

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

***MARCH 13, 2023***

## *AGENDA*

# Middle Village Community Development District

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

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March 6, 2023

Board of Supervisors  
Middle Village Community Development District

Dear Board Members:

The Middle Village Community Development District Board of Supervisors Meeting is scheduled to be held **Monday, March 13, 2023 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 13, 2023 Meeting
  - B. Financial Statements
  - C. Assessment Receipts Schedule
  - D. Check Registers
- IV. Public Hearing for the Purpose of Adopting Revised Suspension and Termination Rules; Consideration of Resolution 2023-08
- V. Discussion of the Fiscal Year 2024 Budget
- VI. Discussion of Landscape Enhancements for Lakeside Fencing
- VII. Discussion of RFP Process
  - A. Approval of Evaluation Criteria
  - B. Approval of RFP Notice
- VIII. Update Regarding Open Items
  - A. Gates

- B. Nature Walk Repair
  - C. Replacement of the Preserve Gazebo Cap Stones
  - D. Replacement of Exercise Equipment
- IX. Staff Reports
- A. District Counsel
  - B. District Engineer
  - C. District Manager
  - D. Operations Manager – Memorandum
- X. Audience Comments (limited to three minutes) / Supervisor Requests
- XI. Next Scheduled Meeting – April 10, 2023 @ 2:00 p.m. at the Plantation Oaks Amenity Center
- XII. Adjournment

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

Sincerely,

*Marílee Giles*

Marilee Giles  
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 13, 2023 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:

Michael Steiner	Chairman
Timothy Hartigan	Vice Chairman
Jonel Hicks	Supervisor
Julie Arnau	Supervisor
Sherrie Mifsud	Supervisor

Also present were:

Marilee Giles	District Manager
Mike Eckert	District Counsel
Jay Soriano	Field Operations Manager
Chalon Suchsland	VerdeGo
Marla Dietrich	S3 Security

**FIRST ORDER OF BUSINESS**

**Call to Order**

Ms. Giles called the meeting to order and called the roll at approximately 2:00 p.m.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

Mr. Patrick Cook, 371 Sunstone, stated we wanted to come to the meeting and participate, learn about it and see what's going on.

Ms. Connie Cook stated we've never been a part of an HOA before.

Chairman Steiner stated this Board is not an HOA board. This is a special district. We basically manage the common areas, so there is a separation of responsibility there.

Ms. Giles stated the District has as website, [www.MiddleVillageCDD.com](http://www.MiddleVillageCDD.com). It's got a lot of information about the District on it. It also has the schedule of all the upcoming meetings and if we make changes to the meeting dates or times, it will be published there. Jay is the operations guy onsite Monday through Friday. His contact information is there also.

Chairman Steiner stated there is also an Oakleaf residents page.

Mr. Soriano stated there is a newsletter sign up if you go to [www.OakleafResidents.com](http://www.OakleafResidents.com) on the front page. We send out information on upcoming events and things of that nature.

Ms. Connie Cook stated we were mostly interested in the CDD fees. My husband had a real estate license in Las Vegas for a very short time so we didn't know if those fees would ever end or if they were ongoing.

Chairman Steiner stated your assessments consist of two pieces; the debt service, which pays for bonds that were used to put in the infrastructure early on, and then operations and maintenance, which is day to day operations, staffing and so forth. With the debt service portion as it stands now, the bonds mature in 2035 and that part will go away unless there is something else that comes in to replace it. The operations and maintenance assessment continues every year and will always be there.

Mr. Eckert stated if you paid CDD assessments at closing just understand in the future, those will show up on your property tax bill, they typically will not be directly billed by the District.

Ms. Giles stated I have time when the meeting is over if there is anything you want to go over on the tax bill or if you have any other questions.

A resident stated last year you opened the pool on March 1<sup>st</sup>. Is that the plan again?

Mr. Soriano responded yes. It's the second year we've done that, and it's been very helpful in controlling that gas cost. I know this month there are two or three people emailing us because of those 80-degree days, but we want to build that schedule.

### **THIRD ORDER OF BUSINESS**

### **Approval of Consent Agenda**

- A. Approval of the Minutes of the January 9, 2023 Meeting**
- B. Financial Statements**
- C. Assessment Receipt Schedule**
- D. Check Register**

Ms. Giles stated included in your package are the minutes of the last meeting, followed by the financial statements, the assessment receipts schedule showing the assessments are 91% collected, and the check register totaling \$99,398.11.

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



**FOURTH ORDER OF BUSINESS****Consideration of Resolution 2023-07,  
Declaring the Series 2004A and 2008A  
Projects Complete**

Mr. Eckert stated any time we issue bonds, once we've completed the project that we used the bond money for, we have to go back and declare the project complete, so that is one aspect of it. The other aspect is we have to look and see if there is any money left over, because if there were any money left over, that money would go to paying down the bonds, which would therefore reduce assessments. In this case, this is just a housekeeping item. When we went through the District records I saw that this probably should have been done a couple of years ago, but it wasn't, so we'd be looking for the Board to approve Resolution 2023-07. Because we didn't have any bond money leftover there is no change in assessments either up or down. We do have the certificate from the engineer declaring the project complete that is attached to this document.

On MOTION by Chairman Steiner seconded by Vice Chairman Hartigan with all in favor Resolution 2023-07, declaring the Series 2004A and 2008A projects complete was approved.

**FIFTH ORDER OF BUSINESS****Other Business**

There being none, the next item followed.

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

Mr. Eckert stated at the last meeting you asked me to look into the Oakleaf West POA and what impact that would have on the District's operations, if any, because there is a declaration of covenants out there. I've provided the Board members with an email. Based on my review, there are some good things that are in there for us in terms of easements, but there is nothing that I'm concerned about or that we need to change our operations on. There is a little ambiguity in some of the provisions, so in the event we would have a property owner's association that came to the CDD, which is a government and said you must do this because our HOA declarations say this, at that point we would have that conversation with them on whether it was enforceable or not. At this point in time, I don't see any need for us to look at it further or do anything proactive to protect the District's interests.

There is legislation that is out there that would propose a mandatory four hours of training. It's been brought back for the last several years. Given some of the attention that's been given to Disney, it might have a little bit more legs this year, but we will have to wait and see if it makes it across the finish line. Typically, you have 250 to 350 bills that are passed out of 3,000 to 4,000.

Chairman Steiner stated on the list of items that have shown up on the watchlist, is there anything other than that? I would imagine the one regarding U.S. manufacturers.

Mr. Eckert stated if we have construction projects that could be a factor, but there are some others we always look for too, such as the sovereign immunity limits issue, which is back in play, and that does need to be adjusted at some point. It hasn't been adjusted for around ten years, but everybody else has adjusted what their costs are. It will pass at some point; the question is how much.

Chairman Steiner stated for the other board members that may not be aware, the sovereign immunity issue has appeal with being shielded.

Mr. Eckert stated yes. The District as a unit of local government in Florida has statutory immunity caps on its liability for negligence. It doesn't apply necessarily to breach of contract, but to negligence actions. Our liability is capped in Florida at \$200,000 per person, or \$300,000 per incident, which means if somebody were to get a \$5 million judgment against the District, the District would be required to pay them \$200,000 unless they went to the legislature and got the legislature to approve a claims bill, which is usually highly unlikely. So, that protects the District and where you see that protection is not only in if you had to pay something, but it's also imbedded in your insurance rates. That is why your insurance rates are far more reasonable than an HOA when you're running an aquatic complex like this or something like that. So, the more they raise those caps on liability, the more you're going to expect to pay on your liability insurance policies. That is one of the reasons we keep a close eye on that. I think we will know the answer on whether that changes or not by the time you have to do your budget, but that may be something we need to look at and really get on the insurance companies to ask what they're going to do as a result.

## **B. District Engineer – Consideration of Work Authorization for Hourly Rate Increase**

Ms. Giles stated this work authorization from your District Engineer increases their hourly rates for those positions. I asked Peter for a little background because we try not to have him attend or call in unless we really need him to. His explanation was that ETM has not raised their rates since 2010 for Middle Village and he has been billed out as the project manager and since then promoted to Executive Vice President. It is still within our budgeted amount of \$10,500 and I don't see this going above that budget. That's what we anticipate our FY2024 budget to be next year.

On MOTION by Vice Chairman Hartigan seconded by Ms. Arnau with all in favor the work authorization from England-Thims & Miller was approved.

### **C. District Manager**

Ms. Giles stated as a reminder to the Board, we will approve our Fiscal Year 2024 budget at the June meeting and adopt the budget at our August meeting. Jay and I have started looking at some of the agreements and we will have this as an agenda item going forward to seek out the Board's guidance.

Chairman Steiner stated our budget period varies a lot from what you are used to with your associations. Basically, we go through a period where we are not funded. Our budget runs from the first of October to the end of September, where most of the organizations begin in January and end in December. Clay County is where we collect our assessments, and that doesn't come in until after the first of the fiscal year, so we have to maintain operating funds to carry us through that period of time.

Ms. Giles stated you'll see in the financials there are excess funds, which can be kind of misleading. They're earmarked for that period. On page 31 of your agenda package is the assessment receipts schedule that I spoke about being 91% collected. You can see in the middle of the page is the distribution and it shows the biggest one we collected was on December 12<sup>th</sup>, so nothing was collected in October and very little was collected in November. Usually around January the tax collector starts distributing those funds into our account. As we go into budget season, Jay and I are always available between meetings if you want to sit down and go over anything in the budget. We do have three funds here in Middle Village; the general fund, which we pay the O&M out of, the capital reserve fund, and then the recreation fund.

Ms. Arnau asked what is O&M?

Ms. Giles responded operations and maintenance.

#### **D. Operations Manager – Memorandum**

Mr. Soriano stated since I've seen you last, we have had the Polar Plunge event. It was a little chilly, so it worked out. We had a little more than 70 people pre-register. Only about 48 jumped, but it was a great event, and everyone had fun. This is a long-standing event. We had one family there that moved in 2008 and they have not missed. We give out little participation awards for jumping in and they come with 15 medals around their neck. Their daughter was an infant the first year and we gave her a medal. She's full grown and ready to graduate high school so it's kind of neat.

The lap pool will be back open March 1<sup>st</sup>. We have Spring Break, and then beginning those first weekends in April we open the pools and turn that heater back off. We will start heating the water up about a week before we pull the covers up in March. We've done a good job of conserving some of that gas and money we spend on that each year.

I do have a couple of things for you that were not included in the packet. These are tentative. The first thing is a calendar of events that we will get to in a moment. I wanted you to notice the operational hours because this is what gets posted on the website. That is for our lifeguards. This is the operational plan that has been in place for about seven years now. While the kids are still in school after April, we do weekends until after Memorial Day and we alternate during the week to where this is always one pool open. So, Monday, your sister district pools are open, but yours are closed, and then Tuesday we switch. Friday, Saturday and Sunday, they are all open. This has done a tremendous job of saving lifeguard hours because we really don't get that much usage during the week. I was planning on keeping that in place. It's worked out well and everyone has gotten used to it. The only difference I've put on there, and I'm still working with the aquatics department on this, is during the week the other thing we did is we opened the slides. The slides require two guards by themselves. You'll notice many of those days that the lifeguards are here, we don't open the slides. It saves quite a few hours in the long run, well over 100 for the year, so that adds up to quite a few thousand dollars on each side just to say the slide doesn't open until 12, instead of 10. That will be the only new thing I suggest this year unless anybody has a problem with that. I looked around at other districts. Some of them do not even

open their slides during the week, it's a weekend only type thing. Most of them are not the size that we are, so I don't know that I would look at going that route, but doing something like this was a good starting point so we can utilize those lifeguards when it's busy. The calendar is also the same calendar we've run for the last few years for our community-run events. There are a couple of items on there that we coordinate, but they're not really our events, such as the food truck nights. We let somebody else set up which food trucks attend each night, and she helps us keep control of everything by making them follow the rules and making them submit their paperwork to us. I also have a lady that does the two expos/vendor fairs. One is done on your side, and one is done on the other side. Then we have all our monthly events. January and July are the only months we do not have any events that I run. January is just too cold, and July I just stay away from it because it's so busy.

A contractor was supposed to be here Friday to drill holes for our posts downstairs. I was told the custom gates are in. They don't make those gates. I did ask for gates that were a little more decorative to match what we have up here rather than just the straight aluminum bars that we put everywhere else, so they subcontracted. I understand they're held at the mercy of someone else also, but I've been getting on them because that is one of the last things we're waiting on. If you notice, downstairs we built our check-in wall. We are renovating the office inside, so it looks nice for those guys. Now, they have a window to sit at that slides open. All the electronics will be changed from one counter to another so when you walk up you walk into that hallway downstairs, you walk by the window there and that is where you check-in so you can go through the gates. I can't have everything enclosed and everyone checked in properly without those gates. We've also gone to digging in all our coaxial and ethernet lines everywhere so we can have cameras wired up and ready. I'll continue to call and email them to find out where they are because once they get those up, we're going to lock everything down.

I have one quote for you. A few years ago, we started changing out our furniture. We have a lot of furniture; a few hundred chaise lounges and I believe 120 chairs. Rather than spending a couple hundred thousand at one time, we did it \$20,000 or \$10,000 here or there. We have quite a bit of new green furniture out there instead of the old, strapped chairs. We didn't make any purchases last year because everybody was happy with what we had last year, but I do need to get back to replacing the rest of the straps, so this quote will replace all of the chairs in our center

area and quite a few of our tables that are around the left side of the pool. I would like to get approval to make this purchase.

Vice Chairman Hartigan asked what are we doing with our old equipment?

Mr. Soriano responded right now it is sitting in the back. I have sent some to get re-strapped and currently Double Branch is the only one that uses that and that's because their pool is smaller, so I pulled some that were in better shape that had been re-strapped and clean and used that for the movies, because there will be a couple hundred people out on that deck and they don't have quite as many chairs as you guys have. When we do the movies over here, you guys already have enough chairs, so we don't need any extra. Some I've been able to dispose of over time, but if frames are broken, I wouldn't trust them even with powder coating and strapping them.

On MOTION by Chairman Steiner seconded by Ms. Mifsud all in favor the proposal from Horizon Casual for new chairs and chaise lounges totaling \$9,730 was approved.
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Mr. Soriano stated this is a year we go out for landscape RFP. The landscaping looks great. We went to this process because there were complaints from some vendors that felt our process was unfair. This is a very big RFP, and we are required to follow certain standards. One of the things we did to get rid of the complaints is to say we're going to go out every five years. If we're happy with our vendors we can always give experience points or something like that to almost reward them for doing such a good job, but we go through that process to open it up to everybody so there is no argument. GMS works with a lot of these vendors in a lot of districts. Here, VerdeGo is doing a really good job. I will share an email I received this morning from a resident of Eagle Landing commenting on how good of a job they do out here and how the medians and flower beds look good. Coming from another neighborhood, that's always nice to see. I'm going to work with Mike on the timeline because we do have to have a certain plan in place to go through everything and give you guys time to review the bids and we create a committee that votes on everything and then we finalize the awarding of the RFP and what we would like to do this time is get the process done early enough to make sure everything is planned for in that budget process. As soon as I get those dates for you, I'll bring that to you. I was also asked about a landscape quote that we did before. I'm going to bring that

back to you guys' next month for the fence line. There were two different versions. We pushed it off, not because we didn't like the idea, we thought it was a great idea and we want to spend money to beautify that area that is in the middle of everything, but it was timing. So, now that we're getting ready to come into spring, I think it would be a good time to move forward with that, so next month I'll have those two renderings with prices attached to it so we can pick out what we want.

Chairman Steiner stated along with that, something to put in your back pocket that we might consider, those gates come up and continue through and make the loop. We have a lot of people that walk and won't be coming into the gated area, so consideration of maybe a gravel path that connects the two sidewalks on either side.

Mr. Soriano stated Chalon and I have talked about that front area and how we can landscape that. On that side I don't want to extend so far away. You have these concrete roundabout designs, and they were supposed to be almost like benches. In front of that I was talking about doing either pavers or concrete so you could walk from one sidewalk and follow that curve around, but that would also eliminate your landscaping back there and would be pretty much right up against the fence line. That way, those people do have the walkway to get back around and if they can't get it, it allows them to keep walking around the circle.

Chairman Steiner stated that amphitheater was put in for concerts or whatever to have seating on those half-moons and to my knowledge it's never really been utilized.

Mr. Soriano stated we've never used it. The only time we do anything out here, we've never gotten good attendance to do movies or events out here.

Chairman Steiner stated I would venture to say maybe it would be a side job to take that out. That would give you a little bit more room to move your walkway a little bit. It may be something that meets what we have to have for ADA, but it doesn't have to be concrete. Anyone coming from this side has to go over that way to come around to check in, so it'll just be more of a finished job.

Mr. Soriano stated I can look at removing those. It might allow me to stay straight instead of following that curve. I'll bring that back with the quotes for landscaping and maybe we can get it all done together.

**SEVENTH ORDER OF BUSINESS****Audience    Comments    /    Supervisors'  
Requests****Audience Comments**

A resident stated I love the landscaping here. It looks great to me.

**Supervisor Requests**

Vice Chairman Hartigan stated the S3 report that we all received, any more problems with the vandals?

Mr. Soriano responded not this weekend. I haven't been down there today. We did have to climb out there and grab that board and screw it back in place. I'm hoping they stop pulling it up, because it just adds work. Those are the same boards we're going to pull up to replace with new.

Vice Chairman Hartigan stated the white fencing at Willowbrook, whose is that?

Mr. Soriano responded these are items I think we will eventually move forward with. I know some of it we're working on now with the roundabout, but actually spelling out some of these areas in detail again. We put up that fence years ago at the request of that neighborhood. We don't own the land that it sits on, we don't own the land behind it, and we don't own the land in front of it, but we have over the years done a lot of work to it. We've planted all the bushes and trees and we have lighting in there. The only reason the lighting isn't on right now is because we're still dealing with AT&T over at Double Branch and trying to stay away from it due to a pending lawsuit on damage to the fiber optic lines. We've done all the work in those spots, however it's not our property. When we tend to do work to things, people automatically think it's ours and a lot of times it does give use responsibility to continue things and I think that's where we need to spell out that there has never been any type of agreement. We do maintain the cleanliness of it. We want it all to look clean. Even the ones we didn't put up. We didn't put up the ones in front of the apartment buildings. That was put up by their builders, but it's viewed the same way when we pressure wash it. I have gone to working with a lot of the individual HOAs to get them to understand they should take some responsibility in helping to repair it, because it's theirs. I have a big problem with Briar Oaks. They have a lot of kids in there that constantly kick out the fence panels to have a short cut to the elementary and junior high there. We will go out there and fix panels and not even two or three days later they will be out again. It's unfair to keep taking the District's maintenance guys hours that we pay for when it's coming



from a problem in their neighborhood and it's their fence. The District didn't have any requirements to put up a fence there, but we wanted it to look neat and clean when we're driving down the roads. We could have just left those backyards open and if they wanted to, they could have put up a fence and then there would be no argument who it belongs to. We help maintain it, but there has never been anything in writing as far as how much or what we will do, so when they're constantly broken or taken down, that's where I've been trying to get those HOAs to understand they should be helping out with it. Right now, there is really no ownership of ours.

Chairman Steiner stated this is where a lot of the problems come in. I don't even think we should be pressure washing it. If we don't own the property and the item, then it has to become the association or the community's responsibility to maintain it.

Vice Chairman Hartigan stated I understand we have to keep everything looking great, but if we're taking care of somebody else's property, why are we not billing the other HOAs for it.

Mr. Soriano stated you open a whole can of worms for me when it comes to that. Let's look at the Preserves. We actually do own that property in front. We didn't put up that fence either, the builder did, but we maintain that property. We cut the grass there, there's irrigation and we pressure wash the vinyl fence. It would fall along the lines that we always will do that, because that's still our property. Willowbrook, we don't own that property. Going towards the clock tower, we don't own any property out there, but yet we cut the grass and we currently spray the vinyl fences. On your side we could do that, we could take out one neighborhood here, but then the next neighborhood like the Preserves, continue to do it. Then you get that argument.

Chairman Steiner stated but while you pressure wash the outside, the COA has to pressure wash the inside, so if they're doing that, they need to adjust their contract to pressure wash both sides. The Preserve has had some damage but can't get the replacement panels, so at some point, those have to be changed out. Who is going to pay for it to be changed out? The COA or HOA should be responsible. Folks are going to pay for it one way or another but it's a matter of we do little bits and pieces and all of the sudden when something goes wrong, they say we always maintained it.

Mr. Soriano stated I like the idea of getting away from the response, you guys have always done this. We did a lot of things when the place was first sold and opened because the idea was the developer wanted to settle everything out. We're done with that now. There are

residents running it and everything is split up. If we want to go down that road, I think there's a lot we will have to pick apart, but we can actually detail what is expected in those common areas.

Mr. Eckert stated we should look and see if we have an easement over the land, because a lot of the plats establish easements in favor of the CDD and so do the HOA covenants. So, we would need to look at that and do we have a license agreement for how we put the fence there in the first place. I don't know the history there, so I will have to talk to Jay, but in general terms, my advice to districts is don't spend public money improving or maintaining privately owned land to which you do not have any kind of a real estate interest in. That's the basic line we should be trying to tow. To the extent there are some of these isolated circumstances out there that as a matter of course have perhaps been different, we ought to identify those and get those fixed.

Vice Chairman Hartigan stated the final question I have is, I read in the last month's meeting minutes that Trinity was appealing their taxation?

