

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

***APRIL 11, 2022***

## *AGENDA*

# **Middle Village Community Development District**

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

---

April 4, 2022

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, April 11, 2022 at 2:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.**

Following is the advance agenda for the meeting:

- I. Roll Call
- II. Audience Comments (limited to three minutes)
- III. Approval of Consent Agenda
  - A. Approval of the Minutes of the March 14, 2022 Board of Supervisors and Audit Committee Meetings
  - B. Financial Statements
  - C. Assessment Receipts Schedule
  - D. Check Registers
- IV. Discussion of Options for Use of Savings from Bond Refinancing
- V. Consideration of Resolution 2022-10, Confirming the District's Use of the Clay County Supervisor of Elections Office to Conduct the District's Election of Supervisors in Conjunction with the General Election
- VI. Staff Reports
  - A. District Counsel – Memo re: Best Practices for Public Records Requests
  - B. District Engineer
  - C. District Manager

D. Operations Manager - Memorandum

VII. Audience Comments (limited to three minutes) / Supervisor Requests

VIII. Next Scheduled Meetings – Audit Committee and Board of Supervisors  
Meetings on May 9, 2022 @ 2:00 p.m. at the Plantation Oaks Amenity Center

IX. Adjournment

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

Sincerely,

*Marilee 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, March 14, 2022 at 6:00 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
Tim Hartigan	Vice Chairman
Jason Mifsud	Supervisor
Jeremy Spellman	Supervisor
Jonel Hicks	Supervisor

Also present were:

Marilee Giles	District Manager
Mike Eckert	District Counsel
Jay Soriano	Operations Manager
Chalon Suchsland	VerdeGo Landscape
Crys LaFata	S3 Security

**FIRST ORDER OF BUSINESS**

**Call to Order**

Ms. Giles called the meeting to order and called the roll.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There being no members of the public present, the next item followed.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Oath of Office for Newly Appointed Supervisor**

Ms. Giles informed the board Mr. Hicks was sworn in prior to the meeting.

**B. Consideration of Resolution 2022-07, Designating Officers**

Ms. Giles stated this resolution is to add Mr. Hicks as an Assistant Secretary and, as a form of general housekeeping for GMS, to remove Mr. Ernesto Torres who is no longer with GMS. Also, Mr. Swartz was the Vice Chair, so we need to designate a Vice Chairman.

Chairman Steiner stated I'd like to nominate Mr. Hartigan to serve as the Vice Chairman.

On MOTION by Chairman Steiner seconded by Mr. Mifsud with all in favor Resolution 2022-07, designating officers with the changes listed above was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of Consent Agenda**

- A. Approval of the Minutes of the February 14, 2022 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, the financial statements as of January 31<sup>st</sup>, your assessment receipts schedule showing you are 96% collected, and the check register totaling \$161,488.36.

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

**FIFTH ORDER OF BUSINESS**

**Acceptance of the Audit Committee's Recommendation**

Ms. Giles stated the Audit Committee met prior to this meeting and has made a recommendation to use the evaluation criteria you see in the agenda package.

On MOTION by Vice Chairman Hartigan seconded by Mr. Spellman with all in favor the audit committee's recommendation was accepted.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-08, Designating a Registered Agent and Registered Office**

Mr. Eckert stated Kutak Rock's permanent office is open in Tallahassee and that's all this resolution does is recognize that change in address.

On MOTION by Chairman Steiner seconded by Vice Chairman Hartigan with all in favor Resolution 2022-08, designating a registered agent and registered office was approved.

**SEVENTH ORDER OF BUSINESS****Consideration of Resolution 2022-09,  
Ratifying Actions Taken in Connection with  
the Sale and Closing of the 2022 Refunding  
Bonds**

Mr. Eckert stated this is for the bond transaction we had in January or February, which was a refinancing of some of the District's bonds. You all approved that through a series of resolutions, but there were actions that were taken after your board meeting by your Chairman, and by your staff to consummate that bond transaction, so we're asking the Board to approve this resolution which ratifies those actions.

On MOTION by Vice Chairman Hartigan seconded by Mr. Spellman with all in favor Resolution 2022-09, ratifying actions taken in connection with the sale and closing of the 2022 refunding bonds was approved.

**EIGHTH ORDER OF BUSINESS****Discussion on Memo Regarding Use of  
Savings from Refinancing**

Ms. Giles stated this is the memo that District Counsel prepared for us describing options for use of the savings from the bond refinancing. Jay is still working on the capital reserve study and then we can look at what we have in the capital reserves. We're in no hurry to make this decision, we've got a few months before we enter budget season and before we would bring a proposed budget to you guys.

Chairman Steiner stated before we continue, for the benefit of the newer supervisors, we have not raised our assessments in this community for over 10 years. We're an aging community and as you're quite aware, the labor rates have gone up along with everything else. We've done very well in managing the assets that were available. We did do a bond refinance back then. We took that savings and used it towards the O&M. You'll see an option in here, option two, that decreases the debt and moves funds over to cover an increase in the O&M, but assessments to the individual owners does not increase. If we were to go ahead and use the results of the refinancing at this time as a savings, it is quite possible within the next year or two we would have to come back and increase the assessments, so by doing what is in option two, it gives us the ability to tie it to our reserve study to see where we stand there and also provide funding into the O&M budget that would allow us to do some projects that need to be accomplished or we would like to have accomplished without adding additional burden to the owners.

Vice Chairman Hartigan asked you're saying option two, but isn't option one a better option than option two? Option one is the one that we're allowed to do that and there's no change in the total assessments.

Chairman Steiner stated I apologize, I meant option one.

Vice Chairman Hartigan stated you're right, with option two and option three we'd have to come back within a year if material and labor costs keep escalating to raise the assessments.

Chairman Steiner stated we don't have to decide at this meeting, so it's just something to keep in mind and because we do have new members, providing them with some background for making a decision. Ideally, we will get our reserve study in here and we can make sure everything is where it's supposed to be and then we can make the decision just prior to the budget planning for next year. Correct?

Mr. Eckert responded you should try to make the decision by your May meeting. You can have higher numbers in your budget and then bring them down in August. If you get the numbers you need for the reserve study, you're going to have enough information to know. Another way to summarize this is, the District refinanced its bonds. That created a savings for the District of \$242,000 per year. We can either use that \$242,000 savings a year to plug any holes that we have and what we think we're going to need over the next five years, or we can do nothing and then there would be a savings to the residents. But what you don't want to have happen is to say we saved you money this year and then next year you say you're raising assessments. We want to have it as stable as we possibly can. It's just a numbers issue. Obviously, if you have way more than you ever need, then that's an easier issue. But, if we anticipate a need moving forward, it's probably better for you to increase your O&M now so you're not bouncing up and down in terms of total assessment levels for people from year to year.

Ms. Giles stated there's no motion needed tonight. I don't want to rush the Board. We can continue the discussion tonight, or we can continue it next month. I'm not sure if Jay will have the reserve study back in April or May, we just want to move in the direction of making that decision by May so we can address any questions or concerns tonight or continue with the agenda.

Mr. Spellman stated in month's past we talked about this option and making sure residents are aware of the savings and how we're going to reallocate the money. Has anything changed with that?

Mr. Eckert stated nothing has changed with that. What we don't know yet is the message. We don't want to say we saved money, but then in May you decide you need to put more money in your reserves, so you don't really save from a net standpoint. I think you all will need to make some decisions based on the numbers Jay provides and from there we will look at the message that is put out to the community based on the policy decisions this Board will make.

Chairman Steiner stated and if I'm not mistaken, that requires a written notice be sent to all owners.

Mr. Eckert stated yes, if you raise your O&M assessments, even if the net doesn't go up for residents, there will have to be a mailed notice sent to all homeowners.

Ms. Giles stated so I think options one and two require a mailed notice.

Mr. Eckert stated that is correct.

Mr. Hicks asked what is the O&M assessment?

Mr. Eckert responded for this District, there are two sources of revenue. There are the debt assessments, and that is what is used to service our bonds, similar to a mortgage. That is what went down. The other revenue stream that the District has is the operations and maintenance assessments. Those are levied every year and that is what pays for the lights, the recreation, and things like that on an annual basis. So, when I say O&M, that's what I mean.

Mr. Soriano stated on average, your single-family home is going to be almost \$1,700 for both portions of the assessments. About \$900 of that is the O&M.

Ms. Giles asked is there anything on the capital reserve study you want to mention?

Mr. Soriano responded this was done about seven years ago, so we're updating everything that we've done in those seven years whether it's new installs or things we've updated. I go through and do all that. I spoke with Charlie Sheppard. He's hoping to come out the end of this week or beginning of next week to do a walk-through to see if I've missed anything or if he notices anything we need to update. The plan is to have that report back for the April meeting and that will help us a little bit with that decision. A big part of the O&M goes towards the capital. Of course, we can talk about some of the other items like our day-to-day operations. We've talked about staff over the summer, which is a huge hit. It's between \$160,000

to \$170,000 just for seasonal employees to be able to handle the pools. We have an increase for minimum wage that goes up \$1 a year. We pay more than minimum wage for our lifeguards because we won't get a lot of interest if we pay minimum wage. It gets to the point where in five years when everybody is making \$15 minimum wage, I have high school kids out here that will be making \$18 to \$20 an hour. That \$160,000 then becomes \$240,000, so those are the things we have to look at in that overall budget. Not just this year, but for the next five years. The capital budget is a big one because we could easily spend \$70,000 to re-roof this place. One project can be a lot of money. I go through every year and make plans of what we really need to work on this year, things that I'm worried we may have to do early, and things that I've put off in the study. That's a big part of my plan is to make things last longer. I have a lot of that ready for you now so you can come to me and talk about it, but that is what goes into our budget season every year when we start this process. That will be big to see that capital reserve study next month and then we can revise if you say we're planning on doing this big project such as re-tiling the bathrooms, you may say you want to do that every ten years instead of every year 15 years, things like that. You guys can pick that study apart and revise it and he can adjust his numbers to understand if we're well funded for what we want to do. We can also say we're going to pinch pennies and not do a lot. It's your decision.

## **NINTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. District Counsel**

Mr. Eckert stated the legislative session was supposed to wrap up today, so I'm hoping to get a memo out to the Board this week to let you know what changes we need to make to our processes and what training you may have to go through, if any, and also where the sovereign immunity caps landed. Most of the time on issues that affect us, the Governor signs it into law. I had one that got vetoed that related to District business, but vetoes are usually on a little more politically charged issues.

#### **B. District Engineer**

There being nothing to report, the next item followed.

#### **C. District Manager**

There being nothing to report, the next item followed.



**D. Operations Manager – Memorandum**

Mr. Soriano stated I missed one item with the capital report. I just want to remind you guys to get me any wish list items. Those are things that are not already listed in the capital report. If there are things you'd like to see added into this planning, send them to me before the April meeting so I can figure that in. It helps us figure out a financial plan if we want to do some of those items.

Vice Chairman asked do we have the space for a dog park? I thought we didn't.

Mr. Soriano responded we don't and now that we're doing fencing that's a little tough because we had talked about things here and we have that big lawn in the back. Even Double Branch did not have space for a dog park but cut a large playground in half. So, it's not a big dog park. It may be less than half an acre, but enough that people really enjoy it. I could find space like that, but you don't have any extra areas. Ideas like that are what we want though.

Mr. Spellman asked what is the CDDs liability for the dog park.

Mr. Soriano responded with almost everything we do we will increase potential liability. I speak with our insurance company, EGIS, and we do walk throughs every year to inspect our facilities just like our engineers do to make sure everything is kept up well and also planning and what kind of operations we do, such as do we allow swim at your own risk. They assess that and give us that overall liability insurance bill. Everything we do adds to it, so just by opening up one dog park we didn't get an increase over at Double Branch. Even then, that's where some of those concerns like sovereign immunity fall into and how lawsuits work. That's a different conversation. We do get hit with things like slip and falls and threats of lawsuits, for which we have insurance. We do have to have correct signage and I go into recommendations, and I give that to the Board such as sizing, fencing, how we stop and control. Those controls are things I talk about when we do those items. There are things we may think are great ideas, but in the long run it may not be. We have talked about doing alcohol here at our pools. Some facilities have that, but that also increases potential liability. It could work and it could open up more problems. It could also depend on the neighborhood. Some neighborhoods may have more problems than others. Those are things I bring to you and you guys decide if you want to take more risk. We could always put in more controls to handle that operation.

Mr. Soriano continued with his report.

We just had an event at your sister district, and this is the first time I've ever canceled an event. I don't have a lot of staff to help me set everything up, and by that time of night they're usually gone. We waited until 6:00. We have to pay to show the movies that we show. The nice part is, I get to reuse that license so we're going to figure out how I can get an extra movie in at the pools this summer. The only time it is tough is when we have a holiday themed movie. We have an Easter movie coming up, it's *Peter Rabbit 2*. If that gets canceled out, I have to make sure I play it again before the year's end at next Easter because it doesn't work out as well to play it any other month.

I wanted to mention that pickleball will be organizing a tournament over at Double Branch. Last month your sister district approved renovating two of their existing courts to make six dedicated pickleball courts. They put aside a good amount of money. The hope with the tournament is to raise at least \$5,000 that will go back to the District to help offset those costs. That will be April 1<sup>st</sup> and 2<sup>nd</sup> if you have any interest in checking that out. I won't be able to start any renovations over there until after that tournament.

You'll see the numbers for rentals slowly are sneaking up, but we are still not back to our normal levels. I'm hoping good weather will bring more wedding and shower venues in here to bring that revenue back up.

We hope we will have a date for fencing. I reached out to the vendor at the end of last week and I did not get a returned email, but if you recall, once we signed the contract it was 105 days until the install, so we are into the second month now. The big part of it is delivery. The reason we went with this company rather than the first bid we got was timing. The week after they get supplies in, they will be here to start the install. I'm just waiting for them to tell me if they've heard from their supplier. I will update you guys if they give me a date anytime soon.

We talked about coordination of the capital study. I've gone through everything that we've done in the last seven years since the last study to try to remember what we've updated, what we've spent money on and give them receipts so I can give them a good estimate and they can put that life expectancy in there for everything.

Mr. Spellman stated I see the third maintenance item on your report, touch up painting on decorative street poles. You and I have had conversations in the past. Is the plan still if they're damaged and non-repairable, they get replaced by the City or the County?

Mr. Soriano responded only if it's a traffic flow sign. We have some signs that are decorative, and we will continue to put those signs out, such as the reclaimed signs. The County doesn't care about it and it doesn't have anything to do with traffic flow so we do those. We use the aluminum poles. We don't use the galvanized steel. For the traffic control, I prefer to go through the County because there are a lot of laws concerns height, distance and things like that and that are people that will blame everybody else in a car accident so they would include the CDD in that too, even though we don't own the roads and we have nothing to do with traffic controls. Once we start doing things like moving signs around and putting things on decorative poles so they have a look we like, that is different. The County doesn't agree with that, and they won't touch the decorative poles. Everything else I can call them, they will come out, they do the install, and it then falls on them. Over the years if somebody takes out a decorative pole in a car crash or something like that, I don't replace it if it's a traffic control sign.

Mr. Spellman asked so nothing has changed?

Mr. Soriano responded no. I've mentioned that to the Board and when I explained why we've done that you guys have agreed because of liability concerns, but it doesn't mean we have to. We can do everything decorative and buy our own signs.

Ms. Suchsland stated I have a question for the Board. For those of you that are new, our landscape contract includes a contractual number of plants and sod that we replace within the contract. So, every spring I start looking at different things and Jay and I have started discussing the sod replacement. I'm looking at the promenade and there's a lot of river birch trees that we have lost in the last two to three years even before I got here. Do you want to replace those with another deciduous tree, or do you want to go blooming trees such as the crape myrtles to match? You don't have to answer me tonight. It's just something I'd like to do this year in the contract since we've lost quite a few.

Mr. Soriano stated this would probably eat up a good amount of the contractual replacements because there are a lot of birch out there. We can start by removing them completely.

Ms. Suchsland stated yes, or we can do two or three at a time each year.

Mr. Soriano stated I'd definitely remove all of the ones that are clearly dead, that way you can get an idea visually if we want to replace them with something large or small or not replace them at all. We spent around \$14,000 a couple of years ago to really make it look good.

Mr. Spellman asked are we talking about over by the gazebo, or all the way down?

Ms. Suchsland responded all the way down. If you choose not to replace them, we can just sod over it. It's just something I wanted to bring to your attention so you can give me direction next month.

Vice Chairman Hartigan stated I'd like to see more color.

Chairman Steiner stated I'm waiting to see how the crape myrtles come back.

Vice Chairman Hartigan stated crape myrtles are relatively inexpensive if we get them young enough.

Chairman Steiner stated we've got quite a few out there and they're just starting to bloom. There are some areas where one of the complaints was once they grow, they block off the view, and it's not going to matter whether there's a lot of color if it's blocking the view of the lake. It may be worthwhile in some cases to put in some type of flowering plants that are a bush height. I would think we would want to work with Jay to understand the impacts of our desires before we move forward.

Ms. Suchsland stated we can bring in a stump grinder and sod over or we can bring in bushes, and if you don't want to use the contractual, we can always bring a proposal that puts it in your budget for the next year or two.

Vice Chairman Hartigan asked when are you going to start removing these trees?

Ms. Suchsland responded as they've died off. Some of them have already been flush cut because they were just dead and sticky. Some of them were iffy so we will see how they do this spring and if they don't survive, we will haul them out.

