><u>\$9,603,608</u></u>

Middle Village
Community Development District
General Fund

Statement of Revenues & Expenditures
For the Period ending January 31, 2021

	Amended Budget	Prorated Budget 1/31/21	Actual 1/31/21	Variance
Revenues:				
Maintenance Assessments - Tax Roll	\$210,540	\$191,347	\$191,347	\$0
Maintenance Assessments - Direct	\$5,147	\$1,737	\$1,737	\$0
Interest Income	\$5,000	\$1,667	\$102	(\$1,565)
Miscellaneous Income	\$0	\$0	\$0	\$0
Total Revenues	\$220,687	\$194,751	\$193,186	(\$1,565)
Expenditures:				
<u>Administrative</u>				
Supervisors Fees	\$12,000	\$4,000	\$4,000	\$0
Travel	\$209	\$70	\$0	\$70
FICA Expense	\$918	\$306	\$306	\$0
Engineering	\$10,500	\$3,500	\$0	\$3,500
Trustee	\$15,144	\$5,048	\$0	\$5,048
Dissemination Agent	\$2,500	\$833	\$1,083	(\$250)
Assessment Roll	\$7,928	\$7,928	\$7,550	\$378
Attorney	\$45,000	\$15,000	\$3,622	\$11,379
Attorney-Foreclosure	\$10,000	\$3,333	\$0	\$3,333
Arbitrage	\$750	\$250	\$0	\$250
Annual Audit	\$5,900	\$1,967	\$0	\$1,967
Management Fees	\$59,963	\$19,988	\$19,988	(\$0)
Information Technology	\$2,350	\$783	\$850	(\$67)
Telephone	\$425	\$142	\$137	\$4
Postage	\$600	\$200	\$166	\$34
Printing & Binding	\$2,700	\$900	\$649	\$251
Records Storage	\$200	\$67	\$0	\$67
Insurance	\$11,137	\$11,137	\$11,173	(\$36)
Legal Advertising	\$1,500	\$500	\$600	(\$100)
Other Current Charges	\$150	\$50	\$74	(\$24)
Office Supplies	\$300	\$100	\$96	\$4
Website Compliance	\$2,250	\$750	\$750	\$0
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
Reserves	\$28,088	\$0	\$0	\$0
Interfund Transfer Out	\$200,000	\$200,000	\$200,000	\$0
Total Administrative	\$420,687	\$277,026	\$251,218	\$25,808
Excess Revenues (Expenditures)	(\$200,000)		(\$58,032)	
Fund Balance - Beginning	\$200,000		\$347,415	
Fund Balance - Ending	\$0		\$289,383	

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
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Revenues:

Maintenance Assessments - Tax Roll	\$0	\$17,143	\$171,702	\$2,502	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$191,347
Maintenance Assessments - Direct	\$0	\$1,737	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,737
Interest Income	\$24	\$19	\$17	\$42	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$102
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	\$24	\$18,900	\$171,719	\$2,544	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$193,186
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Expenditures:

Administrative

Supervisors Fees	\$1,000	\$1,000	\$1,000	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,000
Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FICA Expense	\$77	\$77	\$77	\$77	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$306
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	\$208	\$208	\$208	\$458	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,083
Assessment Roll	\$7,550	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,550
Attorney	\$1,887	\$0	\$0	\$1,735	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,622
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	\$4,997	\$4,997	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$19,988
Information Technology	\$212	\$212	\$212	\$212	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$850
Telephone	\$34	\$37	\$21	\$44	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$137
Postage	\$29	\$35	\$25	\$77	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$166
Printing & Binding	\$260	\$120	\$153	\$116	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$649
Records Storage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Insurance	\$11,173	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,173
Legal Advertising	\$244	\$0	\$239	\$117	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$600
Other Current Charges	\$0	\$0	\$74	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$74
Office Supplies	\$21	\$27	\$27	\$21	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$96
Website Compliance	\$188	\$188	\$188	\$188	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$750
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
Interfund Transfer Out	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000

Total Expenditures	\$228,055	\$6,902	\$7,220	\$9,041	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$251,218
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Excess Revenues (Expenditures)	(\$228,031)	\$11,998	\$164,498	(\$6,498)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$58,032)
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Middle Village
Community Development District
Recreation Fund

Statement of Revenues & Expenditures
For the Period ending January 31, 2021

Revenues:

	Amended Budget	Prorated Budget 1/31/21	Actual 1/31/21	Variance
Maintenance Assessment - Tax Roll	\$1,461,822	\$1,461,822	\$1,484,560	\$22,738
Maintenance Assessment - Direct	\$39,916	\$13,477	\$13,477	\$0
Interest	\$5,000	\$1,667	\$307	(\$1,360)
Miscellaneous Income	\$0	\$0	\$1,213	\$1,213
Amenities Revenue	\$55,000	\$18,333	\$11,850	(\$6,483)
Cost Share Revenue - South Village/Lighting	\$36,662	\$12,221	\$28,781	\$16,561
Total Revenues	\$1,598,400	\$1,507,520	\$1,540,188	\$32,668

Expenditures:

Administrative

Management Fees - On Site	\$293,904	\$97,968	\$97,968	\$0
Insurance	\$52,534	\$52,534	\$52,578	(\$44)
Other Current Charges	\$4,000	\$1,333	\$1,018	\$316
Permit Fees	\$1,500	\$500	\$27	\$473
Office Supplies	\$500	\$167	\$0	\$167
Capital Reserve	\$31,861	\$0	\$0	\$0
Total Administrative	\$384,299	\$152,502	\$151,591	\$911

Common Area

Security	\$75,000	\$25,000	\$12,707	\$12,293
Security - Clay County Off Duty Sheriff	\$47,000	\$15,667	\$15,003	\$664
Electric	\$18,000	\$6,000	\$4,372	\$1,628
Streetlighting	\$32,000	\$10,667	\$9,889	\$778
Irrigation Maintenance	\$5,000	\$1,667	\$0	\$1,667
Landscape Maintenance	\$437,143	\$145,714	\$145,714	\$0
Common Area Maintenance	\$54,847	\$18,282	\$14,554	\$3,728
Lake Maintenance	\$23,668	\$7,889	\$6,076	\$1,813
Misc. Maintenance	\$5,000	\$1,667	\$70	\$1,597
Total Common Area	\$697,658	\$232,553	\$208,385	\$24,168

Middle Village
Community Development District
Recreation Fund

Statement of Revenues & Expenditures
For the Period ending January 31, 2021

	Amended Budget	Prorated Budget 1/31/21	Actual 1/31/21	Variance
<u>Recreation Facility</u>				
Amenity Staff	\$145,000	\$48,333	\$28,930	\$19,403
Janitorial	\$49,976	\$16,659	\$14,844	\$1,814
Telephone	\$7,200	\$2,400	\$2,793	(\$393)
Electric	\$78,000	\$26,000	\$18,563	\$7,437
Water/Sewer	\$45,000	\$15,000	\$9,420	\$5,580
Gas/Heat (Pool)	\$20,000	\$6,667	\$9,882	(\$3,215)
Refuse Services	\$14,200	\$4,733	\$6,582	(\$1,848)
Pool Maintenance & Chemicals	\$72,318	\$24,106	\$10,343	\$13,763
Cable	\$5,102	\$1,701	\$1,818	(\$117)
Special Events	\$5,000	\$1,667	\$183	\$1,484
Office Supplies & Equipment	\$1,500	\$500	\$398	\$102
Facility Maintenance	\$47,707	\$15,902	\$18,614	(\$2,712)
Facility Maintenance - Preventative	\$15,350	\$5,117	\$4,227	\$889
Facility Maintenance - Contingency	\$27,600	\$9,200	\$4,597	\$4,603
Elevator Maintenance	\$2,576	\$859	\$1,634	(\$775)
Recreation Passes	\$5,000	\$1,667	\$27	\$1,640
Lighting Repairs	\$10,000	\$3,333	\$3,083	\$250
Tennis Court Maintenance	\$40,680	\$13,560	\$13,679	(\$119)
Interfund Transfer Out	\$700,000	\$700,000	\$700,000	\$0
Total Recreation	\$1,292,209	\$897,403	\$849,616	\$47,787
Total Expenses	\$2,374,166	\$1,282,458	\$1,209,592	\$72,866
Excess Revenues (Expenditures)	(\$775,766)		\$330,596	
Fund Balance - Beginning	\$775,766		\$1,336,185	
Fund Balance - Ending	\$0		\$1,666,781	

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	\$133,007	\$1,332,144	\$19,408	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,484,560
Maintenance Assessment - Direct	\$0	\$0	\$13,477	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13,477
Interest	\$85	\$85	\$70	\$68	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$307
Miscellaneous Income	\$2	\$0	\$749	\$461	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,213
Amenities Revenue	\$638	\$1,913	\$8,928	\$371	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,850
Cost Sharing Revenue	\$0	\$0	\$304	\$28,477	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$28,781
Total Revenues	\$725	\$135,005	\$1,355,674	\$48,785	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,540,188

Expenditures:

Administrative

Management Fees - On Site	\$24,492	\$24,492	\$24,492	\$24,492	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$97,968
Insurance	\$52,578	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$52,578
Other Current Charges	\$275	\$148	\$169	\$425	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,018
Permit Fees	\$0	\$0	\$27	\$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	\$77,345	\$24,640	\$24,688	\$24,917	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$151,591

Common Area

Security	\$4,236	\$4,236	\$4,236	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,707
Security - Clay County Off Duty Sheriff	\$3,723	\$4,788	\$2,523	\$3,970	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,003
Electric	\$972	\$1,066	\$1,135	\$1,199	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,372
Streetlighting	\$2,507	\$2,430	\$2,476	\$2,476	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,889
Irrigation Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Landscape Maintenance	\$36,429	\$36,429	\$36,429	\$36,429	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$145,714
Common Area Maintenance	\$3,709	\$3,602	\$3,702	\$3,541	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,554
Lake Maintenance	\$1,519	\$1,519	\$1,519	\$1,519	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,076
Misc. Maintenance	\$70	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$70
Total Administrative	\$53,164	\$54,069	\$52,019	\$49,134	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$208,385

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	\$12,778	\$4,687	\$6,992	\$4,473	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$28,930
Janitorial	\$3,535	\$3,535	\$4,240	\$3,535	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,844
Telephone	\$737	\$748	\$654	\$655	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,793
Electric	\$5,603	\$3,765	\$4,415	\$4,780	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,563
Water/Sewer	\$3,094	\$2,723	\$2,232	\$1,371	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,420
Gas/Heat (Pool)	\$0	\$2,948	\$3,830	\$3,103	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,882
Refuse Services	\$1,622	\$1,618	\$1,641	\$1,700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,582
Pool Maintenance & Chemicals	\$2,586	\$2,586	\$2,586	\$2,586	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,343
Cable	\$394	\$472	\$472	\$480	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,818
Special Events	\$0	\$183	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$183
Office Supplies & Equipment	\$398	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$398
Facility Maintenance	\$3,975	\$3,981	\$6,193	\$4,465	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,614
Facility Maintenance - Preventative	\$2,060	\$274	\$1,195	\$699	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,227
Facility Maintenance - Contingency	\$2,300	\$2,297	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,597
Elevator Maintenance	\$479	\$0	\$1,155	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,634
Recreation Passes	\$27	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$27
Lighting Repairs	\$802	\$830	\$817	\$634	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,083
Tennis Court Maintenance	\$5,600	\$3,227	\$2,515	\$2,338	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13,679
Interfund Transfer Out	\$700,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$700,000
Total Recreation	\$745,989	\$33,873	\$38,937	\$30,818	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$849,616
Total Expenditures	\$876,498	\$112,582	\$115,643	\$104,869	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,209,592
Excess Revenues (Expenditures)	(\$875,773)	\$22,423	\$1,240,030	(\$56,084)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$330,596

Middle Village
Community Development District
Capital Reserve Fund
Statement of Revenues & Expenditures
For the Period ending January 31, 2021

	Adopted Budget	Prorated Budget 1/31/21	Actual 1/31/21	Variance
<u>REVENUES:</u>				
Interest Income	\$5,000	\$1,667	\$417	(\$1,249)
Capital Reserve - Transfer In	\$31,861	\$0	\$0	\$0
General Reserve - Transfer In	\$28,088	\$0	\$0	\$0
Interfund Transfer In	\$0	\$0	\$900,000	\$900,000
TOTAL REVENUES	\$64,949	\$1,667	\$900,417	\$898,751
<u>EXPENDITURES:</u>				
Repair And Replacements	\$104,471	\$35,251	\$35,251	\$0
Capital Projects	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$104,471	\$35,251	\$35,251	\$0
EXCESS REVENUES (EXPENDITURES)	(\$39,522)		\$865,167	
FUND BALANCE - Beginning	\$742,020		\$715,140	
FUND BALANCE - Ending	\$702,498		\$1,580,306	

Middle Village
Community Development District
Debt Service Fund - 2018-1 and 2018-2
Statement of Revenues & Expenditures
For the Period ending January 31, 2021

Amended Budget	Prorated Budget 1/31/21	Actual 1/31/21	Variance
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Revenues:

Interest Income	\$5,000	\$1,667	\$119	(\$1,548)
Special Assessments - Direct	\$63,787	\$63,787	\$63,787	\$0
Special Assessments - Tax Roll	\$2,081,746	\$1,921,957	\$1,921,957	\$0
Special Assessments- Prepayment	\$0	\$0	\$705,280	\$705,280

Total Revenues

\$2,150,533	\$1,987,411	\$2,691,143.69	\$703,733
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Expenditures:

Series 2018-1

Interest Expense - 11/1	\$409,688	\$409,688	\$409,675	\$13
Special Call 11/1	\$0	\$0	\$64,000	(\$64,000)
Interest Expense - 5/1	\$409,689	\$0	\$0	\$0
Principal Expense - 5/1	\$1,044,000	\$0	\$0	\$0
Special Call 5/1	\$0	\$0	\$0	\$0

Series 2018-2

Interest Expense - 11/1	\$63,438	\$63,438	\$63,438	\$0
Special Call 11/1	\$0	\$0	\$10,000	(\$10,000)
Interest Expense - 5/1	\$63,438	\$0	\$0	\$0
Principal Expense - 5/1	\$120,000	\$0	\$0	\$0
Special Call 5/1	\$0	\$0	\$0	\$0

Total Expenditures

\$2,110,252	\$473,126	\$547,140	(\$73,987)
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Excess Revenues (Expenditures)

\$40,281	\$2,144,004
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Net Change in Fund Balance

\$40,281	\$2,144,004
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Fund Balance - Beginning

\$663,649	\$1,287,530
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Fund Balance - Ending

\$703,931	\$3,431,534
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Middle Village
Community Development District
Capital Projects Fund

Statement of Revenues & Expenditures
For the Period ending January 31, 2021

Series 2018-1/2018-2

Revenues:

Interest Income	\$0
Bond Proceeds	\$0

Total Revenues	\$0
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Expenditures:

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

Total Expenditures	\$0
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Excess Revenues (Expenditures)	\$0
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Other Sources(Uses):

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

Total Other	\$0
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Net Change in Fund Balance	\$0
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Fund Balance - Beginning	\$8,453
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Fund Balance - Ending	\$8,453
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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:	\$369,317
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)
Less: May 1, 2020 (Mandatory)	(\$1,015,000)
Less: May 1, 2020 (Optional)	(\$5,000)
Less: November 1, 2020 (Optional)	(\$64,000)
Current Bonds Outstanding	\$20,580,000

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:	\$122,867
Bonds outstanding -9/30/2018	\$2,810,000
Less: May 1, 2019 (Mandatory)	(\$110,000)
Less: November 1, 2019 (Optional)	(\$5,000)
Less: May 1, 2020 (Mandatory)	(\$115,000)
Less: May 1, 2020 (Optional)	(\$5,000)
Less: November 1, 2020 (Optional)	(\$10,000)
Current Bonds Outstanding	\$2,565,000

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MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT

FY2021 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
JENNINGS POINT (1)	54	35,154.06	3,410.24	24,806.49	1,651.80	65,022.59
TOTAL DIRECT BILLS NET	31,843	63,787.09	5,147.37	37,442.56	2,493.20	108,870.22
NET TAX ROLL ASSESSED NET	301,112	2,048,361.10	201,265.22	1,464,026.34	97,485.61	3,811,138.27
TOTAL ASSESSED	332,955	2,112,148.19	206,412.59	1,501,468.90	99,978.81	3,920,008.49

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
JENNINGS POINT (1)	65,022.59					-
DIRECT BILLS DUE / RECEIVED	65,022.59	28,633.03	1,737.13	12,636.07	841.40	43,847.63
TAX ROLL DUE / RECEIVED	187,814.67	1,947,416.90	191,346.78	1,391,878.45	92,681.47	3,623,323.60
TOTAL DUE / RECEIVED	252,837.26	1,976,049.93	193,083.91	1,404,514.52	93,522.87	3,667,171.23

(1) Direct bill is assessed with a 4% discount if paid by 11/30/20. Full balance due by 3/31/21.