Mr. Eckert stated I don't think they were appealing it because they didn't go through the process to actually appeal it, but they wanted us to look at it. I've had Karen Haber of my office go back through and pull some of the initial figures working with Marilee's office, and now I need to go look at them with the assessment methodology just to make sure the assessment is correct.

Vice Chairman Hartigan asked it's just an assessment re-verification?

Mr. Eckert responded that's what I'm doing. I'm going to be taking a look at it just to make sure their assessment is what it should be based on our methodology. I'm just making sure a mistake hasn't been made. I'm not going to come back to you and say I really think you all ought to reduce it or increase it. If the methodology says this is where it should be, that's going to be the answer.

Chairman Steiner stated along those lines, I know we have a methodology that applies to homes and a methodology for business.

Mr. Eckert stated it's the same methodology, it's just that businesses pay usually based on square feet.

Chairman Steiner stated I guess my question is how is the church treated? Is it treated as business?

Mr. Eckert responded I believe it's treated as commercial square footage.

Chairman Steiner stated that's how it is now. I believe that area was originally planned to be businesses.

Mr. Eckert stated right, so the debt assessment was levied based on it being commercial, so the debt assessment isn't going to change because somebody decided not to do traditional commercial, and there's not a religious category with our methodology. I'm not too concerned about that designation; I just want to make sure the numbers were correct.

## **EIGHTH ORDER OF BUSINESS**

### **Next Scheduled Meeting**

Ms. Giles stated our next meeting is scheduled for March 13<sup>th</sup> at 6:00 p.m. here at the Plantation Oaks Amenity Center.

Chairman Steiner stated is the night meeting one that we're going to be dealing with policies?

Mr. Eckert responded yes, that's when our public hearing is on the suspension rules, and I don't know if Jay has other policy changes he might propose.

Mr. Soriano stated I didn't propose anything new this year, other than what we're working on for suspensions and cleaning that up. If there was anything we would want to do, we would handle it at that nighttime meeting usually.

Chairman Steiner asked is there any anticipation of any rate changes?

Mr. Soriano responded I'm not suggesting anything yet. I still think we're kind of low on rental rates, but we're also still climbing back from the pandemic and it's been hard filling the room as much as we did back then. I'm not in a hurry to adjust those rates yet just because of that, but I do think eventually we will need to look at those again. When it's looked at like it's bottom of the barrel pricing, you also don't get the greatest ownership and value even from the people that live here, and that bothers me. I like people to realize it is a nice wedding venue and it should be taken care of. It's a good privilege to be able to use this facility. I did look at adjusting it in depth with Wanda. She's always ready to go up on it, but I would like to fill the rooms a little more. We are coming back. You'll notice the numbers are coming up a little better than next year, but we are not back to that full calendar like we were.

Vice Chairman Hartigan stated we had talked before about the venue itself and how to be able to put a deposit down. Are we going to be looking at that as well during this 6:00 p.m. meeting?

Mr. Soriano responded we can. You and I talked about some things that we could suggest about refunds. I don't think we need to do a rate hearing because the refunds and the rates were already set in, it was just policy on how we do it; how they get their money back, when they contact us and things like that.

Vice Chairman Hartigan stated like putting a deposit down for a weekend.

Mr. Soriano stated since the deposit amount won't change, we won't have to do a rate hearing, which has to be noticed differently. It's just a policy, so we can go over that. The reason we do it at night is in case residents don't like the idea or don't agree with the change, they get a chance to tell you guys.

Vice Chairman Hartigan stated we talked last year about the different special assessments given to aquatics versus non-aquatics. Is that something we can bring up at the 6:00 meeting?

Mr. Eckert responded we can discuss it anytime the Board wants to discuss it. I would say it's better to let Marilee know to put it on the agenda, so if you want it on the evening agenda for discussion purposes, that's fine, but it would need to be implemented during your budget cycle. So, you would approve a budget, then you have to send out a notice that you're changing your O&M methodology to people and then you would adopt that change when you adopt your budget in the August timeframe if the Board wants to go down that road.

Chairman Steiner stated along that same line, when that came up before, we were looking at if there was any method or any means to determine how many of those communities.

Mr. Soriano stated it will just be added staff time, but there is a way to go in and adjust their cards. We already have their addresses on there, but it doesn't really break it down to this set of cards live in the Preserves. I can look at the address and tell they live in the Preserve, or Jennings Point, or in Whitfield, but we have to actually go in and create a subcategory, and every time they scan, I can see how many people from Willowbrook are actually using it and how many times they use it and the card system will keep track for us. It's not perfect, especially if they're coming in with somebody else or anything like that, but it will give you a good idea if we want to use that in our thoughts of how that gets adjusted.

Ms. Giles asked are those two things you want added to the agenda for next month? The methodology and policy updates.

Vice Chairman Hartigan stated we will add them to start a discussion about it.

**NINTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Hicks seconded by Chairman Steiner with all in favor the meeting was adjourned.
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Secretary/Assistant Secretary

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Chairman/Vice Chairman

*B.*

# Middle Village

## Community Development District

Unaudited Financial Reporting  
January 31, 2023



**Middle Village**  
**Community Development District**  
**Combined Balance Sheet**  
January 31, 2023

	<u>Governmental Fund Types</u>				<u>Totals</u> <u>(Memorandum Only)</u>
	<u>General</u>	<u>Recreation</u>	<u>Capital Reserve</u>	<u>Debt Service</u>	
<b><u>Assets:</u></b>					
Cash - Wells Fargo	\$2,007,478	\$105,827	\$133,957	---	\$2,247,262
Cash - Hancock Whitney	---	\$9,916	---	---	\$9,916
Investments:					
<b><u>Series 2022</u></b>					
Revenue	---	---	---	\$1,632,384	\$1,632,384
Reserve	---	---	---	\$155,701	\$155,701
Principal	---	---	---	\$71	\$71
Interest	---	---	---	\$188	\$188
Cost of Issuance	---	---	---	\$16,038	\$16,038
Prepayment	---	---	---	\$1,084	\$1,084
<b><u>Series 2018-2</u></b>					
Reserve	---	---	---	\$120,176	\$120,176
Prepayment	---	---	---	\$73	\$73
Sinking Fund	---	---	---	\$3	\$3
Interest	---	---	---	\$5	\$5
<b><u>Operations</u></b>					
Custody Account	\$45,884	---	---	---	\$45,884
<b><u>State Board</u></b>					
General Fund	\$73,966	---	---	---	\$73,966
Recreation Fund	---	\$265,344	---	---	\$265,344
Capital Reserve	---	---	\$996,784	---	\$996,784
Due From General Fund	---	\$1,811,482	---	---	\$1,811,482
Due From Debt Service	\$10,705	\$83,057	---	---	\$93,762
Due from Other	---	\$34	---	---	\$34
Electric Deposits	---	\$13,383	---	---	\$13,383
Assessment Receivable	\$7,549	\$68,660	---	\$61,343	\$137,551
<b>Total Assets</b>	<u><u>\$2,145,581</u></u>	<u><u>\$2,357,703</u></u>	<u><u>\$1,130,742</u></u>	<u><u>\$1,987,067</u></u>	<u><u>\$7,621,093</u></u>
<b><u>Liabilities:</u></b>					
Accounts Payable	\$4,062	\$76,759	\$1,332	---	\$82,152
Accrued Expenses	---	\$40,711	---	---	\$40,711
Due to General Fund	---	---	---	\$10,705	\$10,705
Due to Rec Fund	\$1,811,482	---	---	\$83,057	\$1,894,539
<b><u>Fund Balances:</u></b>					
Unassigned	\$330,038	\$2,226,850	\$1,129,410	---	\$3,686,298
Nonspendable	---	\$13,383	---	---	\$13,383
Restricted for Debt Service	---	---	---	\$1,893,305	\$1,893,305
<b>Total Liabilities and Fund Equity</b>	<u><u>\$2,145,581</u></u>	<u><u>\$2,357,703</u></u>	<u><u>\$1,130,742</u></u>	<u><u>\$1,987,067</u></u>	<u><u>\$7,621,093</u></u>



**Middle Village**  
**Community Development District**  
**General Fund**

Statement of Revenues & Expenditures  
For the Period ending Janaury 31, 2023

Adopted Budget	Prorated Budget 1/31/23	Actual 1/31/23	Variance
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**Revenues:**

Assessments - Tax Roll	\$214,870	\$206,715	\$206,715	\$0
Assessments - Direct	\$2,317	\$0	\$0	\$0
Interest Income	\$600	\$600	\$5,929	\$5,329
<b>Total Revenues</b>	<b>\$217,787</b>	<b>\$207,315</b>	<b>\$212,644</b>	<b>\$5,329</b>

**Expenditures:**

**Administrative**

Supervisors Fees	\$12,000	\$4,000	\$3,800	\$200
Travel	\$200	\$67	\$0	\$67
FICA Expense	\$918	\$306	\$314	(\$8)
Engineering	\$10,500	\$3,500	\$0	\$3,500
Trustee	\$16,200	\$5,400	\$0	\$5,400
Dissemination Agent	\$3,500	\$1,167	\$1,167	(\$0)
Assessment Roll	\$7,550	\$7,550	\$7,550	\$0
Attorney	\$45,000	\$15,000	\$14,809	\$191
Attorney-Foreclosure	\$10,000	\$3,333	\$0	\$3,333
Arbitrage	\$750	\$250	\$0	\$250
Annual Audit	\$6,100	\$2,033	\$0	\$2,033
Management Fees	\$64,850	\$21,617	\$21,617	\$0
Information Technology	\$2,550	\$850	\$850	(\$0)
Telephone	\$600	\$200	\$66	\$134
Postage	\$600	\$200	\$170	\$30
Printing & Binding	\$2,000	\$667	\$325	\$342
Records Storage	\$200	\$67	\$0	\$67
Insurance	\$15,727	\$15,727	\$12,392	\$3,335
Legal Advertising	\$1,500	\$500	\$714	(\$214)
Other Current Charges	\$150	\$50	\$36	\$14
Office Supplies	\$300	\$100	\$2	\$98
Website Compliance	\$2,250	\$750	\$750	\$0
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
Reserves	\$14,167	\$4,722	\$0	\$4,722

<b>Total Administrative</b>	<b>\$217,787</b>	<b>\$88,230</b>	<b>\$64,736</b>	<b>\$23,494</b>
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<b>Excess Revenues (Expenditures)</b>	<b>\$0</b>	<b>\$147,908</b>
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<b>Fund Balance - Beginning</b>	<b>\$0</b>	<b>\$182,130</b>
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<b>Fund Balance - Ending</b>	<b>\$0</b>	<b>\$330,038</b>
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### Month By Month Income Statement

**Revenues:**

[illegible]

**Expenditures:**

**Administrative**

[illegible]**Total Expenditures**[illegible]

**Excess Revenues (Expenditures)**

[illegible]

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

Statement of Revenues & Expenditures  
For the Period ending Janaury 31, 2023

	Adopted Budget	Prorated Budget 1/31/23	Actual 1/31/23	Variance
<b><u>Revenues:</u></b>				
Assessment - Tax Roll	\$1,958,276	\$1,880,142	\$1,880,142	\$0
Assessment - Direct	\$17,109	\$0	\$0	\$0
Interest	\$500	\$500	\$4,073	\$3,573
Miscellaneous Income	\$6,000	\$2,000	\$1,020	(\$980)
Amenities Revenue	\$100,000	\$33,333	\$6,101	(\$27,233)
Cost Share Revenue - South Village/Lighting	\$33,063	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$2,114,948</b>	<b>\$1,915,975</b>	<b>\$1,891,335</b>	<b>(\$24,640)</b>
<b><u>Expenditures:</u></b>				
<b>Administrative</b>				
Management Fees - On Site	\$317,416	\$105,805	\$105,805	\$0
Insurance	\$62,717	\$62,717	\$58,610	\$4,107
Other Current Charges	\$5,000	\$1,667	\$1,121	\$545
Permit Fees	\$1,500	\$500	\$81	\$419
Office Supplies	\$500	\$167	\$0	\$167
<b>Total Administrative</b>	<b>\$387,133</b>	<b>\$170,856</b>	<b>\$165,618</b>	<b>\$5,238</b>
<b>Common Area</b>				
Security	\$166,335	\$55,445	\$55,403	\$42
Security Clay County	\$59,502	\$19,834	\$13,821	\$6,013
Electric	\$20,000	\$6,667	\$6,262	\$405
Streetlighting	\$35,000	\$11,667	\$11,508	\$159
Irrigation Maintenance	\$5,000	\$1,667	\$0	\$1,667
Landscape Maintenance	\$488,528	\$162,843	\$157,803	\$5,039
Common Area Maintenance	\$70,000	\$23,333	\$17,100	\$6,233
Lake Maintenance	\$21,000	\$7,000	\$6,301	\$699
Miscellaneous Maintenance	\$5,000	\$1,667	\$0	\$1,667
<b>Total Common Area</b>	<b>\$870,365</b>	<b>\$290,122</b>	<b>\$268,198</b>	<b>\$21,924</b>

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

Statement of Revenues & Expenditures  
For the Period ending January 31, 2023

	Adopted Budget	Prorated Budget 1/31/23	Actual 1/31/23	Variance
<b>Recreation Facility</b>				
Amenity Staff	\$176,000	\$58,667	\$26,016	\$32,650
Janitorial	\$55,000	\$18,333	\$15,133	\$3,200
Telephone	\$12,000	\$4,000	\$3,688	\$312
Electric	\$64,000	\$21,333	\$23,480	(\$2,147)
Water / Sewer	\$46,000	\$15,333	\$10,597	\$4,737
Gas/Heat (Pool)	\$25,000	\$8,333	\$10,787	(\$2,454)
Refuse Service	\$25,000	\$8,333	\$11,503	(\$3,170)
Pool Maintenance & Chemicals	\$45,000	\$15,000	\$12,971	\$2,029
Cable	\$8,000	\$2,667	\$2,266	\$401
Special Events	\$5,000	\$1,667	\$4,216	(\$2,549)
Office Supplies and Equipment	\$1,500	\$500	\$189	\$311
Facility Maintenance - General	\$58,000	\$19,333	\$13,875	\$5,458
Facility Maintenance - Preventive Contracts	\$15,950	\$5,317	\$2,853	\$2,464
Facility Maintenance - Contingency	\$5,000	\$1,667	\$913	\$754
Elevator Maintenance	\$3,000	\$1,000	\$479	\$521
Recreation Passes	\$5,000	\$1,667	\$1,164	\$503
Lighting Repairs	\$10,000	\$3,333	\$2,500	\$833
Tennis Court Maintenance	\$48,000	\$16,000	\$19,140	(\$3,140)
Capital Reserve	\$250,000	\$83,333	\$0	\$83,333
<b>Total Recreation</b>	<b>\$857,450</b>	<b>\$285,817</b>	<b>\$161,771</b>	<b>\$124,046</b>
<b>Total Expenditures</b>	<b>\$2,114,948</b>	<b>\$746,794</b>	<b>\$595,586</b>	<b>\$151,208</b>
<b>Excess Revenues (Expenditures)</b>	<b>(\$0)</b>		<b>\$1,295,749</b>	
<b>Fund Balance - Beginning</b>	<b>\$0</b>		<b>\$944,484</b>	
<b>Fund Balance - Ending</b>	<b>(\$0)</b>		<b>\$2,240,233</b>	

## Month By Month Income Statement

**Revenues:**

**Expenditures:**

### Common Area

## Recreation Facility

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

[illegible]

**Middle Village**  
**Community Development District**  
**Debt Service Fund - 2018-1/2022 and 2018-2**  
Statement of Revenues & Expenditures  
For the Period ending January 31, 2023

Adopted Budget	Prorated Budget 1/31/23	Actual 1/31/23	Variance
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**Revenues:**

Interest Income	\$1,000	\$1,000	\$8,475	\$7,475
Assessments - Direct	\$21,002	\$0	\$0	\$0
Assessments - Tax Roll	\$1,751,218	\$1,679,789	\$1,679,789	\$0

<b>Total Revenues</b>	<b>\$1,773,220</b>	<b>\$1,680,789</b>	<b>\$1,688,264</b>	<b>\$7,475</b>
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**Expenditures:**

**Series 2022**

Interest Expense - 11/1	\$213,140	\$213,140	\$213,140	\$0
Principal Expense- 11/1 (Prepayment)	\$0	\$0	\$219,000	(\$219,000)
Interest Expense - 5/1	\$213,140	\$0	\$0	\$0
Principal Expense - 5/1	\$1,124,000	\$0	\$0	\$0

**Series 2018-2**

Interest Expense - 11/1	\$54,313	\$54,313	\$54,313	\$0
Principal Expense- 11/1 (Prepayment)	\$0	\$0	\$30,000	(\$30,000)
Interest Expense - 5/1	\$54,313	\$0	\$0	\$0
Principal Expense - 5/1	\$125,000	\$0	\$0	\$0

<b>Total Expenditures</b>	<b>\$1,783,905</b>	<b>\$267,452</b>	<b>\$516,452</b>	<b>(\$249,000)</b>
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<b>Excess Revenues (Expenditures)</b>	<b>(\$10,685)</b>	<b>\$1,171,812</b>
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<b>Net Change in Fund Balance</b>	<b>(\$10,685)</b>	<b>\$1,171,812</b>
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<b>Fund Balance - Beginning</b>	<b>\$276,073</b>	<b>\$721,493</b>
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<b>Fund Balance - Ending</b>	<b>\$265,388</b>	<b>\$1,893,305</b>
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**Middle Village**  
**Community Development District**  
**Capital Reserve Fund**  
Statement of Revenues & Expenditures  
For the Period ending Janaury 31, 2023

	Adopted Budget	Prorated Budget 1/31/23	Actual 1/31/23	Variance
<b><u>REVENUES:</u></b>				
Interest Income	\$2,000	\$2,000	\$13,256	\$11,256
Capital Reserve - Rec Fund	\$250,000	\$0	\$0	\$0
Capital Reserve - General Fund	\$14,167	\$0	\$0	\$0
<b>TOTAL REVENUES</b>	<b>\$266,167</b>	<b>\$2,000</b>	<b>\$13,256</b>	<b>\$11,256</b>
<b><u>EXPENDITURES:</u></b>				
Repair And Replacements	\$400,775	\$133,592	\$109,166	\$24,425
<b>TOTAL EXPENDITURES</b>	<b>\$400,775</b>	<b>\$133,592</b>	<b>\$109,166</b>	<b>\$24,425</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$134,608)</b>		<b>(\$95,911)</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$1,165,118</b>		<b>\$1,225,320</b>	
<b>FUND BALANCE - Ending</b>	<b>\$1,030,510</b>		<b>\$1,129,410</b>	



# Middle Village

## Community Development District

### Long Term Debt Report

#### **Series 2022 Special Assessment Refunding Bonds**

Interest Rate:	1.355% - 3.012%
Maturity Date:	5/1/2035
Reserve Fund Definition:	10% Max Annual Debt
Reserve Fund Balance:	\$155,701
Reserve Fund Requirement:	\$155,701
Bonds outstanding - 1/13/2022	\$17,754,000
Less: May 1, 2022 (Mandatory)	(\$888,000)
Less: May 1, 2022 (Optional)	(\$8,000)
Less: November 1, 2022 (Optional)	(\$219,000)
Current Bonds Outstanding:	\$16,639,000

#### **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:	\$120,176
Reserve Fund Balance:	\$120,176
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)
Less: May 1, 2021 (Mandatory)	(\$120,000)
Less: May 1, 2021 (Optional)	(\$75,000)
Less: November 1, 2021 (Optional)	(\$5,000)
Less: May 1, 2022 (Mandatory)	(\$120,000)
Less: May 1, 2022 (Optional)	(\$60,000)
Less: November 1, 2022 (Optional)	(\$30,000)
Current Bonds Outstanding	\$2,155,000

*C.*

**MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT**  
**FY2023 Assessments Receipts Summary**

ASSESSED	# UNITS ASSESSED	SERIES 2022 DEBT SERVICE ASSESSED	GENERAL FUND O&M ASSESSED	RECREATION FUND O&M ASSESSED	RESERVE FUND ASSESSED	TOTAL ASSESSED
ODP, LLC (1)	31,789	21,002.07	2,317.18	17,108.78	-	40,428.03
<b>TOTAL DIRECT BILLS NET</b>	<b>31,789</b>	<b>21,002.07</b>	<b>2,317.18</b>	<b>17,108.78</b>	<b>-</b>	<b>40,428.03</b>
NET TAX ROLL ASSESSED NET	301,267	1,746,465.21	214,920.49	1,954,770.36	-	3,916,156.05
<b>TOTAL ASSESSED</b>	<b>333,056</b>	<b>1,767,467.28</b>	<b>217,237.67</b>	<b>1,971,879.14</b>	<b>-</b>	<b>3,956,584.09</b>

DUE / RECEIVED	BALANCE DUE (DISCOUNT NOT TAKEN)	TOTAL DEBT SERVICE RECEIVED	GENERAL FUND O&M PAID	RECREATION FUND O&M PAID	RESERVE FUND PAID	TOTAL PAID
ODP, LLC (1)	40,428.03	-	-	-	-	-
<b>DIRECT BILLS DUE / RECEIVED</b>	<b>40,428.03</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
TAX ROLL DUE / RECEIVED	149,510.11	1,679,789.05	206,715.30	1,880,141.59	-	3,766,645.94
<b>TOTAL DUE / RECEIVED</b>	<b>189,938.15</b>	<b>1,679,789.05</b>	<b>206,715.30</b>	<b>1,880,141.59</b>	<b>-</b>	<b>3,766,645.94</b>

(1) Direct bill is assessed with a 4% discount if paid by 11/30/22. Full balance due by 3/31/23. Amounts assume full discount above.