Mr. Soriano stated we can go out and mark the trees. There are some that have been dying for the last few years. I don't see them coming back anymore. That promenade walkway is almost three quarters of a mile, so there are a lot of trees out there. If we're going to pull 22 trees, it's going to make a big difference on how it looks even if they're almost dead. I like the idea of contractual because it's not an extra expense. We have a good amount of sod, a bunch of one-gallon plants and three-gallon plants that are contractual that will add up, but not to a lot of trees so that might be extra money too.

Chairman Steiner asked and that extra money is what comes out of O&M?

Mr. Soriano responded right.

Ms. Suchsland stated your contractual money all together with sod and plants is \$16,500.

Chairman Steiner stated that's the whole community, not just the promenade.

**TENTH ORDER OF BUSINESS**

**Audience    Comments    /    Supervisors'  
Requests**

There being none, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Next Scheduled Meeting**

Ms. Giles stated the next scheduled meeting is April 11<sup>th</sup> at 2:00 p.m. here at the Plantation Oaks Amenity Center. I do want to point out that this meeting was one of two-night meetings. Our next night meeting is August 15<sup>th</sup>, the third Monday of the month, so it's a little out of cycle for us.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Chairman Steiner seconded by Vice Chairman Hartigan with all in favor the meeting was adjourned.

---

Secretary/Assistant Secretary

---

Chairman/Vice Chairman



MINUTES OF AUDIT COMMITTEE MEETING  
MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT

The Audit Committee meeting of the Middle Village Community Development District was held Monday, March 14, 2022 at 6:00 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
Tim Hartigan	Vice Chairman
Jason Mifsud	Supervisor
Jeremy Spellman	Supervisor
Jonel Hicks	Supervisor

Also present were:

Marilee Giles	District Manager
Mike Eckert	District Counsel

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Giles called the meeting to order at 6:00 p.m.

**SECOND ORDER OF BUSINESS**

**Selection of the Auditor Selection  
Evaluation Criteria**

Ms. Giles stated by way of a reminder, each year as a unit of government in Florida, we are required to go through an independent audit and Florida Statute Chapter 218 requires that the District form an audit committee for the process of selecting an auditor. At our last meeting the Board appointed the Supervisors to serve on the Audit Committee. Mr. Hicks was sworn in before the meeting so he is now a Supervisor of Middle Village CDD. The first thing we will do is have the audit committee approve the evaluation criteria and when we seek proposals, we will bring those proposals back and the Audit Committee will rank those based on this evaluation criteria.

There are five criteria, each equally weighted with 20 points each and those are: ability of personnel, proposer's experience, understanding the scope of work and ability to furnish the required services and price.

On MOTION by Chairman Steiner seconded by Vice Chairman Hartigan with all in favor all five criteria, equally weighted were approved.

**THIRD ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**FOURTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Chairman Steiner seconded by Mr. Mifsud with all in favor the Audit Committee Meeting was Adjourned.



*B.*

# Middle Village

## Community Development District

Unaudited Financial Reporting  
February 28, 2022



**Middle Village**  
**Community Development District**  
**Combined Balance Sheet**  
February 28, 2022

	<u>Governmental Fund Types</u>			<u>Debt Service</u>	<u>Totals</u> <u>(Memorandum Only)</u>
	<u>General</u>	<u>Recreation</u>	<u>Capital Reserve</u>		
<b><u>Assets:</u></b>					
Cash	\$1,369,345	\$324,499	\$629,322	---	\$2,323,165
Investments:					
<b><u>Series 2018-1</u></b>					
Revenue	---	---	---	\$21,212	\$21,212
Reserve	---	---	---	\$3	\$3
Prepayment	---	---	---	\$4	\$4
<b><u>Series 2022</u></b>					
Revenue	---	---	---	\$266,263	\$266,263
Reserve	---	---	---	\$154,137	\$154,137
Principal	---	---	---	\$888,012	\$888,012
Interest	---	---	---	\$206,933	\$206,933
COI	---	---	---	\$316,109	\$316,109
Prepayment	---	---	---	\$8,738	\$8,738
<b><u>Series 2018-2</u></b>					
Reserve	---	---	---	\$118,888	\$118,888
Prepayment	---	---	---	\$58,727	\$58,727
<b><u>Operations</u></b>					
Custody Acct - Gen Fund Excess	\$42,756	---	---	---	\$42,756
Custody Acct - Rec Fund Excess	---	\$11,169	---	---	\$11,169
General Account	\$227,388	---	\$702	---	\$228,091
<b><u>State Board</u></b>					
General Fund	\$92,101	---	---	---	\$92,101
Recreation Fund	---	\$60,785	---	---	\$60,785
Capital Reserve	---	---	\$529,297	---	\$529,297
Due From General Fund	---	\$1,295,520	\$200,000	---	\$1,495,520
Due From Rec Fund	\$43,848	---	---	---	\$43,848
Due From Debt Service	\$10,705	\$83,057	---	---	\$93,762
Due From Capital Reserve	---	\$5,065	---	---	\$5,065
Due from Other	---	\$28,504	---	---	\$28,504
Electric Deposits	---	\$13,383	---	---	\$13,383
Assessment Receivable	\$2,053	\$15,159	---	\$19,592	\$36,804
<b>Total Assets</b>	<u>\$1,788,196</u>	<u>\$1,837,140</u>	<u>\$1,359,320</u>	<u>\$2,058,620</u>	<u>\$7,043,277</u>
<b><u>Liabilities:</u></b>					
Accounts Payable	\$201,884	\$18,456	\$5,269	---	\$225,609
Due to General Fund	---	\$43,848	---	\$10,705	\$54,553
Due to Rec Fund	\$1,295,520	---	\$5,065	\$83,057	\$1,383,641
<b><u>Fund Balances:</u></b>					
Unassigned	\$290,793	\$1,761,454	\$1,348,986	---	\$3,401,232
Nonspendable	---	\$13,383	---	---	\$13,383
Restricted for Debt Service	---	---	---	\$1,964,858	\$1,964,858
<b>Total Liabilities and Fund Equity</b>	<u>\$1,788,196</u>	<u>\$1,837,140</u>	<u>\$1,359,320</u>	<u>\$2,058,620</u>	<u>\$7,043,277</u>

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

Statement of Revenues & Expenditures  
For the Period ending February 28, 2022

	Adopted Budget	Prorated Budget 2/28/22	Actual 2/28/22	Variance
<b><u>Revenues:</u></b>				
Assessments - Tax Roll	\$209,368	\$202,560	\$202,560	\$0
Assessments - Direct	\$6,319	\$6,319	\$12,536	\$6,217
Interest Income	\$350	\$146	\$116	(\$30)
Miscellaneous Income	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$216,037</b>	<b>\$209,025</b>	<b>\$215,211</b>	<b>\$6,187</b>
<b><u>Expenditures:</u></b>				
<b><u>Administrative</u></b>				
Supervisors Fees	\$12,000	\$5,000	\$3,800	\$1,200
Travel	\$200	\$83	\$0	\$83
FICA Expense	\$918	\$383	\$291	\$92
Engineering	\$10,500	\$4,375	\$195	\$4,180
Trustee	\$15,100	\$6,292	\$0	\$6,292
Dissemination Agent	\$3,500	\$1,458	\$1,208	\$250
Assessment Roll	\$7,550	\$7,550	\$7,550	\$0
Attorney	\$45,000	\$18,750	\$12,669	\$6,081
Attorney-Foreclosure	\$10,000	\$4,167	\$0	\$4,167
Arbitrage	\$750	\$313	\$0	\$313
Annual Audit	\$6,100	\$2,542	\$0	\$2,542
Management Fees	\$61,762	\$25,734	\$25,784	(\$50)
Information Technology	\$2,550	\$1,062	\$1,069	(\$6)
Telephone	\$425	\$177	\$261	(\$84)
Postage	\$600	\$250	\$131	\$119
Printing & Binding	\$2,700	\$1,125	\$224	\$901
Records Storage	\$200	\$83	\$0	\$83
Insurance	\$12,251	\$12,251	\$11,527	\$724
Legal Advertising	\$1,500	\$625	\$355	\$270
Other Current Charges	\$150	\$63	\$0	\$63
Office Supplies	\$300	\$125	\$16	\$109
Website Compliance	\$2,250	\$938	\$938	\$0
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
Reserves	\$19,556	\$8,148	\$0	\$8,148
<b>Total Administrative</b>	<b>\$216,037</b>	<b>\$101,668</b>	<b>\$66,192</b>	<b>\$35,476</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$0</b>		<b>\$149,020</b>	
<b>Fund Balance - Beginning</b>	<b>\$0</b>		<b>\$141,773</b>	
<b>Fund Balance - Ending</b>	<b>\$0</b>		<b>\$290,793</b>	

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

[illegible]

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

Statement of Revenues & Expenditures  
For the Period ending February 28, 2022

	Adopted Budget	Prorated Budget 2/28/22	Actual 2/28/22	Variance
<b><u>Revenues:</u></b>				
Assessment - Tax Roll	\$1,545,858	\$1,495,589	\$1,495,589	\$0
Assessment - Direct	\$46,657	\$46,657	\$92,561	\$45,904
Interest	\$1,000	\$417	\$68	(\$348)
Miscellaneous Income	\$2,500	\$1,042	\$643	(\$399)
Amenities Revenue	\$85,000	\$35,417	\$32,189	(\$3,228)
Cost Share Revenue - South Village/Lighting	\$36,662	\$36,662	\$32,761	(\$3,901)
<b>Total Revenues</b>	<b>\$1,717,677</b>	<b>\$1,615,783</b>	<b>\$1,653,811</b>	<b>\$38,028</b>
<b><u>Expenditures:</u></b>				
<b>Administrative</b>				
Management Fees - On Site	\$293,904	\$122,460	\$122,460	\$0
Insurance	\$52,916	\$52,916	\$55,081	(\$2,165)
Other Current Charges	\$4,000	\$1,667	\$2,325	(\$659)
Permit Fees	\$1,500	\$625	\$448	\$177
Office Supplies	\$500	\$208	\$0	\$208
<b>Total Administrative</b>	<b>\$352,820</b>	<b>\$177,876</b>	<b>\$180,314</b>	<b>(\$2,438)</b>
<b>Common Area</b>				
Security	\$150,000	\$62,500	\$57,848	\$4,653
Security Clay County	\$47,000	\$19,583	\$15,087	\$4,496
Electric	\$18,000	\$7,500	\$8,562	(\$1,062)
Streetlighting	\$32,000	\$13,333	\$12,555	\$778
Irrigation Maintenance	\$5,000	\$2,083	\$2,077	\$7
Landscape Maintenance	\$450,256	\$187,607	\$184,820	\$2,787
Common Area Maintenance	\$65,000	\$27,083	\$23,407	\$3,676
Lake Maintenance	\$20,000	\$8,333	\$7,595	\$738
Miscellaneous Maintenance	\$5,000	\$2,083	\$0	\$2,083
<b>Total Common Area</b>	<b>\$792,256</b>	<b>\$330,107</b>	<b>\$311,951</b>	<b>\$18,156</b>

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

Statement of Revenues & Expenditures  
For the Period ending February 28, 2022

	Adopted Budget	Prorated Budget 2/28/22	Actual 2/28/22	Variance
<b>Recreation Facility</b>				
Amenity Staff	\$160,000	\$66,667	\$31,638	\$35,028
Janitorial	\$55,000	\$22,917	\$18,917	\$4,000
Telephone	\$8,800	\$3,667	\$3,999	(\$332)
Electric	\$64,000	\$26,667	\$20,153	\$6,514
Water / Sewer	\$46,000	\$19,167	\$13,701	\$5,466
Gas/Heat (Pool)	\$25,000	\$10,417	\$14,576	(\$4,159)
Refuse Service	\$20,000	\$8,333	\$9,760	(\$1,427)
Pool Maintenance & Chemicals	\$45,000	\$18,750	\$13,672	\$5,078
Cable	\$5,800	\$2,417	\$2,769	(\$352)
Special Events	\$5,000	\$2,083	\$773	\$1,310
Office Supplies and Equipment	\$1,500	\$625	\$29	\$596
Facility Maintenance - General	\$55,500	\$23,125	\$17,077	\$6,048
Facility Maintenance - Preventive Contracts	\$15,350	\$6,396	\$912	\$5,484
Facility Maintenance - Contingency	\$3,651	\$1,521	\$911	\$610
Elevator Maintenance	\$3,000	\$1,250	\$479	\$771
Recreation Passes	\$5,000	\$2,083	\$1,374	\$710
Lighting Repairs	\$10,000	\$4,167	\$3,092	\$1,075
Tennis Court Maintenance	\$44,000	\$18,333	\$14,417	\$3,916
<b>Total Recreation</b>	<b>\$572,601</b>	<b>\$238,584</b>	<b>\$168,249</b>	<b>\$70,335</b>
<b>Total Expenditures</b>	<b>\$1,717,677</b>	<b>\$746,567</b>	<b>\$660,514</b>	<b>\$86,053</b>
<b>Excess Revenues (Expenditures)</b>	<b>(\$0)</b>		<b>\$993,298</b>	
<b>Fund Balance - Beginning</b>	<b>\$0</b>		<b>\$781,539</b>	
<b>Fund Balance - Ending</b>	<b>(\$0)</b>		<b>\$1,774,837</b>	





**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 February 28, 2022

Proposed Budget	Prorated Budget 2/28/22	Actual 2/28/22	Variance
--------------------	----------------------------	-------------------	----------

**Revenues:**

Interest Income	\$700	\$292	\$189	(\$102)
Assessments - Direct	\$79,111	\$28,633	\$28,633	\$0
Assessments - Tax Roll	\$1,997,844	\$1,932,878	\$1,932,878	\$0
Assessments- Prepayment	\$0	\$0	\$552,178	\$552,178

<b>Total Revenues</b>	<b>\$2,077,656</b>	<b>\$1,961,802</b>	<b>\$2,513,878</b>	<b>\$552,075</b>
-----------------------	--------------------	--------------------	--------------------	------------------

**Expenditures:**

**Series 2018-1**

Interest Expense - 11/1	\$379,658	\$379,658	\$379,658	\$0
Principal Expense- 11/1 (Prepayment)	\$0	\$0	\$12,000	(\$12,000)
Interest Expense - 5/1	\$379,658	\$0	\$0	\$0
Principal Expense - 5/1	\$1,042,000	\$0	\$0	\$0
Special Call 5/1	\$0	\$0	\$0	\$0

**Series 2022**

Interest Expense - 5/1	\$131,561	\$0	\$0	\$0
Principal Expense - 5/1	\$888,000	\$0	\$0	\$0

**Series 2018-2**

Interest Expense - 11/1	\$58,638	\$58,638	\$58,613	\$25
Principal Expense- 11/1 (Prepayment)	\$0	\$0	\$5,000	(\$5,000)
Interest Expense - 5/1	\$58,638	\$0	\$0	\$0
Principal Expense - 5/1	\$120,000	\$0	\$0	\$0

<b>Total Expenditures</b>	<b>\$3,058,152</b>	<b>\$438,296</b>	<b>\$455,271</b>	<b>(\$16,975)</b>
---------------------------	--------------------	------------------	------------------	-------------------

<b>Excess Revenues (Expenditures)</b>	<b>(\$980,497)</b>	<b>\$2,058,607</b>
---------------------------------------	--------------------	--------------------

**Other Sources (Uses):**

Bond Proceeds	\$0	\$0	\$17,754,000	\$17,754,000
Transfer Out to Escrow	\$0	\$0	(\$19,072,766)	(\$19,072,766)

<b>Total Other Sources (Uses)</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$1,318,766)</b>	<b>(\$1,318,766)</b>
-----------------------------------	------------	------------	----------------------	----------------------

<b>Net Change in Fund Balance</b>	<b>(\$980,497)</b>	<b>\$739,841</b>
-----------------------------------	--------------------	------------------

<b>Fund Balance - Beginning</b>	<b>\$663,649</b>	<b>\$1,225,017</b>
---------------------------------	------------------	--------------------

<b>Fund Balance - Ending</b>	<b>(\$316,847)</b>	<b>\$1,964,858</b>
------------------------------	--------------------	--------------------

**Middle Village**  
**Community Development District**  
**Capital Reserve Fund**  
Statement of Revenues & Expenditures  
For the Period ending February 28, 2022

	Adopted Budget	Prorated Budget 2/28/22	Actual 2/28/22	Variance
<b><u>REVENUES:</u></b>				
Interest Income	\$1,200	\$500	\$272	(\$228)
General Reserve - Transfer In	\$19,906	\$0	\$0	\$0
<b>TOTAL REVENUES</b>	<b>\$21,106</b>	<b>\$500</b>	<b>\$272</b>	<b>(\$228)</b>
<b><u>EXPENDITURES:</u></b>				
Repair And Replacements	\$125,000	\$125,000	\$199,277	(\$74,277)
<b>TOTAL EXPENDITURES</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$199,277</b>	<b>(\$74,277)</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$103,894)</b>		<b>(\$199,005)</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$742,020</b>		<b>\$1,547,991</b>	
<b>FUND BALANCE - Ending</b>	<b>\$638,126</b>		<b>\$1,348,986</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 Requirement:	\$154,137
Bonds outstanding - 1/13/2022	\$17,754,000

**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:	\$118,875
Reserve Fund Balance:	\$118,888
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)
Current Bonds Outstanding	\$2,365,000