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	11/18/20	324,626.71	174,476.15	17,143.45	124,703.44	8,303.67
2	12/01/20	345,392.76	185,637.21	18,240.10	132,680.60	8,834.85
3	12/04/20	2,470,988.67	1,328,074.89	130,492.27	949,215.76	63,205.75
4	12/17/20	434,946.01	233,769.13	22,969.39	167,081.95	11,125.54
5	01/14/21	47,369.45	25,459.52	2,501.57	18,196.70	1,211.66
			-	-	-	-
			-	-	-	-
			-	-	-	-
			-	-	-	-
			-	-	-	-
			-	-	-	-
TOTAL TAX ROLL RECEIPTS		3,623,323.60	1,947,416.90	191,346.78	1,391,878.45	92,681.47

PERCENT COLLECTED	DEBT	O&M
% COLLECTED DIRECT BILL	44.89%	33.75%
% COLLECTED TAX ROLL	95.07%	95.07%
TOTAL PERCENT COLLECTED	93.56%	93.54%

D.

Middle Village

Community Development District

Check Run Summary

February 28, 2021

Fund	Date	Check No.	Amount
General Fund			
Payroll	2/9/21	50845-50849	\$ 923.50
		Sub-Total	\$ 923.50
Accounts Payable	2/3/21	1549-1550	\$ 1,851.50
	2/10/21	1551	\$ 5,857.06
		Sub-Total	\$ 7,708.56
Recreation Fund			
AP- Wells Fargo	2/3/21	8476-8484	\$ 6,691.50
	2/10/21	8485-8492	\$ 30,565.83
	2/17/21	8493	\$ 500.00
	2/22/21	8494-8505	\$ 51,463.20
	2/24/21	8506	\$ 36,428.53
		Sub-Total	\$ 125,649.06
Capital Reserve Fund			
Accounts Payable	2/18/21	372-374 Void	\$ (1,916.72)
	2/19/21	379-381	\$ 1,916.72
	2/23/21	382-384	\$ 3,966.83
		Sub-Total	\$ 3,966.83
Total			\$ 138,247.95

PR300R

PAYROLL CHECK REGISTER

RUN 2/09/21 PAGE 1

CHECK #	EMP #	EMPLOYEE NAME	CHECK AMOUNT	CHECK DATE
50845	16	MIKE REYNOLDS	184.70	2/09/2021
50846	10	ROCKWELL A. MORRIS	184.70	2/09/2021
50847	13	MICHAEL J STEINER	184.70	2/09/2021
50848	15	ROD SWARTZ	184.70	2/09/2021
50849	18	TIMOTHY J HARTIGAN	184.70	2/09/2021
TOTAL FOR REGISTER			923.50	

MVIL MIDDLE VILLAGE DLAUGHLIN

Attendance Sheet

District Name: Middle Village, CDD

Board Meeting Date: February 8, 2021 Meeting

	Name	In Attendance	Fee
1	Rocky Morris <i>Chairman</i>	<input checked="" type="checkbox"/>	YES - \$200
2	Michael Steiner <i>Vice Chairman</i>	<input checked="" type="checkbox"/>	YES - \$200
3	Mike Reynolds <i>Assistant Secretary</i>	<input checked="" type="checkbox"/>	YES - \$200
4	Tim Hartigan <i>Assistant Secretary</i>	<input checked="" type="checkbox"/>	YES - \$200
5	Rod Swartz <i>Assistant Secretary</i>	<input checked="" type="checkbox"/>	YES - \$200

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

Approved for Payment:


District Manager Signature

2/8/21
Date

PLEASE RETURN COMPLETED FORM TO OKSANA

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
2/03/21	00014	1/22/21 119826	202101 310-51300-31500	DEC GENERAL COUNSEL	*	1,734.50	
				HOPPING GREEN & SAMS			1,734.50 001549
2/03/21	00117	1/28/21 21-00027	202101 310-51300-48000	NOTICE OF MEETING 1/28	*	117.00	
				JACKSONVILLE DAILY RECORD			117.00 001550
2/10/21	00026	2/01/21 1773	202102 310-51300-34000	FEB MANAGEMENT FEES GF	*	4,996.92	
		2/01/21 1773	202102 310-51300-52000	FEB WEBSITE ADMINISTRATION	*	187.50	
		2/01/21 1773	202102 310-51300-35100	FEB INFORMATION TECHNOLOG	*	195.83	
		2/01/21 1773	202102 310-51300-31300	FEB DISSEMINATION AGENTS	*	208.33	
		2/01/21 1773	202102 310-51300-35100	IQ NECT EMAIL SERVICES	*	16.65	
		2/01/21 1773	202102 310-51300-51000	OFFICE SUPPLIES	*	20.66	
		2/01/21 1773	202102 310-51300-42000	POSTAGE	*	26.04	
		2/01/21 1773	202102 310-51300-42500	COPIES	*	186.45	
		2/01/21 1773	202102 310-51300-41000	TELEPHONE	*	18.68	
				GOVERNMENTAL MANAGEMENT SERVICES			5,857.06 001551
TOTAL FOR BANK A						7,708.56	
TOTAL FOR REGISTER						7,708.56	

MVIL MIDDLE VILLAGE OKUZMUK

Hopping Green & Sams

Attorneys and Counselors

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

STATEMENT

January 22, 2021

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

Bill Number 119826
Billed through 12/31/2020

RECEIVED

JAN 25 2021

14A

Rec.

001-310-51300-31500

General Counsel (O&M)

MVCDD 00001 MCE

FOR PROFESSIONAL SERVICES RENDERED

12/18/20	MCE	Review correspondence from department of economic opportunity regarding special district fee invoice and update form.	0.10 hrs
12/28/20	MCE	Research disclosure of public financing and project completion.	2.70 hrs
12/30/20	MCE	Research outstanding resolutions and needed updates and policy changes; research project completion; prepare and distribute disclosure of public financing; review e-verify new law and impact on district.	0.90 hrs
12/30/20	ALS	Revise disclosure of public financing.	1.50 hrs
12/31/20	MCE	Review project completion status and issues; review policy and resolution updates needed.	0.90 hrs
12/31/20	EGRE	Research application of e-verify law; prepare memorandum regarding same.	0.10 hrs
Total fees for this matter			\$1,759.50

MATTER SUMMARY

Sousa, Adriana L. - Paralegal	1.50 hrs	130 /hr	\$195.00
Gregory, Emma C.	0.10 hrs	235 /hr	\$23.50
Eckert, Michael C.	4.60 hrs	335 /hr	\$1,541.00
TOTAL FEES			\$1,759.50
LESS COURTESY DISCOUNT			\$25.00 CR

TOTAL CHARGES FOR THIS MATTER

\$1,734.50

BILLING SUMMARY

Sousa, Adriana L. - Paralegal	1.50 hrs	130 /hr	\$195.00
Gregory, Emma C.	0.10 hrs	235 /hr	\$23.50
Eckert, Michael C.	4.60 hrs	335 /hr	\$1,541.00

TOTAL FEES	\$1,759.50
LESS COURTESY DISCOUNT	\$25.00 CR
TOTAL CHARGES FOR THIS BILL	\$1,734.50

Please include the bill number with your payment.

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

P.O. Box 1769
Jacksonville, FL 32201
(904) 356-2466

INVOICE

RECEIVED

January 28, 2021

Date

JAN 28 2021

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

117A

001-310-51300-48000

Payment Due Upon Receipt

Serial #	21-00027C	PO/File #		\$117.00
Notice of Meeting of the Board of Supervisors 1/28				Amount Due
				Amount Paid
Middle Village Community Development District				\$117.00
				Payment Due
Case Number				
Publication Dates	1/28			
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 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.**

**MIDDLE VILLAGE
COMMUNITY
DEVELOPMENT DISTRICT
NOTICE OF MEETING
OF THE BOARD
OF SUPERVISORS**

Notice is hereby given that the Board of Supervisors of the Middle Village Community Development District is scheduled to be met on **Monday, February 8, 2021, at 2:00 p.m.** at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

In light of the COVID-19 public health emergency, the meeting may be conducted remotely, pursuant to Zoom communications media technology and/or by telephone pursuant to Executive Orders 20-52 and 20-69 issued by Governor DeSantis, including any extensions or supplements thereof ("Executive Orders"), and pursuant to Section 120.54(5)(b)2., Florida Statutes if such Executive Orders are still in effect. Anyone wishing to participate in the meeting and obtain information about how the meeting will occur should refer to the District's website, www.MiddleVillageCDD.com or contact the office of the District Manager, c/o Governmental Management Services, LLC at (904) 940-5850 or jperry@gmsnf.com to obtain access information.

The District fully encourages public participation in a safe and efficient manner. Toward that end, participants are strongly encouraged to submit questions and comments to the District Manager by calling (904) 940-5850 or emailing jperry@gmsnf.com at least 24 hours in advance of the meeting to facilitate the Board's consideration of such questions and comments during the meeting.

The meeting is open to the

public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. An electronic 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) and is expected to also be available on the District's website at www.MiddleVillageCDD.com. 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.

If you are unable to participate by telephone or by Zoom, please contact the District Manager's office at (904) 940-5850 or jperry@gmsnf.com for further accommodations.

James A. Perry
District Manager

Jan. 28 00(20-00027C)

Governmental Management Services, LLC1001 Bradford Way
Kingston, TN 37763**Invoice**

Invoice #: 1773

Invoice Date: 2/1/21

Due Date: 2/1/21

Case:

P.O. Number:

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

RECEIVED

FEB 02 2021

26A

Description	Hours/Qty	Rate	Amount
1 General Fund - Management Fees - February 2021		4,996.92	4,996.92
2 Website Administration - February 2021		187.50	187.50
3 Information Technology - February 2021		195.83	195.83
4 Dissemination Agent Services - February 2021		208.33	208.33
5 IQ Nect Email Service		16.65	16.65
6 Office Supplies		20.66	20.66
7 Postage		26.04	26.04
8 Copies		186.45	186.45
9 Telephone		18.68	18.68
1 1 - 310 - 513 - 34000			
2 1 - 310 - 513 - 32000			
3 1 - 310 - 513 - 35700			
4 1 - 310 - 513 - 31300			
5 1 - 310 - 513 - 35700			
6 1 - 310 - 513 - 57000			
7 1 - 310 - 513 - 42000			
8 1 - 310 - 513 - 42500			
9 1 - 310 - 513 - 41000			

Total \$5,857.06**Payments/Credits** \$0.00**Balance Due** \$5,857.06

MVIL MIDDLE VILLAGE OKUZMUK

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
2/22/21	00026	2/15/21 1781	202101 330-57200-62000	FACILITY MAINTENANCE GENE	*	3,224.00	
		2/15/21 1781	202101 330-57200-62000	FACILITY MAINTENANCE CONT	*	1,241.00	
		2/15/21 1781	202101 330-57200-46630	LIGHTING REPAIRS	*	634.00	
		2/15/21 1781	202101 320-57200-46500	COMMON AREA MAINTENANCE	*	3,541.00	
		2/15/21 1781	202101 330-57200-34400	TENNIS COURT MAINTENANCE	*	1,265.00	
		2/15/21 1781	202101 600-53800-64000	REPAIRS/REPLACEMENTS	*	1,998.21	
		2/15/21 1781	202101 330-57200-62000	FACILITY MAINTENANCE GENE	V	3,224.00-	
		2/15/21 1781	202101 330-57200-62000	FACILITY MAINTENANCE CONT	V	1,241.00-	
		2/15/21 1781	202101 330-57200-46630	LIGHTING REPAIRS	V	634.00-	
		2/15/21 1781	202101 320-57200-46500	COMMON AREA MAINTENANCE	V	3,541.00-	
		2/15/21 1781	202101 330-57200-34400	TENNIS COURT MAINTENANCE	V	1,265.00-	
		2/15/21 1781	202101 600-53800-64000	REPAIRS/REPLACEMENTS	V	1,998.21-	
GOVERNMENTAL MANAGEMENT SERVICES							.00 008496
2/22/21	00026	2/08/21 1778	202011 330-57200-41000	NOVEMBER 2020 PHONES	*	88.48	
		2/08/21 1778	202011 310-51300-49300	NOVEMBER 2020 PERMITS/LIC	*	26.95	
		2/08/21 1778	202011 600-53800-64000	NOVEMBER 2020 REPAIR/REPL	*	468.62	
		2/08/21 1778	202011 330-57200-49400	NOVEMBER 2020 SPECIAL EVS	*	182.94	
		2/08/21 1778	202011 330-57200-34600	NOVEMBER 2020 STAFF	*	60.00	
		2/08/21 1778	202011 330-57200-34300	NOVEMBER 2020 TENNIS PRO	*	60.00	
		2/08/21 1778	202011 330-57200-41000	NOVEMBER 2020 PHONES	V	88.48-	
		2/08/21 1778	202011 310-51300-49300	NOVEMBER 2020 PERMITS/LIC	V	26.95-	
		2/08/21 1778	202011 600-53800-64000	NOVEMBER 2020 REPAIR/REPL	V	468.62-	
		2/08/21 1778	202011 330-57200-49400	NOVEMBER 2020 SPECIAL EVS	V	182.94-	