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	11/09/22	8,603.93	3,837.04	472.19	4,294.70	-
2	11/16/22	109,525.37	48,844.39	6,010.80	54,670.18	-
3	11/28/22	394,953.30	176,135.01	21,675.22	197,143.07	-
4	12/12/22	2,934,596.08	1,308,724.65	161,052.02	1,464,819.41	-
5	12/19/22	129,369.17	57,694.01	7,099.84	64,575.32	-
6	01/11/23	52,046.62	23,210.93	2,856.34	25,979.35	-
7	02/07/23	137,551.47	61,343.02	7,548.89	68,659.56	-
			-	-	-	-
			-	-	-	-
			-	-	-	-
			-	-	-	-
			-	-	-	-
<b>TOTAL TAX ROLL RECEIPTS</b>		<b>3,766,645.94</b>	<b>1,679,789.05</b>	<b>206,715.30</b>	<b>1,880,141.59</b>	<b>-</b>

PERCENT COLLECTED	DEBT	O&M
% COLLECTED DIRECT BILL	0.00%	0.00%
% COLLECTED TAX ROLL	96.18%	96.18%
<b>TOTAL PERCENT COLLECTED</b>	<b>95.04%</b>	<b>95.33%</b>

*D.*

# Middle Village

## Community Development District

### Check Run Summary

February 28, 2023

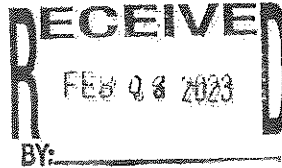
Fund	Date	Check No.	Amount
<b>General Fund</b>			
Accounts Payable	2/23/23	1670-1673	\$ 12,453.41
Sub-Total			\$ 12,453.41
<b>Recreation Fund</b>			
Accounts Payable - HW	2/2/23	153-167	\$ 109,338.91
	2/23/23	168-174	\$ 56,900.69
	2/23/23	175	\$ 60.19
Sub-Total			\$ 166,299.79
<b>Capital Reserve Fund</b>			
Accounts Payable	2/2/23	538-539	\$ 487.06
	2/23/23	540-541	\$ 10,575.00
Sub-Total			\$ 11,062.06
<b>Total</b>			<b>\$ 189,815.26</b>

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
2/23/23	00026	2/01/23 2038	202302 310-51300-34000		*	5,404.17	
			FEB MANAGEMENT FEES				
		2/01/23 2038	202302 310-51300-52000		*	187.50	
			FEB WEBSITE ADMIN				
		2/01/23 2038	202302 310-51300-35100		*	212.50	
			FEB INFO TECH				
		2/01/23 2038	202302 310-51300-31300		*	291.67	
			FEB DISSEM AGENT SERVICES				
		2/01/23 2038	202302 310-51300-51000		*	.69	
			OFFICE SUPPLIES				
		2/01/23 2038	202302 310-51300-42000		*	14.10	
			POSTAGE				
		2/01/23 2038	202302 310-51300-42500		*	45.15	
			COPIES				
				GOVERNMENTAL MANAGEMENT SERVICES			6,155.78 001670
2/23/23	00024	2/02/23 23561	202302 310-51300-32200		*	2,000.00	
			AUDIT FYE 09/30/2022				
				GRAU & ASSOCIATES			2,000.00 001671
2/23/23	00117	2/02/23 23-00040	202302 310-51300-48000		*	59.50	
			NOTICE RULE DEVELOPMENT				
		2/02/23 23-00041	202302 310-51300-48000		*	67.00	
			FEB NOTICE OF MEETING				
		2/09/23 23-00049	202302 310-51300-48000		*	109.50	
			NOTICE OF RULEMAKING				
				JACKSONVILLE DAILY RECORD			236.00 001672
2/23/23	00119	2/10/23 3180510	202301 310-51300-31500		*	4,061.63	
			JAN GENERAL SERVICES				
				KUTAK ROCK LLP			4,061.63 001673
				TOTAL FOR BANK A		12,453.41	
				TOTAL FOR REGISTER		12,453.41	

MVIL MIDDLE VILLAGE OKUZMUK

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

# Invoice



Invoice #: 2038  
Invoice Date: 2/1/23  
Due Date: 2/1/23  
Case:  
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
General Fund- Management Fees - February 2023	1.310.513.340 ✓	5,404.17	5,404.17
Website Administration - February 2023	520 ✓	187.50	187.50
Information Technology - February 2023	351 ✓	212.50	212.50
Dissemination Agent Services - February 2023	313 ✓	291.67	291.67
Office Supplies	510 ✓	0.69	0.69
Postage	420 ✓	14.10	14.10
Copies	425 ✓	45.15	45.15
Total			\$6,155.78
Payments/Credits			\$0.00
Balance Due			\$6,155.78

# Grau and Associates

951 W. Yamato Road, Suite 280  
Boca Raton, FL 33431-  
www.graucpa.com

Phone: 561-994-9299

Fax: 561-994-5823

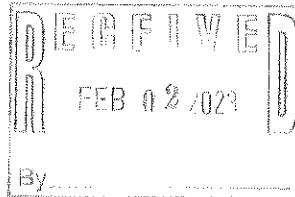
Middle Village Community Development District  
1001 Bradford Way  
Kingston, TN 37763

Invoice No. 23561

Date 02/02/2023

1,310,513.316

SERVICE	AMOUNT
Audit FYE 09/30/2022	\$ 2,000.00
Current Amount Due	\$ 2,000.00



0 - 30	31- 60	61 - 90	91 - 120	Over 120	Balance
2,000.00	0.00	0.00	0.00	0.00	2,000.00

Payment due upon receipt.



# Jacksonville Daily Record

*A Division of*  
**DAILY RECORD & OBSERVER, LLC**

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

## INVOICE

February 2, 2023

Date

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

1,310,513.480

Serial # 23-00040C PO/File # \_\_\_\_\_ \$59.50

Payment Due

Notice of Rule Development

\$59.50

Publication Fee

Middle Village Community Development District

Case Number \_\_\_\_\_

Amount Paid

Publication Dates 2/2

County Clay

### Payment Due Upon Receipt

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

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

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

In accordance with Chapters 190 and 120, *Florida Statutes*, the Middle Village Community Development District (the "District") hereby gives notice of its intention to develop a revised Suspension and Termination of Access Rule (the "Suspension and Termination Rules") related to the use of the District's recreational facilities.

The purpose and effect of the Suspension and Termination Rules are to provide for efficient and effective District operations of the District's amenity facilities and other properties by setting policies and regulations to implement the provisions of Section 190.035, *Florida Statutes*. Specific legal authority for the District to adopt the proposed Suspension and Termination Rules includes Sections 190.035(2), 190.011(5), 120.54 and 120.81, *Florida Statutes*. A public hearing will be conducted by the District on March 13, 2023, at 8:00 p.m., at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32066.

Additional information regarding this public hearing may be obtained from the District's website [www.middlevillagecdd.com](http://www.middlevillagecdd.com) or by contacting the District Manager, Marilee Giles, at [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com) or by calling (904) 940-5850.

A copy of the Suspension and Termination Rules may be obtained by contacting the District Manager, c/o Governmental Management Services LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092.

Marilee Giles, District Manager  
Middle Village Community  
Development District

Feb. 2 ..... 00 (23-00040C)

# Jacksonville Daily Record

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

## INVOICE

February 2, 2023

Date

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

1,310.573.480

Serial # <u>23-00041C</u>	PO/File # _____	<u>\$67.00</u>
Notice of Meeting of the Board of Supervisors		Payment Due
_____		<u>\$67.00</u>
Middle Village Community Development District		Publication Fee
_____		_____
Case Number _____		Amount Paid
Publication Dates <u>2/2</u>		
County <u>Clay</u>		

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**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 13, 2023, at 2:00 p.m.** at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. 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) 940-6850) and on the District's website, [www.MiddleVillageCDD.com](http://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.

Marileen Giles  
District Manager

Feb. 2                      00 (23-00041C)

# Jacksonville Daily Record

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**DAILY RECORD & OBSERVER, LLC**

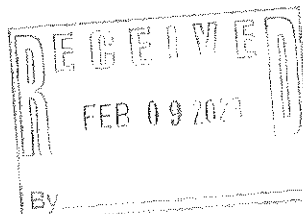
P.O. Box 1769  
Jacksonville, FL 32201  
(904) 356-2466

## INVOICE

February 9, 2023

Date

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



Serial #	<u>23-00049C</u>	PO/File #	<u></u>	<u>\$109.50</u>
				Payment Due
Notice of Rulemaking				
<u></u>				<u>\$109.50</u>
Middle Village Community Development District				Publication Fee
<u></u>				
Case Number	<u></u>			Amount Paid
<u></u>				
Publication Dates	<u>2/9</u>			
County	<u>Clay</u>			

*Payment is due before  
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**NOTICE OF RULEMAKING  
BY MIDDLE VILLAGE  
COMMUNITY  
DEVELOPMENT DISTRICT**

A public hearing will be conducted by the Board of Supervisors of the Middle Village Community Development District (the "District") on March 13, 2023, at 6:00 p.m., at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

In accordance with Chapters 190 and 120, *Florida Statutes*, the District hereby gives the public notice of its intent to adopt a Revised Suspension and Termination of Access Rule ("Suspension and Termination Rules"), to supersede any conflicting rules and policies.

The proposed Suspension and Termination Rules may be adjusted at the public hearing pursuant to discussion by the Board of Supervisors and public comment. The purpose and effect of the Suspension and Termination Rules is to provide for efficient and effective District operations of the District' amenities and other properties by setting policies and regulations to implement the provisions of Section 190.035, *Florida Statutes*. The proposed Suspension and Termination Rules address use of access cards and key fobs, provide for the suspension and termination of amenity access, provide for an administrative reimbursement of up to Five Hundred Dollars (\$500), provide for property damage reimbursement, provide authority for certain District staff to remove persons from the amenities, provide for hearings and appeal, and provide for other legal remedies.

Specific legal authority for the rule includes Sections 190.035(2),

190.011(5) and 120.54, *Florida Statutes*. Prior Notice of Rule Development was published on February 2, 2023.

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

The public hearing may be continued to a date, time, and place to be specified on the record at the hearing. If anyone chooses to appeal any decision of the Board with respect to any matter considered at the public hearing, such person will need a record of the proceedings and should accordingly ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which such appeal is to be based.

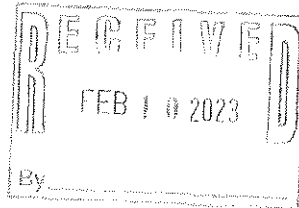
Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this hearing is asked to advise the District Manager, c/o Governmental Management Services LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, or by calling 904-940-5850 (hereinafter, the "District Office") at least forty-eight (48) hours before the hearing. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) or 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

Marilee Giles, District Manager  
Middle Village Community  
Development District  
Feb. 9 00 (23-00049C)

**KUTAK ROCK LLP**  
**TALLAHASSEE, FLORIDA**  
Telephone 404-222-4600  
Facsimile 404-222-4654

Federal ID 47-0597598

February 10, 2023



**Check Remit To:**  
Kutak Rock LLP  
PO Box 30057  
Omaha, NE 68103-1157

**Wire Transfer Remit To:**  
ABA #104000016  
First National Bank of Omaha  
Kutak Rock LLP  
A/C # 24690470  
Reference: Invoice No. 3180510  
Client Matter No. 14323-1

Marilee Giles  
Middle Village CDD  
Governmental Management Services – St. Augustine  
Suite 114  
475 West Town Place  
St. Augustine, FL 32092

1,310,513.315  
Invoice No. 3180510  
14323-1

Re: Middle Village CDD - General

For Professional Legal Services Rendered

01/04/23	M. Eckert	0.60	219.00	Prepare for and attend agenda call; review Soriano and Kimble emails regarding past security provider
01/04/23	K. Haber	0.60	144.00	Prepare revisions to amenity facility policies
01/05/23	M. Eckert	0.20	73.00	Follow up on quadrant lighting and landscaping issues
01/05/23	K. Haber	0.20	48.00	Correspondence with Giles regarding Series 2004A and 2008A Project completion resolution; correspondence with Giles regarding Trinity Church assessments
01/06/23	K. Haber	0.70	168.00	Prepare board meeting agenda memorandum
01/07/23	M. Eckert	0.10	36.50	Prepare for board meeting
01/07/23	W. Haber	0.30	115.50	Monitor legislation
01/08/23	K. Magee	0.30	85.50	Prepare memorandum regarding statutory notice requirements
01/09/23	M. Eckert	4.70	1,715.50	Prepare for, travel to and attend

PRIVILEGED AND CONFIDENTIAL  
ATTORNEY-CLIENT COMMUNICATION AND/OR WORK PRODUCT

**KUTAK ROCK LLP**

Middle Village CDD  
February 10, 2023  
Client Matter No. 14323-1  
Invoice No. 3180510  
Page 2

01/18/23	K. Haber	0.40	96.00	board meeting; confer with Giles and Soriano regarding outstanding issues
01/21/23	M. Eckert	0.30	109.50	Prepare resolution approving new disciplinary rule and exhibits
01/23/23	M. Eckert	0.20	73.00	Review draft minutes and provide comments
01/25/23	K. Haber	0.30	72.00	Confer with Steiner regarding public access
01/30/23	M. Eckert	2.90	1,058.50	Revise resolution adopting revised disciplinary rules; correspondence with Giles regarding same
				Analyze OakLeaf West Association documents; confer with Steiner
TOTAL HOURS		11.80		
TOTAL FOR SERVICES RENDERED				\$4,014.00
DISBURSEMENTS				
Travel Expenses			47.63	
TOTAL DISBURSEMENTS				<u>47.63</u>
TOTAL CURRENT AMOUNT DUE				<u>\$4,061.63</u>



AP300R  
\*\*\* CHECK NOS. 000153-000175

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER  
MIDDLE VILLAGE - REC FUND  
BANK E HANCOCK WHITNEY

RUN 2/27/23

PAGE 1

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
2/02/23	00063	12/19/22 10040102	202212 330-57200-49500	QUARTERLY MAINTENANCE	*	479.19	
				COASTAL ELEVATOR SERVICE CORP.			479.19 000153
2/02/23	00970	1/22/23 01222023	202301 300-36900-10300	RENTAL DEPOSIT REFUND	*	500.00	
				EDMOND ADAMS			500.00 000154
2/02/23	00026	1/26/23 2041	202301 300-36900-10200	TENNIS REV DEP 1/11/23	*	1,374.30	
				GOVERNMENTAL MANAGEMENT SERVICES			1,374.30 000155
2/02/23	00026	1/26/23 2042	202301 300-36900-10200	TENNIS REV DEP 1/25/23	*	454.50	
				GOVERNMENTAL MANAGEMENT SERVICES			454.50 000156
2/02/23	00026	1/26/23 2043	202301 330-57200-34400	MAINTENANCE SUPPLIES	*	103.14	
		1/26/23 2043	202301 330-57200-34400	MAINTENANCE SUPPLIES	*	118.73	
				GOVERNMENTAL MANAGEMENT SERVICES			221.87 000157
2/02/23	00968	1/22/23 01222023	202301 300-36900-10300	RENTAL DEPOSIT REFUND	*	700.00	
				KADIA MILLER			700.00 000158
2/02/23	00969	1/22/23 01222023	202301 300-36900-10300	RENTAL DEPOSIT REFUND	*	500.00	
				LA'TRENIA PEARSON			500.00 000159
2/02/23	00062	2/01/23 72188B	202302 320-57200-46800	FEB LAKE MAINTENANCE	*	1,594.00	
				THE LAKE DOCTORS			1,594.00 000160
2/02/23	00308	1/11/23 46495	202301 330-57200-62100	JAN PEST CONTROL	*	175.00	
				PAULA'S PEST CONTROL INC			175.00 000161
2/02/23	00139	2/01/23 13129561	202302 330-57200-46400	FEB POOL CHEMICALS	*	3,816.78	
				POOLSURE			3,816.78 000162
2/02/23	00823	1/05/23 8667	202301 320-57200-34500	JAN SECURITY	*	14,046.85	
				SECURITY DEVELOPMENT GROUP LLC			14,046.85 000163

MVIL MIDDLE VILLAGE OKUZMUK

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	....EXPENSED TO... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
2/02/23	00271	12/23/22 100974	202212 330-57200-62100		PREVENTATIVE MAINTENANCE	*	288.00	
SOUTHEAST FITNESS REPAIR								288.00 000164
2/02/23	00704	1/01/23 10391	202301 320-57200-46200		JAN LANDSCAPE MAINTENANCE	*	40,710.67	
VERDEGO LLC								40,710.67 000165
2/02/23	00704	2/01/23 10618	202302 320-57200-46200		FEB LANDSCAPE MAINTENANCE	*	40,710.67	
VERDEGO LLC								40,710.67 000166
2/02/23	00412	12/27/22 12272022	202212 330-57200-43500		LAP POOL GAS	*	3,767.08	
WILFORD PROPANE GAS								3,767.08 000167
2/23/23	00256	8/04/22 SS110714	202210 320-57200-34510		JUL EMPLOYMENT FEE	*	391.25	
		8/04/22 SS110714	202210 320-57200-34510		JUL SCHEDULING FEE	*	187.50	
		1/02/23 SS110956	202212 320-57200-34510		DEC EMPLOYMENT FEE	*	406.25	
		1/02/23 SS110956	202212 320-57200-34510		DEC SCHEDULING FEE	*	187.50	
		2/13/23 SS110989	202301 320-57200-34510		JAN EMPLOYMENT FEE	*	413.75	
		2/13/23 SS110989	202301 320-57200-34510		JAN SCHEDULING FEE	*	187.50	
CLAY COUNTY SHERIFF'S OFFICE								1,773.75 000168
2/23/23	00072	2/02/23 02022023	202211 320-57200-34510		NOV REIMB SECURITY SRVCS	*	1,667.25	
		2/02/23 02022023	202212 320-57200-34510		DEC REIMB SECURITY SRVCS	*	1,463.00	
		2/02/23 02022023	202212 320-57200-34510		DEC REIMB SECURITY SRVCS	*	1,662.50	
DOUBLE BRANCH CDD								4,792.75 000169
2/23/23	00026	2/01/23 2039	202302 310-51300-34000		FEB FACILITY MANAGEMENT	*	20,119.83	
		2/01/23 2040	202302 310-51300-34000		FEB FACILITY MGT - TENNIS	*	6,331.50	
		2/03/23 2044	202301 300-36900-10300		JAN FACILITY EVENT STAFF	*	737.50	
		2/17/23 2046	202302 300-36900-10300		FEB FACILITY EVENT STAFF	*	400.00	
GOVERNMENTAL MANAGEMENT SERVICES								27,588.83 000170
MVIL MIDDLE VILLAGE OKUZMUK								

AP300R  
\*\*\* CHECK NOS. 000153-000175

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER  
MIDDLE VILLAGE - REC FUND  
BANK E HANCOCK WHITNEY

RUN 2/27/23

PAGE 3

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
2/23/23	00139	11/01/22 13129561	202211 330-57200-46400	NOV POOL CHEMICALS	*	3,051.51	
		1/31/23 13129561	202302 300-13100-10300	FINANCE CHARGE	*	46.65	
				POOLSURE			3,098.16 000171
2/23/23	00261	2/01/23 326	202302 330-57200-34200	FEB JANITORIAL SERVICES	*	3,783.33	
				RIVERSIDE MANAGEMENT SERVICES, INC			3,783.33 000172
2/23/23	00823	2/01/23 8746	202302 320-57200-34500	FEB SECURITY	*	12,674.60	
				SECURITY DEVELOPMENT GROUP LLC			12,674.60 000173
2/23/23	00704	10/01/22 9526	202210 320-57200-46200	OCT LANDSCAPE MAINTENANCE	*	3,189.27	
				VERDEGO LLC			3,189.27 000174
2/23/23	00139	12/31/22 13129561	202302 300-13100-10300	FINANCE CHARGE	*	60.19	
				POOLSURE			60.19 000175
				TOTAL FOR BANK E		166,299.79	
				TOTAL FOR REGISTER		166,299.79	

MVIL MIDDLE VILLAGE OKUZMUK

CUSTOMER NO.: 601535  
DATE: 12/19/2022  
INVOICE NO.: 100401022100

OAKLEAF PLANTATION  
DUE DATE: 1/1/2023

**ACCOUNT SUMMARY**

**BUILDING ADDRESS**

OAKLEAF PLANTATION 845 OAKLEAF PLANTATION ORANGE PARK FL 32065-3531  
CONTRACT: 108362 | TCE05011

Maintenance Service from 1/1/2023 to 3/31/2023 **\$479.19**

**Code to:**

**02-330-572-630**

**Middle Village Elevator Maintenance**

63

NET SERVICE CONTRACT AMOUNT **\$479.19**  
Sales Tax **\$0.00**

**TOTAL SERVICE CONTRACT AMOUNT DUE \$479.19**

**IMPORTANT MESSAGES**

We are pleased to offer the convenience and flexibility of paperless billing and e-payment options! To automate your payment, opt in to paperless billing, or to change your billing address, please visit our e-payment site at <https://otis.payinvoicedirect.com>.