*C.*

**MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT**  
**FY2022 Assessments Receipts Summary**

ASSESSED	# UNITS ASSESSED	SERIES 2018A1-2 DEBT SERVICE ASSESSED	GENERAL FUND O&M ASSESSED	RECREATION FUND O&M ASSESSED	RESERVE FUND ASSESSED	TOTAL ASSESSED
ODP, LLC (1)	31,945	28,633.03	1,814.84	13,399.76	-	43,847.63
DR HORTON (1)	156	-	10,292.52	75,994.34	-	86,286.86
<b>TOTAL DIRECT BILLS NET</b>	<b>32,101</b>	<b>28,633.03</b>	<b>12,107.36</b>	<b>89,394.10</b>	<b>-</b>	<b>130,134.49</b>
NET TAX ROLL ASSESSED NET	301,111	1,997,844.31	209,367.88	1,545,858.08	-	3,753,070.27
<b>TOTAL ASSESSED</b>	<b>333,212</b>	<b>2,026,477.34</b>	<b>221,475.24</b>	<b>1,635,252.18</b>	<b>-</b>	<b>3,883,204.76</b>

DUE / RECEIVED	BALANCE DUE (DISCOUNT NOT TAKEN)	TOTAL DEBT SERVICE RECEIVED	GENERAL FUND O&M PAID	RECREATION FUND O&M PAID	RESERVE FUND PAID	TOTAL PAID
ODP, LLC (1)	-	28,633.03	1,814.84	13,399.76	-	43,847.63
DR HORTON (1)	(3,595.28)	-	10,721.37	79,160.77	-	89,882.14
<b>DIRECT BILLS DUE / RECEIVED</b>	<b>(3,595.28)</b>	<b>28,633.03</b>	<b>12,536.21</b>	<b>92,560.53</b>	<b>-</b>	<b>133,729.77</b>
TAX ROLL DUE / RECEIVED	122,043.99	1,932,877.53	202,559.57	1,495,589.18	-	3,631,026.28
<b>TOTAL DUE / RECEIVED</b>	<b>118,448.71</b>	<b>1,961,510.56</b>	<b>215,095.78</b>	<b>1,588,149.71</b>	<b>-</b>	<b>3,764,756.05</b>

(1) Direct bill is assessed with a 4% discount if paid by 11/30/21. Full balance due by 3/31/22. 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	11/10/21	91,260.23	48,579.89	5,091.02	37,589.32	-
2	11/24/21	458,311.85	243,969.78	25,567.28	188,774.79	-
3	12/06/21	2,866,838.44	1,526,083.03	159,928.76	1,180,826.65	-
4	12/20/21	77,643.39	41,331.34	4,331.40	31,980.65	-
5	01/13/22	39,730.91	21,149.66	2,216.42	16,364.83	-
6	02/11/22	60,437.15	32,172.06	3,371.53	24,893.56	-
7	03/11/22	36,804.31	19,591.77	2,053.16	15,159.38	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
<b>TOTAL TAX ROLL RECEIPTS</b>		<b>3,631,026.28</b>	<b>1,932,877.53</b>	<b>202,559.57</b>	<b>1,495,589.18</b>	<b>-</b>

PERCENT COLLECTED	DEBT	O&M
% COLLECTED DIRECT BILL	100.00%	103.54%
% COLLECTED TAX ROLL	96.75%	96.75%
<b>TOTAL PERCENT COLLECTED</b>	<b>96.79%</b>	<b>97.12%</b>

*D.*

# Middle Village

## Community Development District

### Check Run Summary

March 31, 2022

Fund	Date	Check No.	Amount
General Fund			
Accounts Payable	3/15/22	1617	\$ 5,915.74
	3/23/22	1618-1619	\$ 2,234.27
	3/30/22	1620	\$ 200,000.00
	Sub-Total		\$ 208,150.01
Recreation Fund			
Accounts Payable	3/3/22	8871-8874	\$ 5,437.12
	3/15/22	8875-8879	\$ 7,676.59
	3/23/22	8880-8889	\$ 90,478.45
	3/30/22	8890-8896	\$ 20,490.00
Sub-Total		\$ 124,082.16	
Capital Reserve Fund			
Accounts Payable	3/3/22	465-467	\$ 5,268.84
	3/23/30	468	\$ 617.50
	3/29/22	469	\$ 5,065.22
	3/30/22	470	\$ 12,919.59
Sub-Total		\$ 23,871.15	
Total			\$ 356,103.32



CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
3/15/22	00026	3/01/22 1919	202203 310-51300-34000		*	5,146.83	
			MAR MANAGEMENT FEES				
		3/01/22 1919	202203 310-51300-52000		*	187.50	
			MAR WEBSITE ADMIN				
		3/01/22 1919	202203 310-51300-35100		*	212.50	
			MAR INFO TECH				
		3/01/22 1919	202203 310-51300-31300		*	208.33	
			MAR DISSEM AGENT SERVICES				
		3/01/22 1919	202203 310-51300-51000		*	.54	
			OFFICE SUPPLIES				
		3/01/22 1919	202203 310-51300-42000		*	78.20	
			POSTAGE				
		3/01/22 1919	202203 310-51300-42500		*	44.55	
			COPIES				
		3/01/22 1919	202203 310-51300-41000		*	37.29	
			TELEPHONE				
GOVERNMENTAL MANAGEMENT SERVICES						5,915.74	001617
3/23/22	00113	3/16/22 10	202203 310-51300-31300		*	100.00	
			SE2022 AMORT SCHED				
		3/16/22 10	202203 310-51300-31300		*	250.00	
			SE2018 AMORT SCHED				
DISCLOSURE SERVICES LLC						350.00	001618
3/23/22	00119	3/21/22 3023452	202202 310-51300-31500		*	1,884.27	
			FEB PROFESSIONAL SRVS				
KUTAK ROCK LLP						1,884.27	001619
3/30/22	00114	3/28/22 03282022	202203 300-20700-10600		*	200,000.00	
			FY20 GF CAP RES FUNDING				
MIDDLE VILLAGE CDD CAPITAL RESERVE						200,000.00	001620
TOTAL FOR BANK A						208,150.01	
TOTAL FOR REGISTER						208,150.01	

MVIL MIDDLE VILLAGE OKUZMUK

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice****Invoice #:** 1919**Invoice Date:** 3/1/22**Due Date:** 3/1/22**Case:****P.O. Number:****Bill To:**

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

26A

Description	Hours/Qty	Rate	Amount
General Fund - Management Fees - March 2022 1,310.577.340		5,146.83	5,146.83
Website Administration - March 2022 1,310.573.520		187.50	187.50
Information Technology - March 2022 1,310.513.357		212.50	212.50
Dissemination Agent Services - March 2022 1,310.573.313		208.33	208.33
Office Supplies 1,310.573.570		0.54	0.54
Postage 1,310.573.420		78.20	78.20
Copies 1,310.513.425		44.55	44.55
Telephone 1,310.573.410		37.29	37.29
<b>Total</b>			<b>\$5,915.74</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$5,915.74</b>

## Disclosure Services LLC

1005 Bradford Way  
Kingston, TN 37763

**Invoice**

Date	Invoice #
3/16/2022	10

Bill To
Middle Village CDD C/O GMS

RECEIVED MAR 17 2022

Terms	Due Date
Net 30	4/15/2022

Description	Amount
Amortization Schedule Series 2022 2-1-22 Prepay \$8,000 1.310.513.313	100.00
Amortization Schedule Series 2018-2 11-1-21 Prepay \$60,000 1.310.513.313	250.00
113A 1.310.513.313	

--

<b>Total</b>	\$350.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$350.00

Phone #
865-717-0976

E-mail
tcarter@disclosureservices.info

**KUTAK ROCK LLP****TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

March 21, 2022

**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. 3023452

Client Matter No. 14323-1

RECEIVED MAR 22 2022

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

Invoice No. 3023452

14323-1

1191A

1,310.513.315

Re: Middle Village CDD - General

For Professional Legal Services Rendered

02/01/22	M. Eckert	0.20	70.00	Review and revise memorandum on options for use of bond refinancing savings
02/03/22	M. Eckert	0.70	245.00	Prepare for and attend agenda call
02/14/22	M. Eckert	2.80	980.00	Prepare for, travel to and attend board meeting; return travel; meeting follow up
02/22/22	M. Eckert	0.40	140.00	Review draft minutes and provide comments
02/25/22	K. Haber	0.10	22.50	Prepare resolution designating registered agent
02/25/22	C. Stuart	0.30	126.00	Review proposed legislation; monitor committee activity and agendas; monitor Amendment 12 implementation
02/28/22	M. Eckert	0.80	280.00	Review draft agenda; prepare for board meeting; prepare public records protocol

**KUTAK ROCK LLP**

Middle Village CDD

March 21, 2022

Client Matter No. 14323-1

Invoice No. 3023452

Page 2

TOTAL HOURS 5.30

TOTAL FOR SERVICES RENDERED \$1,863.50

DISBURSEMENTS

Travel Expenses 20.77

TOTAL DISBURSEMENTS 20.77

TOTAL CURRENT AMOUNT DUE \$1,884.27

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

*Gen Fund*

**Check Request**

Date	Amount	Authorized By
March 28, 2022	\$200,000.00	Oksana Kuzmuk

Payable to:

#114 Middle Village CDD - Capital Reserve Fund
--

Date Check Needed:

Budget Category:

ASAP	001.300.20700.10600
------	---------------------

Intended Use of Funds Requested:

FY20 GF Capital Reserve Excess Funding
(Attach supporting documentation for request.)

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
3/03/22	00072	3/01/22 03012022	202201 320-57200-34510 1/7/22-1/20/22 SEC REIMBU	DOUBLE BRANCH CDD	*	1,357.50	1,357.50 008871
3/03/22	00072	3/01/22 03012022	202201 320-57200-34510 12/24/21-1/6/22 SEC REIMB	DOUBLE BRANCH CDD	*	958.13	958.13 008872
3/03/22	00139	3/01/22 13129560	202203 330-57200-46400 MAR POOL CHEMICALS	POOLSURE	*	2,833.49	2,833.49 008873
3/03/22	00271	2/21/22 17501A	202202 330-57200-62100 PM-BRK OUT BOARD,SPD,INCL	SOUTHEAST FITNESS REPAIR	*	288.00	288.00 008874
3/15/22	00256	3/08/22 SSI10494	202202 320-57200-34510 FEB EMPLOYMENT ADMIN	CLAY COUNTY SHERIFF'S OFFICE	*	400.62	588.12 008875
3/15/22	00026	3/08/22 SSI10494	202202 320-57200-34510 FEB EMPLOYMENT SCHEDULING	CLAY COUNTY SHERIFF'S OFFICE	*	187.50	588.12 008875
3/15/22	00026	3/07/22 1924	202202 300-36900-10200 TENNIS REVENUE DEPOS 2/28	GOVERNMENTAL MANAGEMENT SERVICES	*	1,619.10	1,619.10 008876
3/15/22	00026	3/07/22 1925	202202 330-57200-34400 FEB SUPERBOWL CHALLENGE	GOVERNMENTAL MANAGEMENT SERVICES	*	49.72	256.04 008877
3/15/22	00026	3/07/22 1925	202202 330-57200-34400 FEB TENNIS GREEN BALLS	GOVERNMENTAL MANAGEMENT SERVICES	*	91.36	256.04 008877
3/15/22	00026	3/07/22 1925	202202 330-57200-34400 HOME DEPOT	GOVERNMENTAL MANAGEMENT SERVICES	*	114.96	256.04 008877
3/15/22	00026	3/10/22 1926	202203 300-36900-10200 TENNIS REVENUE DEP 3/8/22	GOVERNMENTAL MANAGEMENT SERVICES	*	1,430.00	1,430.00 008878
3/15/22	00261	3/01/22 299	202203 330-57200-34200 MAR JANITORIAL SERVICES	RIVERSIDE MANAGEMENT SERVICES, INC	*	3,783.33	3,783.33 008879
3/23/22	00887	3/14/22 03142022	202203 300-36900-10300 RENTAL DEPOSIT REFUND	CLOTILDE PROSPERE	*	700.00	700.00 008880

MVIL MIDDLE VILLAGE OKUZMUK





CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT #
3/30/22	00072	3/25/22 03252022	202202 320-57200-34510 2/4/22-2/17/22 SEC REIMB		*	1,492.50	
			DOUBLE BRANCH CDD				1,492.50 008891
3/30/22	00889	3/29/22 03292022	202203 300-36900-10300 RENTAL DEPOSIT REFUND		*	1,750.00	
			ENID RIVERA				1,750.00 008892
3/30/22	00026	3/21/22 1931	202202 330-57200-62000 FEB FAC MAINT GENERAL		*	5,625.00	
		3/21/22 1931	202202 330-57200-62200 FEB FAC MAINT CONT		*	505.00	
		3/21/22 1931	202202 330-57200-46630 FEB LIGHTING REPAIRS		*	832.00	
		3/21/22 1931	202202 320-57200-46500 FEB COMMON AREA MAINT		*	5,362.38	
		3/21/22 1931	202202 330-57200-34400 FEB TENNIS CT MAINT		*	1,782.00	
		3/21/22 1931	202202 330-57200-49400 FEB SPECIAL EVENTS		*	48.62	
			GOVERNMENTAL MANAGEMENT SERVICES				14,155.00 008893
3/30/22	00026	3/21/22 1932	202202 330-57200-34400 FEB TENNIS CRT MAINT		*	480.00	
			GOVERNMENTAL MANAGEMENT SERVICES				480.00 008894
3/30/22	00026	3/28/22 1933	202203 300-36900-10300 MAR EVENT STAFF		*	725.00	
			GOVERNMENTAL MANAGEMENT SERVICES				725.00 008895
3/30/22	00888	3/29/22 03292022	202203 300-36900-10300 RENTAL DEPOSIT REFUND		*	500.00	
			JAMES BELL				500.00 008896
TOTAL FOR BANK B						124,082.16	
TOTAL FOR REGISTER						124,082.16	

MVIL MIDDLE VILLAGE OKUZMUK

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

**Rec Fund**

RECEIVED MAR 01 2022

**Check Request**

Date	Amount	Authorized By
March 1, 2022 <i>A</i>	\$1,357.50	Oksana Kuzmuk

Payable to:

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

Date Check Needed:

Budget Category:

ASAP	002-320-57200-34510 <i>B</i>
------	------------------------------

Intended Use of Funds Requested:

1/7/22-1/20/22 Reimb for Security
(Attach supporting documentation for request.)

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

**Rec Fund**

RECEIVED MAR 01 2022

**Check Request**

Date	Amount	Authorized By
March 1, 2022	\$958.13	Oksana Kuzmuk

Payable to:

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

Date Check Needed:

Budget Category:

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

Intended Use of Funds Requested:

12/24/21-1/6/22 Reimb for Security
(Attach supporting documentation for request.)



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

# Invoice

Date 3/1/2022

Invoice # 131295605273

Terms	Net 20
Due Date	3/21/2022
PO #	

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

Item ID	Description	Qty	Units	Amount
WM-CHEM-BASE	Water Management Seasonal Billing Rate	1	ea	2,725.31
Fuel Surcharge	Fuel/Environmental Transit Fee <i>mar pool chemicals</i>	1	ea	108.18
<div>RECEIVED FEB 23 2022 139B 2-330-572-464</div>				

Subtotal 2,833.49  
Shipping Cost (FEDEX GROUND) 0.00  
Total 2,833.49  
Amount Due \$2,833.49

## Remittance Slip

Customer  
13OAK101  
Invoice #  
131295605273

Amount Due \$2,833.49

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

Make Checks Payable To

Poolsure  
PO Box 55372  
Houston, TX 77255-5372



131295605273

# SoutheastFitness

## REPAIR

Equipment Repair & Maintenance

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

Office: 904.683.1439 • Fax: 904.683.1624

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

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

Invoice # 17501A

<b>Facility Name:</b>	Middle Village
<b>Facility Address:</b>	Plantation Oaks Attn: Lynne 370 Oakleaf Village Parkway Orange Park, Florida 32065
<b>Billing Address:</b>	Plantation Oaks Attn: Lynne 370 Oakleaf Village Parkway Orange Park, Florida 32065
<b>Contact &amp; Phone:</b>	
<b>Reason for call:</b>	PM - BREAKOUT BOARD, SPEED AND INCLINE BUTTONS. 3 TREADMILLS 3 ELLIPTICALS 2 SPIN/ROWERS 2 BIKES 1 MULTI STATION 7 SINGLE STATIONS \$288 JAY 904-562-0249

Date: 21-Feb-2022

Payment is due within 30 days of  
invoice date.

Description	Part #	Part Cost	QTY	Total
PM - FLAT RATE: TRAVEL + FIRST HOUR LABOR		288.00	1.00	288.00
<b>Comments:</b>			<i>Parts Total</i>	288.00
			<i>Tax</i>	0.00
			<i>Balance</i>	288.00

Technician: FRANK HARDY

Thank you for your business.