MVIL MIDDLE VILLAGE OKUZMUK

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
		2/08/21 1778	202011 330-57200-34600		V	60.00-	
		NOVEMBER 2020 STAFF					
		2/08/21 1778	202011 330-57200-34300		V	60.00-	
		NOVEMBER 2020 TENNIS PRO					
				GOVERNMENTAL MANAGEMENT SERVICES			.00 008497
2/22/21 00026		2/09/21 1780	202102 300-36900-10200		*	1,601.10	
		TENNIS REV DEPOSIT 2/9/21					
				GOVERNMENTAL MANAGEMENT SERVICES			1,601.10 008498
2/22/21 00026		2/15/21 1782	202101 330-57200-34400		*	520.00	
		JAN TENNIS CT MAINTENANCE					
				GOVERNMENTAL MANAGEMENT SERVICES			520.00 008499
2/22/21 00442		2/16/21 02162021	202102 320-57200-34510		*	180.00	
		2/13/21 SECURITY SERVICE					
		2/16/21 02162021	202102 320-57200-34510		*	180.00	
		2/14/21 SECURITY SERVICE					
				JEFFREY HOLMES			360.00 008500
2/22/21 00276		2/16/21 02162021	202102 320-57200-34510		*	180.00	
		2/8/21 SECURITY SERVICE					
		2/16/21 02162021	202102 320-57200-34510		*	135.00	
		2/12/21 SECURITY SERVICE					
		2/16/21 02162021	202102 320-57200-34510		*	195.00	
		2/13/21 SECURITY SERVICE					
				MATTHEW L. WILLIAMS			510.00 008501
2/22/21 00704		2/01/21 4669	202102 320-57200-46200		*	36,428.53	
		FEB LANDSCAPE MAINTENANCE					
				VERDEGO			36,428.53 008502
2/22/21 00412		2/04/21 7685	202102 330-57200-43500		*	1,420.20	
		LAP POOL GAS / HEAT					
				WILFORD PROPANE GAS			1,420.20 008503
2/22/21 00026		2/15/21 1781A	202101 330-57200-62000		*	3,224.00	
		FAC MAINTENANCE GENERAL					
		2/15/21 1781A	202101 330-57200-62000		*	1,241.00	
		FAC MAINTENANCE CONT.					
		2/15/21 1781A	202101 330-57200-46630		*	634.00	
		LIGHTING REPAIRS					
		2/15/21 1781A	202101 320-57200-46500		*	3,541.00	
		COMMON AREA MAINTENANCE					
		2/15/21 1781A	202101 330-57200-34400		*	1,265.00	
		TENNIS COURT MAINTENANCE					
				GOVERNMENTAL MANAGEMENT SERVICES			9,905.00 008504
				MVIL MIDDLE VILLAGE OKUZMUK			

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
2/22/21	00026	2/08/21 1778A	202011 330-57200-41000		*	88.48	
		PHONES					
		2/08/21 1778A	202011 310-51300-49300		*	26.95	
		PERMITS & LICENSES					
		2/08/21 1778A	202011 330-57200-49400		*	182.94	
		SPECIAL EVENTS					
		2/08/21 1778A	202011 330-57200-34600		*	60.00	
		STAFF					
		2/08/21 1778A	202011 330-57200-34300		*	60.00	
		TENNIS PRO					
GOVERNMENTAL MANAGEMENT SERVICES							418.37 008505

2/24/21	00704	12/01/20 4264	202012 320-57200-46200		*	36,428.53	
		DEC LANDSCAPE MAINTENANCE					
		VERDEGO					
							36,428.53 008506

TOTAL FOR BANK B						125,649.06	
TOTAL FOR REGISTER						125,649.06	

MVIL MIDDLE VILLAGE OKUZMUK

7X

Clay County Sheriff's Office

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

RECEIVED

JAN 25 2021

INVOICE

INVOICE DATE: JAN 25 2021
WEEK OF 1-19 1-1 25 2021

TO:

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

FOR:

Oakleaf Amenities Manager
and
Brian Sanchez

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
1-17-21	Jeffery Holmes	1615-2215	6	30.00	180.00
1-18-21	Jennifer Cooper	1700-2300	6	30.00	180.00
1-19-21	Eva Solis	1615-2215	6	30.00	PAID
1-20-21	Matt Williams	1630-2230	6	30.00	180.00
1-21-21	Jeffery Holmes	1630-2230	6	30.00	180.00
1-22-21	Bryan Smith	1600-2200	6	30.00	180.00
1-22-21	Anthony Pena 797B-002-320-57200-34510	1630-2230	6	30.00	180.00
1-23-21	Jennifer Cooper	1640-2140	5	30.00	150.00
1-24-21	Bryan Smith	1600-2300	6	30.00	180.00
DEPUTY SIGNATURE: TOTAL					

1410.00 / 2 =
= \$705

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O JENNIFER EVERETT

THANK YOU FOR YOUR BUSINESS!

7X

Clay County Sheriff's Office

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

RECEIVED

JAN 25 2021

INVOICE

INVOICE DATE: JAN 25 2021
WEEK OF 1-19-1-25 2021

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

FOR:
Oakleaf Amenities Manager
and
Brian Sanchez

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
1-17-21	Jeffery Holmes	1615-2215	6	30.00	180.00
1-18-21	Jennifer Cooper	1700-2300	6	30.00	180.00
1-19-21	Eva Solis	1615-2215	6	30.00	PAID
1-20-21	Matt Williams	1630-2230	6	30.00	180.00
1-21-21	Jeffery Holmes	1630-2230	6	30.00	180.00
1-22-21	Bryan Smith 3988-002-320-57200-34510	1600-2200	6	30.00	180.00
1-22-21	Anthony Pena	1630-2230	6	30.00	180.00
1-23-21	Jennifer Cooper	1640-2140	5	30.00	150.00
1-24-21	Bryan Smith	1600-2300	6	30.00	180.00
DEPUTY SIGNATURE: TOTAL					

1410.00/2 =
= \$705

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O JENNIFER EVERETT

THANK YOU FOR YOUR BUSINESS!

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

Invoice

Invoice #: 1776
Invoice Date: 1/26/21
Due Date: 1/26/21
Case:
P.O. Number:

RECEIVED

JAN 26 2021

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

Description	Hours/Qty	Rate	Amount
Tennis Revenue / Funds Deposited 01/26/2021		473.40	473.40
002-300-36900-10200			
26B			
Tennis Reven Dep			
01/26/2021			
Total			\$473.40
Payments/Credits			\$0.00
Balance Due			\$473.40

Middle Village CDD

Breakdown of Revenues January 26, 2021

Deposit Date	Lessons	GMS 90%	Middle Village CDD 10%
1/26/2021	\$ 526.00	\$ 473.40	\$ 52.60
		\$ -	\$ -

Subtotal \$ 526.00 \$ 473.40 \$ 52.60

Date	Ball/Racquet/Machine Rentals	GMS 20%	Middle Village CDD 80%
1/26/2021		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -

Date	Miscellaneous	GMS 50%	Middle Village CDD 50%	
1/26/2021	\$ -	\$ -	\$ -	*Stringing
		\$ -	\$ -	*Shirts
		\$ -	\$ -	
		\$ -	\$ -	
Subtotal	\$ -	\$ -	\$ -	

Date	League Fees 10%	Middle Village CDD 90%
1/26/2021		

Subtotal \$ - \$ - \$ -

Total Revenues \$ 526.00 \$ 473.40 \$ 52.60

Wells Fargo Bank
Transaction Receipt

Branch #0066070 06 Deposit

Account Number XXXXXXXX4262
CHK 00182

Number of Checks 12
Check Listing

\$72.00
\$15.00
\$28.00
\$50.00
\$20.00
\$25.00
\$25.00
\$15.00
\$144.00
\$15.00
\$48.00
\$72.00

Total Checks Amount \$526.00
Total Deposit \$526.00

Transaction # 059 2064
11:59AM 01/26/21
Deposit Credit Date: 01/26/21

Thank you, LUDIVINA

Governmental Management Services, LLC1001 Bradford Way
Kingston, TN 37763**Invoice**

Invoice #: 1777

Invoice Date: 1/26/21

Due Date: 1/26/21

Case:

P.O. Number:

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

RECEIVED

JAN 26 2021

Description	Hours/Qty	Rate	Amount
Winning Concepts - 2.330.572.34300		294.74	294.74
Walgreens - 2.330.572.34300		59.73	59.73
Winning Concepts - 2.330.572.34300		160.00	160.00
Site One - 2.330.572.34300		38.09	38.09
Jan 26 B			
Total			\$552.56
Payments/Credits			\$0.00
Balance Due			\$552.56

PERSONAL REIMBURSEMENT

Out-of-Pocket

NAME: Andy Fletcher

1.26.21

DATE	DESCRIPTION	DISTRICT	AMOUNT	
1.14.21	Winning Concepts	MV	\$294.74	2.330.572.34300
12.23.20	Walgreens	MV	\$59.73	2.330.572.34300
12.14.20	Winning Concepts	MV	\$160.00	2.330.572.34300
12.16.20	Site One	MV	\$38.09	2.330.572.34300
		MV		2.330.572.34300
TOTAL			\$ 552.56	

Sales Invoice



Stranger Together

Orange Park FL #128
105 Industrial Loop N
Orange Park, FL 32073-2849
W: (904)269-4159

Ordered	Order#	PO#	Invoiced	Invoice#
12/16/2020	105477708-001	stock	12/16/2020	105477708-001

Printed	Requested for	Ship Via	Customer Contact	Sales Associate
12/16/2020		Customer Pick up	Andy Flecher	Matthew Moody

LN	Item #	Description	Qty Ordered	Qty Shipped	Qty Open	Net Price	Ext. Price
1	12004SS	Hunter I-20 Adjustable Stainless Steel Rotor 4 In. Riser with Check Valve	2	2	0	17.795 / EA	35.59

PAYMENT: Visa \$38.09
Acct#: *****5342
Auth# 153806
Aid: A0000000980840
Application Label: US DEBIT
Pin Statement: PIN Bypassed

Subtotal: \$35.59
Sales Tax: \$2.50
Freight: \$0.00
Total: \$38.09
Total Payment: \$38.09
Amount Due: \$0.00

CUSTOMER SIGNATURE:

SiteOne Landscape Supply warrants that all products conform to the description on the label. Because conditions of use, which are of critical importance are beyond our control, seller makes no warranty, expressed or implied, concerning the use of these products. No employee of the company is authorized to make any warranty or representation, expressed or implied, concerning our products. Always follow directions and carefully observe all precautions on the label or manufacturer's instructions. Products used contrary to directions may cause serious plant or personal injury. Buyer assumes all risk of use of handling whether in accordance with direction or not and accepts the products sold to them by this company on these conditions.

Note: Returns subject to 25% restock charge.



**CUSTOMER
OBSESSED**

SARA HEATHCOTE | Area Business Manager
813-541-0516 | SHeathcote@SiteOne.com

We are 100% committed to your success. Please don't hesitate to contact me directly at the number above with feedback and input regarding your visit to our store today.

Check out the New SiteOne.com
Shop our Catalog, Get Pricing, and Place an Order 24/7/365.
Visit today at siteone.com.
Get 5% off your first order up to \$500 off when you use promo code WELCOME at checkout.



WINNING
CONCEPTS **USA, INC.**

950-19 Blanding Blvd.
Orange Park, FL 32065
(904) 272-9784
(904) 272-9787 FAX

Invoice

Date	Invoice #
12/14/2020	32715

Bill To
Oakleaf Tennis

Ship To
RECEIVED JAN 26 2021

P.O. No.	Terms	Rep

Quantity	Description	Rate	Amount
16	UN5507 two sided bag tags sublimated Front side- Oakleaf Tennis Back side-2020 Holiday Tournament Champion	10.00	160.00

Thank you for your business! Daniel McClees 904/272-9784

Total \$160.00

Payments/Credits \$0.00

Balance Due \$160.00



#06385 1565 COUNTY ROAD 220
ORANGE PARK, FL 32003
904-269-8142

588 0135 0071 12/23/2020 11:32 AM

PHOTOFINISHING 357505 A 55.82
RETURN VALUE 55.82

SUBTOTAL 55.82
SALES TAX A=7.0% 3.91

TOTAL 59.73
DEBIT CARD 59.73
CHANGE .00

AID A0000000980840
US DEBIT
Integrated chip card
PIN Verified

THANK YOU FOR SHOPPING AT WALGREENS

YOU COULD HAVE EARNED AN ADDITIONAL
WALGREENS CASH REWARDS BY USING YOUR
MYWALGREENS MEMBERSHIP TODAY.
RESTRICTIONS APPLY, FOR TERMS AND
CONDITIONS, VISIT MYWALGREENS.COM.

NOT A MEMBER? JOIN NOW AT ANY REGISTER,
OR GO TO MYWALGREENS.COM. ENROLLING IS
QUICK, EASY AND FREE! REDEEM WALGREENS
CASH REWARDS OFF FUTURE PURCHASES.

RFN# 0638-5710-1358-2012-2303



Walgreens 06385
ACCT 5342
SEQUENCE 6385710610
PAYMENT FROM PRIMARY

How are we doing?
Enter our monthly sweepstakes for
\$3,000 cash

Visit
WWW.WALGREENSLISTENS.COM

or call toll free
1-800-219-7451
within 72 hours to take a short
survey about this Walgreens visit

SURVEY#
0638-5710-135

PASSWORD
8201-2230-326

For contest rules, see store or
WWW.WALGREENSLISTENS.COM



WINNING
CONCEPTS USA, INC.

950-19 Blanding Blvd.
Orange Park, FL 32065
(904) 272-9784
(904) 272-9787 FAX

Invoice

Date	Invoice #
1/7/2021	32855

PAID
01/14/2021

Bill To
Oakleaf Tennis

Ship To

		P.O. No.	Terms	Rep
				DCM
Quantity	Description	Rate		Amount
13	Oakleaf Pickleball Embroider logo left chest On K110 white polo's 2 med, 2 Lg, 3 XL On LK110 white polo's 2 sm, 2 med, 2 Lg	19.98		259.74
1	Digitizing	35.00		35.00
Thank you for your business! Daniel McClees 904/272-9784		Total		\$294.74
		Payments/Credits		-\$294.74
		Balance Due		\$0.00

7X

Clay County Sheriff's Office

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

RECEIVED

JAN 25 2021

INVOICE

INVOICE DATE: JAN 25 2021
WEEK OF 1-19 1-25 2021

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

FOR:
Oakleaf Amenities Manager
and
Brian Sanchez

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
1-17-21	Jeffery Holmes 442B-002-320-57200-34510	1615-2215	6	30.00	180.00
1-18-21	Jennifer Cooper	1700-2300	6	30.00	180.00
1-19-21	Eva Solis	1615-2215	6	30.00	PAID
1-20-21	Matt Williams	1630-2230	6	30.00	180.00
1-21-21	Jeffery Holmes 442B-002-320-57200-34510	1630-2230	6	30.00	180.00
1-22-21	Bryan Smith	1600-2200	6	30.00	180.00
1-22-21	Anthony Pena	1630-2230	6	30.00	180.00
1-23-21	Jennifer Cooper	1640-2140	5	30.00	150.00
1-24-21	Bryan Smith	1600-2300	6	30.00	180.00
DEPUTY SIGNATURE:	TOTAL				

1410.00/2 =
= \$705

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O JENNIFER EVERETT

THANK YOU FOR YOUR BUSINESS!