**QUESTIONS?**

AR Rep's Email:  
**Hemavathi.B@otis.com**

AR Rep's Phone#: 1-959-200-3979  
Customer Care: 1-855-249-6847

010

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

PAYMENTS NOT RECEIVED BY THE DUE DATE OF THE INVOICE SHALL INCUR AN INTEREST CHARGE OF THE OVERDUE AMOUNT CALCULATED FROM THE PAYMENT DUE DATE OF THE INVOICE AT THE RATE OF ONE AND ONE HALF PERCENT (1.5%) PER MONTH (18% PER ANNUM) OR THE MAXIMUM RATE ALLOWED BY APPLICABLE LAW, WHICHEVER IS LESS.

DETACH DOCUMENT ALONG PERFORATION. ENCLOSE AND RETURN THIS COUPON WITH YOUR PAYMENT.

COASTAL ELEVATOR SERVICE CORP.  
RELIABLE • RESPONSIVE • RESPECTED

11760 US Hwy 1 Suite W600 Palm Beach Gardens FL 33408

OAKLEAF PLANTATION  
370 OAKLEAF VILLAGE PARKWAY  
ORANGE PARK FL 32065-4259

CUSTOMER NO.: 601535  
DUE DATE: 1/1/2023  
INVOICE NO.: 100401022100  
TOTAL SERVICE CONTRACT AMOUNT: \$ 479.19

MAKE CHECK PAYABLE TO:

Coastal Elevator Company  
PO Box 730400  
Dallas TX 75373-0400

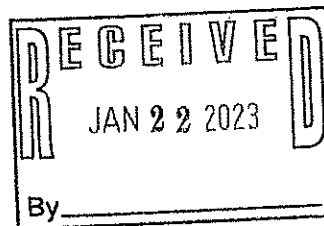
100401022100 0000047919 9

From: Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
 Subject: MVCDD refund of deposit request - EDMOND ADAMS  
 Date: January 22, 2023 at 10:47 PM  
 To: Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com), Tracey Fox [tfox@gmsnf.com](mailto:tfox@gmsnf.com)  
 Cc: Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amossing@gmstnn.com](mailto:amossing@gmstnn.com)

Good evening Tracey,

Please make the following refund at your earliest opportunity:

- REFUND FROM MVCDD – for the following venue.
  - LOCATION – GRAND BANQUET (SUNDAY) 10:00 A.M. to 6:00 P.M.
  - DATE OF VENUE – JANUARY 15, 2023
  - RESIDENT – EDMOND ADAMS
  - ADDRESS – 817 STALLION WAY ORANGE PARK FL 32065
  - AMOUNT OF REFUND - \$500.00 BOOKING FEE/DEPOSIT
  - BOOKING FEE/DEPOSIT was via VISA(1193):
    - DATED: 12/28/22
    - SEQ#: 35
    - BATCH#: 712
    - INVOICE#: 36
    - APPROVAL CODE: 068860
    - AMOUNT: \$500.00



PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
12/28/22	12/28/22	01/15/23	EDMOND ADAMS - GB DEPOSIT	DEPOSIT	\$ 500.00			VISA-068860

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

Thank you,

Wanda McReynolds is the Community Amenity Coordinator for Oakleaf Plantation. She is not an attorney and does not provide legal advice. If you are seeking legal advice, please consult with an attorney. This email and any attachments are confidential and intended solely for the use of the individual or entity to which they are addressed. If you have received this email in error, please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the named addressee you should not disseminate, distribute or copy this e-mail.

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

2-300-369-103  
970

Governmental Management Services

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

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

# Invoice

Invoice #: 2041  
Invoice Date: 1/26/23  
Due Date: 1/26/23

Case:  
P.O. Number:

**Bill To:**

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

Description	Hours/Qty	Rate	Amount
Tennis Revenue / Funds deposited 1/11/23  <i>2,300.369.102</i> <i>26</i>  <div data-bbox="527 1052 846 1266"><div>RECEIVED</div><div>JAN 31 2023</div><div>By _____</div></div>		1,374.30	1,374.30
<b>Total</b>			\$1,374.30
<b>Payments/Credits</b>			\$0.00
<b>Balance Due</b>			\$1,374.30

## *Middle Village CDD*

### Breakdown of Revenues January 11, 2023

Deposit Date	Lessons	GMS 90%	Middle Village CDD 10%
1/11/23	\$ 1,527.00	\$ 1,374.30	\$ 152.70
		\$ -	\$ -

Subtotal \$ 1,527.00 \$ 1,374.30 \$ 152.70

Date	Ball/Racquet/Machine Rentals	GMS 20%	Middle Village CDD 80%
1/11/23		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -

Date	Miscellaneous	GMS 50%	Middle Village CDD 50%
1/11/23		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -

Date	League Fees	Middle Village CDD 90%
1/11/23		

Subtotal \$ - \$ - \$ -

Total Revenues \$ 1,527.00 \$ 1,374.30 \$ 152.70

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice**

Invoice #: 2042

Invoice Date: 1/26/23

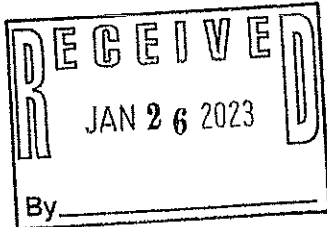
Due Date: 1/26/23

Case:

P.O. Number:

**Bill To:**

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

Description	Hours/Qty	Rate	Amount
Tennis Revenue- Funds Deposited 1-25-23		454.50	454.50
<i>2,300,369.102</i> <i>26</i>			
			

---

**Total** \$454.50

---

**Payments/Credits** \$0.00

---

**Balance Due** \$454.50

---



# Middle Village CDD

## Breakdown of Revenues

Deposit Date	Lessons	GMS 80%	Middle Village CDD 10%
--------------	---------	---------	------------------------

\$ 505.00 \$ 505.00 \$ 454.50 \$ 50.50  
\$ - \$ -

Subtotal \$ 505.00 \$ 454.50 \$ 50.50

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

1/25/2023 \$ - \$ -  
\$ - \$ -  
\$ - \$ -  
\$ - \$ -  
\$ - \$ -  
\$ - \$ -

Subtotal \$ - \$ - \$ -

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

1/25/2023 \$ - \$ -  
\$ - \$ -  
\$ - \$ -

Subtotal \$ - \$ - \$ -

Date	League Fees	Middle Village CDD 90%
------	-------------	------------------------

1/25/2023

Subtotal \$ - \$ - \$ -

Total Revenues \$ 505.00 \$ 454.50 \$ 50.50

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

Invoice #: 2043

Invoice Date: 1/26/23

Due Date: 1/26/23

Case:

P.O. Number:

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

Description	Hours/Qty	Rate	Amount
<del>2.330.572.34300-Costco</del>		103.14	103.14
<del>2.330.572.34300-Site One</del>		118.73	118.73
<i>both to 2.330.572.344</i>			
<i>26</i>			
<div data-bbox="487 989 812 1209"><div>RECEIVED</div><div>JAN 26 2023</div><div>By _____</div></div>			

**Total** \$221.87**Payments/Credits** \$0.00**Balance Due** \$221.87

# PERSONAL REIMBURSEMENT

Out-of-Pocket

**NAME:** Andy Fletcher

1.24.23

DATE	DESCRIPTION	DISTRICT	AMOUNT	
11.22.22	Costco	MV	\$103.14	2 330.572.34300
1.23.23	Site One	MV	\$118.73	2.330.572.34300
		MV		2.330.572.34300
		MV		2.330.572.34300
		MV		2.330.572.34300
				2.330.572.34300
				2.330.572.34300
TOTAL			\$ 221.87	

W. Jacksonville #1294  
8000 Parramore Rd  
Jacksonville, FL 32244

## SELF-CHECKOUT

D4 Member 111923050536

0000290159	/1614673	4.00-A
1614673	32DEGREE	JKT
0000290159	/1614673	4.00-A
1614673	32DEGREE	JKT
0000290159	/1614673	4.00-A
1614673	32DEGREE	JKT
0000290159	/1614673	4.00-A
1614673	32DEGREE	JKT
0000290159	/1614673	4.00-A
1614673	32DEGREE	JKT
0000290159	/1614673	4.00-A
1614673	32DEGREE	JKT
0000290159	/1614673	4.00-A
SUBTOTAL		95.94
TAX		7.20
**** TOTAL		103.14

XXXXXXXXXXXX6346

OUTD 03, 1

[illegible]

Seq# 206261 App#: 022996

Visa Resp: APPROVED

Tran ID#: 232600206261....

APPROVED - Purchase

AMOUNT: \$103.14

11/22/2022 11:30 1294 206 71 706

Visa	103.4
CHANGE	0.10

A 7.500% TAX	7.00
TOTAL TAX	7.00
TOTAL NUMBER OF ITEMS SOLD =	6
INSTANT SAVINGS	\$ 24.00

**REMARKS:**



21129420600712211221130

OP#: 706 Name: SCO

Thank You!

Please Come Again

Whse:1294 Trm:206 Trn:71 OP:706

~~Items Sold: 6~~

D4 11/22/2022 11:30

# Sales Invoice



**#Stronger Together**

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

## Sold To:

Riverside Management Services Inc. (#1128666)  
9655 Florida Mining Blvd W Ste 305  
Jacksonville, FL 32257-2032  
W: (904)288-7667

## Ship To:

Riverside Management Services Inc. (#1128666)  
9655 Florida Mining Blvd W Ste 305  
Jacksonville, FL 32257-2032  
W: (904)288-7667

For Chemical Emergency Spill, Leak, Fire,  
Exposure, or Accident Emergency Response  
Assistance, call: CHEMTREC  
Day or Night- 1 (800) 424-9300

Ordered	Order#	PO#	Invoiced	Invoice#
01/23/2023	126434304-001		01/23/2023	126434304-001
Printed	Requested for	Ship Via	Customer Contact	Sales Associate
01/23/2023		Customer Pick up	Andy Flecher	Richard Ludlow



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	5	5	0	22.089 / EA	110.45

PAYMENT: Visa \$118.73  
Acct#: \*\*\*\*\*6346  
Auth# 023708  
Aid: A0000000031010  
Application Label: VISA CREDIT

Subtotal: \$110.45  
Sales Tax: \$8.28  
Freight: \$0.00  
Total: \$118.73  
Total Payment: \$118.73  
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**

BRANDON STEELE | Area Business Manager  
904-252-5641 | BSteele@SiteOne.com

Scan for a Brief Survey

We are 100% committed to your success. Please do not hesitate to contact me directly at the number above or scan the QR code to take a brief survey about your experience today.

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



From: Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
 Subject: ~~MVCDD~~ refund of deposit request - KADIA MILLER - NON-RESIDENT  
 Date: January 22, 2023 at 10:40 PM  
 To: Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com), Tracey Fox [tfox@gmsnf.com](mailto:tfox@gmsnf.com)  
 Cc: Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amossing@gmstnn.com](mailto:amossing@gmstnn.com)

Good evening Tracey,

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 10:00 P.M.
  - DATE OF VENUE – JANUARY 14, 2023
  - RESIDENT – KADIA MILLER
  - ADDRESS – 5934 ROYALTY ROAD, JACKSONVILLE, FLORIDA 32254
  - AMOUNT OF REFUND – \$700.00 – GRAND BANQUET (\$500.00) & GRAND LAWN (\$200.00) BOOKING FEE/DEPOSIT
  - BOOKING FEE/DEPOSIT was via MC(7499):
    - DATED: 9/28/22
    - SEQ#: 2
    - BATCH#: 700
    - INVOICE#: 2
    - APPROVAL CODE: 09491B
    - AMOUNT: \$500.00

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
09/28/22	09/28/22	01/14/23	KADIA MILLER - GB DEPOSIT	DEPOSIT	\$ 500.00			MC-09491B
09/28/22	09/28/22	01/14/23	KADIA MILLER - GL DEPOSIT	DEPOSIT	\$ 200.00			MC-02294B

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

Thank you.

On: 1/22/2023 at 10:40 PM, From: S. Fox, To: K. Miller

This e-mail and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this e-mail in error, please notify the system manager. This e-mail and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this e-mail in error, please notify the system manager. This e-mail and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this e-mail in error, please notify the system manager.

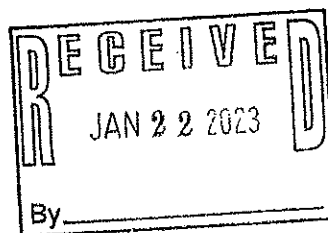
Wanda McReynolds – Community Amenity Coordinator, OakLeaf Plantation  
[venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
 (904) 770-4661 voice email  
 (904) 375-9285 ext. 3  
[www.oakleafresidents.com](http://www.oakleafresidents.com)

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

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From: Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
Subject: MVCDD refund of deposit request - LA'TRENIA PEARSON (Gods Little People Christi) - NON-RESIDENT  
Date: January 22, 2023 at 10:32 PM  
To: Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com), Tracey Fox [tfox@gmsnf.com](mailto:tfox@gmsnf.com)  
Cc: Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amossing@gmstnn.com](mailto:amossing@gmstnn.com)

Good evening Tracey,

Please make the following refund at your earliest opportunity:

- REFUND FROM MVCDD – for the following venue.
  - LOCATION – GRAND BANQUET (FRIDAY) 4:00 P.M. to 12:00 A.M.
  - DATE OF VENUE – JANUARY 13, 2023
  - RESIDENT – LA'TRENIA PEARSON (Gods Little People Christi)
  - ADDRESS – 1033 SOUTHERN HILL DRIVE, ORANGE PARK, FL 32065
  - AMOUNT OF REFUND - \$500.00
  - BOOKING FEE/DEPOSIT was via VISA (6170):
    - DATED: 12/12/22
    - SEQ#: 26
    - BATCH#: 712
    - INVOICE#: 26
    - APPROVAL CODE: 091053
    - AMOUNT: \$500.00

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
12/12/22	12/12/22	01/13/23	LA'TRENIA PEARSON - GB DEPOSIT	DEPOSIT	\$ 500.00			VISA-091053

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

Thank you.

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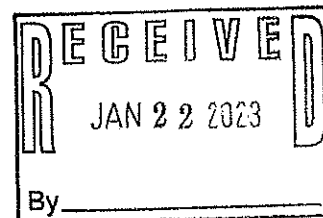
Wanda McReynolds – Community Amenity Coordinator, OakLeaf Plantation  
[venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
(904) 770-4661 voice email  
(904) 375-9285 ext. 3  
[www.oakleafresidents.com](http://www.oakleafresidents.com)

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MAKE CHECK PAYABLE TO:

 **The Lake Doctors, Inc.**  
Post Office Box 20122  
Tampa, FL 33622-0122  
(904) 262-5500

PLEASE FILL OUT BELOW IF PAYING BY CREDIT CARD



CARD NUMBER

EXP. DATE

SIGNATURE

AMOUNT PAID

ADDRESSEE

☐ Please check if address below is incorrect and indicate change on reverse side

MIDDLE VILLAGE CDD  
JAY SORIANO  
370 Oakleaf Village Parkway Pkwy  
Orange Park, FL 32065

ACCOUNT NUMBER	DATE	BALANCE
711194	2/1/2023	\$1,594.00

The Lake Doctors  
Post Office Box 20122  
Tampa, FL 33622-0122

00000000027159001000000007218800000015940099

Please Return this portion with your payment

Invoice 72188B

PO #

Date	Description	Quantity	Amount	Tax	Total
<b>PLANTATION OAKS BLVD, ORANGE PARK, FL ORANGE PARK, FL 32065</b>					
2/1/2023	Water Management - Monthly		\$1594.00	\$0.00	\$1594.00

**Code to:**

Please remit payment for this month's invoice.

**2-320-572-4680**

**Middle Village Lake Maintenance**

62

Please provide remittance information when submitting payments,  
otherwise payments will be applied to the oldest outstanding invoices.

Credits \$0.00

Adjustment \$0.00

AMOUNT DUE

**Total Account Balance including this invoice:**

\$4632.00

**This Invoice Total:**

\$1594.00

**To submit payment by ACH: Ameris Bank // Routing # 061201754 // Account # 2049360148**

**Customer Account #:** 711194

**Portal Registration #:** 2D189A4D

**Corporate Address**

4651 Salisbury Rd, Suite 155  
Jacksonville, FL 32256

**Customer Portal Link:** [www.lakedoctors.com/contact-us/make-a-payment/](http://www.lakedoctors.com/contact-us/make-a-payment/)

Set Up Customer Portal to pay invoices online, set up recurring payments, view payment history, and edit contact information



# I N V O I C E

PAULA'S PEST CONTROL  
1548 Glendale St,  
Jacksonville, Fla 32205  
(904) 389-3419

INVOICE: 46495 QT  
DATE: 01/11/23 10:30a  
ACCOUNT: 1032 Oakleaf  
ROUTE: 0  
LAST: 10/12/22 Paula  
Paula Douglas

BILL TO  
Middle Village CDD  
14785-4 St. Augustine Rd.  
Jacksonville, FL 32258

SERVICE TO  
Plantation Oaks  
845 Oakleaf Plantation Parkway  
Orange Park, FL 32065

904-375-9625 Lisa 904-708-1134

DESCRIPTION	QTY	PRICE	AMOUNT
General Pest Control PEST		175.00	175.00
		SUBTOTAL	175.00
		PREVIOUS BALANCE	0.00
		TOTAL DUE	175.00

**Code to:**

**Middle Village Facility Maintenance - Preventative**

**2-330-572-621**

Products

___ Advion RG	___ EC	✓ Suspend Polyzone
___ Demand CS	✓ Niban GB	___ Suspend SC
___ Demon Max	___ Precor 2000	

Other: \_\_\_\_\_

Comments: \_\_\_\_\_

EFFECTIVE June 1, 2013  
MAKE Checks Payable to:

Paula's Pest Control Inc.  
1548 Glendale St.  
Jacksonville, Fl.32205

Note: All returned Checks will be assessed a \$50.00 FEE

THANK YOU FOR YOUR BUSINESS!  
HAVE A WONDERFUL DAY!



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

# Invoice

Date 2/1/2023

Invoice # 131295612319

Terms	Net 20
Due Date	2/21/2023
PO #	

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

Item ID	Description	Qty	Units	Amount
WM-CHEM-FLAT	Water Management Flat Billing Rate	1	ea	3,708.60
Fuel Surcharge	Fuel/Environmental Translt Fee	1	ea	108.18
<div>RECEIVED 2-3-2023 2-33-572-464 139</div>				

Subtotal 3,816.78  
Shipping Cost (FEDEX GROUND) 0.00  
Total 3,816.78  
Amount Due \$3,816.78

## Remittance Slip

Customer  
130AK101  
Invoice #  
131295612319

Amount Due \$3,816.78

Amount Paid

Make Checks Payable To

Poolsure  
PO Box 55372  
Houston, TX 77255-5372



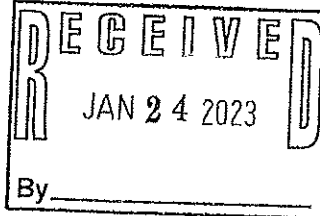
131295612319



Security Development Group, LLC  
8130 Baymeadows Way W., Suite 302  
Jacksonville, FL 32256  
accounting@sthreesecurity.com  
www.sthreesecurity.com

## INVOICE

**BILL TO**  
Middle Village CDD  
475 West Town Place  
Suite 114  
St Augustine, FL 32092



**INVOICE #** 8667  
**DATE** 01/05/2023  
**DUE DATE** 01/31/2023  
**TERMS** End of the month

**SERVICE MONTH**  
January

ACTIVITY	QTY	RATE	AMOUNT
Dedicated Officer I Dedicated Officer for 10 hours Monday to Thursday and 12 hours Saturday and Sunday	328	24.95	8,183.60T
Dedicated Officer I Dedicated Officer for 7 hours Monday to Thursday and 9 hours Saturday and Sunday	235	24.95	5,863.25T

SUBTOTAL	14,046.85
TAX	0.00
TOTAL	14,046.85
BALANCE DUE	<b>\$14,046.85</b>

# APPROVED

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

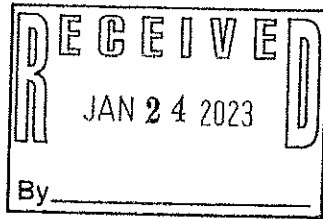
823



Southeast Fitness Repair  
14476 Duval Place West #208  
Jacksonville, FL 32218

**Invoice #100974**  
Invoice Date: 12/23/2022

**Invoice**



Account #101332  
Oakleaf Plantation - Double Branch and Middle Village

**Billing Location Information**

**Billing Address** 370 Oakleaf Village Pkwy  
Orange Park, FL 32065-4259

**Billing Contact** Jay Soriano

**Main Number** (904) 406-2200

**Mobile Number**

**Email** Jsoriano@Gmsnf.Com

**Service Information**

Services	Qty	Rate	Price
<b>845 Oakleaf Plantation Pkwy, Orange Park, FL 32065-3531</b>			
<b>12/23/2022 PM: Bi-Monthly</b> Bi-monthly scheduled preventative maintenance	1 visit	\$0.00 / visit	\$0.00
— Product: PM: Elliptical, Cross-trainer, ARC, AMT	3.00 Ea	\$15.00 / Ea	\$45.00
— Product: PM: Multi-Station	1.00 Ea	\$20.00 / Ea	\$20.00
— Product: PM: Recumbent, Upright Bicycle	2.00 Ea	\$10.00 / Ea	\$20.00
— Product: PM: Single-Station	7.00 Ea	\$5.00 / Ea	\$35.00
— Product: PM: Spin Bike, Rowing Machine	2.00 Ea	\$15.00 / Ea	\$30.00
— Product: PM: Treadmill	3.00 Ea	\$20.00 / Ea	\$60.00
— Product: Travel <60 miles	1.00 Ea	\$90.00 / Ea	\$90.00
— Product Discount: Discount	1	(\$12.00)	(\$12.00)
<b>Discounts:</b>			\$12.00
<b>Subtotal:</b>			\$288.00
<b>Tax:</b>			\$0.00
<b>Total:</b>			\$288.00
<b>Amount Paid:</b>			\$0.00
<b>Balance Due:</b>			\$288.00

**Pay Now**

Payment is due within 30 days of invoice date.  
Thank you for your business!