271B

**Code to:**

**Middle Village Facility Maint. - Preventative**

**2-330-572-62100**



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

Invoice Number: SSI10494  
Invoice Date: 3/8/2022  
Page: 1

Middle Village

Attn: Fiscal - Accounts Receivable

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

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

Due Date 3/23/2022  
Terms Net 15 Days

Customer ID C0000168  
P.O. Number  
P.O. Date 3/8/2022  
Our Order No  
SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee-FEBRUARY 2022		160.25	160.25	5.00	801.25
Fees-2nd Employment Scheduling		15	15	25.00	375.00

002.320.57200.34510  
256B

\$588.12

Amount Subject to Sales Tax US0  
Amount Exempt from Sales Tax 1,176.25

Subtotal: 1,176.25  
Invoice Discount: 0.00  
Tax: 0.00  
Total USD: 1,176.25

\$400.68  
\$187.50

50%

## INVOICE

CLIENT NAME

OAKLEAF AMENITIES

CLIENT NUMBER

CLIENT ADDRESS

INVOICE NUMBER

INVOICE DATE

3/7/2022

EVENT	DATE	DESCRIPTION	PERSONNEL START and STOP TIMES	HOURS or QUANTITY	RATE	TOTAL
1	02/01/22 0000 - 02/01/22 0000	Oakleaf Amenities	Jeffrey Holmes 02/01/22 1800 - 02/02/22 0000	6 (hrs) 6	\$30.00	\$180.00 \$180.00
2	02/02/22 0000 - 02/02/22 0000	Oakleaf Amenities	Jeffrey Holmes 02/02/22 1600 - 02/02/22 2200	6 (hrs) 6	\$30.00	\$180.00 \$180.00
3	02/03/22 0000 - 02/03/22 0000	Oakleaf Amenities	Bryan Smith 02/03/22 1500 - 02/03/22 2100	6 (hrs) 6	\$30.00	\$180.00 \$180.00
4	02/04/22 0000 - 02/04/22 0000	Oakleaf Amenities	Jeffrey Holmes 02/04/22 1745 - 02/04/22 2300 Daniel Tenbusch 02/04/22 1700 - 02/04/22 2300	5.25 6 (hrs) 11.25	\$38.00 \$38.00	\$199.50 \$228.00 \$427.50
5	02/05/22 0000 - 02/05/22 0000	Oakleaf Amenities	Andre Mack 02/05/22 1730 - 02/05/22 2230	5 (hrs) 5	\$38.00	\$190.00 \$190.00
6	02/06/22 0000 - 02/06/22 0000	Oakleaf Amenities	Bryan Smith 02/06/22 1700 - 02/06/22 2100	4 (hrs) 4	\$38.00	\$152.00 \$152.00
7	02/07/22 0000 - 02/07/22 0000	Oakleaf Amenities	Daniel Tenbusch 02/07/22 1700 - 02/07/22 2300	6 (hrs) 6	\$38.00	\$228.00 \$228.00

8	02/08/22 0000 - 02/08/22 0000	Oakleaf Amenities	Andre Mack 02/08/22 1830 - 02/09/22 0030	EVENT TOTAL:	6 (hrs) 6	\$38.00	\$228.00 \$228.00
9	02/09/22 0000 - 02/09/22 0000	Oakleaf Amenities	Daniel Cassani 02/09/22 1800 - 02/09/22 2300	EVENT TOTAL:	5 (hrs) 5	\$38.00	\$190.00 \$190.00
10	02/11/22 0000 - 02/11/22 0000	Oakleaf Amenities	Daniel Cassani 02/11/22 1800 - 02/12/22 0000 Jeffrey Holmes 02/11/22 1600 - 02/11/22 2200	EVENT TOTAL:	6 (hrs) 12	\$38.00 \$38.00	\$228.00 \$456.00
11	02/12/22 0000 - 02/12/22 0000	Oakleaf Amenities	Jeffrey Holmes 02/12/22 1545 - 02/12/22 2145 Daniel Tenbusch 02/12/22 1645 - 02/12/22 2030	EVENT TOTAL:	6 (hrs) 9.75	\$38.00 \$38.00	\$228.00 \$370.50
12	02/13/22 0000 - 02/13/22 0000	Oakleaf Amenities	Andre Mack 02/13/22 1200 - 02/13/22 1800	EVENT TOTAL:	6 (hrs) 6	\$38.00	\$228.00 \$228.00
13	02/15/22 0000 - 02/15/22 0000	Oakleaf Amenities	Matthew Williams 02/15/22 1715 - 02/15/22 2215	EVENT TOTAL:	5 (hrs) 5	\$38.00	\$190.00 \$190.00
14	02/18/22 0000 - 02/18/22 0000	Oakleaf Amenities	Andre Mack 02/18/22 1830 - 02/18/22 2230 Daniel Tenbusch 02/18/22 1700 - 02/18/22 2300	EVENT TOTAL:	4 (hrs) 10	\$38.00 \$38.00	\$152.00 \$380.00
15	02/19/22 0000 - 02/19/22 0000	Oakleaf Amenities	Jeffrey Holmes 02/19/22 1745 - 02/19/22 2300 Andre Mack		5.25	\$38.00	\$199.50



			02/19/22 1830 - 02/20/22 0030		6 (hrs) 11.25	\$38.00	\$228.00 \$427.50
				EVENT TOTAL:			
16	02/20/22 0000 - 02/20/22 0000	Oakleaf Amenities	Bryan Smith 02/20/22 1700 - 02/20/22 2145		4.75 (hrs) 4.75	\$38.00	\$180.50 \$180.50
				EVENT TOTAL:			
17	02/21/22 0000 - 02/21/22 0000	Oakleaf Amenities	Andre Mack 02/21/22 1800 - 02/22/22 0015		6.25 (hrs) 6.25	\$38.00	\$237.50 \$237.50
				EVENT TOTAL:			
18	02/22/22 0000 - 02/22/22 0000	Oakleaf Amenities	Bryan Smith 02/22/22 1200 - 02/22/22 1800		6 (hrs) 6	\$38.00	\$228.00 \$228.00
				EVENT TOTAL:			
19	02/23/22 0000 - 02/23/22 0000	Oakleaf Amenities	Daniel Cassani 02/23/22 1700 - 02/23/22 2300		6 (hrs) 6	\$38.00	\$228.00 \$228.00
				EVENT TOTAL:			
20	02/24/22 0000 - 02/24/22 0000	Oakleaf Amenities	Daniel Tenbusch 02/24/22 1700 - 02/24/22 2200		5 (hrs) 5	\$38.00	\$190.00 \$190.00
				EVENT TOTAL:			
21	02/25/22 0000 - 02/25/22 0000	Oakleaf Amenities	Andre Mack 02/25/22 1800 - 02/26/22 0000		6 (hrs) 6	\$38.00	\$228.00 \$228.00
				EVENT TOTAL:			
22	02/26/22 0000 - 02/26/22 0000	Oakleaf Amenities	Daniel Cassani 02/26/22 1700 - 02/26/22 2300 Daniel Tenbusch 02/26/22 1815 - 02/26/22 2315		6 5 (hrs) 11	\$38.00 \$38.00	\$228.00 \$190.00 \$418.00
				EVENT TOTAL:			
23	02/27/22 0000 - 02/27/22 0000	Oakleaf Amenities	Andre Mack 02/27/22 1900 - 02/28/22 0100		6 (hrs) 6	\$38.00	\$228.00 \$228.00
				EVENT TOTAL:			

**INVOICE TOTAL:**

**(hrs) 160.25**

**\$5,945.50**

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

# Invoice

Invoice #: 1924  
Invoice Date: 3/7/22  
Due Date: 3/7/22  
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 02/28/2022		1,619.10	1,619.10
26B 2.300.369.102			
Total			\$1,619.10
Payments/Credits			\$0.00
Balance Due			\$1,619.10

Wells Fargo Bank  
Transaction Receipt

Branch #0066070 02 Deposit

Account Number XXXXXXXXX4262  
CHK 00182

Number of Checks 4  
Check List(s)

\$50.00  
\$20.00  
\$1,594.00  
\$135.00

Total Checks Amount \$1,799.00  
Total Deposit \$1,799.00

Transaction #087 2102  
01:45PM 02/28/22  
Deposit Credit Date: 02/28/22

Thank you, STASHIA

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice****Invoice #:** 1925**Invoice Date:** 3/7/22**Due Date:** 3/7/22**Case:****P.O. Number:****Bill To:**

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

Description	Hours/Qty	Rate	Amount
2.330.572.34300 RaceTrac - Superbowl Challenge		49.72	49.72
2.330.572.34300 Go Pro Tennis Green Balls		91.36	91.36
2.330.572.34300 Home Depot		114.96	114.96
26B			
<b>Total</b>			<b>\$256.04</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$256.04</b>

## *Middle Village CDD*

### Breakdown of Revenues

2.28.22

Deposit Date	Lessons	GMS 90%	Middle Village CDD 10%
2.28.22	\$ 1,799.00	\$ 1,619.10	\$ 179.90
		\$ -	\$ -

Subtotal \$ 1,799.00 \$ 1,619.10 \$ 179.90

Date	Ball/Racquet/Machine Rentals	GMS 20%	Middle Village CDD 80%
2.28.22		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -

Date	Miscellaneous	GMS 50%	Middle Village CDD 50%
2.28.22		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -

Date	League Fees 10%	Middle Village CDD 90%
2.28.22		

Subtotal \$ - \$ - \$ -

Total Revenues \$ 1,799.00 \$ 1,619.10 \$ 179.90

# PERSONAL REIMBURSEMENT

Out-of-Pocket

**NAME:** Andy Fletcher

March 2, 2022

DATE	DESCRIPTION	DISTRICT	AMOUNT	
2/11/22	RaceTrac - Superbowl Challenge	MV	\$49.72	2.330.572.34300
2/28/22	Go Pro Tennis Green Balls	MV	\$91.36	2.330.572.34300
2/28/22	Home Depot	MV	\$114.96	2.330.572.34300
TOTAL			\$ 256.04	



**How doers  
get more done.**

1575 COUNTY ROAD 220  
ORANGE PARK, FL 32003 (904)541-0114

6369 00062 28407 02/28/22 07:04 AM  
SALE SELF CHECKOUT

021038516196 TO ULTRA <A> 84.97  
TORO ELEC ULTRA BLOWER VAC  
8997004661226 100FT16/2EXT <A> 21.97  
HUSKY 100 FT. 16/2 OUTDOOR EXTENSION

SUBTOTAL 106.94  
SALES TAX 8.02  
TOTAL \$114.96

XXXXXXXXXXXX6346 VISA USD\$ 114.96  
AUTH CODE 028093/8622933 TA  
Chip Read  
AID A0000000031010 VISA CREDIT

6369 02/28/22 07:04 AM



6369 62 28407 02/28/2022 0363

RETURN POLICY DEFINITIONS  
POLICY ID DAYS POLICY EXPIRES ON  
A 1 90 05/29/2022

\*\*\*\*\*

**DID WE NAIL IT?**

Take a short survey for a chance TO WIN  
A \$5,000 HOME DEPOT GIFT CARD

Opine en español

[www.homedepot.com/survey](http://www.homedepot.com/survey)

User ID: H89 63472 57165  
PASSWORD: 22128 57103

Entries must be completed within 14 days  
of purchase. Entrants must be 18 or  
older to enter. See complete rules on  
website. No purchase necessary.



# RaceTrac 196

947 Park Ave.

Orange Park, FL 32073

(904) 541-1779

For Guest Experience, Comments  
Please Call 888.636.5589

Or go to racetrac.com

Tax Description	Qty	Amount
T WHITE CLAW VARIETY PAC		\$17.49
T WHITE CLAW VARIETY PAC		\$18.99
T BUD LIGHT 4/6/12 BTL		\$9.99
Sub Total		\$46.47
Tax:		\$3.25
<b>Total</b>		<b>\$49.72</b>
Debit:		\$49.72
Change		\$0.00

Sale

Debit

Card Num : XXXXXXXXXXXX5342

Chip Read

Terminal : XXXXXXXX0004

Approval : 582728

Sequence : 013895

USD\$ 49.72

US DEBIT

Mode: Issuer

AID: A0000000980840

TVR: 8000048000

IAD: XXXXXXXXXXXXXXXX

TSI: 6800

ARC: 00

ARQC: 20478AAEA93C8DD9

Verified by PIN

REG: 1 CSH: Mcgary Ke TRAN: 140033  
2/11/2022 4:31:37 PM

Download the RaceTrac rewards app today  
Enjoy \$1 Any Size Fountain Any Time

HOW ARE WE DOING?  
GUEST@RACETRAC.COM

# Go Pro Tennis - Mandarin

11362 San Jose Blvd, #2

Jacksonville, FL, 32223

(904) 880-7876

## Sales Receipt

02/28/2022 11:35 am

Ticket: 220000040425

Register: Mandarin Register

Employee: Le Ann

Company: Oakleaf Director of Tennis

Customer: Andy Fletcher

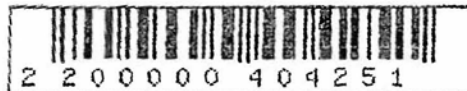
Items	#	Price
Gamma 78 Green Dot Bucket Green Dot	1	\$84.99
Subtotal		\$84.99
Tax (\$84.99 @ 7.5%)		\$6.37
Total Tax		\$6.37
<b>Total</b>		<b>\$91.36</b>

## PAYMENTS

Cash \$100.00

Change \$8.64

Thank You Andy Fletcher!



**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice****Invoice #:** 1926**Invoice Date:** 3/10/22**Due Date:** 3/10/22**Case:****P.O. Number:****Bill To:**

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

RECEIVED MAR 09 2022

Description	Hours/Qty	Rate	Amount
<div>26B</div> <div>Tennis Revenue / Funds deposited 03/08/2022</div> <div>2 - 300.369.10200</div>		1,430.00	1,430.00
Total			\$1,430.00
Payments/Credits			\$0.00
Balance Due			\$1,430.00

# Middle Village CDD

## Breakdown of Revenues

3.8.22

Deposit Date	Lessons	GMS 20%	Middle Village CDD 10%
--------------	---------	---------	------------------------

3.8.22	\$ 1,500.00	\$ 1,350.00	\$ 150.00
--------	-------------	-------------	-----------

Subtotal	\$ 1,500.00	\$ 1,350.00	\$ 150.00
----------	-------------	-------------	-----------

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

3.8.22	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -

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

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

3.8.22	160	\$ 80.00	\$ 80.00
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -

Subtotal	\$ 160.00	\$ 80.00	\$ 80.00
----------	-----------	----------	----------

Date	League Fees	GMS 10%	Middle Village CDD 90%
------	-------------	---------	------------------------

3.8.22

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

Total Revenues	\$ 1,660.00	\$ 1,430.00	\$ 230.00
----------------	-------------	-------------	-----------

Wells Fargo Bank  
Transaction Receipt

Branch 850-1000 St. 0440001

Account Number XXXXXX4052  
NEW 0312

Number of Checks 17  
Check Listing

\$180.00  
\$25.00  
\$50.00  
\$120.00  
\$50.00  
\$116.00  
\$120.00  
\$25.00  
\$120.00  
\$15.00  
\$120.00  
\$116.00  
\$120.00  
\$150.00  
\$50.00  
\$200.00  
\$25.00

Total Checks Amount \$1,660.00  
Total Deposit \$1,660.00

Transaction #053 2065  
09:13PM 03/08/22  
Deposit Credit Date: 03/08/22

Thank you, GEMMA

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

# Invoice

Invoice #: 299  
Invoice Date: 3/1/2022  
Due Date: 3/1/2022  
Case:  
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
2.330.572.3420 - Janitorial Services - March 2022  261B		3,783.33	3,783.33
Total			\$3,783.33
Payments/Credits			\$0.00
Balance Due			\$3,783.33

Row  
3.1.22

**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** MVCDD refund of deposit request - CLOTILDE PROSPERE  
**Date:** March 14, 2022 at 8:47 PM  
**To:** Margaret Bronson [mbronson@gmsnf.com](mailto:mbronson@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com), Alison Mossing [amossing@gmstnn.com](mailto:amossing@gmstnn.com)

Good evening Margaret and Oksana,

Please make the following refund at your earliest opportunity:

- REFUND FROM MVCDD – for the following venue.
  - LOCATION – GRAND BANQUET (SATURDAY) 9:00 P.M. to 12:00 A.M.
  - DATE OF VENUE – MARCH 5, 2022
  - RESIDENT – CLOTILDE PROSPERE
  - ADDRESS – 3559 LIVE OAK HOLLOW DRIVE, ORANGE PARK, FL 32065
  - AMOUNT OF REFUND - \$700.00 - GB DEPOSIT (\$500.00) & GL DEPOSIT (\$200.00)
  - BOOKING FEE/DEPOSIT via CHECK drawn on REGIONS:
    - **GRAND BANQUET DEPOSIT:**
    - CHECK#: 2633
    - DATED: 12/27/21
    - DEPOSITED: 12/29/21
    - AMOUNT: \$500.00
    - **GRAND LAWN DEPOSIT:**
    - CHECK#: 2634
    - DATED: 12/27/21
    - DEPOSITED: 12/29/21
    - AMOUNT: \$200.00

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
12/27/21	12/29/21	03/05/22	Clotilde Prospere - GB DEPOSIT	DEPOSIT	\$ 500.00		CK# 2633	
12/27/21	12/29/21	03/05/22	Clotilde Prospere - GL DEPOSIT	DEPOSIT	\$ 200.00		CK# 2634	DEPOSIT

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

Thank you.

For this out of process 2-11-2022, 2-11-2022 and 2-11-2022, therefore, please email this request to a designated manager at 304-170-4051 with your NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PREFERENCE, and EMAIL ADDRESS. I will respond to the request as soon as possible.