7X

Clay County Sheriff's Office

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

RECEIVED

JAN 25 2021

INVOICE

INVOICE DATE: JAN 25 2021
WEEK OF 1-19 1-25 2021

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

FOR:
Oakleaf Amenities Manager
and
Brian Sanchez

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
1-17-21	Jeffery Holmes 242B	1615-2215	6	30.00	180.00
1-18-21	Jennifer Cooper 275B 002-320-57200-34510	1700-2300	6	30.00	180.00
1-19-21	Eva Solis	1615-2215	6	30.00	PAID
1-20-21	Matt Williams	1630-2230	6	30.00	180.00
1-21-21	Jeffery Holmes	1630-2230	6	30.00	180.00
1-22-21	Bryan Smith	1600-2200	6	30.00	180.00
1-22-21	Anthony Pena	1630-2230	6	30.00	180.00
1-23-21	Jennifer Cooper 242B	1640-2140	5	30.00	150.00
1-24-21	Bryan Smith	1600-2300	6	30.00	180.00
DEPUTY SIGNATURE:	TOTAL				

1410.00 / 2 =
= \$705

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O JENNIFER EVERETT

THANK YOU FOR YOUR BUSINESS!

7X

Clay County Sheriff's Office

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

RECEIVED

JAN 25 2021

INVOICE

INVOICE DATE: JAN 25 2021
WEEK OF 1-19 1-1 25 2021

TO:

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

FOR:

Oakleaf Amenities Manager
and
Brian Sanchez

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
1-17-21	Jeffery Holmes	1615-2215	6	30.00	180.00
1-18-21	Jennifer Cooper	1700-2300	6	30.00	180.00
1-19-21	Eva Solis	1615-2215	6	30.00	PAID
1-20-21	Matt Williams 276B-002-320-57200-34510	1630-2230	6	30.00	180.00
1-21-21	Jeffery Holmes	1630-2230	6	30.00	180.00
1-22-21	Bryan Smith	1600-2200	6	30.00	180.00
1-22-21	Anthony Pena	1630-2230	6	30.00	180.00
1-23-21	Jennifer Cooper	1640-2140	5	30.00	150.00
1-24-21	Bryan Smith	1600-2300	6	30.00	180.00
DEPUTY SIGNATURE: TOTAL					

1410.00/2 =
= 705

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O JENNIFER EVERETT

THANK YOU FOR YOUR BUSINESS!



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

Invoice

Date 2/1/2021

Invoice # 131295597617

Terms	Net 20
Due Date	2/21/2021
PO #	

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

Item ID	Description	Qty	Units	Amount
WM-CHEM-BASE	Water Management Seasonal Billing Rate	1	ea	2,477.55
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	108.18
002-330-57200-46400 139 B				
RECEIVED JAN 21 2021				

A prepayment discount of 5% is available if the entire amount for 2021 is paid by December 31st, 2020. Please contact us at ar@poolsure.com or 1-800-858-POOL(7665) if you have any questions.

Total Amount Due 2,585.73
\$2,585.73

Remittance Slip

Customer
13OAK101
Invoice #
131295597617

Amount Due \$2,585.73

Amount Paid

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





8619 Western Way
Jacksonville FL 32256-036060

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

Important Information

It's easy to go paperless! Sign up for Paperless Billing at RepublicServices.com and enjoy the convenience of managing your account anytime, anywhere, on any device.

Account Number 3-0687-3527242
Invoice Number 0687-001116333
Invoice Date January 16, 2021
Past Due on 01/16/21 \$4,949.74
Payments/Adjustments -\$3,259.61
Current Invoice Charges \$1,669.81

Total Amount Due \$3,359.94	Payment Due Date Past Due
--	--

PAYMENTS/ADJUSTMENTS

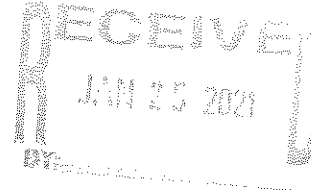
Description	Reference	Amount
Payment - Thank You 12/17	8397	-\$1,641.43
Payment - Thank You 12/21	8375	-\$1,618.18

CURRENT INVOICE CHARGES

Description	Reference	Quantity	Unit Price	Amount
Middle Village Cdd 845 Oakleaf Plantation Pkwy Orange Park, FL Contract: 9687024 (C50) 2 Waste Container 6 Cu Yd, 2 Lifts Per Week				
Pickup Service 02/01-02/28			\$1,071.02	\$1,071.02
Container Refresh 02/01-02/28		2.0000	\$9.00	\$18.00
Total Fuel/Environmental Recovery Fee				\$325.21
Total Franchise - Local				\$230.23
Late Fee 01/16				\$25.35

CURRENT INVOICE CHARGES, Due by February 05, 2021

\$1,669.81

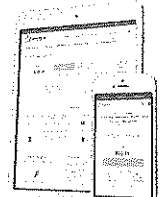


438B

- 002-330-57200-44900

Simple account access at your fingertips.

Download the Republic Services app or visit RepublicServices.com today.



Past Due	30 Days	60 Days	90+ Days
	\$1,690.13	\$0.00	\$0.00



8619 Western Way
Jacksonville FL 32256-036060

Please Return This
Portion With Payment

Total Enclosed

Return Service Requested

11669.81
Total Amount Due ~~-\$3,359.94~~
Payment Due Date **Past Due**
Account Number 3-0687-3527242
Invoice Number 0687-001116333

☐ For Billing Address Changes,
Check Box and Complete Reverse

Make Checks Payable To:



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



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

30687352724200000011163330001669810003359943

Clay County Sheriff's Office

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

INVOICE

INVOICE DATE: FEB 1 2021
WEEK OF 1-25 1-31 2021

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

FOR:
Oakleaf Amenities Manager
and
Brian Sanchez

RECEIVED

FEB 1 2021

797B

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
1-26-21	BRYAN SMITH	1600-2200	6	30.00	180.00
1-27-21	EVA SOLIS	1700-2300	4	30.00	120.00
1-28-21	DAVID VOLLER	1600-2100	6	30.00	180.00
1-30-21	ANTHONY PENA	1600-2200	6	30.00	180.00
1-31-21	BRYAN SMITH	1530-2130	6	30.00	180.00
1-25-21	DAVID VOLLER	1600-2300	6	30.00	180.00
DEPUTY SIGNATURE: TOTAL					

002, 320, 572.00, 34510

1020.00/25
= \$510.00

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O JENNIFER EVERETT

THANK YOU FOR YOUR BUSINESS!

Clay County Sheriff's Office

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

INVOICE

INVOICE DATE: FEB 1 2021
WEEK OF 1-25 1-31 2021

TO:

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

FOR:

Oakleaf Amenities Manager
and
Brian Sanchez

RECEIVED

FEB 01 2021

398B

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
1-26-21	BRYAN SMITH	1600-2200	6	30.00	180.00
1-27-21	EVA SOLIS	1700-2300	4	30.00	120.00
1-28-21	DAVID VOLLER	1600-2100	6	30.00	180.00
1-30-21	ANTHONY PENA	1600-2200	6	30.00	180.00
1-31-21	BRYAN SMITH	1530-2130	6	30.00	180.00
1-25-21	DAVID VOLLER	1600-2300	6	30.00	180.00

DEPUTY
SIGNATURE: TOTAL

002,320.57200.34510

1020.00/2 =
= \$510.00

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O JENNIFER EVERETT

THANK YOU FOR YOUR BUSINESS!

Clay County Sheriff's Office

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

INVOICE

INVOICE DATE: FEB 1 2021
WEEK OF 1-25 1-31 2021

TO:

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

FOR:

Oakleaf Amenities Manager
and
Brian Sanchez

RECEIVED

FEB 1 2021

507B

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
1-26-21	BRYAN SMITH	1600-2200	6	30.00	180.00
1-27-21	EVA SOLIS	1700-2300	4	30.00	120.00
1-28-21	DAVID VOLLER	1600-2100	6	30.00	180.00
1-30-21	ANTHONY PENA	1600-2200	6	30.00	180.00
1-31-21	BRYAN SMITH	1530-2130	6	30.00	180.00
1-25-21	DAVID VOLLER	1600-2300	6	30.00	180.00
DEPUTY SIGNATURE: TOTAL					

002-320-57200-34510

1020.00/2 =
= \$510.00

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O JENNIFER EVERETT

THANK YOU FOR YOUR BUSINESS!

Clay County Sheriff's Office

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

INVOICE

INVOICE DATE: FEB 1 2021
WEEK OF 1-25 1-31 2021

TO:

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

FOR:

Oakleaf Amenities Manager
and
Brian Sanchez

RECEIVED

FEB 1 2021

588 B

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
1-26-21	BRYAN SMITH	1600-2200	6	30.00	180.00
1-27-21	EVA SOLIS	1700-2300	4	30.00	120.00
1-28-21	DAVID VOLLER	1600-2100	6	30.00	180.00
1-30-21	ANTHONY PENA	1600-2200	6	30.00	180.00
1-31-21	BRYAN SMITH	1530-2130	6	30.00	180.00
1-25-21	DAVID VOLLER	1600-2300	6	30.00	180.00
DEPUTY SIGNATURE: TOTAL					

002,320,57200,34510

1020.00/25
= \$510.00

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O JENNIFER EVERETT

THANK YOU FOR YOUR BUSINESS!

Governmental Management Services, LLC1001 Bradford Way
Kingston, TN 37763**Invoice**

Invoice #: 1774

Invoice Date: 2/1/21

Due Date: 2/1/21

Case:

P.O. Number:

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

RECEIVED

FEB 02 2021

26B

Description	Hours/Qty	Rate	Amount
Tennis - Facility Management - Oakleaf Plantation - February 2021		5,862.50	5,862.50
2,33,572,3430			
Total			\$5,862.50
Payments/Credits			\$0.00
Balance Due			\$5,862.50

2-3-21
CDD

Governmental Management Services, LLC1001 Bradford Way
Kingston, TN 37763**Invoice**

Invoice #: 1775

Invoice Date: 2/1/21

Due Date: 2/1/21

Case:

P.O. Number:

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

RECEIVED

FEB 03 2021

24B

Description	Hours/Qty	Rate	Amount
Recreation - Oakleaf Plantation - February 2021 2.310.513.3400		18,629.50	18,629.50
Total			\$18,629.50
Payments/Credits			\$0.00
Balance Due			\$18,629.50

2-3-21
CDD

RECEIVED

FEB 04 2021

INVOICE

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

Bill To

MIDDLE VILLAGE COMMUNITY DEV DISTR
370 OAKLEAF VILLAGE PARKWAY
ORANGE PARK, FL 32065

Invoice #	555259
Account #	711194
Invoice Date	2/1/2021
Due Date	2/11/2021
Rep	MAS

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

Purchase Order Number		Terms	Invoice Date Reflects Month of Service Provided
		NET 10 DAYS	
Item	Description		Amount
Code to: 2-320-572-4680 Middle Village Lake Maintenance	Monthly Water Management Service (R) Feb Lake Maintenance 62B		1,519.00
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 # 555259

Account # 711194

Date 2/1/2021

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 _____

Riverside Management Services, Inc
9655 Florida Mining Blvd. W.
Building 300, Suite 305
Jacksonville, FL 32257

Invoice

Invoice #: 276
Invoice Date: 2/1/2021
Due Date: 2/1/2021
Case:
P.O. Number:

Bill To:

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

RECEIVED

FEB 03 2021

261B

Description	Hours/Qty	Rate	Amount
Feb Janitorial Services - February 2021 2.33.572.3420		3,534.83	3,534.83
Total			\$3,534.83
Payments/Credits			\$0.00
Balance Due			\$3,534.83

2-3-21
009

Oakleaf Venues

MVCDD refund of deposit request - SUE CANNON

January 28, 2021 at 6:50 PM

Oksana Kuzmuk

Good evening Oksana,

Please make the following refund at your earliest opportunity:

- REFUND FROM MVCDD – for the following venue.
 - LOCATION – GRAND BANQUET (SATURDAY) 10:00 a.m. to 6:00 p.m. - 8 HR PKG
 - DATE OF VENUE – JANUARY 2, 2021
 - RESIDENT/CUSTOMER – SUE CANNON
 - ADDRESS – 508 TANNERSTONE COURT, ORANGE PARK, FL 32065
 - AMOUNT OF REFUND - \$500.00 - Grand Banquet Deposit
 - RENTAL FEE DEPOSIT was via CHECK
 - **GRAND BANQUET DEPOSIT:**
 - CHECK#: 823
 - DATED: 12/28/2020
 - DEPOSITED: 1/7/2021
 - AMOUNT: \$500.00

805 (B)
2,300,369.103

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

Thank you.

I will be out of the office FRIDAY, JANUARY 22, 2021 to THURSDAY, JANUARY 28, 2021, therefore, if you require immediate attention please email me or leave a detailed message at 904-770-4661 with your NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE 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

Governmental Management Services

www.OakLeafResidents.com

Under Florida law, e-mail addresses are public records. If you do not want your email 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 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 under applicable law.