---

**Billing Receipt - Please Return With Payment Remittance**

---

<b>Bill To:</b>	Jay Soriano 370 Oakleaf Village Pkwy Orange Park, FL 32065-4259	<b>Account</b>	[101332] Oakleaf Plantation - Double Branch and Middle Village
		<b>Invoice #</b>	100974
		<b>Date</b>	Friday, December 23, 2022
<b>Remit To:</b>	Southeast Fitness Repair 14476 Duval Place West #208 Jacksonville, FL 32218	<b>Amount Paid</b>	_____
		<b>Check Number</b>	_____

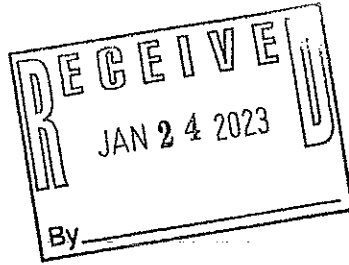
Payment is due within 30 days of invoice date.  
Thank you for your payment!

**Code to:**

**Middle Village Facility Maint. - Preventative**

**2-330-572-62100**

271



# Invoice

Invoice #: 10391

Date: 01/01/23

Customer PO:

DUE DATE: 01/31/2023

## 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

#10346 - Standard Maintenance Contract 2023 January 2023  
Work order #1846 Zach

## AMOUNT

\$40,710.67

## Invoice Notes:

Thank you for your business!

**AMOUNT DUE THIS INVOICE**

**\$40,710.67**

**Code to:**

**2-320-572-462**

**Middle Village Landscape Maintenance**

704



## Invoice

Invoice #: 10618

Date: 02/01/23

Customer PO:

DUE DATE: 03/03/2023

### 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

#10346 - Standard Maintenance Contract 2023 February 2023  
Work order #1846 Zach

### AMOUNT

\$40,710.67

### Invoice Notes:

Thank you for your business!

**AMOUNT DUE THIS INVOICE**

**\$40,710.67**

**Code to:**

**2-320-572-462**

**Middle Village Landscape Maintenance**

704



# GAS CHECK

THIS IS YOUR INVOICE  
DUE AND PAYABLE - 10 DAYS

\* \* \* \* \*

THIRTY (30) DAYS AFTER DELIVERY ANY  
UNPAID PORTION OF "CHARGE" SALES  
ARE SUBJECT TO A FINANCE CHARGE @  
10% MINIMUM EST. - ANNUAL RATE 18%

\* \* \* \* \*

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

ACCOUNT NO.	REFERENCE NO.	TEMPERATURE COMPENSATED VOLUME CORRECTED TO 60 F
1-112	000387	0469

MIDDLE VILLAGE COMM DIST  
MIDDLE VILLAGE COMM DIST  
MIDDLE VILLAGE COMM DIST  
MIDDLE VILLAGE COMM DIST  
MIDDLE VILLAGE COMM DIST

WILFORD PROPANE GAS CO., INC.

706 Kingsley Ave.  
Orange Park, FL 32073  
(904) 264-2311

DELIVERY DATE	P.O. NUMBER
12/27/22	UN1075
PCT/FULL	SALESMAN
25/80 x2	CR

QUANTITY/GALS	PRICE	AMOUNT
1164.9	322	3767.08
		SALES TAX
		P.C. # TAN
		SPECIAL T.O. CASE
		SUPPLY DEL CHG
AMOUNT DUE		3767.08

X	RECEIVED BY
---	-------------

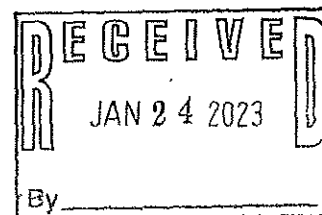
FLAMMABLE GAS SAFETY MESSAGES ON BACK

Code to:

02-330-572-4350

Middle Village Lap Pool Gas/Heat

412







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

Invoice Number: SSI10714  
Invoice Date: 8/4/2022

Page: 1

Attn: Fiscal - Accounts Receivable

Bill

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

Ship

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

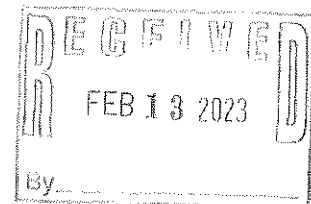
2,320,571.3451

Due Date 8/19/2022  
Terms Net 15 Days

Customer ID C0000168  
P.O. Number  
P.O. Date 8/4/2022  
Our Order No  
SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee-JULY 2022		156.5	156.5	5.00	782.50
Fees-2nd Employment Scheduling		15	15	25.00	375.00

28  
/2 = 891.50  
/2 = 187.5



Amount Subject to Sales Tax USD  
Amount Exempt from Sales Tax 1,157.50

Subtotal: 1,157.50  
Invoice Discount: 0.00  
Tax: 0.00

Total USD: 1,157.50 /2 = 578.75



Remit To: Clay County Sheriff's Office  
PO Box 548/901 N. Orange Ave  
GREEN COVE SPRINGS, FL 32043

(904) 284-7575

Invoice Number: SS110956  
Invoice Date: 1/9/2023

Page: 1

Attn: Fiscal - Accounts Receivable

Bill

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

Ship

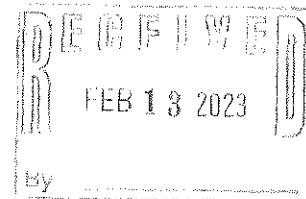
To: OAKLEAF PLANTATION CDD  
MVCDD & DBCDD  
370 OAKLEAF VILLAGE PARKWAY  
ORANGE PARK, FL 32065  
JAVIER SORIANO

2,320,572.3451

Due Date 1/24/2023  
Terms Net 15 Days

Customer ID C0000168  
P.O. Number  
P.O. Date 1/9/2023  
Our Order No  
SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee-DECEMBER 2022		162.5	162.5	5.00	812.50 / 2 = 406.25
Fees-2nd Employment Scheduling		15	15	25.00	375.00 / 2 = 187.5



Amount Subject to Sales Tax USD  
Amount Exempt from Sales Tax 1,187.50

Subtotal: 1,187.50  
Invoice Discount: 0.00  
Tax: 0.00

Total USD: 1,187.50 / 2 = 593.75



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

Invoice Number: SSI10989  
Invoice Date: 2/13/2023

Page: 1

Attn: Fiscal - Accounts Receivable

Bill

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

Ship

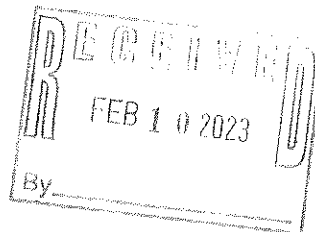
To: OAKLEAF PLANTATION CDD  
MVCDD & DBCDD  
370 OAKLEAF VILLAGE PARKWAY  
ORANGE PARK, FL 32065  
JAVIER SORIANO

2,320.5 / 2 = 1160.25

Due Date 2/28/2023  
Terms Net 15 Days

Customer ID C0000168  
P.O. Number  
P.O. Date 2/13/2023  
Our Order No  
SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee-JANUARY 2023		165.5	165.5	5.00	827.50 / 2 = 413.75
Fees-2nd Employment Scheduling		15	15	25.00	375.00 / 2 = 187.50



Amount Subject to Sales Tax US0  
Amount Exempt from Sales Tax 1,202.50

Subtotal: 1,202.50  
Invoice Discount: 0.00  
Tax: 0.00

Total USD: 1,202.50 / 2 = 601.25

**Middle Village**  
**COMMUNITY DEVELOPMENT DISTRICT**

**Rec Fund**

**Check Request**

Date	Amount	Authorized By
February 2, 2023	\$1,667.25	Oksana Kuzmuk

Payable to:

Double Branch CDD #72
-----------------------

Date Check Needed:

Budget Category:

ASAP	002-320-57200-34510
------	---------------------

Intended Use of Funds Requested:

11/11/22-11/24/22 Reimb for Security Services

*(Attach supporting documentation for request)*

**Middle Village**  
**COMMUNITY DEVELOPMENT DISTRICT**

**Rec Fund**

**Check Request**

Date	Amount	Authorized By
February 2, 2023	\$1,463.00	Oksana Kuzmuk

Payable to:

Double Branch CDD #72
-----------------------

Date Check Needed:

Budget Category:

ASAP	002-320-57200-34510
------	---------------------

Intended Use of Funds Requested:

11/25/22-12/08/22 Reimb for Security Services
(Attach supporting documentation for request.)

**Middle Village**  
**COMMUNITY DEVELOPMENT DISTRICT**

**Rec Fund**

**Check Request**

Date	Amount	Authorized By
February 2, 2023	\$1,662.50	Oksana Kuzmuk

Payable to:

Double Branch CDD #72
-----------------------

Date Check Needed:

Budget Category:

ASAP	002-320-57200-34510
------	---------------------

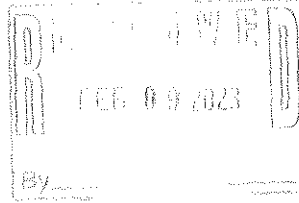
Intended Use of Funds Requested:

11/25/22-12/08/22 Reimb for Security Services
<i>(Attach supporting documentation for request.)</i>

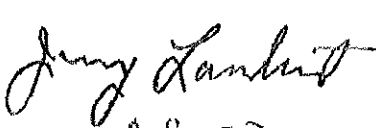
Governmental Management Services, LLC  
1001 Bradford Way  
Kingston, TN 37763

# Invoice

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



Invoice #: 2039  
Invoice Date: 2/1/23  
Due Date: 2/1/23  
Case:  
P.O. Number:

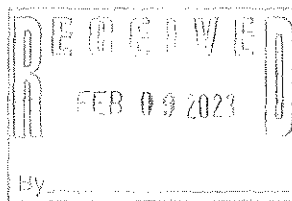
Description	Hours/Qty	Rate	Amount
Facility Management - Oakleaf Plantation - February 2023 2.310.513.3400		20,119.83	20,119.83
 2-8-23			
Total			\$20,119.83
Payments/Credits			\$0.00
Balance Due			\$20,119.83

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

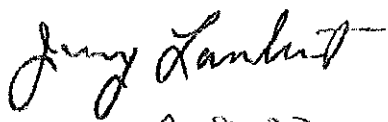
# Invoice

**Bill To:**

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



Invoice #: 2040  
Invoice Date: 2/1/23  
Due Date: 2/1/23  
Case:  
P.O. Number:

Description	Hours/Qty	Rate	Amount
Tennis- Facility Management - Oakleaf Plantation - February 2023 2.310.513.3400		6,331.50	6,331.50
 2-8-23			

**Total** \$6,331.50

**Payments/Credits** \$0.00

**Balance Due** \$6,331.50



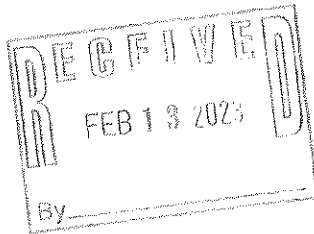
Governmental Management Services, LLC  
1001 Bradford Way  
Kingston, TN 37763

# Invoice

Invoice #: 2044  
Invoice Date: 2/3/23  
Due Date: 2/3/23  
Case:  
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Facility Event Staff through January 28, 2023 2. 369.103	29.5	25.00	737.50



Total	\$737.50
Payments/Credits	\$0.00
Balance Due	\$737.50

2/3/23  
CP

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

Middle Village CDD

**Facility Event Staff Service Hours**

<u>Quantity</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
29.5	Facility Event Staff	\$ 25.00	\$ 737.50

Covers Period End: January 28, 2023

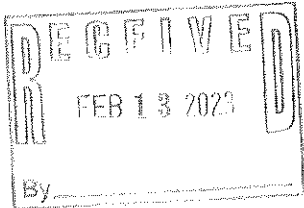
Amenities Revenue # 2-369-103

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

# Invoice

Invoice #: 2046  
Invoice Date: 2/17/23  
Due Date: 2/17/23  
Case:  
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Facility Event Staff through February 11, 2023 2-369.103 	16	25.00	400.00

Total	\$400.00
Payments/Credits	\$0.00
Balance Due	\$400.00

2/13/23  
COP

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

Middle Village CDD

**Facility Event Staff Service Hours**

<u>Quantity</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
16	Facility Event Staff	\$ 25.00	\$ 400.00

Covers Period End: February 11, 2023

Amenities Revenue # 2-369-103



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

# Invoice

Date 11/1/2022

Invoice # 131295610590

Terms	Net 20
Due Date	11/21/2022
PO #	

2,330.572,464

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

Item ID	Description	Qty	Units	Amount
WM-CHEM-FLAT	Water Management Flat Billing Rate	1	ea	2,725.31
WM Surcharge	WM Surcharge	1	ea	218.02
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	108.18
<div>RECEIVED FEB 14 2023 By _____</div>				

Subtotal 3,051.51  
Shipping Cost (FEDEX GROUND) 0.00  
Total 3,051.51  
Amount Due \$3,051.51

## Remittance Slip

Customer  
13OAK101  
Invoice #  
131295610590

Amount Due \$3,051.51

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

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



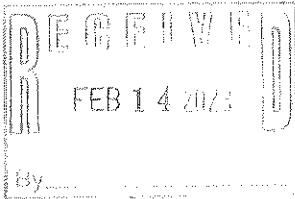
**Finance Charge**Date  
Invoice #1/31/2023  
1312956128211707 Townhurst Dr.  
Houston TX 77043

<b>Terms</b>	Net 20
<b>Due Date</b>	2/20/2023
<b>PO #</b>	
<b>AZ License #</b>	

**Bill To**Oakleaf Plantation  
Middle Village  
475 West Town Place Ste 114  
St Augustine FL 32092

2,330,572.464

LATE FEE: This constitutes notice under the truth in lending act that any accounts remaining unpaid after the due date are subject to 1 1/2% per month late charge and attorney fees.

Item	Description	Amount
FinChrg	Finance Charge on Overdue Balance Invoice, Due Date, Amount #131295610590, 11/21/2022, \$3,051.51	46.65
		

**Total** 46.65  
**Amount Due** \$46.65**Remittance Slip****Customer**  
13OAK101  
**Invoice #**  
131295612821**Amount Due** \$46.65**Amount Paid** \_\_\_\_\_**Make Checks Payable To**Poolsure  
PO Box 55372  
Houston, TX 77255-5372

131295612821

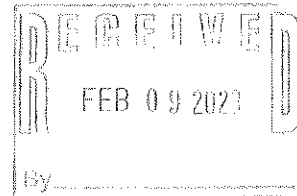
Riverside Management Services, Inc

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

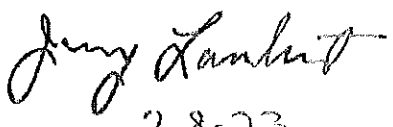
# Invoice

Date	Invoice #
2/1/2023	326

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



P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	2.330.572.3420- Janitorial Services - February 2023	3,783.33	3,783.33
 2-8-23			
		<b>Total</b>	<b>\$3,783.33</b>



Security Development Group, LLC  
8130 Baymeadows Way W., Suite 302  
Jacksonville, FL 32256  
accounting@sthreesecurity.com  
www.sthreesecurity.com

## INVOICE

**BILL TO**  
Middle Village CDD  
475 West Town Place  
Suite 114  
St Augustine, FL 32092

**INVOICE #** 8746  
**DATE** 02/01/2023  
**DUE DATE** 02/28/2023  
**TERMS** End of the month

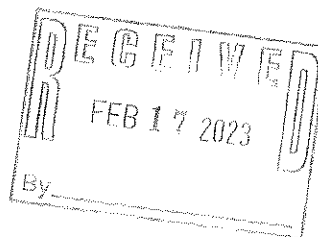
**SERVICE MONTH**  
February

ACTIVITY	QTY	RATE	AMOUNT
Dedicated Officer I Dedicated Officer for 10 hours Monday to Thursday and 12 hours Saturday and Sunday	296	24.95	7,385.20T
Dedicated Officer I Dedicated Officer for 7 hours Monday to Thursday and 9 hours Saturday and Sunday	212	24.95	5,289.40T

<b>SUBTOTAL</b>	12,674.60
<b>TAX</b>	0.00
<b>TOTAL</b>	12,674.60
<b>BALANCE DUE</b>	<b>\$12,674.60</b>

# APPROVED

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







## Invoice

Invoice #: 9526

Date: 10/01/22

Customer PO:

DUE DATE: 10/31/2022

### 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

#7019 - Standard Maintenance Contract 2022 October 2022

Work order #1846 Zach

### AMOUNT

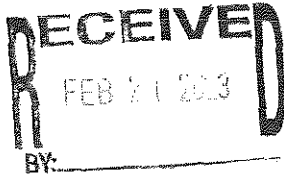
\$40,710.67

### Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

\$40,710.67

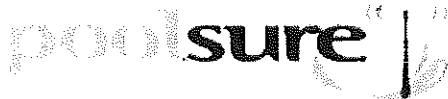


Paid 37521.40 CL 7136

pay only this  
balance

3189.27  
due

2,320,572.462



Finance Charge

Date  
Invoice #

12/31/2022  
131295612200

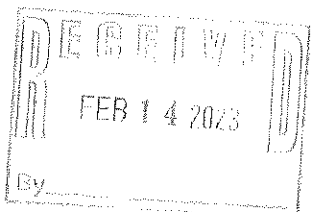
1707 Townhurst Dr.  
Houston TX 77043

Terms	Net 20
Due Date	1/20/2023
PO #	
AZ License #	

<b>Bill To</b>
Oakleaf Plantation Middle Village 475 West Town Place Ste 114 St Augustine FL 32092

2,330.572,464

LATE FEE: This constitutes notice under the truth in lending act that any accounts remaining unpaid after the due date are subject to 1 1/2% per month late charge and attorney fees.

Item	Description	Amount
FinChrg	Finance Charge on Overdue Balance Invoice, Due Date, Amount #131295610590, 11/21/2022, \$3,051.51	60.19
		

Total 60.19  
Amount Due \$60.19

Remittance Slip

Customer  
13OAK101  
Invoice #  
131295612200

Amount Due \$60.19

Amount Paid

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



131295612200

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
2/02/23	00030	7/11/22 35127	202210 600-53800-64000	PHONE LINE REPAIR	*	256.00	
				CUSICK COMMUNICATIONS INC			256.00 000538
2/02/23	00050	1/24/23 10481	202301 600-53800-64000	IRRIGATION REPAIRS	*	231.06	
				VERDEGO LLC			231.06 000539
2/23/23	00022	2/14/23 3725	202302 600-53800-64000	BISCAYNE SLING CHAISE	*	9,730.00	
				HORIZON CASUAL, INC.			9,730.00 000540
2/23/23	00050	11/30/22 9951	202211 600-53800-64000	IRRIGATION REPAIR	*	845.00	
				VERDEGO LLC			845.00 000541
TOTAL FOR BANK C						11,062.06	
TOTAL FOR REGISTER						11,062.06	

MVIL MIDDLE VILLAGE OKUZMUK

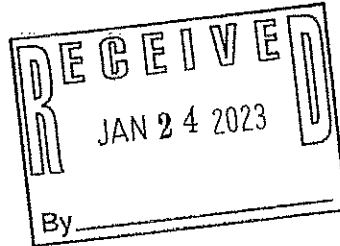
# Cusick Communications, Inc.

Telephone sales & installations

3099 Leon Rd Ste 5 Jacksonville, FL 32246  
(904) 249-8877; tom@cusickinc.com

## Bill To

Double Branch/Oak Leaf Plantation  
Jay Soriano  
370 Oakleaf Village Pkwy  
Orange Park, FL 32065



## Invoice

Date	Invoice #
7/11/2022	35127

P.O. No.	Terms	Project
	Net 10	

Description	Qty	Rate	Amount
Service Call. Includes the first hour of labor and travel.	1	149.00	149.00
Hourly labor rate. Confirm line out of service. ATT line 904-291-1997. Connected 2nd line on phone system to work in conference room and made necessary connections to allow the old line to be placed in service once repair is complete.	1	107.00	107.00
<b>Code to:</b>  <b>Middle Village Repair and Replacements</b>  <b>34-600-538-64000</b> 30			

	<b>Subtotal</b>	\$256.00
	<b>Sales Tax (0.00)</b>	\$0.00
	<b>Total</b>	\$256.00
	<b>Payments/Credits</b>	\$0.00
	<b>Balance Due</b>	\$256.00



# Invoice

Invoice #: 10481

Date: 01/24/23

Customer PO:

DUE DATE: 02/23/2023

## BILL TO

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

## FROM

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

## DESCRIPTION

## AMOUNT

#10512 - Bell tower Irrigation Main line repair, south side

Tony repaired 4" mainline break (at elbow) on south side Oakleaf Plantation Pkwy, along curb.