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)

Governmental Management Services

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

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

RECEIVED MAR 15 2022

88713

2-300-36900-10300  
Rental Deposit Refund

CUSTOMER NO.: 601535 OAKLEAF PLANTATION  
DATE: 3/14/2022 Due Immediately  
INVOICE NO.: 100400726389 PLEASE PAY PROMPTLY

**ACCOUNT SUMMARY**

**BUILDING ADDRESS**

OAKLEAF PLANTATION 845 OAKLEAF PLANTATION ORANGE PARK FL 32065-3531

CONTRACT: 108362 | TCE05011

INVOICE NOTES: FORMER CONTRACT # FORMER CUSTOMER # 00000011

**Maintenance Service from 4/1/2022 to 6/30/2022** **\$479.19**

**Code to:**

**02-330-572-630**

**Middle Village Elevator Maintenance**

**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>.

RECEIVED MAR 21 2022

**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 WITHIN 30 DAYS OF THE 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  
**DATE:** 3/14/2022  
**INVOICE NO.:** 100400726389  
**TOTAL SERVICE CONTRACT AMOUNT:** \$ 479.19

**MAKE CHECK PAYABLE TO:**

Coastal Elevator Company  
PO Box 730400  
Dallas TX 75373-0400

100400726389 0000047919 6

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

# Invoice

**Invoice #:** 1920  
**Invoice Date:** 3/1/22  
**Due Date:** 3/1/22  
**Case:**  
**P.O. Number:**

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

Description	Hours/Qty	Rate	Amount
Recreation - Facility Management - Oakleaf Plantation - March 2022 2.310.513.3400		18,629.50	18,629.50
RECEIVED MAR 15 2022			
Total			\$18,629.50
Payments/Credits			\$0.00
Balance Due			\$18,629.50

3/15/22  
[Signature]



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

# Invoice

Invoice #: 1921  
Invoice Date: 3/1/22  
Due Date: 3/1/22  
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 - Facility Management - Oakleaf Plantation - March 2022 2.33.572.3430		5,862.50	5,862.50
RECEIVED MAR 15 2022			

<b>Total</b>	<b>\$5,862.50</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$5,862.50</b>

3/15/22  
CDD

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

# Invoice

Invoice #: 1927  
Invoice Date: 3/14/22  
Due Date: 3/14/22  
Case:  
P.O. Number:

**Bill To:**

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

Description	Hours/Qty	Rate	Amount
Facility Event Staff through March 10, 2022	15.5	25.00	387.50
Amenities Revenue			
2,369.103			
300			

RECEIVED MAR 15 2022

<b>Total</b>	<b>\$387.50</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$387.50</b>

3/14/22  
OK

**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>
15.5	Facility Event Staff	\$ 25.00	\$ 387.50

Covers Period End: March 10, 2022

Amenities Revenue # 2-369-103

# INVOICE



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

RECEIVED MAR 21 2022

Invoice #	637947
Account #	711194
Invoice Date	3/1/2022
Due Date	3/11/2022
Rep	MAS

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

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

Purchase Order Number		Terms	Invoice Date Reflects Month of Service Provided
		NET 10 DAYS	
Item	Description		Amount
Code to:  2-320-572-4680  Middle Village Lake Maintenance	Monthly Water Management Service (R) Mar lake maintenance		1,519.00
	62B		
	Customer Total Balance \$6,057.00		
Please confirm your bank bill payer amount matches your invoice amount if you use a bank bill payer service. Thank you!			Total Invoice \$1,519.00

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

Please visit [www.lakedoctors.com](http://www.lakedoctors.com) for your local office contact information.

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

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

Amount Enclosed

Invoice #	637947
Account #	711194
Date	3/1/2022

Go Green! Contact us at [Payments@lakedoctors.com](mailto:Payments@lakedoctors.com) to have your invoices emailed.

For address and contact updates, please email us at [Frontdesk@lakedoctors.com](mailto:Frontdesk@lakedoctors.com).

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

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

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

# Invoice

Invoice #: 300  
Invoice Date: 3/15/2022  
Due Date: 3/14/2022  
Case:  
P.O. Number:

**Bill To:**

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

RECEIVED MAR 15 2022

Description	261 B	Hours/Qty	Rate	Amount
Pressure Washing Services - March 2022			220.00	220.00
Common Area Maint.				
2.320.572.4650				
Total				\$220.00
Payments/Credits				\$0.00
Balance Due				\$220.00

3/16/22  
CA

**Riverside Management Services, Inc.**  
2655 Florida Mining Blvd., Building 300, Suite 305, Jacksonville, FL 32257

**Service Detail**

**Bill To:** Middle Village CDD

**Invoice Date:** 3/1/22

**Due Date:** Upon Receipt

**Amount Due:** \$ 220.00

<u>Date</u>	<u>Description</u>	<u>Amount</u>
2/24/22	Pressure washed lake gazebo at Whitfield	\$ 175.00
2/24/22	Pressure washed 180' of split rail at Whitfield	\$ 45.00

Hot Water and Chemical Treatment to remove dirt, mildew, and algae.

**TOTAL AMOUNT DUE:** \$ 220.00

**\*\* Pressure Washing according to contract and within budget**

Contract Amount \$ 13,348.70

Invoice:

Oct. 2021 \$ 521.00

Nov. 2021

Dec. 2021 \$ 150.00

Jan. 2022 \$ 1,044.00

Feb. 2022 \$ 220.00

Mar. 2022

Apr. 2022

May 2022

June 2022

July 2022

Aug. 2022

Sept. 2022

**Balance:** \$ 11,413.70

Should you have any questions, please contact Rich Whetsel @ (904) 759-8923  
or rwhetsel@gmsnf.com

**Remit Payment**



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

## INVOICE

**BILL TO**

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

RECEIVED MAR 21 2022

**INVOICE # 7711****DATE** 03/01/2022**DUE DATE** 03/31/2022**TERMS** End of the month**SERVICE MONTH**March

*Security Patrol  
officer*

ACTIVITY	QTY	RATE	AMOUNT
Dedicated Officer I 10 hours (3p-1a) dedicated foot patrol Mon-Fri; 12 hours (1p-1a) dedicated foot patrol Sat-Sun	326	22.50	7,335.00
Dedicated Officer I 7 hours (3p-10p) dedicated basketball court attendant Mon-Fri; 9 hours (1p-10p) dedicated basketball court attendant Sat-Sun	233	22.50	5,242.50

**PAYMENT**

202.50

**BALANCE DUE****\$12,375.00**

# APPROVED

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

8230



# Invoice

Invoice #: 7607

Date: 03/01/22

Customer PO:

DUE DATE: 03/31/2022

## 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	AMOUNT
<i>Mar Landscape</i> #7019 - Standard Maintenance Contract 2022 March 2022	\$37,521.40
Work order #1846 Zach	

## Invoice Notes:

Thank you for your business!

**AMOUNT DUE THIS INVOICE** **\$37,521.40**

**Code to:**


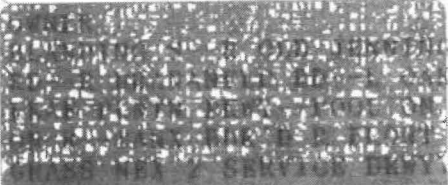
704 B



RECEIVED MAR 21 2022

**2-320-572-462**

**Middle Village Landscape Maintenance**



 <b>GAS CHECK</b>	ACCOUNT NO	REFERENCE NO	TEMPERATURE COMPENSATED VOLUME CORRECTED TO 60°F	DELIVERY DATE	P.O. NUMBER
	1-13295	009192	0460	12/9/21	UN 075
MIDDLE VILLAGE COMM DIST BRING BILL TO WPG OFFICE 853 OAKLEAF PLNT PKWY ORANGE PARK, FL 32065-			PCT FULL SALESMAN ms		
THIS IS YOUR INVOICE DUE AND PAYABLE - 10 DAYS * * * * * THIRTY (30) DAYS AFTER DELIVERY ANY UNPAID PORTION OF "CHARGE" SALES ARE SUBJECT TO A FINANCE CHARGE OF 1 1/2% MINIMUM 50¢ ANNUAL RATE 18% * * * * * In case of default, Purchaser agrees to pay all reasonable costs of collection and attorney fees, not to exceed 15% of the unpaid debt.				QUANTITY/GALS PRICE AMOUNT 679.4 2.99 2031.91	
	<b>WILFORD PROPANE GAS CO., INC.</b> 706 Kingsley Ave. Orange Park, FL 32073 (904) 264-2311			CASH <input type="checkbox"/> CHARGE <input type="checkbox"/> SALES TAX EXCISE TAX SPECIAL TRIP CHG SHORT DEL CHG AMOUNT DUE \$ 2031.91	
FLAMMABLE GAS-SAFETY MESSAGES ON BACK			X RECEIVED BY		

 <b>GAS CHECK</b>	ACCOUNT NO	REFERENCE NO	TEMPERATURE COMPENSATED VOLUME CORRECTED TO 60°F	DELIVERY DATE	P.O. NUMBER
	1-13295	009095	0460	1/30/22	UN 075
MIDDLE VILLAGE COMM DIST BRING BILL TO WPG OFFICE 853 OAKLEAF PLNT PKWY ORANGE PARK, FL 32065-			PCT FULL SALESMAN ms		
THIS IS YOUR INVOICE DUE AND PAYABLE - 10 DAYS * * * * * THIRTY (30) DAYS AFTER DELIVERY ANY UNPAID PORTION OF "CHARGE" SALES ARE SUBJECT TO A FINANCE CHARGE OF 1 1/2% MINIMUM 50¢ ANNUAL RATE 18% * * * * * In case of default, Purchaser agrees to pay all reasonable costs of collection and attorney fees, not to exceed 15% of the unpaid debt.				QUANTITY/GALS PRICE AMOUNT 1175.4 3.00 3526.20	
	<b>WILFORD PROPANE GAS CO., INC.</b> 706 Kingsley Ave. Orange Park, FL 32073 (904) 264-2311			CASH <input type="checkbox"/> CHARGE <input type="checkbox"/> SALES TAX EXCISE TAX SPECIAL TRIP CHG SHORT DEL CHG AMOUNT DUE \$ 3526.20	
FLAMMABLE GAS-SAFETY MESSAGES ON BACK			X RECEIVED BY		

Code to:

412B

RECEIVED MAR 21 2022

02-330-572-4350

Middle Village Lap Pool Gas/Heat

\$4726.57

\$5557.61



THIS IS YOUR INVOICE  
DUE AND PAYABLE - 10 DAYS

\*\*\*\*\*  
THIRTY (30) DAYS AFTER DELIVERY ANY  
UNPAID PORTION OF "CHARGE" SALES  
ARE SUBJECT TO A FINANCE CHARGE of  
1.2% MINIMUM 50¢ - ANNUAL RATE 18%

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

FLAMMABLE GAS-SAFETY MESSAGES ON BACK

ACCOUNT NO.

1-13295

REFERENCE NO.

009310

TEMPERATURE COMPENSATED  
VOLUME CORRECTED TO 60°F  
0460

MIDDLE VILLAGE COMM DIST  
BRING BILL TO WPG OFFICE  
853 OAKLEAF PLNT PKWY  
ORANGE PARK, FL 32065-

WILFORD PROPANE GAS CO., INC.

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

DELIVERY DATE

1/18/22

P.O. NUMBER

001015

PCT. FULL

77

SALESMAN

MS

QUANTITY/GALS	PRICE	AMOUNT
272.5	2.97	2549.39
		SALES TAX

CASH

☐

CHARGE

☐

EXCISE TAX

SPECIAL TRIP CHG.

SHORT DEL CHG.

AMOUNT DUE

\$2549.39

X

RECEIVED BY



THIS IS YOUR INVOICE  
DUE AND PAYABLE - 10 DAYS

\*\*\*\*\*  
THIRTY (30) DAYS AFTER DELIVERY ANY  
UNPAID PORTION OF "CHARGE" SALES  
ARE SUBJECT TO A FINANCE CHARGE of  
1.2% MINIMUM 50¢ - ANNUAL RATE 18%

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

FLAMMABLE GAS-SAFETY MESSAGES ON BACK

ACCOUNT NO.

1-13295

REFERENCE NO.

009394

TEMPERATURE COMPENSATED  
VOLUME CORRECTED TO 60°F  
0460

MIDDLE VILLAGE COMM DIST  
BRING BILL TO WPG OFFICE  
853 OAKLEAF PLNT PKWY  
ORANGE PARK, FL 32065-

WILFORD PROPANE GAS CO., INC.

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

DELIVERY DATE

1/18/22

P.O. NUMBER

001015

PCT. FULL

53.30

SALESMAN

MS

QUANTITY/GALS	PRICE	AMOUNT
575.4	2.95	1706.28
		SALES TAX

CASH

☐

CHARGE

☐

EXCISE TAX

SPECIAL TRIP CHG.

SHORT DEL CHG.

AMOUNT DUE

\$1706.28

X

RECEIVED BY

Code to:

412B

02-330-572-4350

Middle Village Lap Pool Gas/Heat

\$4726.57

\$4,291.67

RECEIVED MAR 21 2022



THIS IS YOUR INVOICE  
DUE AND PAYABLE - 10 DAYS

\*\*\*\*\*

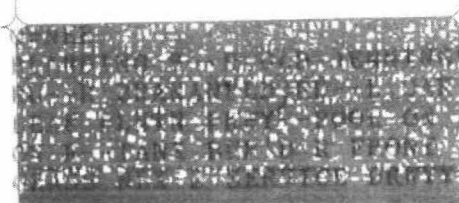
THIRTY (30) DAYS AFTER DELIVERY ANY  
UNPAID PORTION OF "CHARGE" SALES  
ARE SUBJECT TO A FINANCE CHARGE AT  
1 1/2% MINIMUM 50¢ - ANNUAL RATE 18%

\*\*\*\*\*

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

ACCOUNT NO.	REFERENCE NO.	TEMPERATURE COMPENSATED VOLUME CORRECTED TO 60°F
1-13295	009664	0460

MIDDLE VILLAGE COMM DIST  
BRING BILL TO WPG OFFICE  
853 OAKLEAF PLNT PKWY  
ORANGE PARK, FL 32065-



**WILFORD PROPANE GAS CO., INC.**

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

DELIVERY DATE	P.O. NUMBER
3/2/22	VN1075
PCT FULL	SALESMAN
40-80	CP

QUANTITY GALS	PRICE	AMOUNT
903.1	325	2,935.08
		SALES TAX
		EXCISE TAX
		SPECIAL TRIP CHG
		SHORT DEL CHG
AMOUNT DUE		\$2,935.08

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

FLAMMABLE GAS-SAFETY MESSAGES ON BACK

**Code to:**

412B

**02-330-572-4350**

**Middle Village Lap Pool Gas/Heat**

**\$4726.57**

\$ 2,935.08

RECEIVED MAR 21 2022

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

**Rec Fund**

RECEIVED MAR 25 2022

**Check Request**

Date	Amount	Authorized By
March 25, 2022	\$1,387.50	Oksana Kuzmuk

Payable to:

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

Date Check Needed:

Budget Category:

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

Intended Use of Funds Requested:

1/21/22-2/3/22 Reimb for Security
<i>(Attach supporting documentation for request.)</i>

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

**Rec Fund**

RECEIVED MAR 25 2022

**Check Request**

Date	Amount	Authorized By
March 25, 2022 A	\$1,492.50	Oksana Kuzmuk

Payable to:

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

Date Check Needed:

Budget Category:

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

Intended Use of Funds Requested:

2/4/22-2/17/22 Reimb for Security
(Attach supporting documentation for request.)

From: Oakleaf Venues [venuesrentals@oakleafresidents.com](mailto:venuesrentals@oakleafresidents.com)  
Subject: MVCDD refund of deposit request - ENID RIVERA  
Date: March 29, 2022 at 10:22 AM  
To: Margaret Bronson [mbronson@gmsnfl.com](mailto:mbronson@gmsnfl.com), Oksana Kuzmuk [okuzmuk@gmsnfl.com](mailto:okuzmuk@gmsnfl.com)  
Cc: Marilee Giles [mjgiles@gmsnfl.com](mailto:mjgiles@gmsnfl.com), Alison Mossing [amossing@gmsnfl.com](mailto:amossing@gmsnfl.com)

OV

Good morning Margaret and Oksana,

Please make the following refund at your earliest opportunity:

- REFUND FROM MVCDD – for the following venue:
  - LOCATION – GRAND BANQUET (SATURDAY) 12:00 P.M. to 12:00 A.M.
  - DATE OF VENUE – SEPTEMBER 24, 2022
  - NON- RESIDENT – ENID RIVERA
  - ADDRESS – 785 OAKLEAF PLANTATION PARKWAY #411, ORANGE PARK, FL 32073
  - AMOUNT OF REFUND - \$1,750.00 - GB RENTAL FEE OF \$1,500.00 and 1/2 of the BOOKING FEE/DEPOSIT \$250.00 (cancelled via email on 3/15/22)
  - RENTAL FEE & HALF OF THE BOOKING FEE/DEPOSIT via VISA (5495):
    - **GRAND BANQUET RENTAL:**
      - DATED: 12/09/21
      - SEQ#: 1
      - BATCH#: 222
      - INVOICE#: 1
      - APPROVAL CODE: 009559
      - AMOUNT: \$1,500.00
    - **GRAND BANQUET DEPOSIT:**
      - DATED: 12/09/21
      - SEQ#: 2
      - BATCH#: 222
      - INVOICE#: 2
      - APPROVAL CODE: 009129
      - AMOUNT: \$500.00

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
12/09/21	12/09/21	09/24/22	Enid Rivera - GB	12	\$ 1,500.00			VISA-009559
12/09/21	12/09/21	09/24/22	Enid Rivera - GB DEPOSIT	DEPOSIT	\$ 500.00			VISA-009129

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

Thank you.