Virus-free. www.avg.com

1001 Bradford Way
Kingston, TN 37763

Invoice #: 1781 ~~10~~ A
 Invoice Date: 2/15/21
 Due Date: 2/15/21
 Case:
 P.O. Number:

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

26B

Description	Hours/Qty	Rate	Amount
Facility Maintenance January 1 - January 31, 2021		10,682.90	10,682.90
Maintenance Supplies		1,220.31	1,220.31
Jan Facility Maint. - General \$3224 ⁰⁰ 2.33.572.6200			
Jan Facility Maint. - Cont. \$1241 ⁰⁰ 2.33.572.6200			
Jan Lighting Repairs \$634 ⁰⁰ 2.33.572.4663			
Jan Common Area Maint. \$3541 ⁰⁰ 2.33.572.4650			
Jan Tennis Court Maint. \$1265 ⁰⁰ 2.33.572.3440			
Jan Repairs / Replace 34.538.6400 600	\$1998.21		
034 Fund			
Total			\$11,903.21
Payments/Credits			\$0.00
Balance Due			\$11,903.21

**MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF JANUARY 2021**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
1/1/21	2	L.N.	Removed debris at Plantation Oak Boulevard, Oakleaf Plantation Parkway and Deerview Lane
1/1/21	3.5	J.S.	Additional court maintenance
1/4/21	2	T.C.	Covered pool
1/4/21	2.5	G.S.	Removed debris in all common areas, treated fire ant mounds in playgrounds
1/5/21	6	E.T.	Took down Christmas lights at community entrance at bell tower, removed pool cover on lap pool, vacuum spray ground pool, light inspection on boardwalk and blew leaves and debris off boardwalk
1/5/21	8	T.C.	Took down Christmas decorations and lights
1/5/21	3.5	G.S.	Removed debris in all common areas, maintenance work on golf-cart
1/6/21	6	E.T.	Removed all Christmas lights and decorations around community, pull pool cover on lap pool, put pool cover on lap pool
1/6/21	2	T.C.	Covered pool
1/6/21	2.5	G.S.	Removed debris in all common areas and ponds
1/6/21	2	L.N.	Take down Christmas decorations at amenity center
1/6/21	3.5	J.S.	Additional court maintenance
1/7/21	8	T.C.	Took down Christmas decorations and lights, covered pool
1/7/21	4	G.S.	Removed debris in all common areas, maintenance work on tennis courts
1/7/21	3.5	J.S.	Additional court maintenance
1/8/21	8	E.T.	Replaced electrical outlet covers at amenity center, replaced basketball backboard, pull pool cover on lap pool, fill chlorine tank on lap pool
1/8/21	4	T.C.	Put up new basketball backboard, cover pool
1/8/21	8	L.N.	Install new backboards on basketball court, new rims, nets and amenity center, removed debris on Oakpoint, Creekview, Forest Brooke and Timberlake
1/8/21	3.5	J.S.	Additional court maintenance
1/9/21	5	J.S.	Additional court maintenance
1/11/21	4	T.C.	Set up for CDD meeting, covered pool
1/11/21	2.5	G.S.	Removed debris in all common areas, treated fire ant mounds in parks
1/11/21	3.5	J.S.	Additional court maintenance
1/12/21	7.5	E.T.	Removed pool cover on lap pool, remove and replace electrical cover on amenity building and replace GFI's around Grand Banquet exterior, pull cover on lap pool
1/12/21	8	T.C.	Installed locking outlet covers with locks, repaired split rail fence
1/12/21	6	G.S.	Removed debris in all common areas, maintenance work on EZ-Go
1/12/21	5.5	J.S.	Additional court maintenance
1/13/21	3.5	G.S.	Removed debris in all common areas, maintenance work on garage door
1/13/21	3.5	J.S.	Additional court maintenance
1/14/21	8	T.C.	Change lights to LED on tennis
1/14/21	3.5	G.S.	Removed debris in all common areas and ponds
1/14/21	5.5	J.S.	Additional court maintenance
1/16/21	3	E.T.	Community light inspection and replaced as needed, photo sensor on entrance to Fairfield and Deerfield, removed pool cover on lap pool
1/15/21	2	T.C.	Covered adult pool
1/15/21	2	L.N.	Blew leaves and debris off boardwalk, cleaned shop
1/15/21	3.5	J.S.	Additional court maintenance
1/16/21	6	J.S.	Additional court maintenance
1/18/21	2	T.C.	Covered adult pool
1/18/21	2.5	G.S.	Removed debris in all common areas
1/18/21	3.5	J.S.	Additional court maintenance
1/19/21	4	E.T.	Light inspection on boardwalk and blew leaves and debris off boardwalk, removed pool cover on lap pool, inspect and repair trash receptacles on Whitfield community area, pull pool cover on lap pool
1/19/21	2	T.C.	Uncovered adult pool
1/19/21	4.5	G.S.	Removed debris in all common areas, cleaned up shop
1/19/21	5.5	J.S.	Additional court maintenance
1/20/21	3	E.T.	Remove pool cover on lap pool, cover lap pool
1/20/21	2	T.C.	Covered adult pool
1/20/21	3.5	G.S.	Removed debris in all common areas
1/20/21	3.5	J.S.	Additional court maintenance
1/21/21	8	T.C.	Removed broken old patio chairs and set out new patio chairs around pool deck, covered adult pool
1/21/21	3	G.S.	Removed debris in all common areas, removed deceased animal from road
1/21/21	5.5	J.S.	Additional court maintenance
1/22/21	1	E.T.	Remove lap pool cover
1/22/21	8	T.C.	Cleaned and organized shop, serviced Polaris, covered adult pool

**MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF JANUARY 2021**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
1/22/21	8	L.N.	Cleaned and rearranged shop for equipment, cleaned boardwalk, set tables on patio
1/22/21	3.5	J.S.	Additional court maintenance
1/23/21	6	J.S.	Additional court maintenance
1/25/21	2	T.C.	Covered adult pool
1/25/21	2.5	G.S.	Removed debris in all common areas, treated fire ant mounds in parks
1/25/21	3.5	J.S.	Additional court maintenance
1/26/21	8	E.T.	Removed pool cover on lap pool, cleaned up shop and built table, removed debris from around building, replaced photo sensor at Fairfield entrance, replaced pool cover on lap pool
1/26/21	6.5	G.S.	Removed debris in all common areas, maintenance work on EZ-Go
1/26/21	5.5	J.S.	Additional court maintenance
1/27/21	2.5	G.S.	Removed debris in all common areas and ponds
1/27/21	3.5	J.S.	Additional court maintenance
1/28/21	4	T.C.	Uncovered adult pool, covered adult pool
1/28/21	3	G.S.	Removed debris in all common areas, treated fire ant mounds in playgrounds
1/28/21	5.5	J.S.	Additional court maintenance
1/29/21	3.5	J.S.	Additional court maintenance
1/30/21	6	J.S.	Additional court maintenance

TOTAL 300

MILES 411

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

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

InvoiceInvoice #: 1778 *A*

Invoice Date: 2/8/21

Due Date: 2/8/21

Case:

P.O. Number:

RECEIVED

FEB 09 2021

Bill To:

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

26 B

Description	Hours/Qty	Rate	Amount
November 2020 - 2.330.572.4100 - Phones		88.48	88.48
November 2020 - 2.310.513.49300 - Permits/ Licenses		26.95	26.95
* November 2020 - 34.600.538.64000 - Repair & Replacements *		468.62	*468.62*
November 2020 - 2.330.572.49400 - Special Events		182.94	182.94
November 2020 - 2.330.572.34600 - Staff		60.00	60.00
November 2020 - 2.330.572.34300 - Tennis Pro		60.00	60.00

Total \$886.99**Payments/Credits** \$0.00**Balance Due** \$886.99

Total $\frac{- 468.62}{= 418.37}$

Clay County Sheriff's Office

P.O. Box 548

Green Cove Springs, FL 32043

INVOICEINVOICE DATE: FEB 16 2021
WEEK OF 2-8 1-2- 14 2021**TO:**Double Branch CDD & Middle Village CDD
370 Oakleaf Village Parkway
Orange Park, FL 32065**FOR:**Oakleaf Amenities Manager
and
Brian Sanchez

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
	567 B				
2-8-21	MATT WILLIAMS	1635-2235	6	30.00	180.00
2-9-21	DAVID VOLLER 2-320-57200-34510	1300-1930	4	30.00	120.00
2-12-21	EVA SOLIS	1700-2300	6	30.00	180.00
2-12-21	MATT WILLIAMS	1730-2300	5.5	30.00	135.00
2-13-21	MATT WILLIAMS	1545-2215	6.5	30.00	195.00
2-13-21	JEFFREY HOLMES	1630-2230	6	30.00	180.00
2-14-21	JEFFERY HOLMES	1600-2130	6	30.00	180.00
DEPUTY SIGNATURE: TOTAL					
2/17/21 Security Services					
					1170.00

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O JENNIFER EVERETT

THANK YOU FOR YOUR BUSINESS!

RECEIVED

FEB 16 2021

585.

Clay County Sheriff's Office

P.O. Box 548

Green Cove Springs, FL 32043

INVOICEINVOICE DATE: FEB 16 2021
WEEK OF 2-8 1-2- 14 2021**TO:**Double Branch CDD & Middle Village CDD
370 Oakleaf Village Parkway
Orange Park, FL 32065**FOR:**Oakleaf Amenities Manager
and
Brian Sanchez

588B

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
2-8-21	MATT WILLIAMS	1635-2235	6	30.00	180.00
2-9-21	DAVID VOLLER	1300-1930	4	30.00	120.00
2-12-21	EVA SOLIS 2-320-57200-34510	1700-2300	6	30.00	180.00
2-12-21	MATT WILLIAMS	1730-2300	5.5	30.00	135.00
2-13-21	MATT WILLIAMS	1545-2215	6.5	30.00	195.00
2-13-21	JEFFREY HOLMES	1630-2230	6	30.00	180.00
2-14-21	JEFFERY HOLMES	1600-2130	6	30.00	180.00
DEPUTY SIGNATURE:	TOTAL				
					1170.00

1170.00

2
\$1585

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O JENNIFER EVERETT

THANK YOU FOR YOUR BUSINESS!

RECEIVED

FEB 16 2021

1001 Bradford Way
Kingston, TN 37763

Invoice #: 1780
Invoice Date: 2/9/21
Due Date: 2/9/21
Case:
P.O. Number:

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

RECEIVED
FEB 12 2021

26B

Description	Hours/Qty	Rate	Amount
Tennis Revenue / Funds deposited 02/09/2021 <u>2-300-36900-10200</u>		1,601.10	1,601.10
Total			\$1,601.10
Payments/Credits			\$0.00
Balance Due			\$1,601.10

Middle Village CDD

Breakdown of Revenues

February 9, 2021

Deposit Date	Lessons	GMS 90%	Middle Village CDD 10%
2/9/2021	\$ 1,779.00	\$ 1,601.10	\$ 177.90
		\$ -	\$ -

Subtotal \$ 1,779.00 \$ 1,601.10 \$ 177.90

Date	Ball/Racquet/Machine Rentals	GMS 20%	Middle Village CDD 80%
2/9/2021		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -

Date	Miscellaneous	GMS 50%	Middle Village CDD 50%
2/9/2021	\$ -	\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -

*Stringing
*Shirts

Date	League Fees	Middle Village CDD 90%
2/9/2021		

Subtotal \$ - \$ - \$ -

Total Revenues \$ 1,779.00 \$ 1,601.10 \$ 177.90

RECEIVED
FEB 12 2021

Wells Fargo Bank
Transaction Receipt

Branch #0066070 06 Deposit

Account Number XXXXXXXXXX4262
CHK 00182

Number of Checks 14
Check Listing

\$75.00
\$60.00
\$150.00
\$100.00
\$224.00
\$100.00
\$100.00
\$150.00
\$100.00
\$96.00
\$215.00
\$15.00
\$250.00
\$144.00

Total Checks Amount \$1,779.00
Total Deposit \$1,779.00

Transaction # 036 2046
12:09PM 02/09/21
Deposit Credit Date: 02/09/21

Thank you, LUDIVINA

RECEIVED
FEB 12 2021

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 1782

Invoice Date: 2/15/21

Due Date: 2/15/21

Case:

P.O. Number:

Bill To:

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

26B

Description	Hours/Qty	Rate	Amount
Facility Maintenance January 1 - January 31, 2021 (Tennis)		520.00	520.00
Jan Tennis Ct. Maint. 2.33.572.3440			
Total			\$520.00
Payments/Credits			\$0.00
Balance Due			\$520.00

MAINTENANCE BILLABLE PURCHASES

Period Ending 02/05/21

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
MV				
MIDDLE VILLAGE				
OAKLEAF				
	12/30/20	Water Valve	11.47	S.A.
	12/30/20	5/16" Coupler	6.49	S.A.
	12/30/20	5/16"x1/4" Coupler	9.37	S.A.
	12/30/20	3/8"x1/4" Brass Adapter	6.99	S.A.
	12/30/20	26' 1/4" Tube	6.03	S.A.
	12/30/20	3/8" Elbow	8.29	S.A.
	12/30/20	3/8" Coupler	6.03	S.A.
	12/30/20	3/8" Dishwasher Connection (2)	13.76	S.A.
	12/30/20	2 in Line GFCI	34.47	S.A.
	12/31/20	Garage Door Rear Track Hanger	24.04	J.S.
	12/31/20	Dremel Versa	22.43	J.S.
	1/6/21	55 Gallon Tote	27.68	T.C.
	1/6/21	64 Qt Latching Box (3)	38.14	T.C.
	1/7/21	27 Gallon Tote (3)	34.43	T.C.
	1/7/21	55 Gallon Tote	27.68	T.C.
	1/11/21	Windex Refill	5.74	T.C.
	1/11/21	Fine Sol	5.74	T.C.
	1/11/21	Mull Cleaner Lemon	7.22	T.C.
	1/11/21	1-3/16 Set Your Own Combo	12.03	T.C.
	1/11/21	1-1/2" Set Your Own Combo	19.27	T.C.
	1/11/21	Wood Restore Finish	8.74	T.C.
	1/11/21	Lalex Gloves 60pk	6.61	T.C.
	1/11/21	20pk Terry Towels	11.47	T.C.
	1/11/21	Safety Glass	5.72	G.S.
	1/11/21	Long Nose Pier	18.37	G.S.
	1/11/21	Tape Measure	11.20	G.S.
	1/11/21	Roach and Ant Spray	10.28	G.S.
	1/11/21	Orthene Fire Ant Killer (2)	28.38	G.S.
	1/11/21	Fire Ant Bait (4)	91.86	G.S.
	1/11/21	Hand Towels 36pk	16.07	G.S.
	1/12/21	1-3/16 Set Your Own Combo (5)	40.08	T.C.
	1/12/21	Gray Locking Outlet Covers (5)	20.07	T.C.
	1/13/21	Thermal Photocontrol Sensor (2)	22.68	T.C.
	1/13/21	Bl Metal Recp Blades 14pc	17.18	T.C.
	1/13/21	12x12 White Plastic Louvers	11.49	T.C.
	1/19/21	15pk 1" 90 Degree	9.48	S.A.
	1/19/21	10pk 1" Tee	11.36	S.A.
	1/19/21	2 1" 90 Degree	6.44	S.A.
	1/19/21	5 Gallon Bucket	4.00	S.A.
	1/19/21	Glue and Primer Pack	11.47	S.A.
	1/19/21	10x1"x10' PVC Pipe	49.20	S.A.
	1/22/21	3/4" EMT Conduit	7.94	S.A.
	1/22/21	8 12x12 Wall Louver	68.93	S.A.
	1/22/21	10pk 1" Tee	11.36	S.A.
	1/22/21	3/4"x10' Conduit	3.97	T.C.
	1/22/21	#8x1 Screws	2.15	T.C.
	1/22/21	#8x3/4 Screws	3.02	T.C.
	1/22/21	WD-40	11.35	T.C.
	1/22/21	1" PVC Coupling	0.76	T.C.
	1/22/21	Heavy Duty Caulk Gun	10.34	T.C.
	1/22/21	10W(75W) LED 2pk (2)	26.00	T.C.
	1/22/21	Heavy Duty Liquid Nail Caulk (6)	21.65	T.C.
	1/26/21	Drywall Screws #8x1	1.36	T.C.
	1/26/21	Bit Socket 3/8" Drive	3.20	T.C.
	1/26/21	PVC Glue	9.06	S.A.
	1/26/21	1 1/4" PVC Cutter	18.08	S.A.
	1/26/21	3/4" EMT Conduit	7.94	S.A.
	1/26/21	Metal Grinding Disc 4-1/2"x1/4"x7/8"	2.58	T.C.
	1/26/21	Metal Cut Off Disc 4.5"	14.38	T.C.
	1/26/21	Tamperproof Bit Socket Set	10.91	T.C.
	1/26/21	Sae and Metric Long Arm Hex Set	6.74	T.C.
	1/26/21	Bucket	2.00	T.C.
	1/26/21	Bit Socket 3/8" Drive 3/16" Hex	2.84	T.C.
	1/26/21	Husky Tow Straps	22.98	J.S.
	1/26/21	Trailer Tie Ball	25.86	J.S.
	1/27/21	Fire Ant Bait (4)	60.46	G.S.
	1/27/21	Ant Bait (3)	68.90	G.S.
	1/27/21	Citrus Cleaner	4.00	G.S.
	1/28/21	Garage Door Lift Handle	3.44	J.S.
	2/4/21	100' Rope	77.05	S.A.