### *Landscape Enhancement*

**\$231.06**

4" 45 fitting (Material)	1.00	\$25.16	\$25.16
4" Coupling (Equipment)	1.00	\$9.81	\$9.81
4" PVC (Material)	1.00	\$12.71	\$12.71
4" slip fix (Material)	1.00	\$83.38	\$83.38
Labor and Prep (Labor)	2.00	\$50.00	\$100.00

### Invoice Notes:

Thank you for your business!

## AMOUNT DUE THIS INVOICE

**\$231.06**

## Code to:

**Middle Village Repair and Replacements**

**34-600-538-64000**

Horizon Casual, Inc  
P.O Box 1000  
Ocala, FL 34478  
(352) 622-6852  
www.horizoncasual.com



Invoice 3725

<b>BILL TO</b>	<b>SHIP TO</b>	<b>DATE</b>	<b>PLEASE PAY</b>	<b>DUE DATE</b>
Middle Village CDD	Middle Village CDD	02/14/2023	\$9,730.00	02/14/2023
475 W Town Pl Ste 114	875 Oakleaf Village Parkway			
St. Augustine, FL 32092-3649	Orange Park, FL 32065			

**SALES REP**  
Krysta

QTY	ITEM	DESCRIPTION	RATE	AMOUNT
24	1202SL	Biscayne Sling Chaise Lounge- 16" Seat Height with 1 1/4" Round Tubing	215.00	5,160.00T
40	1109SL	Biscayne Sling Dining Chair- 1 1/4" Round Tube	103.00	4,120.00T
1	Colors	Frame- 201 White Sling Fabric- HC -251 Forest Green	0.00	0.00
1	ETA	Current Estimated Lead Time 14-16 Weeks	0.00	0.00T

Thank you for your business!

All claims must be made within five days after receipt of goods, and claims for loss or damage in transit must be filed at once with carrier. We hold a shipping receipt in good order and accept no liability. If merchandise is damaged in transit and so received, you are responsible for securing proper notation of such damage from your local freight agent in order to secure settlement. Title of shipment passes to you upon delivery to, properly receipted by, transportation carrier. We are not responsible for delays in transit and our terms are not to be affected by such delays. Merchandise returned without written authorization will be refused. Goods listed herein remain property of Horizon Casual Inc. until invoice is paid.

SUBTOTAL	9,280.00
TAX	0.00
SHIPPING	450.00
TOTAL	9,730.00

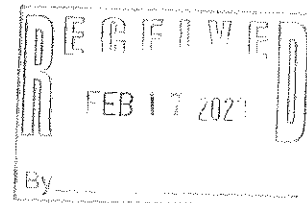
**TOTAL DUE \$9,730.00**

THANK YOU.

**Code to:**

**Middle Village Repair and Replacements**

**34-600-538-64000**



Sales Do Not Include Sales Tax. Purchaser Responsible For All Local, State, & Use Tax Unless Otherwise Indicated.



# Invoice

Invoice #: 9951

Date: 11/30/22

Customer PO:

DUE DATE: 12/30/2022

## BILL TO

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

## FROM

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

## DESCRIPTION

## AMOUNT

#9990 - Diseased Palm tree remo

Provide Labor and equipment to remove (flush cut only) 1 diseased Palm tree inside Middle Village Amenity Playground fence.

*Landscape Enhancement*

*\$845.00*

Disposal Fee (Other)

1.00 \$50.00 \$50.00

Sub: Tree removal (Sub)

1.00 \$795.00 \$795.00

## Invoice Notes:

Thank you for your business!

**AMOUNT DUE THIS INVOICE**

**\$845.00**

034. 650. 538 640

## *FOURTH ORDER OF BUSINESS*



## **RESOLUTION 2023-08**

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT ADOPTING REVISED SUSPENSION AND TERMINATION RULES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Middle Village Community Development District (the “District”) is a local unit of special purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, which owns, operates and maintains certain recreational amenity facilities (collectively, “Recreational Facilities”); and

**WHEREAS**, Chapters 120 and 190, *Florida Statutes*, authorize the District to adopt rules, rates, charges and fees to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

**WHEREAS**, the District’s Board of Supervisors (“Board”) desires to adopt revised rules relating to the suspension and/or termination of Patrons’ rights to utilize the Recreational Facilities; and

**WHEREAS**, the Board finds that it is in the best interests of the District and necessary for the efficient operation of the District to adopt by resolution the revised *Suspension and Termination of Access Rule* (“Suspension and Termination Rules”), which is attached hereto as **Exhibit A** and incorporated herein by this reference, for immediate use and application; and

**WHEREAS**, the Board has complied with applicable Florida law concerning rule development and adoption, including the holding of a public hearing thereon.

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

**SECTION 1.** The Suspension and Termination Rules set forth in **Exhibit A** are hereby adopted pursuant to this resolution as necessary for the conduct of District business and shall remain in full force and effect unless revised or repealed by the District in accordance with Chapters 120 and 190, *Florida Statutes*. The *Amended and Restated Amenities Rules Handbook* attached hereto as Exhibit B, which incorporates the new Suspension and Termination Rules, is approved.

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

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

**PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_ 2023.

ATTEST:

**MIDDLE VILLAGE COMMUNITY  
DEVELOPMENT DISTRICT**

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

\_\_\_\_\_  
Chairperson, Board of Supervisors

**Exhibit A:** Revised Suspension and Termination of Access Rule

**Exhibit B:** Amended and Restated Amenities Rules Handbook

**Exhibit A**  
Revised Suspension and Termination of Access Rule

**SUSPENSION AND TERMINATION OF ACCESS RULE**

Law Implemented: ss. 120.69, 190.011, 190.012, Fla. Stat. (2022)  
Effective Date: \_\_\_\_\_, 2023

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**In accordance with Chapters 190 and 120 of the Florida Statutes, and on \_\_\_\_\_, 2023 at a duly noticed public meeting, the Board of Supervisors (“Board”) of the Middle Village Community Development District (“District”) adopted the following rules / policies to govern disciplinary and enforcement matters. All prior rules / policies of the District governing this subject matter are hereby rescinded for any violations occurring after the date stated above.**

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1. **Introduction.** This rule addresses disciplinary and enforcement matters relating to the use of the amenities and other properties owned and managed by the District (“Amenity Facilities”).
2. **General Rule.** All persons using the Amenity Facilities and entering District properties are responsible for compliance with the rules and policies established for the safe operations of the District’s Amenity Facilities.
3. **Access Cards.** Access cards are the property of the District. The District may request surrender of, or may deactivate, a person’s access card for violation of the District’s rules and policies established for the safe operations of the District’s Amenity Facilities.
4. **Suspension and Termination of Rights.** The District shall have the right to restrict, suspend, or terminate the Amenity Facilities access of any person and members of their household to use all or a portion of the Amenity Facilities for any of the following acts (each, a “Violation”):
  - a. Submitting false information on any application for use of the Amenity Facilities, including but not limited to facility rental applications;
  - b. Failing to abide by the terms of rental applications;
  - c. Permitting the unauthorized use of an access card or otherwise facilitates or allows unauthorized use of the Amenity Facilities;
  - d. Exhibiting inappropriate behavior or repeatedly wearing inappropriate attire;
  - e. Failing to pay amounts owed to the District in a proper and timely manner (with the exception of special assessments);
  - f. Failing to abide by any District rules or policies (e.g., Middle Village CDD Policies);

- g. Treating the District's staff, contractors, representatives, residents, landowners, patrons or guests, in a harassing or abusive manner;
- h. Damaging, destroying, rendering inoperable or interfering with the operation of District property, or other property located on District property;
- i. Failing to reimburse the District for property damaged by such person, or a minor for whom the person has charge, or a guest;
- j. Engaging in conduct that is likely to endanger the health, safety, or welfare of the District, its staff, contractors, representatives, residents, landowners, patrons or guests;
- k. Committing or is alleged, in good faith, to have committed a crime on or off District property that leads the District to reasonably believe the health, safety or welfare of the District, its staff, contractors, representatives, residents, landowners, patrons or guests is likely endangered;
- l. Engaging in another Violation after a verbal warning has been given by staff (which verbal warning is not required); or
- m. Such person's guest or a member of their household commits any of the above Violations.

Termination of Amenity Facilities access shall only be considered and implemented by the Board in situations that pose a long term or continuing threat to the health, safety and/or welfare of the District, its staff, contractors, representatives, residents, landowners, patrons or guests. The Board, in its sole discretion and upon motion of any Board member, may vote to rescind a termination of Amenity access.

5. **Administrative Reimbursement.** The Board may in its discretion require payment of an administrative reimbursement of up to Five Hundred Dollars (\$500) in order to offset the legal and/or administrative expenses incurred by the District as a result of a Violation ("Administrative Reimbursement"). Such Administrative Reimbursement shall be in addition to any suspension or termination of Amenity access, any applicable legal action warranted by the circumstances, and/or any Property Damage Reimbursement (defined below).

6. **Property Damage Reimbursement.** If damage to District property occurred in connection with a Violation, the person or persons who caused the damage, or the person whose guest caused the damage, or the person who has charge of a minor that caused the damage, shall reimburse the District for the costs of cleaning, repairing, and/or replacing the property ("Property Damage Reimbursement"). Such Property Damage Reimbursement shall be in addition to any suspension or termination of Amenity access, any applicable legal action warranted by the circumstances, and/or any Administrative Reimbursement.

7. **Removal from Amenity Facilities.** The District Manager, General Manager, Amenity Manager and onsite staff each have the independent ability to remove any person from the Amenity Facilities if a Violation occurs, or if in his or her discretion, it is in the District's best interest to do so.

8. **Initial Suspension from Amenity Facilities.** The District Manager, General Manager, Amenity Manager or his or her designee may at any time restrict or suspend for cause or causes, including but not limited to a Violation, any person's access to the Amenity Facilities until a date not later than the next regularly scheduled meeting date of the Board that is scheduled to occur at least twenty-one (21) days after the date of initial suspension. In the event of such a suspension, the District Manager or his or her designee shall mail a letter to the person suspended referencing the conduct at issue, the sections of the District's rules and policies violated, the time, date, and location of the next regular Board meeting where the person's suspension will be presented to the Board, and a statement that the person has a right to appear before the Board and offer testimony and evidence why the suspension should be lifted. If the person is a minor, the letter shall be sent to the adults at the address within the community where the minor resides.

9. **Hearing by the Board; Administrative Reimbursement; Property Damage Reimbursement.**

a. At the Board meeting referenced in the letter sent under Section 8 above, or as soon thereafter as a Board meeting is held if the meeting referenced in the letter is canceled, a hearing shall be held at which both District staff and the person subject to the suspension shall be given the opportunity to appear, present testimony and evidence, cross examine witnesses present, and make arguments. The Board may also ask questions of District staff, the person subject to the suspension, and witnesses present. All persons are entitled to be represented by a licensed Florida attorney at such hearing.

b. After the presentations by District staff and the person subject to the suspension, the Board shall consider the facts and circumstances and determine whether to lift or extend the suspension or impose a termination. In determining the length of any suspension, or a termination, the Board shall consider the nature of the conduct, the circumstances of the conduct, the number of rules or policies violated, the person's escalation or de-escalation of the situation, and any prior Violations and/or suspensions

c. The Board shall also determine whether an Administrative Reimbursement is warranted and, if so, set the amount of such Administrative Reimbursement.

d. The Board shall also determine whether a Property Damage Reimbursement is warranted and, if so, set the amount of such Property Damage Reimbursement. If the cost to clean, repair and/or replace the property is not yet available, the Property Damage Reimbursement shall be fixed at the next regularly scheduled Board meeting after the cost to clean, repair, and/or replace the property is known.

e. After the conclusion of the hearing, the District Manager shall mail a letter to the person suspended identifying the Board's determination at such hearing.

10. **Suspension by the Board.** The Board on its own initiative acting at a noticed public meeting may elect to consider a suspension of a person's access for committing any of the Violations outlined in Section 4. In such circumstance, a letter shall be sent to the person suspended which contains all the information required by Section 8, and the hearing shall be conducted in accordance with Section 9.

11. **Automatic Extension of Suspension for Non-Payment.** Unless there is an affirmative vote of the Board otherwise, no suspension or termination will be lifted or expire until all Administrative Reimbursements and Property Damage Reimbursements have been paid to the District. If an Administrative Reimbursement or Property Damage Reimbursement is not paid by its due date, the District reserves the right to request surrender of, or deactivate, all access cards associated with an address within the District until such time as the outstanding amounts are paid.

12. **Appeal of Board Suspension.** After the hearing held by the Board required by Section 9, a person subject to a suspension or termination may appeal the suspension or termination, or the assessment or amount of an Administrative Reimbursement or Property Damage Reimbursement, to the Board by filing a written request for an appeal (“Appeal Request”). The filing of an Appeal Request shall not result in the stay of the suspension or termination. The Appeal Request shall be filed within thirty (30) calendar days after mailing of the notice of the Board’s determination as required by Section 9(e), above. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file an Appeal Request shall constitute a waiver of all rights to protest the District’s suspension or termination, and shall constitute a failure to exhaust administrative remedies. The District shall consider the appeal at a Board meeting and shall provide reasonable notice to the person of the Board meeting where the appeal will be considered. At the appeal stage, no new evidence shall be offered or considered. Instead, the appeal is an opportunity for the person subject to the suspension or termination to argue, based on the evidence elicited at the hearing, why the suspension or termination should be reduced or vacated. The Board may take any action deemed by it in its sole discretion to be appropriate under the circumstances, including affirming, overturning, or otherwise modifying the suspension or termination. The Board’s decision on appeal shall be final.

13. **Legal Action; Criminal Prosecution; Trespass.** If any person is found to have committed a Violation, such person may additionally be subject to arrest for trespassing or other applicable legal action, civil or criminal in nature. If a person subject to a suspension or termination is found at an Amenity Facility, such Person will be subject to arrest for trespassing. If a trespass warrant is issued to a person by a law enforcement agency, the District has no obligation to seek a withdrawal or termination of the trespass warrant even though the issuance of the trespass warrant may effectively prevent a person from using the District’s Amenity Facilities after expiration of a suspension imposed by the District.

14. **Severability.** If any section, paragraph, clause or provision of this rule shall be held to be invalid or ineffective for any reason, the remainder of this rule shall continue in full force and effect, it being expressly hereby found and declared that the remainder of this rule would have been adopted despite the invalidity or ineffectiveness of such section.

**Exhibit B**  
Amended and Restated Amenities Rules Handbook

# Middle Village CDD Policies

## District Access Cards

1. All adults, age 18 and older, who wish to gain access to any of the amenity facilities or are on district property, must have their own District issued Access Card or gain access via guest policy procedures.
2. While children, under the age of 18, are not required to have their own card, it is highly recommended. To utilize the facilities at ages 13 and above, certain facilities will require that the children have their own cards (please see each facility's rules below) Children under the age of 13 do not need cards; provided they are accompanied by their parent or they gain access via guest policy procedures. All children regardless of age will be expected to have their own district id cards if they are utilizing any facility without a parent present. To allow parents to bring children from their household without a card the household must have properly updated cards/household information on file. No additional charge will be applied for updating parent cards when considering change of number of children listed.
3. Each District fee-paying household will receive 1 complimentary card per person for a maximum of 2 adult cards, and 1 child card per household. Any additional cards for that household will be issued per district policies at a cost of \$8.00 each. Cards are issued at the Double Branch Fitness Center.
4. Replacement of damaged, lost, or stolen access cards shall be at a cost of \$15.00 to the card holder.
5. If a resident's card is no longer operable (other than due to damage or negligence), a District card holder may be issued, at the discretion of management, a new card at the cost of \$8.00.
6. In order to obtain a District Access Card, homeowners will need to provide a government issued photo ID, as well as the following as proof of homeownership: a HUD-1 Settlement Statement or Warranty Deed.
7. Permanent residents who are neither the homeowners nor lease holders of the property must provide proof of residency in the form of a government issued photo ID with a district address listed, a utility bill with a district address listed along government issued photo ID or a Power of Attorney for the home with a district address listed along with government issued photo ID.
8. In order for renters of a property to obtain a District Access Card, the property owner must first register the property with the district office and sign a "Release of Rights" form. Forms may be found online at [www.OakleafResidents.com](http://www.OakleafResidents.com). Forms may be turned in at the Double Branch Fitness Center. Tenants must then present a valid lease and government issued photo ID with district address, to obtain their district access cards. Only persons listed on the lease document will be issued access cards.
9. Adult children or other Adult family members may be considered as part of the district household for purposes of "Amenity privileges" from the ages of 19yrs of age or older if they meet all other residency requirements previously stated in these policies. Adult children/family member must present valid state identification each year showing the district address. Owners/Lease holders of the district address must sign an affidavit attesting to the adult's residency at the district address. This affidavit will need to be updated each year with presentation of state identification. Adult children/ family members will be required to purchase their own ID cards regardless of number of cards issued to the household. Any children of the Adult child/family member must have their own district ID cards on file from the age of 3yrs and older.
10. Minor children, under the age 18, who are family members but not permanent residents can be issued a district access card if documentation is provided to link the child to the home.
11. In order to become a Non-Resident Annual Fee Payer, a person must complete the User Information Sheet, provide government issued photo ID and pay the annual non-resident rate in order to obtain district access cards. Cards will be issued in accordance with all other district policies. Please contact the Middle Village District Office for proper forms. Contact information may be found at [www.OakleafResidents.com](http://www.OakleafResidents.com)
12. Guests of district card holders may NOT use a district card holder's access card to use the facilities.
13. One guest (pin number) will be available for each household. This "pin number" will be loaded with one complimentary pack of twelve guest passes. The complimentary passes are only good for a period of one



## **Middle Village CDD Policies**

year and will expire each December 31<sup>st</sup>, whether fully utilized or not. Residents bringing guests during a weekday will utilize one pass per each guest. Residents bringing guests during the weekend (Saturday/Sunday) or holiday will utilize two of their guest passes per each guest. If all 12 guest visits are utilized before the year is complete, a separate “guest pack” may be purchased. The packs are available in either 5 or 10 count increments. 5 count packs will cost \$20, while 10 count packs will cost \$35. All guest passes (additional purchased packages) will expire at the end of the following year (Dec 31<sup>st</sup> of year after purchasing). The smart card needed for the purchased guest packs will cost \$8 for the first card per household; any additional, lost, damaged, or stolen cards may be purchased / replaced at a cost of \$15.

14. District card holders are limited to guest maximums (other than house guests) as determined by each recreational facility (see following rules) and a maximum of 5 guests per day per household, and 12 guests per week per household.
15. Out of town guests residing in an area outside of a 50 mile radius from Oakleaf; and staying in the home of a District card holder for more than one day shall be permitted to use the District’s facilities if the District card holder purchases a loadable smart card and “house guest passes”. The rate for house guest passes will be \$5 per person for the first 5 on the pass, \$10 for each person beyond the first five per week. No more than 12 house guests are allowed per household at any one time. The house guests will be verified by staff upon first use. The house guest(s) may use the facility without being accompanied by the resident, however the house guests must follow all facility rules and policies. The smart card needed for the house guest pass will cost \$8 for the first card per household; any additional, lost, damaged, or stolen cards may be purchased / replaced at a cost of \$15. Please see rules for each facility for more information regarding “guest” and “house guest” usage. House Guests are not permitted to bring any additional guests.
16. House guest passes and additional “guest packs” may be purchased at the Double Branch Fitness Center
17. District card holders must have their District issued Access Card and know their pin number in order for their guest to gain access into any facility.
18. District card holders ages 16 and older may have guests of any age. District card holders under the age of 16 may not have guests.
19. District card holders shall be held accountable for their guests’ behavior under the policies of the district and shall be liable for any property damage caused by his or her guests at the Amenity Center, or at any activity or function operated, organized, arranged or sponsored by the District or its contractors.

### **Pool and Water Park**

1. Swimming is permitted only when lifeguards are present or during designated Swim At Your Own Risk times, as determined by staff, approved by the district board and posted at the pools.
2. The Plantation Oaks Lap Pool is a Swim at Your Own Risk Pool for residents and their guests who are 18 years of age and older. Children under the age of 18 are not permitted in the Plantation Oaks Lap Pool or on its deck except during sanctioned community events as identified by district management staff or when accompanied by staff or parent when accessing the Aquatics office.
3. Access to the “lap pool” during normal family pool hours will be gained through the front check in station only. During Swim at Your Own risk times early/late, access to the lap pool may be gained through the rear gate (through tennis walkway).
4. During specific posted times there will be Swim at Your Own Risk with an attendant at the Plantation Oaks Family Pool. This will allow for swimmers of all ages in these pools. The slides will be closed. All other swim policies will apply.
5. The pool may be closed periodically for maintenance as determined necessary by district and aquatic staff.
6. The aquatic and district management staff must authorize all programs and activities outside of general swim that occur at the pool. This includes swim lessons, aquatic/recreation programs, swim team, and

## Middle Village CDD Policies

pool parties.