I will be out of the office MONDAY, MARCH 28, 2022 and FRIDAY, APRIL 1, 2022, therefore, please email me, or leave a detailed message at 904-770-4681 with your NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity.

Wanda McReynolds – Community Amenity Coordinator, OakLeaf Plantation  
[venuesrentals@oakleafresidents.com](mailto:venuesrentals@oakleafresidents.com)  
(904) 770-4681 voice email  
(904) 375-9285 ext. 3  
[www.oakleafresidents.com](http://www.oakleafresidents.com)

Governmental Management Services

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

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

889 B

2. 300. 36900, 10300

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

# Invoice

Invoice #: 1931  
Invoice Date: 3/21/22  
Due Date: 3/21/22  
Case:  
P.O. Number:

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

RECEIVED MAR 25 2022

26B

Description	Hours/Qty	Rate	Amount
Facility Maintenance February 1 - February 28, 2022		21,146.84	21,146.84
Maintenance Supplies		5,927.75	5,927.75
Facility Maint. Gen <del>5,625<sup>00</sup></del>			
2.33.572.6200			
Facility Maint. Cont. <del>505<sup>00</sup></del>			
2.33.572.6220			
Lighting Repairs <del>832<sup>00</sup></del>			
2.33.572.4663			
Common Area Maint. <del>5,362<sup>38</sup></del>			
2.320.572.4650			
Repairs / Replace <del>9,389<sup>59</sup></del>			
34.538.6400			
Tennis Ct. Maint. <del>1,782<sup>00</sup></del>			
2.33.572.3440			
Capital Reserve <del>3,530<sup>00</sup></del>			
34.600.538.64000			
Special Events <del>48.62</del>			
2.330.572.49400			

Total \$27,074.59

Payments/Credits \$0.00

Balance Due \$27,074.59

Jan  
3/25/22

MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF FEBRUARY 2022

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
2/1/22	8	T.C.	Worked on gazebo project, picked up supplies
2/1/22	6	G.S.	Removed debris from all common areas
2/1/22	8	A.B.	Worked on gazebo project
2/1/22	8	L.C.	Worked on gazebo project
2/1/22	4.5	J.S.	Additional court maintenance
2/2/22	8	T.C.	Worked on gazebo project, picked up supplies
2/2/22	4.5	G.S.	Removed debris from all common areas
2/2/22	8	A.B.	Worked on gazebo project
2/2/22	8	L.C.	Worked on gazebo project
2/2/22	8	S.A.	Installed new joists and decking on lake gazebo
2/2/22	2.5	J.S.	Additional court maintenance
2/3/22	4	T.C.	Worked on gazebo project
2/3/22	2.5	G.S.	Removed debris from all common areas
2/3/22	8	A.B.	Worked on gazebo project
2/3/22	8	L.C.	Worked on gazebo project
2/3/22	4.5	J.S.	Additional court maintenance
2/4/22	8	T.C.	Worked on gazebo project, picked up supplies
2/4/22	8	A.B.	Worked on gazebo project
2/4/22	8	L.C.	Worked on gazebo project
2/4/22	8	S.A.	Removed old decking from lake gazebo and installed new joist
2/4/22	2.5	J.S.	Additional court maintenance
2/7/22	8	T.C.	Worked on gazebo project
2/7/22	2	G.S.	Removed debris from all common areas, picked up supplies
2/7/22	8	A.B.	Worked on gazebo project
2/7/22	8	L.C.	Worked on gazebo project
2/7/22	8	S.A.	Installed new decking and removed old from lake gazebo
2/7/22	2.5	J.S.	Additional court maintenance
2/8/22	8	T.C.	Set up CDD meeting, cleaned and organized shop, cleaned and filled fountain in breezeway, picked up supplies
2/8/22	4.5	G.S.	Removed debris from all common areas, removed deceased animal in park
2/8/22	4	A.B.	Organized shop, set up for meeting
2/8/22	8	L.C.	Worked on gazebo project
2/8/22	7.5	S.A.	Set up meeting in grand banquet room, cleaned shop, organized scrap wood pile
2/8/22	4.5	J.S.	Additional court maintenance
2/9/22	6.5	T.C.	Worked on gazebo project
2/9/22	4.5	G.S.	Removed debris from all common areas and lakes
2/9/22	8	A.B.	Worked on gazebo project
2/9/22	8	L.C.	Worked on gazebo project
2/9/22	8	S.A.	Hung new joists on lake gazebo, installed new decking on lake gazebo
2/9/22	2.5	J.S.	Additional court maintenance
2/10/22	8	T.C.	Worked on gazebo project, picked up supplies
2/10/22	4	G.S.	Removed debris from all common areas and ponds
2/10/22	8	L.C.	Worked on gazebo project
2/10/22	4.5	J.S.	Additional court maintenance
2/11/22	8	T.C.	Worked on gazebo project
2/11/22	8	A.B.	Worked on gazebo project
2/11/22	8	L.C.	Worked on gazebo project
2/11/22	7	S.A.	Worked on gazebo project
2/11/22	2.5	J.S.	Additional court maintenance
2/14/22	8	T.C.	Set up CDD meeting, worked on pavers, picked up supplies
2/14/22	2	G.S.	Removed debris from all common areas
2/14/22	8	A.B.	Fixed pavers on adult pool deck
2/14/22	8	L.C.	Worked on pavers on pool deck
2/14/22	7	S.A.	Measure gazebo for rails, work on pavers at adult pool
2/14/22	2.5	J.S.	Additional court maintenance
2/15/22	8	T.C.	Worked on pavers, picked up supplies
2/15/22	6.5	G.S.	Removed debris from all common areas and ponds
2/15/22	8	A.B.	Fix pavers at adult pool, worked on gazebo project



MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF FEBRUARY 2022

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
2/15/22	8	L.C.	Worked on pavers on pool deck
2/15/22	4.5	J.S.	Additional court maintenance
2/16/22	8	T.C.	Worked on gazebo project, picked up supplies
2/16/22	3.5	G.S.	Removed debris from all common areas
2/16/22	8	A.B.	Worked on gazebo project
2/16/22	8	L.C.	Worked on pavers on pool deck
2/16/22	1	S.A.	Cleaned trash out of shop
2/16/22	2.5	J.S.	Additional court maintenance
2/17/22	8	T.C.	Worked on gazebo project
2/17/22	4.5	G.S.	Removed debris from all common areas and ponds
2/17/22	8	A.B.	Worked on gazebo project
2/17/22	8	L.C.	Worked on pavers on pool deck
2/17/22	4.5	J.S.	Additional court maintenance
2/18/22	8	T.C.	Worked on gazebo project, picked up supplies
2/18/22	8	A.B.	Worked on gazebo project
2/18/22	6	L.C.	Worked on gazebo project
2/18/22	8	S.A.	Worked on gazebo project
2/18/22	2.5	J.S.	Additional court maintenance
2/21/22	8	T.C.	Worked on pavers on pool deck
2/21/22	2	G.S.	Removed debris from all common areas, maintenance work on golf cart
2/21/22	8	L.C.	Worked on pavers on pool deck
2/21/22	2.5	J.S.	Additional court maintenance
2/22/22	6	T.C.	Worked on pavers on pool deck
2/22/22	6	G.S.	Removed debris from all common areas and ponds, picked up supplies, treated fire ant mounds in common areas
2/22/22	8	A.B.	Worked on gazebo project
2/22/22	8	L.C.	Worked on pavers on pool deck
2/22/22	4.5	J.S.	Additional court maintenance
2/23/22	2	T.C.	Maintenance on grand banquet room
2/23/22	3.5	G.S.	Removed debris from all common areas and ponds, cleaned shop
2/23/22	8	L.C.	Pressure washed patio
2/23/22	8	S.A.	Worked on gazebo project, picked up supplies
2/23/22	2.5	J.S.	Additional court maintenance
2/24/22	4	G.S.	Removed debris from all common areas, maintenance work on golf cart
2/24/22	8	L.C.	Pressure washed patio
2/24/22	4.5	J.S.	Additional court maintenance
2/25/22	8	S.A.	Worked on gazebo project
2/25/22	2.5	J.S.	Additional court maintenance
2/28/22	8	T.C.	Pressure washed pool furniture and covers
2/28/22	3.5	G.S.	Removed debris from all common area, treated fire ant mounds in parks
2/28/22	8	L.C.	Pressure washed pool covers
2/28/22	7	S.A.	Assisted cleaning pool covers, tested pressure washer, picked up supplies, reinstalled two toilet paper holders
2/28/22	2.5	J.S.	Additional court maintenance

TOTAL 601.5

MILES 212

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

**MAINTENANCE BILLABLE PURCHASES**

Period Ending 03/05/22

DISTRICT	DATE	SUPPLIES	PRICE	EMPLOYEE
MV				
MIDDLE VILLAGE				
OAKLEAF	2/1/22	Crown Trophy Medals & Plates for 2022 Polar Plunge	48.62	J.S.
	2/3/22	2018 EZGO Golf Cart Rear Seal and Headlights Installed	3125.00	J.S.
	2/7/22	Nhty Nabbel	22.97	G.S.
	2/7/22	Art Kiser (5)	71.70	G.S.
	2/7/22	Art & Rosch Spray (2)	10.28	G.S.
	2/8/22	4x4-10 PT Lumber (2)	43.42	T.C.
	2/8/22	3/32" BA	1.71	T.C.
	2/8/22	8-1/2 Diablo Blade	6.31	T.C.
	2/8/22	WD 40 14.4oz EZ Reach	6.74	T.C.
	2/8/22	Lube & Penetrant	2.65	T.C.
	2/8/22	60 Watt 4pk Bulbs	10.90	T.C.
	2/8/22	Wax 1.5" Screws (2)	31.65	T.C.
	2/8/22	Industrial Spray Bottles (2)	13.75	T.C.
	2/10/22	2016 & 2019 EZGO Golf Cart Repair	405.00	J.S.
	2/10/22	WD 40	2.88	J.S.
	2/10/22	Deckmate 3" Screws	48.27	T.C.
	2/11/22	24" Safety Tape	7.34	J.S.
	2/11/22	Scotch Mounting Taper (2)	15.82	J.S.
	2/11/22	Garber Knife	28.72	S.A.
	2/11/22	3/8" Drive 3/4" Deep Socket	4.67	S.A.
	2/11/22	1/2" Washer 50pk	21.01	S.A.
	2/11/22	Stainless All Thread (4)	42.32	S.A.
	2/11/22	1/2" Hex Nut 25pk	13.59	S.A.
	2/14/22	Paver Base (8)	36.62	T.C.
	2/14/22	Leveling Sand (2)	9.15	T.C.
	2/15/22	Rubber Matket	17.22	T.C.
	2/15/22	Black Ntri Gloves 20pk	6.33	T.C.
	2/15/22	60 Watt 4pk DMM	10.90	T.C.
	2/15/22	Pinesol Lemon Cleaner	11.18	T.C.
	2/15/22	Bleach	8.48	T.C.
	2/15/22	Glass Cleaner	0.18	T.C.
	2/15/22	Paver Base (10)	45.77	T.C.
	2/15/22	Sand 400lb	26.43	T.C.
	2/16/22	2x6-12 PT Lumber (10)	237.82	T.C.
	2/16/22	15A GFCI	21.30	T.C.
	2/16/22	Gray Cover	5.01	T.C.
	2/16/22	2x6-12 PT Lumber (10)	237.82	T.C.
	2/16/22	Deckmate 3" Screws 5b	40.22	T.C.
	2/16/22	Cable Tie Straps 500pk	19.55	T.C.
	2/16/22	24" Dewalt Prybar	8.78	J.S.
	2/16/22	Diablo Cut Off Wheel	2.29	J.S.
	2/16/22	Diablo Steel Demon Cutoff Wheel	2.58	J.S.
	2/22/22	PVC Cap	1.28	T.C.
	2/22/22	PVC Solvent	4.27	T.C.
	2/22/22	Haston Chisel	7.64	T.C.
	2/22/22	Stainless Steel Screws #8 25pc	10.44	G.S.
	2/22/22	Stainless Steel Screws #10 25pc	8.68	G.S.
	2/22/22	WD-40	7.44	G.S.
	2/22/22	Fire Ant Kiser (8)	129.08	G.S.
	2/23/22	60 Watt Light Bulbs	10.90	S.A.
	2/23/22	Deckmate 3" Screws	48.27	S.A.
	2/23/22	Quarter Round 8x5	42.78	S.A.
	2/23/22	2"x8" Bolster (16)	28.89	S.A.
	2/23/22	Husky Ratchet Straps	22.99	S.A.
	2/23/22	2"x8"x12" (5)	125.81	S.A.
	2/23/22	2"x2" Bolster (20)	30.11	S.A.
	2/24/22	3m Respirator Pack	9.76	J.S.
	2/28/22	2 Gallon Sprayer (2)	38.73	S.A.
	2/28/22	Hose Nozzles (2)	32.15	S.A.
	2/28/22	100' Hose	57.48	S.A.
	2/28/22	50' Hose	46.43	S.A.
	2/28/22	ZEP Degreaser	51.73	S.A.
	2/28/22	Male Hose Wender	6.88	S.A.
	2/28/22	Hose Washers	2.00	S.A.
	2/28/22	Benzo 14.1 oz Map Bottle	14.92	J.S.
	3/1/22	Welding High Temp Gloves	9.36	J.S.
	3/3/22	Concrete Stain	40.22	J.S.
	3/3/22	PVC Solvent	4.27	J.S.
	3/3/22	Concrete Primer/Sealer	22.99	J.S.
	3/3/22	Stainless Steel Screws #8 50pc	5.32	G.S.
	3/3/22	Stainless Steel Screws #8 50pc	7.28	G.S.
	3/3/22	Screws #8x12 (5)	7.38	G.S.
	3/3/22	Terry Towels 36pk	22.98	G.S.
	3/3/22	Fire Ant Kiser (8)	114.72	G.S.
	3/3/22	4x3/8" Shedless Knt 3pk	5.85	T.C.
	3/3/22	Kop Refill	10.32	T.C.
	3/3/22	Black Ntri Gloves 20pk	8.33	T.C.
	3/3/22	Pelican Liner	2.52	T.C.
	3/3/22	9" Metal Roler Tray	2.04	T.C.
	3/3/22	9" Metal Roler Tray Liners 5pk	3.73	T.C.
	3/3/22	OAP Premium Wood Fier	6.60	T.C.
	3/3/22	Lemon Cleaner	7.43	T.C.
	3/3/22	Outdoor Cleaner	13.62	T.C.
	3/3/22	Angle Brush	8.76	T.C.
	3/3/22	9x3/8" Shedless Knt 3pk	9.23	T.C.
	3/4/22	Stanley Chisel Bit	18.68	J.S.
	3/4/22	4.5" Diablo Grinder Disk	5.18	J.S.
	3/4/22	3M Respirator	60.60	S.A.
	3/4/22	Garber Knife	28.72	S.A.
	3/4/22	8" Quarter Round (3)	25.87	S.A.

**TOTAL 35,927.75**

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

Invoice #: 1932

Invoice Date: 3/21/22

Due Date: 3/21/22

Case:

P.O. Number:

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

RECEIVED MAR 25 2022

Description	Hours/Qty	Rate	Amount
Facility Maintenance February 1 - February 28, 2022 (Tennis)		480.00	480.00
Tennis Ct. Main			
2.33.572.3440			
26B			
JOS			
3/25/22			
Total			\$480.00
Payments/Credits			\$0.00
Balance Due			\$480.00

MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF FEBRUARY 2022

---

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
2/2/22	2	J.S.	Clean and sweep tennis courts.
2/4/22	2	J.S.	Clean and sweep tennis courts.
2/7/22	2	J.S.	Clean and sweep tennis courts.
2/9/22	2	J.S.	Clean and sweep tennis courts.
2/11/22	2	J.S.	Clean and sweep tennis courts.
2/14/22	2	J.S.	Clean and sweep tennis courts.
2/16/22	2	J.S.	Clean and sweep tennis courts.
2/18/22	2	J.S.	Clean and sweep tennis courts.
2/21/22	2	J.S.	Clean and sweep tennis courts.
2/23/22	2	J.S.	Clean and sweep tennis courts.
2/25/22	2	J.S.	Clean and sweep tennis courts.
2/28/22	2	J.S.	Clean and sweep tennis courts.
<b>TOTAL</b>	<u>24</u>		

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice**

Invoice #: 1933

Invoice Date: 3/28/22

Due Date: 3/28/22

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 March 24, 2022	29	25.00	725.00
Amenities Revenue 2.369.103 2.300.369.103 24B			
RECEIVED MAR 28 2022			

---

**Total** \$725.00

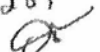
---

**Payments/Credits** \$0.00

---

**Balance Due** \$725.00

---

3/28/22  


**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	Facility Event Staff	\$ 25.00	\$ 725.00

Covers Period End: March 24, 2022

Amenities Revenue # 2-369-103

From: Oakleaf Venues [venue rentals@oakleafresidents.com](mailto:venue rentals@oakleafresidents.com)  
Subject: MVCDD refund of deposit request - KATIE COWARD & JAMES BELL - NR  
Date: March 29, 2022 at 10:02 AM  
To: Margaret Bronson [margaretbrons@gmail.com](mailto:margaretbrons@gmail.com), Oksana Kuzmuk [oksana.kuzmuk@gmail.com](mailto:oksana.kuzmuk@gmail.com)  
Cc: Marilee Giles [mylees@gmail.com](mailto:mylees@gmail.com), Alison Mossing [amossing@gmail.com](mailto:amossing@gmail.com)

OV

Good morning Margaret and Oksana,

Please make the following refund at your earliest opportunity:

- REFUND FROM MVCDD -- for the following venue.
  - LOCATION -- GRAND BANQUET (SATURDAY) 12:00 P.M. to 12:00 A.M.
  - DATE OF VENUE -- MARCH 19, 2022
  - NON- RESIDENT -- KATIE COWARD & JAMES BELL (refund should be payable to JAMES BELL)
  - ADDRESS -- 3258 DEERFIELD POINTE DRIVE, ORANGE PARK, FL 32073
  - AMOUNT OF REFUND - \$500.00 - GB BOOKING FEE/DEPOSIT
  - BOOKING FEE/DEPOSIT:
    - GRAND BANQUET BOOKING FEE/DEPOSIT via VISA (3418):
    - DATED: 10/11/21
    - SEQ#: 4
    - BATCH#: 213
    - INVOICE#: 4
    - APPROVAL CODE: H73687
    - AMOUNT: \$500.00

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
10/07/21	10/11/21	03/19/22	James Bell, Jr. - GB DEPOSIT	DEPOSIT	\$ 500.00			VISA-H73687

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

Thank you.