TOTAL \$1,220.31

MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF JANUARY 2021

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
1/1/21	2	J.S.	Clean and sweep tennis courts.
1/4/21	2	J.S.	Clean and sweep tennis courts.
1/6/21	2	J.S.	Clean and sweep tennis courts.
1/8/21	2	J.S.	Clean and sweep tennis courts.
1/11/21	2	J.S.	Clean and sweep tennis courts.
1/13/21	2	J.S.	Clean and sweep tennis courts.
1/15/21	2	J.S.	Clean and sweep tennis courts.
1/18/21	2	J.S.	Clean and sweep tennis courts.
1/20/21	2	J.S.	Clean and sweep tennis courts.
1/22/21	2	J.S.	Clean and sweep tennis courts.
1/26/21	2	J.S.	Clean and sweep tennis courts.
1/27/21	2	J.S.	Clean and sweep tennis courts.
1/29/21	2	J.S.	Clean and sweep tennis courts.

TOTAL	<u>26</u>
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Clay County Sheriff's Office

P.O. Box 548

Green Cove Springs, FL 32043

INVOICEINVOICE DATE: FEB 16 2021
WEEK OF 2-8 1-2- 14 2021**TO:**Double Branch CDD & Middle Village CDD
370 Oakleaf Village Parkway
Orange Park, FL 32065**FOR:**Oakleaf Amenities Manager
and
Brian Sanchez

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
	44213				
2-8-21	MATT WILLIAMS	1635-2235	6	30.00	180.00
2-9-21	DAVID VOLLER	1300-1930	4	30.00	120.00
2-12-21	EVA SOLIS	1700-2300	6	30.00	180.00
2-12-21	MATT WILLIAMS	1730-2300	5.5	30.00	135.00
2-13-21	MATT WILLIAMS	1545-2215	6.5	30.00	195.00
2-13-21	JEFFREY HOLMES 2-320-57200-34510	1630-2230	6	30.00	180.00
2-14-21	JEFFERY HOLMES	1600-2130	6	30.00	180.00
DEPUTY SIGNATURE:	TOTAL				
					1170.00

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O JENNIFER EVERETT

THANK YOU FOR YOUR BUSINESS!

RECEIVED

FEB 16 2021

1170.00
2
8585

Clay County Sheriff's Office

P.O. Box 548

Green Cove Springs, FL 32043

INVOICE

INVOICE DATE: FEB 16 2021

WEEK OF 2-8 1-2- 14 2021

TO:

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

FOR:

Oakleaf Amenities Manager
and
Brian Sanchez

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
	276 B				
2-8-21	MATT WILLIAMS 2-320-51200-34570	1635-2235	6	30.00	180.00
2-9-21	DAVID VOLLER	1300-1930	4	30.00	120.00
2-12-21	EVA SOLIS	1700-2300	6	30.00	180.00
2-12-21	MATT WILLIAMS	1730-2300	5.5	30.00	135.00
2-13-21	MATT WILLIAMS	1545-2215	6.5	30.00	195.00
2-13-21	JEFFREY HOLMES	1630-2230	6	30.00	180.00
2-14-21	JEFFREY HOLMES	1600-2130	6	30.00	180.00
DEPUTY SIGNATURE:	TOTAL				
					1170.00

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O JENNIFER EVERETT

THANK YOU FOR YOUR BUSINESS!

RECEIVED
FEB 16 2021

276 B
\$585.00



Invoice

Invoice #: 4669

Date: 02/01/21

Customer PO:

DUE DATE: 03/03/2021

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

704 B

DESCRIPTION

#4212 - Standard Maintenance Contract 2021-2022 February 2021
Work order #1846 Zach

AMOUNT

\$36,428.53

Invoice Notes:

Thank you for your business!

Feb Landscape Maintenance

AMOUNT DUE THIS INVOICE

\$36,428.53

Code to:

2-320-572-462

Middle Village Landscape Maintenance

RECEIVED

FEB 12 2021

<p>THIS IS YOUR INVOICE DUE AND PAYABLE - 10 DAYS</p> <p>*****</p> <p>THIRTY (30) DAYS AFTER DELIVERY ANY UNPAID PORTION OF "CHARGE" SALES ARE SUBJECT TO A FINANCE CHARGE of 1 1/2% MINIMUM 50c - ANNUAL RATE 18%</p> <p>*****</p> <p>In case of default, Purchaser agrees to pay all reasonable costs of collection and attorney fees, not to exceed 15% of the unpaid debt.</p>	ACCOUNT NO. 1-13295	REFERENCE NO. 007685	TEMPERATURE COMPENSATED VOLUME CORRECTED TO 60°F 0460	DELIVERY DATE 2/4/21	P.O. NUMBER
	<p>MIDDLE VILLAGE COMM DIST BRING BILL TO WPG OFFICE 853 OAKLEAF PLNT PKWY ORANGE PARK, FL 32065-</p>		PCT. FULL 50-0	SALESMAN JP	
<p>WILFORD PROPANE GAS CO., INC.</p> <p>706 Kingsley Ave. Orange Park, FL 32073 (904) 264-2311</p>	QUANTITY/GALS 676	PRICE 2.10	AMOUNT \$1420.20		
	CASH <input type="checkbox"/>		SALES TAX		
	CHARGE <input type="checkbox"/>		EXCISE TAX		
			SPECIAL TRIP CHG.		
			SHORT DEL CHG.		
AMOUNT DUE			\$1420.20		
<p>X _____ RECEIVED BY</p>					

FLAMMABLE GAS-SAFETY MESSAGES ON BACK

Code to:

412B

02-330-572-4350

Middle Village Lap Pool Gas/Heat

\$1420.20

RECEIVED
FEB 12 2021



Invoice

Invoice #: 4264

Date: 12/01/20

Customer PO:

DUE DATE: 12/31/2020

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

#2031 - Standard Maintenance Contract December 2020
Work order #1846 Zach

AMOUNT

\$36,428.53

Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

\$36,428.53

Code to:

2-320-572-462

704 (B)

RECEIVED

FEB 24 2021

Middle Village Landscape Maintenance

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
2/18/21	00021	12/03/20 11741176	202012 600-53800-64000 PARKING LOT FIXTURE		V	587.48-	
			1000 BULBS				587.48-000372
2/18/21	00021	12/03/20 11741268	202012 600-53800-64000 PARKING LOT FIXTURE/MOUNT		V	664.62-	
			1000 BULBS				664.62-000373
2/18/21	00021	12/03/20 11741583	202012 600-53800-64000 PARKING LOT FIXTURE/MOUNT		V	664.62-	
			1000 BULBS				664.62-000374
2/19/21	00021	12/03/20 11741176	202012 600-53800-64000 PARKING LOT FIXTURE		*	587.48	
			1000 BULBS				587.48 000379
2/19/21	00021	12/03/20 11741268	202012 600-53800-64000 PARKING LOT FIXTURE		*	664.62	
			1000 BULBS				664.62 000380
2/19/21	00021	12/03/20 11741583	202012 600-53800-64000 PARKING LOT FIXTURE		*	664.62	
			1000 BULBS				664.62 000381
2/22/21	00009	2/08/21 1778	202102 600-53800-64000 REPAIR & REPLACEMENTS		*	468.62	
			GOVERNMENTAL MANAGEMENT SERVICES				468.62 000382
2/22/21	00009	2/15/21 1781	202102 600-53800-64000 REPAIRS & REPLACE		*	1,998.21	
			GOVERNMENTAL MANAGEMENT SERVICES				1,998.21 000383
2/22/21	00024	2/11/21 559375	202102 600-53800-64000 REPAIR AND REPLACEMENTS		*	1,500.00	
			THE LAKE DOCTORS INC				1,500.00 000384
TOTAL FOR BANK C						3,966.83	
TOTAL FOR REGISTER						3,966.83	

MVIL MIDDLE VILLAGE OKUZMUK

Order #11741268

Email: manager@oakleafresidents.com

Date Purchased: Dec 03, 2020 at 11:12 AM

Customer #: 1705529 Account Manager Moni Rubio - 972-535-0911

Ship To

Double Branch CDD

Attention: Jay Soriano

370 Oakleaf Village Pkwy

Orange Park, FL 32065

904-562-0249

Bill To

Double Branch CDD

Attention: Jay Soriano

370 Oakleaf Village Pkwy


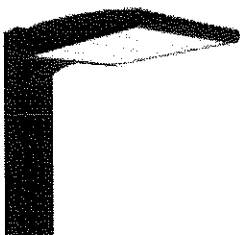
Orange Park, FL 32065

904-562-0249

Shipping Via: Ground

Paid by Net 30

Order Summary

Product		Unit Price	Total
	Grandview - Slipfitter Mount - 2 3/8 In. PLT-11564	\$20.06	\$60.18 Qty 3
	39,000 Lumens - LED Parking Lot Fixture - 300 Watt - 750W MH Equal - 4000 Kelvin PLT-11554	\$276.30	\$552.60 Qty 2

Code to:

Middle Village Repair and Replacements

34-600-538-64000

Subtotal: \$612.78

Shipping: \$51.84

Sales Tax: \$0.00

Total: \$664.62

21

Order #11741176

Email: manager@oakleafresidents.com

Date Purchased: Dec 03, 2020 at 11:12 AM

Customer #: 1705529 Account Manager Moni Rubio - 972-535-0911

Ship To

Double Branch CDD
Attention: Jay Soriano
370 Oakleaf Village Pkwy
Orange Park, FL 32065
904-562-0249

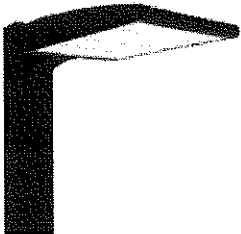
Bill To

Double Branch CDD
Attention: Jay Soriano
370 Oakleaf Village Pkwy
Orange Park, FL 32065
904-562-0249

Shipping Via: Ground

Paid by Net 30

Order Summary

Product		Unit Price	Total
	39,000 Lumens - LED Parking Lot Fixture - 300 Watt - 750W MH Equal - 4000 Kelvin PLT-11554	\$276.30	\$552.60 Qty 2

Subtotal:	\$552.60
Shipping:	\$34.88
Sales Tax:	\$0.00
Total:	\$587.48

Code to:

Middle Village Repair and Replacements

34-600-538-64000

e 21

Order #11741583

Email: manager@oakleafresidents.com

Date Purchased: Dec 03, 2020 at 11:12 AM

Customer #: 1705529 Account Manager Moni Rubio - 972-535-0911

Ship To

Double Branch CDD

Attention: Jay Soriano

370 Oakleaf Village Pkwy

Orange Park, FL 32065

904-562-0249

Bill To

Double Branch CDD

Attention: Jay Soriano

370 Oakleaf Village Pkwy


Orange Park, FL 32065

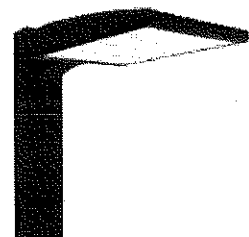
904-562-0249

Shipping Via: Ground

Paid by Net 30

Order Summary

Product	Unit Price	Total
 Grandview - Slipfitter Mount - 2 3/8 In. PLT-11564	\$20.06	\$60.18 Qty 3



39,000 Lumens - LED Parking Lot Fixture - 300 Watt - 750W MH Equal - 4000 Kelvin PLT-11554	\$276.30	\$552.60 Qty 2
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Code to:

Middle Village Repair and Replacements

34-600-538-64000

2/ ©

Subtotal:	\$612.78
Shipping:	\$51.84
Sales Tax:	\$0.00
Total:	\$664.62

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 1778

Invoice Date: 2/8/21

Due Date: 2/8/21

Case:

P.O. Number:

RECEIVED**Bill To:**

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

FEB 09 2021

26B 9C

Description	Hours/Qty	Rate	Amount
November 2020 - 2.330.572.4100 - Phones		88.48	88.48
November 2020 - 2.310.513.49300 - Permits/ Licenses		26.95	26.95
*November 2020 - 34.600.538.64000 - Repair & Replacements *		468.62	468.62
November 2020 - 2.330.572.49400 - Special Events		182.94	182.94
November 2020 - 2.330.572.34600 - Staff		60.00	60.00
November 2020 - 2.330.572.34300 - Tennis Pro		60.00	60.00

Total \$886.99**Payments/Credits** \$0.00**Balance Due** \$886.99

Governmental Management Services, LLC1001 Bradford Way
Kingston, TN 37763**Invoice**

Invoice #: 1781

Invoice Date: 2/15/21

Due Date: 2/15/21

Case:

P.O. Number:

Bill To:Middle Village CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092~~265~~ 9c

Description	Hours/Qty	Rate	Amount
Facility Maintenance January 1 - January 31, 2021		10,682.90	10,682.90
Maintenance Supplies		1,220.31	1,220.31
Jan Facility Maint. - General \$3224 ⁰⁰ 2.33.572.6200			
Jan Facility Maint. - Cont. \$1241 ⁰⁰ 2.33.572.6200			
Jan Lighting Repairs \$634 ⁰⁰ 2.33.572.4663			
Jan Common Area Maint. \$3541 ⁰⁰ 2.33.572.4650			
Jan Tennis Court Maint. \$1265 ⁰⁰ 2.33.572.3440			
Jan Repairs / Replace 34.538.6400 600 034 Fund			
$\Sigma \$ 9,905.00$			
Total 1998.21			\$11,903.21
Payments/Credits			\$0.00
Balance Due			\$11,903.21

**MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF JANUARY 2021**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
1/1/21	2	L.N.	Removed debris at Plantation Oak Boulevard, Oakleaf Plantation Parkway and Deerview Lane
1/1/21	3.5	J.S.	Additional court maintenance
1/4/21	2	T.C.	Covered pool
1/4/21	2.5	G.S.	Removed debris in all common areas, treated fire ant mounds in playgrounds
1/5/21	6	E.T.	Took down Christmas lights at community entrance at bell tower, removed pool cover on lap pool, vacuum spray ground pool, light inspection on boardwalk and blew leaves and debris off boardwalk
1/5/21	8	T.C.	Took down Christmas decorations and lights
1/5/21	3.5	G.S.	Removed debris in all common areas, maintenance work on golf-cart
1/6/21	6	E.T.	Removed all Christmas lights and decorations around community, pull pool cover on lap pool, put pool cover on lap pool
1/8/21	2	T.C.	Covered pool
1/8/21	2.5	G.S.	Removed debris in all common areas and ponds
1/8/21	2	L.N.	Take down Christmas decorations at amenity center
1/8/21	3.5	J.S.	Additional court maintenance
1/7/21	8	T.C.	Took down Christmas decorations and lights, covered pool
1/7/21	4	G.S.	Removed debris in all common areas, maintenance work on tennis courts
1/7/21	3.5	J.S.	Additional court maintenance
1/8/21	8	E.T.	Replaced electrical outlet covers at amenity center, replaced basketball backboard, pull pool cover on lap pool, fill chlorine tank on lap pool
1/8/21	4	T.C.	Put up new basketball backboard, cover pool
1/8/21	8	L.N.	Install new backboards on basketball court, new rims, nets and amenity center, removed debris on Oakpoint, Creekview, Forest Brooke and Timberlake
1/8/21	3.5	J.S.	Additional court maintenance
1/9/21	5	J.S.	Additional court maintenance
1/11/21	4	T.C.	Set up for CDD meeting, covered pool
1/11/21	2.5	G.S.	Removed debris in all common areas, treated fire ant mounds in parks
1/11/21	3.5	J.S.	Additional court maintenance
1/12/21	7.5	E.T.	Removed pool cover on lap pool, remove and replace electrical cover on amenity building and replace GFI's around Grand Banquet exterior, pull cover on lap pool
1/12/21	8	T.C.	Installed locking outlet covers with locks, repaired split rail fence
1/12/21	6	G.S.	Removed debris in all common areas, maintenance work on EZ-Go
1/12/21	5.5	J.S.	Additional court maintenance
1/13/21	3.5	G.S.	Removed debris in all common areas, maintenance work on garage door
1/13/21	3.5	J.S.	Additional court maintenance
1/14/21	8	T.C.	Change lights to LED on tennis
1/14/21	3.5	G.S.	Removed debris in all common areas and ponds
1/14/21	5.5	J.S.	Additional court maintenance
1/15/21	3	E.T.	Community light inspection and replaced as needed, photo sensor on entrance to Fairfield and Deerfield, removed pool cover on lap pool
1/15/21	2	T.C.	Covered adult pool
1/15/21	2	L.N.	Blew leaves and debris off boardwalk, cleaned shop
1/15/21	3.5	J.S.	Additional court maintenance
1/16/21	6	J.S.	Additional court maintenance
1/18/21	2	T.C.	Covered adult pool
1/18/21	2.5	G.S.	Removed debris in all common areas
1/18/21	3.5	J.S.	Additional court maintenance
1/19/21	4	E.T.	Light inspection on boardwalk and blew leaves and debris off boardwalk, removed pool cover on lap pool, inspect and repair trash receptacles on Whitfield community area, pull pool cover on lap pool
1/19/21	2	T.C.	Uncovered adult pool
1/19/21	4.5	G.S.	Removed debris in all common areas, cleaned up shop
1/19/21	5.5	J.S.	Additional court maintenance
1/20/21	3	E.T.	Remove pool cover on lap pool, cover lap pool
1/20/21	2	T.C.	Covered adult pool
1/20/21	3.5	G.S.	Removed debris in all common areas
1/20/21	3.5	J.S.	Additional court maintenance
1/21/21	8	T.C.	Removed broken old patio chairs and set out new patio chairs around pool deck, covered adult pool
1/21/21	3	G.S.	Removed debris in all common areas, removed deceased animal from road
1/21/21	5.5	J.S.	Additional court maintenance
1/22/21	1	E.T.	Remove lap pool cover
1/22/21	8	T.C.	Cleaned and organized shop, serviced Polaris, covered adult pool

MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT
 MAINTENANCE BILLABLE HOURS
 FOR THE MONTH OF JANUARY 2021

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
1/22/21	8	L.N.	Cleaned and rearranged shop for equipment, cleaned boardwalk, set tables on patio
1/22/21	3.5	J.S.	Additional court maintenance
1/23/21	6	J.S.	Additional court maintenance
1/25/21	2	T.C.	Covered adult pool
1/25/21	2.5	G.S.	Removed debris in all common areas, treated fire ant mounds in parks
1/25/21	3.5	J.S.	Additional court maintenance
1/26/21	8	E.T.	Removed pool cover on lap pool, cleaned up shop and built table, removed debris from around building, replaced photo sensor at Fairfield entrance, replaced pool cover on lap pool
1/26/21	6.5	G.S.	Removed debris in all common areas, maintenance work on EZ-Go
1/26/21	5.5	J.S.	Additional court maintenance
1/27/21	2.5	G.S.	Removed debris in all common areas and ponds
1/27/21	3.5	J.S.	Additional court maintenance
1/28/21	4	T.C.	Uncovered adult pool, covered adult pool
1/28/21	3	G.S.	Removed debris in all common areas, treated fire ant mounds in playgrounds
1/28/21	5.5	J.S.	Additional court maintenance
1/29/21	3.5	J.S.	Additional court maintenance
1/30/21	6	J.S.	Additional court maintenance

TOTAL	<u>300</u>
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MILES	<u>411</u>
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*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445



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

INVOICE

Invoice #	559375
Account #	711194
Invoice Date	2/11/2021
Due Date	2/21/2021
Rep	MAS

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

~~6243~~
24C

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

Purchase Order Number	Terms
	NET 10 DAYS

Item	Description	Amount
	Triploid Grass Carp Stocking (200) - Completed 01/21/21	1,500.00
	Code to: Middle Village Repair and Replacements 34-600-538-64000	
Total Invoice		\$1,500.00

To ensure prompt and accurate processing of your payment, please include your remittance stub and/or your account number/invoice number on your check.

For scheduling, please contact your local office.

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 #	559375
Account #	711194
Date	2/11/2021

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	

FOURTH ORDER OF BUSINESS

Company ID Number: 1636249

THE E-VERIFY MEMORANDUM OF UNDERSTANDING FOR EMPLOYERS

ARTICLE I PURPOSE AND AUTHORITY

The parties to this agreement are the Department of Homeland Security (DHS) and the Middle Village Community Development District (Employer). The purpose of this agreement is to set forth terms and conditions which the Employer will follow while participating in E-Verify.

E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of Form I-9, Employment Eligibility Verification (Form I-9). This Memorandum of Understanding (MOU) explains certain features of the E-Verify program and describes specific responsibilities of the Employer, the Social Security Administration (SSA), and DHS.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). The Federal Acquisition Regulation (FAR) Subpart 22.18, "Employment Eligibility Verification" and Executive Order 12989, as amended, provide authority for Federal contractors and subcontractors (Federal contractor) to use E-Verify to verify the employment eligibility of certain employees working on Federal contracts.

ARTICLE II RESPONSIBILITIES

A. RESPONSIBILITIES OF THE EMPLOYER

1. The Employer agrees to display the following notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system:
 - a. Notice of E-Verify Participation
 - b. Notice of Right to Work
2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted about E-Verify. The Employer also agrees to keep such information current by providing updated information to SSA and DHS whenever the representatives' contact information changes.
3. The Employer agrees to grant E-Verify access only to current employees who need E-Verify access. Employers must promptly terminate an employee's E-Verify access if the employer is separated from the company or no longer needs access to E-Verify.

Company ID Number: 1636249

4. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual.
 5. The Employer agrees that any Employer Representative who will create E-Verify cases will complete the E-Verify Tutorial before that individual creates any cases.
 - a. The Employer agrees that all Employer representatives will take the refresher tutorials when prompted by E-Verify in order to continue using E-Verify. Failure to complete a refresher tutorial will prevent the Employer Representative from continued use of E-Verify.
 6. The Employer agrees to comply with current Form I-9 procedures, with two exceptions:
 - a. If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. § 274a.2(b)(1)(B)) can be presented during the Form I-9 process to establish identity.) If an employee objects to the photo requirement for religious reasons, the Employer should contact E-Verify at 888-464-4218.
 - b. If an employee presents a DHS Form I-551 (Permanent Resident Card), Form I-766 (Employment Authorization Document), or U.S. Passport or Passport Card to complete Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form I-9. The Employer will use the photocopy to verify the photo and to assist DHS with its review of photo mismatches that employees contest. DHS may in the future designate other documents that activate the photo screening tool.
- Note: Subject only to the exceptions noted previously in this paragraph, employees still retain the right to present any List A, or List B and List C, document(s) to complete the Form I-9.
7. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.
 8. The Employer agrees that, although it participates in E-Verify, the Employer has a responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, including the obligation to comply with the antidiscrimination requirements of section 274B of the INA with respect to Form I-9 procedures.
 - a. The following modified requirements are the only exceptions to an Employer's obligation to not employ unauthorized workers and comply with the anti-discrimination provision of the INA: (1) List B identity documents must have photos, as described in paragraph 6 above; (2) When an Employer confirms the identity and employment eligibility of newly hired employee using E-Verify procedures, the Employer establishes a rebuttable presumption that it has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of that employee; (3) If the Employer receives a final nonconfirmation for an employee, but continues to employ that person, the Employer must notify DHS and the Employer is subject to a civil money penalty between \$550 and \$1,100 for each failure to notify DHS of continued employment following a final nonconfirmation; (4) If the Employer continues to employ an employee after receiving a final nonconfirmation, then the Employer is subject to a rebuttable presumption that it has knowingly

Company ID Number: 1636249

employed an unauthorized alien in violation of section 274A(a)(1)(A); and (5) no E-Verify participant is civilly or criminally liable under any law for any action taken in good faith based on information provided through the E-Verify.

b. DHS reserves the right to conduct Form I-9 compliance inspections, as well as any other enforcement or compliance activity authorized by law, including site visits, to ensure proper use of E-Verify.

9. The Employer is strictly prohibited from creating an E-Verify case before the employee has been hired, meaning that a firm offer of employment was extended and accepted and Form I-9 was completed. The Employer agrees to create an E-Verify case for new employees within three Employer business days after each employee has been hired (after both Sections 1 and 2 of Form I-9 have been completed), and to complete as many steps of the E-Verify process as are necessary according to the E-Verify User Manual. If E-Verify is temporarily unavailable, the three-day time period will be extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability.

10. The Employer agrees not to use E-Verify for pre-employment screening of job applicants, in support of any unlawful employment practice, or for any other use that this MOU or the E-Verify User Manual does not authorize.

11. The Employer must use E-Verify for all new employees. The Employer will not verify selectively and will not verify employees hired before the effective date of this MOU. Employers who are Federal contractors may qualify for exceptions to this requirement as described in Article II.B of this MOU.

12. The Employer agrees to follow appropriate procedures (see Article III below) regarding tentative nonconfirmations. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending. Further, when employees contest a tentative nonconfirmation based upon a photo mismatch, the Employer must take additional steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.

13. The Employer agrees not to take any adverse action against an employee based upon the employee's perceived employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1(l)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification system to verify work authorization, a tentative nonconfirmation, a case in continuance (indicating the need for additional time for the government to resolve a case), or the finding of a photo mismatch, does not establish, and should not be interpreted as, evidence that the employee is not work authorized. In any of such cases, the employee must be provided a full and fair opportunity to contest the finding, and if he or she does so, the employee may not be terminated or suffer any adverse employment consequences based upon the employee's perceived employment eligibility status

Company ID Number: 1636249

(including denying, reducing, or extending work hours, delaying or preventing training, requiring an employee to work in poorer conditions, withholding pay, refusing to assign the employee to a Federal contract or other assignment, or otherwise assuming that he or she is unauthorized to work) until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo mismatch or if a secondary verification is completed and a final nonconfirmation is issued, then the Employer can find the employee is not work authorized and terminate the employee's employment. Employers or employees with questions about a final nonconfirmation may call E-Verify at 1-888-464-4218 (customer service) or 1-888-897-7781 (worker hotline).

14. The Employer agrees to comply with Title VII of the Civil Rights Act of 1964 and section 274B of the INA as applicable by not discriminating unlawfully against any individual in hiring, firing, employment eligibility verification, or recruitment or referral practices because of his or her national origin or citizenship status, or by committing discriminatory documentary practices. The Employer understands that such illegal practices can include selective verification or use of E-Verify except as provided in part D below, or discharging or refusing to hire employees because they appear or sound "foreign" or have received tentative nonconfirmations. The Employer further understands that any violation of the immigration-related unfair employment practices provisions in section 274B of the INA could subject the Employer to civil penalties, back pay awards, and other sanctions, and violations of Title VII could subject the Employer to back pay awards, compensatory and punitive damages. Violations of either section 274B of the INA or Title VII may also lead to the termination of its participation in E-Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

15. The Employer agrees that it will use the information it receives from E-Verify only to confirm the employment eligibility of employees as authorized by this MOU. The Employer agrees that it will safeguard this information, and means of access to it (such as PINS and passwords), to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employer's responsibilities under this MOU, except for such dissemination as may be authorized in advance by SSA or DHS for legitimate purposes.

16. The Employer agrees to notify DHS immediately in the event of a breach of personal information. Breaches are defined as loss of control or unauthorized access to E-Verify personal data. All suspected or confirmed breaches should be reported by calling 1-888-464-4218 or via email at E-Verify@dhs.gov. Please use "Privacy Incident – Password" in the subject line of your email when sending a breach report to E-Verify.

17. The Employer acknowledges that the information it receives from SSA is governed by the Privacy Act (5 U.S.C. § 552a(i)(1) and (3)) and the Social Security Act (42 U.S.C. 1306(a)). Any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.

18. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, which includes permitting DHS, SSA, their contractors and other agents, upon

Company ID Number: 1636249

reasonable notice, to review Forms I-9 and other employment records and to interview it and its employees regarding the Employer's use of E-Verify, and to respond in a prompt and accurate manner to DHS requests for information relating to their participation in E-Verify.

19. The Employer shall not make any false or unauthorized claims or references about its participation in E-Verify on its website, in advertising materials, or other media. The Employer shall not describe its services as federally-approved, federally-certified, or federally-recognized, or use language with a similar intent on its website or other materials provided to the public. Entering into this MOU does not mean that E-Verify endorses or authorizes your E-Verify services and any claim to that effect is false.

20. The Employer shall not state in its website or other public documents that any language used therein has been provided or approved by DHS, USCIS or the Verification Division, without first obtaining the prior written consent of DHS.

21. The Employer agrees that E-Verify trademarks and logos may be used only under license by DHS/USCIS (see [M-795 \(Web\)](#)) and, other than pursuant to the specific terms of such license, may not be used in any manner that might imply that the Employer's services, products, websites, or publications are sponsored by, endorsed by, licensed by, or affiliated with DHS, USCIS, or E-Verify.

22. The Employer understands that if it uses E-Verify procedures for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and termination of its participation in E-Verify according to this MOU.