7. Any person on the pool decks, using the slide or swimming when the facility is closed is considered trespassing and is subject to arrest. Additionally, facility use privileges are subject to suspension.
8. Each District card holder must present/scan their access card and sign in upon entering the aquatic complex. No person shall be permitted to access the facility with another person's card including a card held by another member of their household.
9. Children 12 years and younger must be accompanied by a District card holder of least 16 years of age at all times while using the pool facility. Children 13 and older must have their own district ID card to utilize the pools on their own, with an adult district card holder other than their parents (including older siblings), or be checked in via guest policy procedures.
10. In the event of a pool closure for the remainder of the day and within 60 minutes of your arrival with guests you may obtain a rain check for your guests from the pool supervisory staff.
11. Pool entrances must be kept clear at all times.
12. Proper swim attire must be worn at the pool. No denim or denim cutoffs. No street clothes including shorts, or tank tops will be permitted. No undergarments, sports bras, or thong style swim attire are permitted. Additionally swim attire must be worn properly.
13. All persons must shower before entering the pool.
14. Pool furniture is not to be removed from the pool area.
15. Talking to on duty lifeguards is not permitted, except in situations directly related to the immediate safety of the pool users.
16. Glass containers and other sharp or potentially hazardous objects are not permitted in the pool area.
17. No chewing gum is permitted in the pool or on the pool deck area.
18. Large coolers are prohibited, coolers in excess of 25qts will not be allowed at any time (approx. 15"x15"x20"). Please see aquatic staff when you check in to verify your cooler is allowed.
19. Alcoholic beverages are not permitted in the pool area.
20. Hanging on the lane lines, interfering with the lap-swimming lane, and unauthorized diving is prohibited. No swinging on ladders, fences, or railings..
21. Games where one holds their breath for long periods of time under water are not permitted.
22. Only approved water play balls will be permitted in the pool. This excludes the following types: tennis balls, large beach balls, basketballs, nerf balls, soccer balls, or any other type of hard non-water sports balls.
23. No diving, jumping, pushing, running or other horseplay is allowed in the pool or on the pool deck area.
24. Scuba equipment is not allowed in any of the Plantation Oaks pools unless approved by management staff in advance.
25. Radio controlled watercraft are not allowed in the pool.
26. Radios, televisions, and the like may be listened to if played at a sound level, which is not offensive to other users.
27. Play equipment, such as snorkels and dive sticks must meet with the lifeguard's approval prior to use.
28. Roughhousing, loud, profane, and abusive language will not be tolerated. The Suspension and Termination policies as outlined in this document will be enforced for any unacceptable behavior displayed at the aquatic facility.
29. Inflatable rafts, tubes, or floats are not allowed. Pool noodles are permitted. The use of infant water floats with seats is allowed. Arm floats are also allowed. A parent or guardian must be within arm's length of a non-swimmer at all times when in the water regardless of use of flotation device and/or type of flotation devices used.
30. Parents should take their children to the restroom before the children enter the pool.
31. Children under three years of age and those who are not reliably toilet trained must wear rubber lined swim diapers, as well as a swim suit over the swim diaper, to reduce the health risks associated with human waste contamination in the swimming pool/deck area.
32. If a district card holder leaves a child(ren) under the age of 13 at the facility without a District card

## **Middle Village CDD Policies**

holder companion 16 years of age or older, privileges may be suspended.

33. Per County Health Regulations, the changing of diapers or clothing is not allowed poolside. Changing stations are available in the poolside restrooms.
34. If contaminations occur, the pool will be closed until the contamination is remedied in accordance with Florida Department of Health and the Center for Disease Control.
35. In accordance with the CDC and Florida Department of Health, if your child has experienced three or more loose bowel movements in a twenty-four hour period they should not return to the pool for the subsequent twenty four hours.
36. In the event that there are multiple contaminations caused by the same individual, such individual shall be responsible for any clean-up or decontamination expenses incurred by the District
37. Using the slide is done at your own risk.
38. Children must be at least forty two inches tall to ride the slide.
39. Regardless of height, non-swimmers are not permitted to use the slide.
40. Riders must slide feet first in a laying or sitting position only; No running starts, head first, kneeling or sliding on the stomach.
41. For safety reasons, no one will be allowed to stand at the bottom of the slide.
42. Only one person may ride the slide at a time.
43. No swim attire with snaps, zippers, metal ornamentation or rivets will be allowed on the slide.
44. No flotation devices, goggles, masks, sunglasses, hats, or large or dangling jewelry are allowed on the water slide
45. For safety reasons, pregnant women and persons with health conditions or back problems should not ride the water slide.
46. The slide(s) may only be used during pool hours when the water slide is attended by a lifeguard.

### **Weather Policy**

1. If the district or aquatic staff hear thunder or see lightning, they will clear the pool and pool deck. Activities will resume 30 minutes after the last observed lightning or thunder.

### **Fitness Center Policies**

1. Guests including house guests are prohibited from accessing the fitness center floor during the “peak hours” of 5am until 9am, and then again from 3pm until 10pm each day. Guests, other than house guests, must be accompanied by a District card holder.
2. Hours of operation will be posted at the front of the facility and are subject to change as operations deem necessary.
3. Usage of the fitness center is restricted to District card holders and their guests 16 years of age and older. Children, 14 & 15 years of age, may use the fitness facilities when accompanied by a resident adult (18 yrs. of age or older). Children 14 & 15 years of age utilizing the fitness facility with an adult will be required to have their own district ID card. Children under 14 are not allowed on the fitness floor.
4. Patrons exercise at their own risk. Each individual is responsible for his or her own safety.
5. Users must register by signing-in immediately upon entering the facility.
6. All users of the fitness center are expected to conduct themselves in a responsible, courteous and safe manner in compliance with fitness center policies.
7. Athletic clothing is required at all times while on the fitness floor. This includes shorts, pants, leotards, sweat suits and tennis shoes or closed toed shoes. If you are not wearing appropriate attire or you are wet from the pool, you will not be allowed on the fitness floor.
8. No food is permitted in the fitness center. Beverages are permitted in the fitness center, but all drinks must be covered and sealed.
9. No chewing gum is permitted in the fitness center.
10. Personal audio devices are not permitted unless they are equipped with headphones.

## **Middle Village CDD Policies**

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11. Loud, profane or abusive language is prohibited.
12. Disorderly conduct and horseplay are prohibited.
13. Disregard for any fitness center policy may result in expulsion from the facility and/or loss of fitness center privileges. The Suspension and Termination policies as outlined in this document will be enforced for any unacceptable behavior displayed at the fitness facility.
14. Weights may not be removed from the fitness center for any reason.
15. Each individual is responsible for wiping off the equipment after use.
16. Cardiovascular equipment usage is limited to 30 minutes if others are waiting for the equipment. In addition, users should step aside between multiple sets on the weight equipment if others are waiting.
17. District management staff reserves the right to discontinue any programs or activities due to safety concerns and other conflicts with the operation of the facility.
18. Hand chalk is not permitted.
19. Benches and weight machines are not to be stepped on.
20. Dumbbells and barbells should be kept on the floor, not the benches, as to not ruin the upholstery and the padding on the benches. Dumbbells and bars are not to be dropped.
21. Fitness and sports programming to include classes, personal training, coaching, etc.. may only be provided by District management staff / Board of Supervisors approved personnel. The Athletic Center staff reserves the right to discontinue any programs or activities due to safety concerns and other conflicts with the operation of the facility.
22. All emergencies, injuries and broken equipment must be reported to the Community Manager at 375-9285.

### **Tennis Courts (HarTru Courts)**

1. Use of the tennis courts is limited to District card holders, and their guests.
2. Guests, other than house guests, must be accompanied by a District card holder. District card holders are limited a maximum of 5 guests per day, and 12 guests per week.
3. Children 12 and younger shall be directly supervised by a District card holder at least 16 years of age or older.
4. The tennis courts are available for general play 8am-10pm with a closures mid-day for maintenance. Please see website for court watering times. Tournaments and special events may occur outside of these hours at the discretion of the Director of Tennis. Use of the tennis courts is permitted only during designated operating hours. Those using the facilities outside of these hours will be considered trespassing and are subject to arrest.
5. Tennis courts can be reserved at the Oakleaf page on [www.courtsideusa.com](http://www.courtsideusa.com). Courts not reserved are made available on a first come, first serve basis. You will have to create an account to use this site.
6. Courts may be reserved for a 90 minute time slot. Court use on non-reserved courts is also limited to the 90 minute limit if others are waiting.
7. Tennis court usage may be limited, from time to time, for sponsored events, tournaments, clinics or lessons, as approved by the Director of Tennis.
8. Courts used for night play must be swept by the user prior to leaving.
9. Proper tennis shoes are required. No running or cross training footwear will be allowed on the courts.
10. Proper tennis attire is required while on the tennis courts. Jeans, jean shorts, bathing or beach attire, cut off sleeves, and street trousers are not permitted on the courts.
11. Proper tennis etiquette should be adhered to at all times. Profanity and/or disruptive behavior are not permitted. The Suspension and Termination policies as outlined in this document will be enforced for any unacceptable behavior displayed at the tennis courts.
12. Tennis courts are for tennis only.

# **Middle Village CDD Policies**

## **Basketball Court and Athletic Field Policies**

1. The basketball courts are open from 7am to 9pm.
2. District card holders are limited a maximum of 5 guests per day, and 12 guests per week. Guests, other than house guests, must be accompanied by a District card holder
3. District card holders must have an access card with them for identification while on the courts or activity fields.
4. Children 12 and younger shall be directly supervised by a District card holder at least 16 years of age or older.
5. The number of players permitted on the basketball courts at any one time is limited to 30.
6. Limit play to 1 hour when other players are waiting. Time limits will be enforced by staff and security.
7. Proper athletic closed toed shoes and attire are required. Shirts must remain on at all times.
8. No food or glass bottles are permitted on basketball courts. Beverages in plastic containers are permitted.
9. No profanity or roughhousing is permitted. The Suspension and Termination policies as outlined in this document will be enforced for any unacceptable behavior displayed at the basketball courts and athletic fields.
10. No hanging on the basketball goal rims.
11. Usage of the basketball court and activity fields may be limited from time to time due to a sponsored event, which must be approved by the Community Manager. Users may be asked to move to accommodate scheduled activities
12. The basketball courts and activity fields may be closed due to inclement weather or maintenance needs.
13. Fitness and sports programming to include classes, personal training, coaching, etc.. may only be provided by District management staff / Board of Supervisors approved personnel. The Athletic Center staff reserves the right to discontinue any programs or activities due to safety concerns and other conflicts with the operation of the facility.

## **Playgrounds/Parks**

1. Use of the playground is limited to District card holders and their guests.
2. Parks and Playgrounds are open from DAWN TO DUSK only.
3. Children under the age of 8 must be accompanied by and remain within “eyesight” of a District card holder companion at least 16 years of age or older.
4. No roughhousing is permitted on the playground. The Suspension and Termination policies as outlined in this document will be enforced for any unacceptable behavior displayed at the playgrounds/parks.
5. No profanity is permitted.
6. Use of the playground equipment is limited to use by children age 12 and younger
7. No glass containers of any type are permitted in any District park
8. Users must clean up all food, beverages, and miscellaneous trash brought to the playground.
9. Usage of the playground may be limited from time to time due to a sponsored event, which must be approved by Community Manager.

## **Facility Rentals**

1. All events must be booked at least two weeks prior to the event date. Non District card holders may not reserve a rental space more than 30 days prior to their desired date.
2. At the time the reservation is made, separate payments must be made via check, money order or credit card, for the deposit, the room rental, and for the party attendant. All payments are to be made to Middle Village Community Development District and must be delivered to the Rental Coordinator along with completed paperwork.



## **Middle Village CDD Policies**

3. The rental rates and deposits for use of the Grand Banquet Room by District card holder are:

\$250 for 4 hours (Mon-Thurs)	\$500 Booking fee /Deposit
\$75 each addtl. hour (Mon-Thurs)	
\$800 for 6 hours (Fri-Sun)	\$500 Booking fee /Deposit
\$150 each addtl. hour (Fri-Sun)	
\$1000 for 8 hours (Fri-Sun)	\$500 Booking fee /Deposit
\$150 each addtl. hour (Fri-Sun)	
\$1500 for 12 hours (Fri-Sun)	\$500 Booking fee /Deposit
4. Non District card holder rental rates and deposits for the Grand Banquet Room are:

\$450 for 4 hours (Mon-Thurs)	\$500 Booking fee /Deposit
\$125 each addtl. hour	
\$1500 for 6 hours (Fri-Sun)	\$500 Booking fee /Deposit
\$250 for each addtl. Hour	
\$1800 for 8 hours (Fri-Sun)	\$500 Booking fee /Deposit
\$250 each addtl. hour (Fri-Sun)	
\$2400 for 12 hours (Fri-Sun)	\$500 Booking fee /Deposit
5. The rental rates and deposits for use of the Grand Lawn by a District card holder are:

\$100 for 4 hours (Only available with Wedding)	\$200 Booking fee /Deposit
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6. Non District card holder rental rates and deposits for the Grand Lawn are:

\$200 for 4 hours (Only available with Wedding)	\$200 Booking fee /Deposit
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7. The rental rates and deposits for use of the Back Lawn by a District card holder are:

\$200 for 4 hours	\$200 Booking fee /Deposit
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8. Non District card holder rental rates and deposits for the Back Lawn are:

\$300 for 4 hours	\$200 Booking fee /Deposit
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9. The rental rates and deposits for use of the Pool Patio by a District card holder are:

\$100 for 4 hours (Mon-Thurs)	\$100 Booking fee /Deposit
\$150 for 4 hours (Fri-Sun)	\$100 Booking fee /Deposit
10. The rental rates and deposits for use of the Bridal Room by a District card holder are:

\$100 for duration of wedding	Only available with Wedding
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11. The rental rates and deposits for use of the Bridal Room by a Non District card holder are:

\$100 for duration of wedding	Only available with Wedding
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12. There will be a \$200.00 flat fee charged for rentals of the Grand Banquet Room on scheduled staff holidays. This fee applies to any rental on an enumerated holiday as set forth on the District's holiday schedule, a copy of which is available upon request from staff. This fee is in addition to the rental fee and is used to provide for on-call staff.
13. Reoccurring Rentals – each company/person can rent the Grand Banquet Room for one quarter of the year at a time. There is no commitment to renew for another quarter. 30 days prior to the expiration of the rental, renter may request renewal, and must provide the District with attendance at each session during the prior 60 days
14. The Grand Banquet Room and Grand Lawn shall close at midnight. All parties and events must conclude by midnight.
15. All rental time periods are inclusive of set up and clean-up time.
16. To receive the full refund of the deposit within 10 days after the party, the following must be done immediately upon conclusion of the event:

Remove all garbage, place in dumpster and replace garbage liners
Take down all party displays
Sweep the floor, wipe down counters and clean out the refrigerator
All other items as indicated on the check out list
17. For the Grand Ballroom and Grand Lawn: The deposit is fully refundable if the party is canceled by the district management staff due to dangerous inclement weather (hurricanes, tornado warnings /watches,

## **Middle Village CDD Policies**

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

18. The deposit and rental fee for the pool patio is fully refundable if the party is canceled by the district management staff due to dangerous inclement weather (hurricanes, tornado warnings /watches, etc...). Parties and rentals are not “inclusive” of the usage of the pool. If the pool is closed due to weather this shall not affect the party/rental unless considered “dangerous” by staff. If the renter wishes to cancel their event, the cancellation must be communicated to the Rental Coordinator no later than 31 days prior to the scheduled event to receive 100% of the rental and 50% deposit. If the event is canceled with 30 days or less prior to the event 50% of the deposit and 0% of the rental will be returned.
17. Management reserves the right to adjust pricing and procedures for reservation/rental to allow for usage of rooms during off-peak times.
18. The volume of live or recorded music must not violate applicable Clay County noise ordinances, or unreasonably interfere with residents’ enjoyment of their homes.
19. Alcohol is not permitted on District property without proper Liquor Liability Coverage for no less than \$1,000,000.

### **Additional District Policies**

1. **Pets accompanied by a resident of the District are allowed only in selective areas of District property. Pets are not allowed in any of the following areas in and around the Middle Village Amenity Center or other District grounds at any time:**
  - **Within the fenced areas defining or enclosing any of the Sports courts/fields or pools**
  - **On any of the multi-use fields located next to the baseball/softball fields**
  - **On the Grand lawn which is designated by the hedges behind the Amenity Center Building**
  - **On any of the mulched areas of the children’s’ playground areas throughout the district property**
  - **Pets are not allowed on any of the walkways/ hallways or rooms within the district buildings/structures**

**District residents with pets on property are required to be in compliance with the Clay County Animal Control Ordinance that requires pets to be leashed at all times, and that owners must remove any feces deposited by the animal immediately (see sub section (a) and sub section (f) of section 4-22 of the Clay County Animal Control Ordinance). Pet owners failing to comply with the Clay County Ordinance are subject to loss of access to the district property and amenity privileges and/or may be reported to Clay County Animal Control.**
2. **There will be no skateboards, roller blades/skates, scooters, golf carts, or any motorized vehicles on any district owned properties. This includes but is not limited to parking lots, sidewalks, recreational areas, etc. Users may not ride bikes in paver or sidewalk areas at main building area.**
3. **Smoking and tobacco products are not permitted anywhere on/within the recreational facilities, parks or playgrounds or building breezeways.**
4. **Drones may not be flown on district property without first obtaining written permission from on-site management.**
5. **No Soliciting on District property.**
6. **Vehicles must be parked in designated areas. Vehicles must not be parked on grass lawns, or in any manner which obstructs the normal flow of traffic. There is to be no overnight parking on any district property. Violators will be towed at the owner’s expense.**
7. **Only grills provided by the district or district approved vendors are permitted outdoors and at the discretion of, and in areas designated by, the Community Manager.**
8. **Fitness and sports programming to include classes, personal training, coaching, etc.. may only be provided by district / board approved personnel. The District staff reserves the right to discontinue any**

## Middle Village CDD Policies

- programs or activities due to safety concerns and other conflicts with the operation of the facility.
9. Fishing is permitted, on a catch and release basis. In addition, fishing from private property, including behind homes, as well as the area between private property and the lake edge, is prohibited unless permission is granted by the landowner. The District reserves the right to amend the areas designated as no fishing areas where it deems it to be in the best interests of the District.
  10. Dumping of any material into the district ponds or onto any district property is strictly prohibited. Violators may be held responsible for all costs associated with the clean up of such dumping.

### District Rates (not specifically address in previous facility policies)

Item	Fee
Non-Resident User Access	\$2200 per household
<b>ProShop Merchandise / Sundries</b>	
Logo'd clothing, rackets, beverages, etc...	\$1 - \$150
<b>"Nanny Pass"</b>	
1 pass per registered Nanny – pool only	\$900 plus admin cost (\$15 per card) per summer
<b>Tennis Day Guest packs</b>	
10 pk	\$30 each 10pk (tennis only)
Tables	\$15 per table
Chairs	\$2 per chair
Projector	\$50
PA Speaker and Mic	\$25

### **Responsibility for loss or damage to person or property; indemnification; limitation of liability**

1. No person shall remove from the room in which it is placed or from the Amenity Center's premises any property or furniture belonging to the District or its contractors without proper authorization.
2. Each District card holder shall be liable for any property damage at the Amenity Center, or at any activity or function operated, organized, arranged or sponsored by the District or its contractors, caused by them, their guests or family members. The District reserves the right to pursue any and all legal and equitable measures necessary to remedy any losses due to property damage.
3. Each District card holder and each guest as a condition of invitation to the premises of the Amenity Center assume sole responsibility for their property. The District and its contractors shall not be responsible for the loss or damage to any private property used or stored on the premises of the Amenity Center, whether in lockers or elsewhere.
4. Each District card holder, by virtue of their use of the District's facilities, agrees to defend, indemnify and hold harmless the Double Branch and Middle Village Community Development Districts and its respective officers, agents, and employees from any and all liability, claims, actions, suits or demands by any person, corporation or other entity, for any injuries, death, theft and real or personal property damage of any nature arising out of, or in connection with, the use of the facility by such person, his or her children and their guests. Should any person bound by these District Policies bring suit against the



## Middle Village CDD Policies

District or its affiliates, Amenity Center operator, officers, employees, representatives, contractors or agents in connection with any event operated, organized, arranged or sponsored by the District or any other claim or matter in connection with any facility owned, or event operated, organized, arranged or sponsored, by the District, and fail to obtain judgment therein against the District or its Amenity Center operator, officers, employee, representative, contractor or agent, said party shall be liable to the District for all costs and expenses incurred by it in the defense of such suit (including court costs and attorney's fees through all appellate proceedings).

5. Nothing contained in these policies shall constitute or be construed as a waiver of the Double Branch and Middle Village Community Development Districts' limitations on liability contained in Section 768.28, F.S., or other statutes.