I will be out of the office MONDAY, MARCH 28, 2022 and FRIDAY, APRIL 1, 2022, therefore, please email me, or leave a detailed message at 904-770-4661 with your NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity.

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

Governmental Management Services

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

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

888 B

2,300,369.103

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
3/03/22	00047	12/07/21 3895712	202112 600-53800-64000	FC9750 ANTHONY GRID	*	1,448.86	
				POOL SUPPLY UNLIMITED			1,448.86 000465
3/03/22	00050	2/21/22 7488	202202 600-53800-64000	IRRIG-CLK TWR PRESS TANK	*	1,819.98	
				VERDEGO LLC			1,819.98 000466
3/03/22	00050	2/21/22 7489	202202 600-53800-64000	TREE RMVL AT TENNIS CRTS	*	2,000.00	
				VERDEGO LLC			2,000.00 000467
3/23/22	00053	3/11/22 238085	202203 600-53800-64000	SETUP NEW COMPUTER ON SVR	*	617.50	
				ATLANTIC SECURITY			617.50 000468
3/29/22	00028	3/28/22 03282022	202203 600-20700-10000	REIMB DEC REPAIR & REPLAC	*	3,630.00	
		3/28/22 03282022	202203 600-20700-10000	REIMB REVERSE INCOR BAL	*	1,435.22	
				MIDDLE VILLAGE CDD-REC FUND			5,065.22 000469
3/30/22	00009	3/21/22 1931	202202 600-53800-64000	FEB REPAIRS & REPLACE	*	9,389.59	
		3/21/22 1931	202202 600-53800-64000	FEB CAPITAL RESERVE	*	3,530.00	
				GOVERNMENTAL MANAGEMENT SERVICES			12,919.59 000470
TOTAL FOR BANK C						23,871.15	
TOTAL FOR REGISTER						23,871.15	

MVIL MIDDLE VILLAGE OKUZMUK





1426 E Spruce St  
Ontario, CA 91761  
(888) 836-6025  
sales@poolsupplyunlimited.com

# INVOICE

Date: 12/07/2021  
Invoice No. 03895712  
Payment Method: Credit Line - Net15  
Status: :

RECEIVED DEC 13 2021

Billing: GMS LLC  
Jay Soriano  
475 W Town Pl  
St Augustine, FL 32092  
Phone: (904) 562-0249

Shipping: GMS LLC / MV POOL  
Jay Soriano  
370 OAKLEAF VILLAGE PKWY  
ORANGE PARK, FL 32065-4259  
Phone: (904) 342-1441

Item	Description	Qty	Rate	Amount
53388	J&J Electronics ColorSplash LXG Series LED Pool Lamp   12V   LPL-P2-RGB-12	2	\$209.00	\$418.00
154878	Hammerhead Ultra Fine Volcano Bag with Cleat - 75 Microns   HH1510	2	\$39.84	\$79.68
46569	Hammerhead Coarse Bag Complete with Cleat - 400 Microns   HH1502COMP	2	\$39.73	\$79.46
92741	FC-9750 ANTHONY GRID DE SQ 17.5"x24"	25	\$30.74	\$768.50

X Tax: \$97.17 X  
Shipping: \$103.22  
Total: \$1,496.03

Order Notes: Quote by Jonathan MV POOL

\$1448.82

Code to:

Middle Village Repair and Replacements

34-600-538-64000

47C



# Invoice

Invoice #: 7488

Date: 02/21/22

Customer PO:

DUE DATE: 03/23/2022

## 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

#6363 - Clock tower pressure tank

Pressure tank leaking from the top plug by the clock tower. Tank is currently full of water and no longer have air in the tank to push pressure. Without this working properly it will cause the pump to cycle and could cause damage to the motor or pump itself. The lack of pressure on the system is causing the operational pressure to drop and leading to stress on the systems.

Irrigation

\$1,819.98

## Invoice Notes:

Thank you for your business!

**AMOUNT DUE THIS INVOICE**

**\$1,819.98**

## Code to:

**Middle Village Repair and Replacements**

**34-600-538-64000**

500



# Invoice

Invoice #: 7489

Date: 02/21/22

Customer PO:

DUE DATE: 03/23/2022

## 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

#7317 - Tree Removal at Tennis courts

Provide Labor to Cut down 2 large Water Oak trees in Tennis court area, One has been struck by lightning 3 times. Chip large debris and remove.

*Landscape Enhancement*

*\$2,000.00*

Tree removal (Sub)

2.00

\$1,700.00

\$3,400.00

## Invoice Notes:

Thank you for your business!

**AMOUNT DUE THIS INVOICE**

**\$2,000.00**

## Code to:

**Middle Village Repair and Replacements**

**34-600-538-64000**

500



Tel. 904-743-8444  
www.smarthome.biz  
sales@smarthome.biz

Oakleaf Plantation  
370 Oakleaf Village Parkway  
Orange Park FL 32065

PLEASE PAY BY	AMOUNT	INVOICE DATE
04/08/2022	\$1,235.00	03/11/2022

**INVOICE NO. 238085**

**Site:** 370 Oakleaf Village Parkway  
Orange Park  
**Site Address:** 370 Oakleaf Village Parkway  
Orange Park FL 32065  
**Job No.:** 69832  
**Job Name:**  
**Order No.:**

RECEIVED MAR 21 2022

**Description**

This is a billable service call.

POC 342-1441 Jay

also need to move programming computer data to new computer  
and update software

03/04/2022 - Brent Touchet :

I could not finish the job for below reason but will need to schedule a return visit.

Need return and finish updating 3 to 4 hours

03/11/2022 - Brent Touchet :

The job is complete.

Setup new computer for server and updated all software and tested If you have any further problems with your system  
please contact us.

**Service - Security**

Sub-Total ex Tax	\$1,235.00
Tax	\$0.00
Total	\$1,235.00

**Code to: Split**

**Double Branch Repair and Replacements**

**2.320.57200.63100**

**Middle Village Repair and Replacements**

**34-600-538-64000**

530

\$617.50



Tel. 904-743-8444  
www.smarthome.biz  
sales@smarthome.biz

PLEASE PAY BY	AMOUNT	INVOICE DATE
04/08/2022	\$1,235.00	03/11/2022

## INVOICE NO. 238085

"Thank you—we really appreciate your business! Please send payment within 21 days of receiving this invoice.

**IMPORTANT:** Please remember to test your system monthly.

Need automation for your home? Visit us online at [www.smarthome.biz](http://www.smarthome.biz)

There will be a 1.5% interest charge per month on late invoices.

<b>Sub-Total ex Tax</b>	\$1,235.00
<b>Tax</b>	\$0.00
<b>Total inc Tax</b>	\$1,235.00
<b>Amount Applied</b>	\$0.00
<b>Balance Due</b>	\$1,235.00

## How To Pay

INVOICE NO. 238085



**Credit Card (MasterCard, Visa, Amex )**



**Mail**

Detach this section and mail check to:

**Atlantic Security**  
1714 Cesery Blvd  
Jacksonville, FL 32211

Credit Card No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Card Holder's Name: \_\_\_\_\_ CCV: \_\_\_\_\_

Expiry Date:  /  Signature: \_\_\_\_\_

**NAME:** Oakleaf Plantation

**DUE DATE:** 04/08/2022

**AMOUNT DUE:** \$1,235.00

**Please Reference: 238085**

I understand that it is my responsibility to periodically (at least monthly) test and check my security system, and to notify the company promptly of service needs, and additionally to notify the company in writing of any changes in the Emergency List information.

## Terms and Conditions

1. **PRINTED AGREEMENT** - None of the **PRINTED AGREEMENT** or its items and conditions may be altered without the express written approval of an officer of the Seller.

2. **SELLER** agrees to install specified systems on premises and to make any necessary inspections and tests to deliver system to Purchaser in operating condition in accordance with standard installation procedures of Seller. The installation will be completed within a reasonable length of time based on the conditions inherent in the premises and Seller's installation schedule.

3. **FULL ONE-YEAR WARRANTY** - Seller/Atlantic Companies promises to furnish a replacement part for any portion of Purchaser's security system that proves to be defective in workmanship or material under normal use for a period of one year from the date of installation. Seller reserves the right to use reconditioned parts in fulfillment of this warranty.

Seller/Atlantic Companies extends to Purchaser warranties for equipment not made by us granted us by manufacturers of such equipment used in Seller home systems. Seller will return this equipment to the original manufacturer for fulfillment of their warranty obligations.

We will furnish the labor to remove and replace the defective part during the same one-year period.

Seller/Atlantic Companies makes no other warranty except as herein specifically set forth, particularly any warranty of merchantability or fitness for any particular purpose, either express or implied in law.

**GENERAL:** Furnishing of parts and labor as described above shall constitute fulfillment of all Seller/Atlantic Companies obligations with respect to this warranty, and replacement part will be warranted only for the unexpired portion of the original warranty.

A bill of sale, cancelled check, or payment record shall be kept by Purchaser to verify purchase date and establish warranty period.

To obtain service, call the office listed on the Purchase Agreement you signed at the time of purchase of your system:

Distributed by Atlantic Companies  
1714 Cesery Boulevard  
Jacksonville, FL 32211

Ready access to the system for service is the responsibility of the Purchaser. Seller will perform service during normal working hours. For emergency service, Seller will charge you an emergency service labor premium.

Seller will endeavor to perform service Within 48 hours after notification of a problem by the Purchaser.

**EXCLUSIONS:** This warranty applies only to units sold and retained within the continental USA. This warranty does not apply to the product or parts that have been damaged by accident, abuse, lack of proper maintenance, unauthorized alterations, misapplication, fire, flood, lightning strikes or acts of God.

This warranty does not cover service calls which do not involve defective workmanship or materials.

**IN NO CASE WILL SELLER/ATLANTIC COMPANIES BE RESPONSIBLE FOR CONSEQUENTIAL OR SPECIAL DAMAGES.**

4. **SELLER NOT AN INSURER** - It is specifically understood and agreed: That Seller is not an insurer; that insurance, if any, shall be obtained by Purchaser; that the payments provided for herein are based solely on the value of the service as set forth herein and are unrelated to the value of the Purchaser's property or Premises; THAT SELLER MAKES NO GUARANTEE OR WARRANTY, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS THAT THE EQUIPMENT OR SERVICES SUPPLIED WILL AVERT OR PREVENT OCCURRENCES OR THE CONSEQUENCES THEREFROM WHICH THE SYSTEM OR SERVICE IS DESIGNED TO DETECT OR AVERT. Purchaser acknowledges that it is impractical and extremely difficult to fix the actual damages, if any, which may proximately result from a failure to perform any of the obligations herein, or the failure of the systems to properly operate with resulting loss to Purchaser because of, among other things:

(a) The uncertain amount or value of Purchaser's property or that of other persons kept on the premises which may be lost, stolen, destroyed, damaged or otherwise affected by occurrences which the system or service is designed to detect or avert;

(b) The uncertainty of the response time of any police department, fire department, paramedic unit, patrol service or other such services or entities should such department or entity be dispatched as a result of a signal being received or an audible device sounding;

(c) The inability to ascertain what portion, if any, of any loss would be proximately caused by Seller's failure to perform or by failure of its equipment to operate;

(d) The nature of the service to be performed by the Seller and the uncertain nature of occurrences which might cause injury or death to Buyer or any other person which the system or equipment is designed to detect or avert.

Purchaser understands and agrees that if Seller should be found liable for loss or damage due from a failure of Seller to perform any of the obligations herein, whatsoever, including, but not limited to installation, design, service, monitoring, or the failure of any system or equipment installed by, or service performed by Seller in any respect whatsoever, Seller's maximum liability

shall not exceed a sum equal to the annual service charge contracted herein or Two Hundred Fifty (\$250.00) Dollars, whichever is less, and this liability shall be exclusive; and that the provisions of this Section shall apply if loss or damage, irrespective of cause or origin, results directly or indirectly from performance or nonperformance of the obligation imposed by this contract or from negligence, active or otherwise, of Seller, its agents, assigns or employees. In the event that the Purchaser wished Seller to assume greater liability, Purchaser may, as a matter of right, obtain from Seller a higher limited liability by paying an additional amount proportioned to the increase in damages, but such additional obligation shall in no way be interpreted to hold Seller as an insurer. Purchaser may also obtain such additional liability protection from insurance carrier, as Purchaser desires.

5. **INDEMNIFICATION** - Purchaser agrees to and shall indemnify and save harmless the Seller, its employees and agents for and against all third party claims, lawsuits and losses arising out of or in connection with the operation or non-operation of the system or monitoring facilities whether these claims be based upon alleged intentional conduct or active or passive negligence on the part of Seller, its agents, servants or employees.

The Seller assumes no liability for delay in installation of the system, or interruption of service due to strikes, riots, floods, fires, acts of God, or any cause beyond the control of Seller including interruption in telephone service. Seller will not be required to supply service to the Purchaser while interruption of service due to any such cause shall continue.

6. **CENTRAL STATION SERVICES** - Central station services consist of the receipt, analysis and response (dispatch of proper authorities) to signals from system installed under this Agreement. Such services are initiated upon final payment for installation and pre-payment of service charges. All services may be discontinued anytime charges are unpaid or system is abused. Notice by certified or registered letter to billing address shall be deemed sufficient notice of discontinuation and shall be deemed effective for all purposes upon mailing and not receipt.

Monitoring service is billed and payable annually in advance. **MONITORING SERVICE SHALL CONTINUE ON A YEARLY BASIS UNLESS CANCELLED IN WRITING BY EITHER PARTY NO LATER THAN 60 DAYS BEFORE ANNUAL RENEWAL DATE.**

The Department or other organization to which the connection may be made or an alarm signal may be transmitted may invoke the provisions hereof against any claims by the Purchaser or by others due to failure of such Department organization.

7. **TELEPHONE OR INTERNET CONNECTIONS** - Seller will assist Purchaser in making necessary arrangements to secure telephone or internet service connections for systems. Purchaser agrees to

furnish any necessary telephone or internet services or telephone lines at Purchaser's own expense.

The charge for the installation and continuation of this service shall be billed to the account of the Purchaser and will appear on his regular telephone or internet billing.

8. **TESTING** - It is the responsibility of the Purchaser to test the system for proper operations periodically but not less than monthly. Purchaser shall follow all instructions and procedures which Seller may prescribe for the operation and maintenance of the system.

9. **RETENTION OF TITLE AND RIGHT OF ACCESS** - The system shall remain the personal property of Seller until fully paid for in cash by Purchaser and Purchaser agrees to perform all acts which may be necessary to assure the retention of title to the system by Seller. Purchaser understands and agrees that the installation of equipment owned by Seller does not create a fixture on the Premise as to that equipment. Should Purchaser default in any payment for the system or part, then Purchaser authorized and empowers Seller to enter upon/in said Premise and to remove the system, or part from the premises. Such removal, if made by Seller, shall not be deemed a waiver of Seller's right to damages Seller sustains as a result of Purchaser's default and Seller shall have the right to enforce any other legal remedy or right. Furthermore, Seller shall be in no way obligated to restore the premises to its original condition, or redecorate same in the event the system or part is removed as a result of Purchaser's default in payment, nor shall Seller be obligated or liable to Purchaser in any manner. Risk of loss of the system, or any part of the same, shall pass to Purchaser upon delivery to the premises of such system or part.