B. RESPONSIBILITIES OF FEDERAL CONTRACTORS

1. If the Employer is a Federal contractor with the FAR E-Verify clause subject to the employment verification terms in Subpart 22.18 of the FAR, it will become familiar with and comply with the most current version of the E-Verify User Manual for Federal Contractors as well as the E-Verify Supplemental Guide for Federal Contractors.

2. In addition to the responsibilities of every employer outlined in this MOU, the Employer understands that if it is a Federal contractor subject to the employment verification terms in Subpart 22.18 of the FAR it must verify the employment eligibility of any "employee assigned to the contract" (as defined in FAR 22.1801). Once an employee has been verified through E-Verify by the Employer, the Employer may not create a second case for the employee through E-Verify.

a. An Employer that is not enrolled in E-Verify as a Federal contractor at the time of a contract award must enroll as a Federal contractor in the E-Verify program within 30 calendar days of contract award and, within 90 days of enrollment, begin to verify employment eligibility of new hires using E-Verify. The Employer must verify those employees who are working in the United States, whether or not they are assigned to the contract. Once the Employer begins verifying new hires, such verification of new hires must be initiated within three business days after the hire date. Once enrolled in E-Verify as a Federal contractor, the Employer must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

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b. Employers enrolled in E-Verify as a Federal contractor for 90 days or more at the time of a contract award must use E-Verify to begin verification of employment eligibility for new hires of the Employer who are working in the United States, whether or not assigned to the contract, within three business days after the date of hire. If the Employer is enrolled in E-Verify as a Federal contractor for 90 calendar days or less at the time of contract award, the Employer must, within 90 days of enrollment, begin to use E-Verify to initiate verification of new hires of the contractor who are working in the United States, whether or not assigned to the contract. Such verification of new hires must be initiated within three business days after the date of hire. An Employer enrolled as a Federal contractor in E-Verify must begin verification of each employee assigned to the contract within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever is later.

c. Federal contractors that are institutions of higher education (as defined at 20 U.S.C. 1001(a)), state or local governments, governments of Federally recognized Indian tribes, or sureties performing under a takeover agreement entered into with a Federal agency under a performance bond may choose to only verify new and existing employees assigned to the Federal contract. Such Federal contractors may, however, elect to verify all new hires, and/or all existing employees hired after November 6, 1986. Employers in this category must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

d. Upon enrollment, Employers who are Federal contractors may elect to verify employment eligibility of all existing employees working in the United States who were hired after November 6, 1986, instead of verifying only those employees assigned to a covered Federal contract. After enrollment, Employers must elect to verify existing staff following DHS procedures and begin E-Verify verification of all existing employees within 180 days after the election.

e. The Employer may use a previously completed Form I-9 as the basis for creating an E-Verify case for an employee assigned to a contract as long as:

- i. That Form I-9 is complete (including the SSN) and complies with Article II.A.6,
- ii. The employee's work authorization has not expired, and
- iii. The Employer has reviewed the Form I-9 information either in person or in communications with the employee to ensure that the employee's Section 1, Form I-9 attestation has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen).

f. The Employer shall complete a new Form I-9 consistent with Article II.A.6 or update the previous Form I-9 to provide the necessary information if:

- i. The Employer cannot determine that Form I-9 complies with Article II.A.6,
- ii. The employee's basis for work authorization as attested in Section 1 has expired or changed, or
- iii. The Form I-9 contains no SSN or is otherwise incomplete.

Note: If Section 1 of Form I-9 is otherwise valid and up-to-date and the form otherwise complies with

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Article II.C.5, but reflects documentation (such as a U.S. passport or Form I-551) that expired after completing Form I-9, the Employer shall not require the production of additional documentation, or use the photo screening tool described in Article II.A.5, subject to any additional or superseding instructions that may be provided on this subject in the E-Verify User Manual.

g. The Employer agrees not to require a second verification using E-Verify of any assigned employee who has previously been verified as a newly hired employee under this MOU or to authorize verification of any existing employee by any Employer that is not a Federal contractor based on this Article.

3. The Employer understands that if it is a Federal contractor, its compliance with this MOU is a performance requirement under the terms of the Federal contract or subcontract, and the Employer consents to the release of information relating to compliance with its verification responsibilities under this MOU to contracting officers or other officials authorized to review the Employer's compliance with Federal contracting requirements.

C. RESPONSIBILITIES OF SSA

1. SSA agrees to allow DHS to compare data provided by the Employer against SSA's database. SSA sends DHS confirmation that the data sent either matches or does not match the information in SSA's database.

2. SSA agrees to safeguard the information the Employer provides through E-Verify procedures. SSA also agrees to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security numbers or responsible for evaluation of E-Verify or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).

3. SSA agrees to provide case results from its database within three Federal Government work days of the initial inquiry. E-Verify provides the information to the Employer.

4. SSA agrees to update SSA records as necessary if the employee who contests the SSA tentative nonconfirmation visits an SSA field office and provides the required evidence. If the employee visits an SSA field office within the eight Federal Government work days from the date of referral to SSA, SSA agrees to update SSA records, if appropriate, within the eight-day period unless SSA determines that more than eight days may be necessary. In such cases, SSA will provide additional instructions to the employee. If the employee does not visit SSA in the time allowed, E-Verify may provide a final nonconfirmation to the employer.

Note: If an Employer experiences technical problems, or has a policy question, the employer should contact E-Verify at 1-888-464-4218.

D. RESPONSIBILITIES OF DHS

1. DHS agrees to provide the Employer with selected data from DHS databases to enable the Employer to conduct, to the extent authorized by this MOU:

a. Automated verification checks on alien employees by electronic means, and

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- b. Photo verification checks (when available) on employees.
2. DHS agrees to assist the Employer with operational problems associated with the Employer's participation in E-Verify. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.
3. DHS agrees to provide to the Employer with access to E-Verify training materials as well as an E-Verify User Manual that contain instructions on E-Verify policies, procedures, and requirements for both SSA and DHS, including restrictions on the use of E-Verify.
4. DHS agrees to train Employers on all important changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify User Manual. Even without changes to E-Verify, DHS reserves the right to require employers to take mandatory refresher tutorials.
5. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in E-Verify. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC), Civil Rights Division, U.S. Department of Justice.
6. DHS agrees to issue each of the Employer's E-Verify users a unique user identification number and password that permits them to log in to E-Verify.
7. DHS agrees to safeguard the information the Employer provides, and to limit access to such information to individuals responsible for the verification process, for evaluation of E-Verify, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security numbers and employment eligibility, to enforce the INA and Federal criminal laws, and to administer Federal contracting requirements.
8. DHS agrees to provide a means of automated verification that provides (in conjunction with SSA verification procedures) confirmation or tentative nonconfirmation of employees' employment eligibility within three Federal Government work days of the initial inquiry.
9. DHS agrees to provide a means of secondary verification (including updating DHS records) for employees who contest DHS tentative nonconfirmations and photo mismatch tentative nonconfirmations. This provides final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions.

ARTICLE III

REFERRAL OF INDIVIDUALS TO SSA AND DHS

A. REFERRAL TO SSA

1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the notice as directed by E-Verify. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify

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case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.

2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.
3. After a tentative nonconfirmation, the Employer will refer employees to SSA field offices only as directed by E-Verify. The Employer must record the case verification number, review the employee information submitted to E-Verify to identify any errors, and find out whether the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security number, or any other corrected employee information that SSA requests, to SSA for verification again if this review indicates a need to do so.
4. The Employer will instruct the employee to visit an SSA office within eight Federal Government work days. SSA will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.
5. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.
6. The Employer agrees not to ask the employee to obtain a printout from the Social Security Administration number database (the Numident) or other written verification of the SSN from the SSA.

B. REFERRAL TO DHS

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.
2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.
3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation.
4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will instruct the

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employee to contact DHS through its toll-free hotline (as found on the referral letter) within eight Federal Government work days.

5. If the Employer finds a photo mismatch, the Employer must provide the photo mismatch tentative nonconfirmation notice and follow the instructions outlined in paragraph 1 of this section for tentative nonconfirmations, generally.

6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo mismatch, the Employer will send a copy of the employee's Form I-551, Form I-766, U.S. Passport, or passport card to DHS for review by:

- a. Scanning and uploading the document, or
- b. Sending a photocopy of the document by express mail (furnished and paid for by the employer).

7. The Employer understands that if it cannot determine whether there is a photo match/mismatch, the Employer must forward the employee's documentation to DHS as described in the preceding paragraph. The Employer agrees to resolve the case as specified by the DHS representative who will determine the photo match or mismatch.

8. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.

9. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.

ARTICLE IV SERVICE PROVISIONS

A. NO SERVICE FEES

1. SSA and DHS will not charge the Employer for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access E-Verify, an Employer will need a personal computer with Internet access.

ARTICLE V MODIFICATION AND TERMINATION

A. MODIFICATION

1. This MOU is effective upon the signature of all parties and shall continue in effect for as long as the SSA and DHS operates the E-Verify program unless modified in writing by the mutual consent of all parties.

2. Any and all E-Verify system enhancements by DHS or SSA, including but not limited to E-Verify checking against additional data sources and instituting new verification policies or procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes.

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B. TERMINATION

1. The Employer may terminate this MOU and its participation in E-Verify at any time upon 30 days prior written notice to the other parties.
2. Notwithstanding Article V, part A of this MOU, DHS may terminate this MOU, and thereby the Employer's participation in E-Verify, with or without notice at any time if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established E-Verify procedures and/or legal requirements. The Employer understands that if it is a Federal contractor, termination of this MOU by any party for any reason may negatively affect the performance of its contractual responsibilities. Similarly, the Employer understands that if it is in a state where E-Verify is mandatory, termination of this by any party MOU may negatively affect the Employer's business.
3. An Employer that is a Federal contractor may terminate this MOU when the Federal contract that requires its participation in E-Verify is terminated or completed. In such cases, the Federal contractor must provide written notice to DHS. If an Employer that is a Federal contractor fails to provide such notice, then that Employer will remain an E-Verify participant, will remain bound by the terms of this MOU that apply to non-Federal contractor participants, and will be required to use the E-Verify procedures to verify the employment eligibility of all newly hired employees.
4. The Employer agrees that E-Verify is not liable for any losses, financial or otherwise, if the Employer is terminated from E-Verify.

ARTICLE VI PARTIES

- A. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as necessary. By separate agreement with DHS, SSA has agreed to perform its responsibilities as described in this MOU.
- B. Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.
- C. The Employer may not assign, directly or indirectly, whether by operation of law, change of control or merger, all or any part of its rights or obligations under this MOU without the prior written consent of DHS, which consent shall not be unreasonably withheld or delayed. Any attempt to sublicense, assign, or transfer any of the rights, duties, or obligations herein is void.
- D. Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Employer.
- E. The Employer understands that its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to,

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Congressional oversight, E-Verify publicity and media inquiries, determinations of compliance with Federal contractual requirements, and responses to inquiries under the Freedom of Information Act (FOIA).

F. The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively. The Employer understands that any inaccurate statement, representation, data or other information provided to DHS may subject the Employer, its subcontractors, its employees, or its representatives to: (1) prosecution for false statements pursuant to 18 U.S.C. 1001 and/or; (2) immediate termination of its MOU and/or; (3) possible debarment or suspension.

G. The foregoing constitutes the full agreement on this subject between DHS and the Employer.

To be accepted as an E-Verify participant, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 1-888-464-4218.

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Approved by:

Employer Middle Village Community Development District	
Name (Please Type or Print) Darren De Santis	Title
Signature Electronically Signed	Date 01/29/2021
Department of Homeland Security – Verification Division	
Name (Please Type or Print) USCIS Verification Division	Title
Signature Electronically Signed	Date 01/29/2021

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Information Required for the E-Verify Program

Information relating to your Company:

Company Name	Middle Village Community Development District
Company Facility Address	475 West Town Place Saint Augustine, FL 32092
Company Alternate Address	
County or Parish	SAINT JOHNS
Employer Identification Number	200357649
North American Industry Classification Systems Code	925
Parent Company	
Number of Employees	1 to 4
Number of Sites Verified for	1

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Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:

FLORIDA	1 site(s)
---------	-----------

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Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:

Name Kelly Adams
Phone Number (865) 717 - 7700
Fax Number
Email Address kadams@gmstnn.com

Name Darren A De Santis
Phone Number (954) 721 - 8681 ext. 208
Fax Number
Email Address ddesantis@gmssf.com

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FIFTH ORDER OF BUSINESS

Middle Village Community Development District (CDD)

845 Plantation Oaks Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

Memorandum

Date: March 2021
To: Board of Supervisors
From: GMS – OakLeaf Operations Manager

Community:

Special Events

- Report Upcoming: Spring Break, Easter Fun Run, Vendor Fair
- Annual Event Schedule

Aquatics

- Pools at MV – heater usage will end with Spring Break
- Pool Operating Hours finalization
- First Lifeguard Classes and in-service for returning guards completed

Amenity Usage

- *Total Facilities Usage – 3211*
- *Average daily usage – 115*

Card counts:

MV Owners	23
MV Renters	21
MV Replacements	5
MV Updated	2

Total cards printed: 123 (both districts)

Rentals

- *4 of 28 days rented in February , 1 of 4 weekends rented*
- *2 Grand Ballroom rentals, 0 Grand Lawn rental, 0 Bridal Suite rentals, 0 patio rentals*

Middle Village Community Development District (CDD)

845 Plantation Oaks Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

Memorandum

Operations:

- Pool fencing updates
- Updates on storage area – began moving equipment and supplies to building
- Proposal for purchase of small chipping equipment

MAINTENANCE

- Cleaning and clearing of tennis court drains on Courts 3 and 4
- Begin Fencing install at Lap Pool Deck
- Begin gate fabrication for new fencing at Lap Pool
- Removal and repainting of entry signage at Hamilton Glenn
- Begin Painting of entry signage at Whitfield and Deerview
- Coordination of Install of new door controllers at Lap Pool
- Coordinate upgrade to access system
- Reprogram new controllers, schedulers, and access level
- Site walkthroughs with multiple Security services for bids
- Light timer – reprogramming – due to power outage
- Coordinate transport and install of replacement kitchen equipment (refrigerator)
- Planning finalization for audit of access cards beginning March
- Finalize VFD installs and timers for all motors at Amenity Center pools
- Coordinate replacement of Grids in Amenity pool filter tanks
- Coordinate repair of Plungers at family pool Filter system
- Snake all toilets and drain basins at Tennis Building
- Site walkthrough and communications with multiple chemical delivery companies
- Data collection for Florida Department of Labor
- Replaced/repair multiple promenade lights at Amenity Center (LED) (ongoing)
- Continual Lake Inspections – all lakes inspected monthly – reports kept on file in Ops. Manager office.
- Continual Park inspections and cleaning - all parks inspected twice monthly – reports kept on file.
- Light Inspections completed – Whitfield, Boulevard, Parkway, and Hamilton Glenn completed 2/6. Forest Brook, Creekview, Oakpoint, and Timberlake completed 2/22.

Landscaping

- *Tree trimming throughout*
- *Monthly report for February submitted and filed at Operations office*

For questions, comments, or clarification, please contact:

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

jsoriano@gmsnf.com

D.



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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