### Suspension and Termination of Privileges

- ~~1. User and Guest cards are the property of the Middle Village Community Development District (MVCDD) and are non-transferable except in accordance with the District's rules, policies, and regulations. Access Cards are issued at the time of membership and will need to be renewed annually if one is a non-resident fee payer.~~
- ~~2. Privileges at the OakLeaf Plantation Athletic Center can be subject to suspension or termination by the Board of Supervisors if a patron:
  - a. Submits false information on the application for a pass
  - b. Permits unauthorized use of a pass
  - c. Exhibits unsatisfactory behavior, deportment or appearance
  - d. Fails to abide by the rules, regulations and policies established for the use of facilities
  - e. Treats the personnel or employees of the facilities in an unreasonable or abusive manner
  - f. Engages in conduct that is improper or likely to endanger the welfare, safety or reputation of the Center or its management.
  - g. Enters the facilities using false identification, climbing the fence or by any other unauthorized means, or remains in the facilities after being asked by facility staff to leave.~~
- ~~3. Our goal is to promote a safe and enjoyable environment for all facility users. Inappropriate behavior, such as foul or abusive language, vandalism or fighting, or any of the above listed actions are never permitted. Disciplinary actions are as follows:
  - The user will receive a verbal warning regarding his or her inappropriate behavior. If the behavior continues, staff or management will ask the user to leave the facility for the remainder of the day. An incident report will be completed, recording the user's name, type of violation and access card number.
  - If a second offense occurs, management may suspend the user from all facilities for a time period of at least one week (7 days). If the user is a minor (under the age of 18), management will send a letter to the parent or guardian explaining the violation with a copy of the district policies.
  - Should a third offense occur, the user will lose all privileges for a time period of up to 30 days.
  - Upon approval from the CDD Board, the user may lose all privileges for the remainder of the year or longer.
  - At any level offense staff may "invalidate" an access card for a period of 1-3 days to allow for review of incident by manager and or board.
  - At any level offense if a user is asked to leave the facilities/ grounds by staff and the user refuses, the user may be issued a trespass warning by Clay County Sheriff's Office. If a trespass warning is issued the user will automatically lose amenity access privileges at least until the CDD board meeting occurring 30 days after the incident.~~

## Middle Village CDD Policies

- ~~4.—A user whose privileges are suspended will be subject to a Trespass Warning issued by the Clay County Sheriff's Office if on the district property during their suspension. A Trespass warning issued by CCSO results in two years restriction from the district property.~~
- ~~5.—Loss of privileges to one District Facility will result in loss of privileges to both District's facilities.~~
- ~~6.—Any user issued a suspension is entitled to file a grievance with the District Board of Supervisors.~~

1. **Introduction.** This rule addresses disciplinary and enforcement matters relating to the use of the amenities and other properties owned and managed by the District (“Amenity Facilities”).
2. **General Rule.** All persons using the Amenity Facilities and entering District properties are responsible for compliance with the rules and policies established for the safe operations of the District’s Amenity Facilities.
3. **Access Cards.** Access cards are the property of the District. The District may request surrender of, or may deactivate, a person’s access card for violation of the District’s rules and policies established for the safe operations of the District’s Amenity Facilities.
4. **Suspension and Termination of Rights.** The District shall have the right to restrict, suspend, or terminate the Amenity Facilities access of any person and members of their household to use all or a portion of the Amenity Facilities for any of the following acts (each, a “Violation”):
  - a. Submitting false information on any application for use of the Amenity Facilities, including but not limited to facility rental applications;
  - b. Failing to abide by the terms of rental applications;
  - c. Permitting the unauthorized use of an access card or otherwise facilitates or allows unauthorized use of the Amenity Facilities;
  - d. Exhibiting inappropriate behavior or repeatedly wearing inappropriate attire;
  - e. Failing to pay amounts owed to the District in a proper and timely manner (with the exception of special assessments);
  - f. Failing to abide by any District rules or policies (e.g., Middle Village CDD Policies);
  - g. Treating the District’s staff, contractors, representatives, residents, landowners, patrons or guests, in a harassing or abusive manner;
  - h. Damaging, destroying, rendering inoperable or interfering with the operation of District property, or other property located on District property;
  - i. Failing to reimburse the District for property damaged by such person, or a minor for whom the person has charge, or a guest;
  - j. Engaging in conduct that is likely to endanger the health, safety, or welfare of the District, its staff, contractors, representatives, residents, landowners, patrons or guests;
  - k. Committing or is alleged, in good faith, to have committed a crime on or off District property that leads the District to reasonably believe the health, safety or welfare of the District, its staff, contractors, representatives, residents, landowners, patrons or guests is likely endangered;
  - l. Engaging in another Violation after a verbal warning has been given by staff (which verbal warning is not required); or
  - m. Such person’s guest or a member of their household commits any of the above Violations.Termination of Amenity access shall only be considered and implemented by the Board in situations that pose a long term or continuing threat to the health, safety and/or welfare of the District, its staff, contractors, representatives, residents, landowners, patrons or guests. The Board, in its sole discretion and upon motion of any Board member, may vote to rescind a termination of Amenity access.
5. **Administrative Reimbursement.** The Board may in its discretion require payment of an administrative reimbursement of up to Five Hundred Dollars (\$500) in order to offset the legal and/or administrative expenses incurred by the District as a result of a Violation (“Administrative Reimbursement”). Such Administrative Reimbursement shall be in addition to any suspension or termination of Amenity access, any applicable legal action warranted by the circumstances, and/or any Property Damage Reimbursement (defined below).

6. **Property Damage Reimbursement.** If damage to District property occurred in connection with a Violation, the person or persons who caused the damage, or the person whose guest caused the damage, or the person who has charge of a minor that caused the damage, shall reimburse the District for the costs of cleaning, repairing, and/or replacing the property ('Property Damage Reimbursement'). Such Property Damage Reimbursement shall be in addition to any suspension or termination of Amenity access, any applicable legal action warranted by the circumstances, and/or any Administrative Reimbursement.
7. **Removal from Amenity Facilities.** The District Manager, General Manager, Amenity Manager and onsite staff each have the independent ability to remove any person from the Amenity Facilities if a Violation occurs, or if in his or her discretion, it is in the District's best interest to do so.
8. **Initial Suspension from Amenity Facilities.** The District Manager, General Manager, Amenity Manager or his or her designee may at any time restrict or suspend for cause or causes, including but not limited to a Violation, any person's access to the Amenity Facilities until a date not later than the next regularly scheduled meeting date of the Board that is scheduled to occur at least twenty-one (21) days after the date of initial suspension. In the event of such a suspension, the District Manager or his or her designee shall mail a letter to the person suspended referencing the conduct at issue, the sections of the District's rules and policies violated, the time, date, and location of the next regular Board meeting where the person's suspension will be presented to the Board, and a statement that the person has a right to appear before the Board and offer testimony and evidence why the suspension should be lifted. If the person is a minor, the letter shall be sent to the adults at the address within the community where the minor resides.
9. **Hearing by the Board; Administrative Reimbursement; Property Damage Reimbursement.**
  - a. At the Board meeting referenced in the letter sent under Section 8 above, or as soon thereafter as a Board meeting is held if the meeting referenced in the letter is canceled, a hearing shall be held at which both District staff and the person subject to the suspension shall be given the opportunity to appear, present testimony and evidence, cross examine witnesses present, and make arguments. The Board may also ask questions of District staff, the person subject to the suspension, and witnesses present. All persons are entitled to be represented by a licensed Florida attorney at such hearing.
  - b. After the presentations by District staff and the person subject to the suspension, the Board shall consider the facts and circumstances and determine whether to lift or extend the suspension or impose a termination. In determining the length of any suspension, or a termination, the Board shall consider the nature of the conduct, the circumstances of the conduct, the number of rules or policies violated, the person's escalation or de-escalation of the situation, and any prior Violations and/or suspensions
  - c. The Board shall also determine whether an Administrative Reimbursement is warranted and, if so, set the amount of such Administrative Reimbursement.
  - d. The Board shall also determine whether a Property Damage Reimbursement is warranted and, if so, set the amount of such Property Damage Reimbursement. If the cost to clean, repair and/or replace the property is not yet available, the Property Damage Reimbursement shall be fixed at the next regularly scheduled Board meeting after the cost to clean, repair, and/or replace the property is known.
  - e. After the conclusion of the hearing, the District Manager shall mail a letter to the person suspended identifying the Board's determination at such hearing.
10. **Suspension by the Board.** The Board on its own initiative acting at a noticed public meeting may elect to consider a suspension of a person's access for committing any of the Violations outlined in Section 4. In such circumstance, a letter shall be sent to the person suspended which contains all the information required by Section 8, and the hearing shall be conducted in accordance with Section 9.
11. **Automatic Extension of Suspension for Non-Payment.** Unless there is an affirmative vote of the

Board otherwise, no suspension or termination will be lifted or expire until all Administrative Reimbursements and Property Damage Reimbursements have been paid to the District. If an Administrative Reimbursement or Property Damage Reimbursement is not paid by its due date, the District reserves the right to request surrender of, or deactivate, all access cards associated with an address within the District until such time as the outstanding amounts are paid.

12. **Appeal of Board Suspension.** After the hearing held by the Board required by Section 9, a person subject to a suspension or termination may appeal the suspension or termination, or the assessment or amount of an Administrative Reimbursement or Property Damage Reimbursement, to the Board by filing a written request for an appeal (“Appeal Request”). The filing of an Appeal Request shall not result in the stay of the suspension or termination. The Appeal Request shall be filed within thirty (30) calendar days after mailing of the notice of the Board’s determination as required by Section 9(e), above. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file an Appeal Request shall constitute a waiver of all rights to protest the District’s suspension or termination, and shall constitute a failure to exhaust administrative remedies. The District shall consider the appeal at a Board meeting and shall provide reasonable notice to the person of the Board meeting where the appeal will be considered. At the appeal stage, no new evidence shall be offered or considered. Instead, the appeal is an opportunity for the person subject to the suspension or termination to argue, based on the evidence elicited at the hearing, why the suspension or termination should be reduced or vacated. The Board may take any action deemed by it in its sole discretion to be appropriate under the circumstances, including affirming, overturning, or otherwise modifying the suspension or termination. The Board’s decision on appeal shall be final.
13. **Legal Action; Criminal Prosecution; Trespass.** If any person is found to have committed a Violation, such person may additionally be subject to arrest for trespassing or other applicable legal action, civil or criminal in nature. If a person subject to a suspension or termination is found at an Amenity Facility, such Person will be subject to arrest for trespassing. If a trespass warrant is issued to a person by a law enforcement agency, the District has no obligation to seek a withdrawal or termination of the trespass warrant even though the issuance of the trespass warrant may effectively prevent a person from using the District’s Amenity Facilities after expiration of a suspension imposed by the District.
14. **Severability.** If any section, paragraph, clause or provision of this rule shall be held to be invalid or ineffective for any reason, the remainder of this rule shall continue in full force and effect, it being expressly hereby found and declared that the remainder of this rule would have been adopted despite the invalidity or ineffectiveness of such section.

#### **Amendment of Policies**

These policies may be modified at any time, upon the approval of the Board of Supervisors of the Middle Village Community Development District. Immediately following approval of the Board, the modified policies shall be posted on the community bulletin board at the OakLeaf Plantation Athletic Center.

## *SIXTH ORDER OF BUSINESS*



## PROPOSAL

**Mailing Address**

Oakleaf Plantation  
370 Oakleaf Village Parkway  
Orange Park, FL 32065

**Job Address**

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

Date: March 02, 2023

Phone: Orange Park

Opportunity#: 10920

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**Job Summary:**

We propose the following plant materials for the front enhancement of newly installed fence behind the Plantation House Amenity center as shown in Rendering #1:

Removal of existing sod and adding:

3 Standard Crape Myrtle trees, "Sunshine" Ligustrums, "Fashion "Azalea's, and Liriope with Red Pine Bark to finish the design.

\*\*Irrigation modifications added in this proposal

**Landscape Enhancement**

Quantity	Description	Unit	Unit Price	Ext Price
50.00	Labor and Prep	Hr	\$45.59	\$2,279.40
1.00	Disposal Fee	Ea	\$100.00	\$100.00
1.00	Irrigation Allowance	LS	\$350.00	\$350.00
36.00	Azalea Fashion - (e)	3g	\$25.00	\$900.00
105.00	Ligustrum, Sunshine - (e)	3g	\$42.50	\$4,462.50
65.00	Liriope, Emerald Goddess - (e)	3g	\$19.00	\$1,235.00
3.00	Subcontract Mulch	CY	\$65.00	\$195.00
1.00	Bulk Material Delivery Charge	Ea	\$150.00	\$150.00
3.00	Crape Myrtle 'Natchez' Standard - (e)	30g	\$350.00	\$1,050.00
<b>Landscape Enhancement Total</b>				<b>\$10,721.90</b>



## PROPOSAL

**Proposal Total:      \$10,721.90**

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

**Payment due 30 days after receipt of invoice.**

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

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

### ACCEPTANCE OF PROPOSAL

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

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

Chalon Suchsland

**Date**      3/2/2023

VerdeGo

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

**Date** \_\_\_\_\_

Oakleaf Plantation



## PROPOSAL

### Mailing Address

Oakleaf Plantation  
370 Oakleaf Village Parkway  
Orange Park, FL 32065

### Job Address

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

Date: March 02, 2023

Phone: Orange Park

Opportunity#: 10921

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### Job Summary:

To enhance the frontal view of the newly installed fence behind Plantation House Amenity we propose the following:

Removal of existing sod and install the following plant materials:

3 East Palatka Holly trees

"Formosa" Azaleas

Jack Frost Ligustrum

Liriope

Red Mulch to finish of the design.

\*\*Irrigation modifications included in this proposal

### Landscape Enhancement

Quantity	Description	Unit	Unit Price	Ext Price
50.00	Labor and Prep	Hr	\$45.59	\$2,279.40
1.00	Disposal Fee	Ea	\$100.00	\$100.00
3.00	East Palatka Holly (Kit)	45g	\$75.00	\$225.00
105.00	Azalea Formosa 'Red' - (e)	3g	\$25.00	\$2,625.00
36.00	Ligustrum 'Jack Frost' - (e)	3g	\$22.00	\$792.00
65.00	Liriope, Emerald Goddess - (e)	1g	\$11.00	\$715.00
3.00	Subcontract Mulch	CY	\$65.00	\$195.00
1.00	Irrigation Allowance	LS	\$350.00	\$350.00
1.00	Bulk Material Delivery Charge	Ea	\$150.00	\$150.00
<b>Landscape Enhancement Total</b>				<b>\$7,431.40</b>



**Fence**

**Remove:**

Grass along fence

**Install:**

Crape Myrtle Muskogee

Ligustrum 'Howardii'

Azalea Fasion

Liriope





**Fence**

Remove:

Grass along fence

Install:

East Palatka Holly

Azalea Formosa

Jack Frost Ligustrum

Liriope





## PROPOSAL

**Proposal Total: \$7,431.40**

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

**Payment due 30 days after receipt of invoice.**

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

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

### ACCEPTANCE OF PROPOSAL

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

By \_\_\_\_\_

Chalon Suchsland

Date 3/2/2023

VerdeGo

By \_\_\_\_\_

Date \_\_\_\_\_

Oakleaf Plantation

## *SEVENTH ORDER OF BUSINESS*

**REQUEST FOR PROPOSALS  
LANDSCAPE AND IRRIGATION MAINTENANCE SERVICES FOR  
MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT**

**EVALUATION CRITERIA**

**1. Personnel (25 points)**

(E.g., geographic locations of the firm's headquarters or office in relation to the project; adequacy and capabilities of key personnel, including the project manager and field supervisor; present ability to manage this project; evaluation of existing workload; proposed staffing levels, etc.)

**2. Experience (25 points)**

(E.g., past record and experience of the respondent in similar projects; volume of work, area of coverage, previously awarded to the firm; past performance for other Community Development Districts in other contracts; character, integrity, and reputation of respondent, etc.)

**3. Understanding of Scope of Work (20 points)**

Does the proposal demonstrate an understanding of the District's needs for the services requested?

**4. Price (30 total points)**

Points available for price will be allocated as follows:

20 points will be awarded to the Proposer submitting the lowest total bid for completing the work. All other proposals will receive a percentage of this amount based upon the difference between that Proposer's bid and the low bid.

10 points are allocated for the reasonableness of unit prices and quantities.

**NOTICE OF REQUEST FOR PROPOSALS  
NOTICE OF DISTRICT MEETING TO OPEN PROPOSALS**

**Landscape and Irrigation Maintenance  
Clay County, Florida**

Notice is hereby given that the **Middle Village Community Development District** (the “District”) will accept proposals from qualified firms interested in providing landscape and irrigation maintenance services for the fiscal year beginning October 1, 2023 and for three fiscal years thereafter, all as more specifically set forth in the Project Manual.

The Project Manual, including contract documents, project scope and any technical specifications, will be available for public inspection and may be obtained beginning Monday, March 20, 2023, at 9:00 a.m. (EST), from Courtney Hogge at [chogge@gmsnf.com](mailto:chogge@gmsnf.com) and Marilee Giles at [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com).

A mandatory pre-proposal meeting will be held on Tuesday, April 4, 2023, 2:00 p.m. (EST) at the offices of the Double Branch Community Development District, 370 Oakleaf Village Parkway, Orange Park, Florida 32065.

Firms desiring to provide services for this project must submit one (1) original and five (5) hard copies of the proposal forms and one (1) electronic version, by no later than 2:00 p.m. (EST), on Tuesday, April 25, 2023, to the Middle Village Community Development District, c/o Governmental Management Services LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, Attn: Jay Soriano. Proposals shall be submitted in an opaque sealed package, shall bear the name of the proposer on the outside of the package and shall clearly identify the project. Proposals will be publicly opened at the time and date stipulated above; those received after the time and date stipulated above will be returned un-opened to the proposer. Any proposal not completed as specified or missing the required proposal documents may be disqualified.

Ranking of proposals will be made on the basis of qualifications according to the Evaluation Criteria contained within the Project Manual. The District has the right to reject any and all proposals and waive any technical errors, informalities or irregularities if it determines in its discretion it is in the best interest to do so. Any and all questions relative to this project shall be directed in writing only to Jay Soriano, Middle Village Community Development District, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, or by electronic mail to Jay Soriano at [jsoriano@gmsnf.com](mailto:jsoriano@gmsnf.com) and carbon copies to Marilee Giles at [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com) and Michael Eckert at [Michael.Eckert@kutakrock.com](mailto:Michael.Eckert@kutakrock.com).

All proposals will be publicly opened at a meeting of the District to be held at **2:00 p.m., April 25, 2023**, at 475 West Town Place, Suite 114, St. Augustine, Florida 32092. Proposals will be publicly opened at that time and place, with Proposer names and total pricing announced at that time, provided that Proposals may be maintained on a confidential basis to the extent permitted by Florida law. No decisions of the District’s will be made at that time. A copy of the agenda for the

meeting can be obtained from the District Office at 475 West Town Place, Suite 114, St. Augustine, Florida 32092 or by phone at (904) 940-5850.

The meeting is open to the public and will be conducted in accordance with the provisions of Florida law. There may be occasions when one or more Board Supervisors or staff members will participate by telephone. At the above location will be present a speaker telephone so that any Board Supervisor or staff member can attend the meeting and be fully informed of the discussions taking place either in person or by telephone communication. The meeting may be continued in progress without additional notice to a time, date, and location stated on the record.

Any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (904)940-5850, at least 48 hours before the meetings. 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 Office.

Middle Village Community Development District  
Marilee Giles, District Manager

## *NINTH ORDER OF BUSINESS*



*D.*

## Middle Village Community Development District (CDD)

845 Plantation Oaks Parkway, Orange Park, FL 32065

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

### Memorandum

**Date:** March 2023  
**To:** Board of Supervisors  
**From:** GMS – OakLeaf Operations Manager

### Community:

#### Special Events

- Spring Break at Pools
- Movie at the park
- Tennis/Pickleball socials
- Upcoming – Easter market, Bunny run, April Movie, Easter events at Pools

#### Aquatics

- Heated Pool reopened as of March 1.
- Lifeguard classes, Lifeguard program, swim lessons

#### Amenity Usage

- *Total Facilities Usage – 5973*
- *Average daily usage –213*

#### *Card counts:*

MV Owners	47
MV Renters	23
MV Replacements	5
MV Updated	8

*Total cards printed: 196 (both districts)*

#### Rentals

- 14 of 28 days rented in February , 2 of 4 weekends rented
- 17 Grand Ballroom rentals, 1 Grand Lawn rental, 1 Bridal Suite rentals, 0 patio rentals
- 26 tours (72 approx.hours)/ 85hours used for scheduling, administrative, etc.

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

845 Plantation Oaks Parkway, Orange Park, FL 32065

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

**Memorandum**

**Operations: Open Items**

- Update on fencing/gate installs
- Landscape proposals/quotes for fence-line

**MAINTENANCE**

- Remove trash cans on pool deck/ replacement of new cans
- Coordinate repair/replacement of pvc piping leak at heater line
- Coordinate repair (timing and process) flooring at Bridal suite
- Replace urinal hanger at Men's pool bathroom
- Inspect and coordinate repair of vent fans at back pool bathrooms
- Measure and prep/planning for painting and resurfacing of basketball cts.
- Multiple repairs to "old boards" at boardwalk due to vandalism
- Touch up painting on decorative street poles in neighborhood (ongoing)
- Removal and painting of black "vented" shutters on building
- Painting of "weathered" light fixtures
- Motor replaced at lion fountain
- Dispose of multiple large electronics equipment (hazardous waste refuse)
- Multiple drop off trips for refuse removal (rosemary hill)
- Audit of access cards – ongoing (to include audit of adult family members in household)
- Data collection for Florida Department of Labor
- Continual Lake Inspections – all lakes inspected monthly – reports kept on file in Ops. Manager office.
- Continual Park inspections and cleaning – reports kept on file.
- Light Inspections completed – Whitfield, Boulevard, Parkway, and Hamilton Glenn completed 2/12 Forest Brook, Creekview, Oakpoint, and Timberlake completed 2/28

**Landscaping**

- *Install of fresh mulch at Amenity Center*
- *Monthly report for Feb. submitted and filed at Operations office*

For questions, comments, or clarification, please contact:

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

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







# Middle Village 2013 CDD

## Clay County, Florida

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

GENERATED BY THE GIS DEPARTMENT 05/02/2013

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