10. **FEES, CHARGES, RIGHTS AND COST OF COLLECTION** - All fees and charges are payable in advance. Failure to pay fees, charges or other sums owed will result in your services being disconnected. Further, when you are in default, Seller can require immediate payment (acceleration) of what you owe under the contract and take possession of the property. Purchaser waives any right Purchaser has to demand for payment, notice of intent to accelerate and notice of acceleration. If Seller hires an attorney to collect what Purchaser owes, Purchaser will pay the attorney's fee and court costs as permitted by law. This includes any attorneys' fees Seller incurs as a result of any bankruptcy proceeding brought by or against Purchaser under federal law or an appellate proceeding. Payment shall be due upon the receipt of invoices by Seller unless otherwise specified on the front hereof. Interest shall accrue on all amounts more than thirty (30) days past due at the default rate of interest of 18% per annum or the maximum allowable rate, whichever is less. All payments shall be due and payable at Seller's office set forth on the front of the Agreement. Additionally, there will be a 1.50%/month LATE CHARGE on Past Due Balances. The minimum Late Charge is \$3.00. Any action taken under paragraph 6 and/or paragraph 9 shall in no way prejudice Seller's right to collection of unpaid charges and costs herein enumerated. If services are discontinued because of Purchaser's past due balance, and if Purchaser desires to have the monitoring service reactivated, Purchaser agrees to pay in advance to Seller a reconnect charge to be fixed by Seller at a reasonable amount. Seller shall have the right to increase the reoccurring service charge provided herein, upon written notice to Purchaser, at any time or times after the date service is operative under this Agreement. Purchaser agrees to notify Seller of any objections to such increase in writing within twenty (20) days after the date of the notice of increase, failing which it shall be conclusively presumed that Purchaser agreed to such increase. In the event Purchaser objects to such increase, Seller may elect to (i.) continue this Agreement under the terms and conditions in effect immediately prior to such increase, or (ii.) terminate the Agreement upon fifteen (15) days advance notice to Purchaser.

In addition to these charges addressed above, Purchaser agrees to pay, upon demand, (a) any false alarm assessments; federal, state and local taxes, fees or charges imposed by any governmental body or entity relating to the equipment or services provided under this Agreement; (b) any increase in charges to company or to Seller for the facilities needed to transmit signals under this Agreement; and (c) any service charge in the event Seller sends a representative to Purchaser's premises in response to a service call or alarm signals where Purchaser has not followed proper operating instructions, failed to close or properly secure a window, door or other protected point, or improperly adjusted CCTV camera, monitors or accessory components.

11. **NOTICE TO PURCHASER** - Under the Mechanic's Lien Law, any person who helps to improve your property and is not paid has the right to enforce his claim against your property. Under law, you may protect yourself against such claims either by filing with the Court a "No Lien Agreement" or a payment bond depending upon the law of the state where your property is located.

(a) **BUYER'S RIGHT TO CANCEL** this Agreement. Buyer may cancel this Agreement or purchase by mailing a written notice to the Seller postmarked not later than midnight of the third business day after the date this Agreement was signed. Buyer may use the face of this Agreement as that notice by writing "I hereby cancel" by Buyer signature and by adding your name, address and new signature thereon. The notice must be mailed to Seller at the office indicated in the Agreement and must be sent by either certified mail or registered mail.

12. **ENTIRE AGREEMENT** - This instrument constituted the entire Agreement between the parties hereto with respect to the transactions described herein and supercedes all previous negotiations, commitments (either written or spoken) and writing pertaining hereto.

This Agreement can only be changed by a written amendment signed by both parties or their duly authorized agent. No waiver or breach of any term or condition of this Agreement shall be construed to be a waiver of any succeeding breach.

If any of the terms or provisions of this Agreement shall be determined to be invalid or inoperative, all of the remaining terms and provisions shall remain in full force and effect.

This Agreement becomes binding upon Seller only when signed by a District Sales Manager of Atlantic Companies. In the event of non-approval, the sole liability of the Seller shall be to refund to Buyer the amount that has been paid to Seller upon execution of this Agreement.

13. **LITIGATION** - The laws of the State of Florida shall govern the terms of this Agreement and the parties agree to submit to the jurisdiction of the State of Florida. Venue for resolution of any disputes arising under this Agreement, including litigation, regardless of place of payment, shall be in a forum or court, as required, of competent jurisdiction in Duval County, Florida, and the undersigned waives any venue rights he may possess and agrees that he shall not contest that Duval County, Florida, is a convenient forum.

14. **CHANGES AND ASSIGNMENT** - Purchaser acknowledges that the sale or transfer of the Premise by the Purchaser to a third party does not relieve Purchaser of his obligations under this Agreement. Purchaser may not assign this Agreement unless Purchaser obtains prior written consent from Seller. Seller may assign this Agreement or subcontract the work to be performed without notice to Purchaser or Purchaser's consent.

15. **THIRD PARTY INDEMNIFICATION** - In the event any person, not a party to this Agreement, shall make any claim of file any lawsuit against Seller for any reason relating to our duties and obligations pursuant to this Agreement, including but not limited to the design, maintenance, operation, or non-operation of the alarm-system, Purchaser agrees to indemnify, defend and hold Seller, its dealers, agents, installers, their successors and assigns harmless from any and all claims and lawsuits, including the payment of all damages, expenses, costs and attorneys' fees, whether these claims be based upon alleged intentional conduct, active or passive negligence, express or implied contract or warranty, contribution or indemnification, or strict or product liability on the part of Seller, its dealers, installers, agents, servants, assign or employees. This Agreement by Purchaser to indemnify Seller against third party claims as herein above set forth shall not apply to losses, damages, expenses and liability resulting in injury or death to third persons or injury to property of third persons, which losses, damages, expenses and liability occur solely while an employee of Seller is on Purchaser's Premises in accordance with this Agreement and which losses, damages and liability are solely and directly caused by the act or omissions of that employee.

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

**Capital Reserve Fund (034C)**

**Check Request**

Date	Amount	Authorized By
March 28, 2022	\$5,065.22	Oksana Kuzmuk

Payable to:

#28 Middle Village CDD - Rec Fund
-----------------------------------

Date Check Needed:

Budget Category:

ASAP	034.600.20700.10000
------	---------------------

Intended Use of Funds Requested:

Reimbursement for Dec Repair & Replacements \$3630.00
Reverse for Incorrect Balance Reimbursement \$1435.22
<i>(Attach supporting documentation for request.)</i>

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

Invoice #: 1931A

Invoice Date: 3/21/22

Due Date: 3/21/22

Case:

P.O. Number:

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

RECEIVED MAR 25 2022

Description	Hours/Qty	Rate	Amount
Facility Maintenance February 1 - February 28, 2022		21,146.84	21,146.84
Maintenance Supplies		5,927.75	5,927.75
Facility Maint. Gen <sup>9c</sup> \$5,625 <sup>00</sup> 2.33.572.6200			
Facility Maint. Cont. \$505 <sup>00</sup> 2.33.572.6220			
Lighting Repairs \$832 <sup>00</sup> 2.33.572.4663			
Common Area Maint. \$5,362 <sup>38</sup> 2.320.572.4650			
*Repairs / Replace \$9,389 <sup>59</sup> 34.538.64000 34.600.538.64000			
Tennis Ct. Maint. \$1,782 <sup>00</sup> 2.33.572.3440			
*Capital Reserve \$3,530 <sup>00</sup> 34.600.538.64000			
Special Events \$48,62 2.330.572.49400			
<b>Total</b>			<b>\$27,074.59</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$27,074.59</b>

3/25/22



**MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF FEBRUARY 2022**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
2/1/22	8	T.C.	Worked on gazebo project, picked up supplies
2/1/22	6	G.S.	Removed debris from all common areas
2/1/22	8	A.B.	Worked on gazebo project
2/1/22	8	L.C.	Worked on gazebo project
2/1/22	4.5	J.S.	Additional court maintenance
2/2/22	8	T.C.	Worked on gazebo project, picked up supplies
2/2/22	4.5	G.S.	Removed debris from all common areas
2/2/22	8	A.B.	Worked on gazebo project
2/2/22	8	L.C.	Worked on gazebo project
2/2/22	8	S.A.	Installed new joists and decking on lake gazebo
2/2/22	2.5	J.S.	Additional court maintenance
2/3/22	4	T.C.	Worked on gazebo project
2/3/22	2.5	G.S.	Removed debris from all common areas
2/3/22	8	A.B.	Worked on gazebo project
2/3/22	8	L.C.	Worked on gazebo project
2/3/22	4.5	J.S.	Additional court maintenance
2/4/22	8	T.C.	Worked on gazebo project, picked up supplies
2/4/22	8	A.B.	Worked on gazebo project
2/4/22	8	L.C.	Worked on gazebo project
2/4/22	8	S.A.	Removed old decking from lake gazebo and installed new joist
2/4/22	2.5	J.S.	Additional court maintenance
2/7/22	8	T.C.	Worked on gazebo project
2/7/22	2	G.S.	Removed debris from all common areas, picked up supplies
2/7/22	8	A.B.	Worked on gazebo project
2/7/22	8	L.C.	Worked on gazebo project
2/7/22	8	S.A.	Installed new decking and removed old from lake gazebo
2/7/22	2.5	J.S.	Additional court maintenance
2/8/22	8	T.C.	Set up CDD meeting, cleaned and organized shop, cleaned and filled fountain in breezeway, picked up supplies
2/8/22	4.5	G.S.	Removed debris from all common areas, removed deceased animal in park
2/8/22	4	A.B.	Organized shop, set up for meeting
2/8/22	8	L.C.	Worked on gazebo project
2/8/22	7.5	S.A.	Set up meeting in grand banquet room, cleaned shop, organized scrap wood pile
2/8/22	4.5	J.S.	Additional court maintenance
2/9/22	6.5	T.C.	Worked on gazebo project
2/9/22	4.5	G.S.	Removed debris from all common areas and lakes
2/9/22	8	A.B.	Worked on gazebo project
2/9/22	8	L.C.	Worked on gazebo project
2/9/22	8	S.A.	Hung new joists on lake gazebo, installed new decking on lake gazebo
2/9/22	2.5	J.S.	Additional court maintenance
2/10/22	8	T.C.	Worked on gazebo project, picked up supplies
2/10/22	4	G.S.	Removed debris from all common areas and ponds
2/10/22	8	L.C.	Worked on gazebo project
2/10/22	4.6	J.S.	Additional court maintenance
2/11/22	6	T.C.	Worked on gazebo project
2/11/22	8	A.B.	Worked on gazebo project
2/11/22	8	L.C.	Worked on gazebo project
2/11/22	7	S.A.	Worked on gazebo project
2/11/22	2.5	J.S.	Additional court maintenance
2/14/22	8	T.C.	Set up CDD meeting, worked on pavers, picked up supplies
2/14/22	2	G.S.	Removed debris from all common areas
2/14/22	8	A.B.	Fixed pavers on adult pool deck
2/14/22	8	L.C.	Worked on pavers on pool deck
2/14/22	7	S.A.	Measure gazebo for rails, work on pavers at adult pool
2/14/22	2.5	J.S.	Additional court maintenance
2/15/22	8	T.C.	Worked on pavers, picked up supplies
2/15/22	6.5	G.S.	Removed debris from all common areas and ponds
2/15/22	8	A.B.	Fix pavers at adult pool, worked on gazebo project

MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF FEBRUARY 2022

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
2/15/22	8	L.C.	Worked on pavers on pool deck
2/15/22	4.5	J.S.	Additional court maintenance
2/16/22	8	T.C.	Worked on gazebo project, picked up supplies
2/16/22	3.5	G.S.	Removed debris from all common areas
2/16/22	8	A.B.	Worked on gazebo project
2/16/22	8	L.C.	Worked on pavers on pool deck
2/16/22	1	S.A.	Cleaned trash out of shop
2/16/22	2.5	J.S.	Additional court maintenance
2/17/22	8	T.C.	Worked on gazebo project
2/17/22	4.5	G.S.	Removed debris from all common areas and ponds
2/17/22	8	A.B.	Worked on gazebo project
2/17/22	8	L.C.	Worked on pavers on pool deck
2/17/22	4.5	J.S.	Additional court maintenance
2/18/22	8	T.C.	Worked on gazebo project, picked up supplies
2/18/22	8	A.B.	Worked on gazebo project
2/18/22	6	L.C.	Worked on gazebo project
2/18/22	8	S.A.	Worked on gazebo project
2/18/22	2.5	J.S.	Additional court maintenance
2/21/22	8	T.C.	Worked on pavers on pool deck
2/21/22	2	G.S.	Removed debris from all common areas, maintenance work on golf cart
2/21/22	8	L.C.	Worked on pavers on pool deck
2/21/22	2.5	J.S.	Additional court maintenance
2/22/22	6	T.C.	Worked on pavers on pool deck
2/22/22	6	G.S.	Removed debris from all common areas and ponds, picked up supplies, treated fire ant mounds in common areas
2/22/22	8	A.B.	Worked on gazebo project
2/22/22	8	L.C.	Worked on pavers on pool deck
2/22/22	4.5	J.S.	Additional court maintenance
2/23/22	2	T.C.	Maintenance on grand banquet room
2/23/22	3.5	G.S.	Removed debris from all common areas and ponds, cleaned shop
2/23/22	8	L.C.	Pressure washed patio
2/23/22	8	S.A.	Worked on gazebo project, picked up supplies
2/23/22	2.5	J.S.	Additional court maintenance
2/24/22	4	G.S.	Removed debris from all common areas, maintenance work on golf cart
2/24/22	8	L.C.	Pressure washed patio
2/24/22	4.5	J.S.	Additional court maintenance
2/25/22	8	S.A.	Worked on gazebo project
2/25/22	2.5	J.S.	Additional court maintenance
2/28/22	8	T.C.	Pressure washed pool furniture and covers
2/28/22	3.5	G.S.	Removed debris from all common area, treated fire ant mounds in parks
2/28/22	8	L.C.	Pressure washed pool covers
2/28/22	7	S.A.	Assisted cleaning pool covers, tested pressure washer, picked up supplies, reinstalled two toilet paper holders
2/28/22	2.5	J.S.	Additional court maintenance

TOTAL 601.5

MILES 212

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

# **MAINTENANCE BILLABLE PURCHASES**

Period Ending 03/03/22

DISTRICT	DATE	SUPPLIES	PRICE	EMPLOYEE
MV				
MIDDLE VILLAGE				
OAKLEAF	2/1/22	Crown Trophy Medals & Plates for 2022 Polar Plunge	48.62	J.S.
	2/3/22	2018 EZGO Golf Cart Rear Seal and Headlights Installed	3125.00	J.S.
	2/7/22	Nfty Nabby	22.97	G.S.
	2/7/22	Ant Killer (5)	71.70	G.S.
	2/7/22	Ant & Roach Spray (2)	10.28	G.S.
	2/8/22	4x4-10 PT Lumber (2)	43.42	T.C.
	2/8/22	3/32" BA	1.71	T.C.
	2/8/22	8-1/2 Diablo Blade	6.31	T.C.
	2/8/22	WFO 40 14.4oz EZ Reach	6.74	T.C.
	2/8/22	Lube & Penetrant	2.68	T.C.
	2/8/22	60 Watt 4pk Bulbs	10.90	T.C.
	2/8/22	10x1.5" Screws (2)	31.65	T.C.
	2/8/22	Industrial Spray Bottles (2)	13.75	T.C.
	2/10/22	2018 & 2019 EZGO Golf Cart Repair	405.00	J.S.
	2/10/22	WFO 40	2.68	J.S.
	2/10/22	Deckmate 3" Screws	48.27	T.C.
	2/11/22	24" Safety Tape	7.34	J.S.
	2/11/22	Scotch Mounting Taper (2)	15.82	J.S.
	2/11/22	Gerber Knife	28.72	S.A.
	2/11/22	3/8" Drive 3/4" Deep Socket	4.67	S.A.
	2/11/22	1/2" Washer 50pk	21.01	S.A.
	2/11/22	Stainless All Thread (4)	42.32	S.A.
	2/11/22	1/2" Hex Nut 25pk	13.59	S.A.
	2/14/22	Power Base (8)	36.62	T.C.
	2/14/22	Levelling Sand (2)	9.15	T.C.
	2/15/22	Rubber Mallet	17.22	T.C.
	2/15/22	Black Nitr Gloves 20pk	8.33	T.C.
	2/15/22	60 Watt 4pk D/L	10.90	T.C.
	2/15/22	Pinesol Lemon Cleaner	11.18	T.C.
	2/15/22	Bleach	8.48	T.C.
	2/15/22	Glass Cleaner	9.16	T.C.
	2/16/22	Paver Base (10)	45.77	T.C.
	2/15/22	Sand 400lb	26.43	T.C.
	2/16/22	2x8-12 PT Lumber (10)	237.82	T.C.
	2/16/22	15A GFCI	21.30	T.C.
	2/16/22	Gray Cover	5.01	T.C.
	2/16/22	2x8-12 PT Lumber (10)	237.82	T.C.
	2/16/22	Deckmate 3" Screws 50	40.22	T.C.
	2/16/22	Cable Tie Straps 500pk	19.65	T.C.
	2/16/22	24" Dewalt Prybar	9.76	J.S.
	2/16/22	Diablo Cut Off Wheel	2.29	J.S.
	2/16/22	Diablo Steel Demon Cut Off Wheel	2.58	J.S.
	2/22/22	PVC Cap	1.28	T.C.
	2/22/22	PVC Solvent	4.27	T.C.
	2/22/22	Mason Chisel	7.64	T.C.
	2/22/22	Stainless Steel Screws #6 25pc	10.44	G.S.
	2/22/22	Stainless Steel Screws #10 25pc	6.88	G.S.
	2/22/22	WFO 40	7.44	G.S.
	2/22/22	Fire Ant Killer (9)	129.08	G.S.
	2/23/22	60 Watt Light Bulbs	10.90	S.A.
	2/23/22	Deckmate 3" Screws	48.27	S.A.
	2/23/22	Quarter Round 8x5	42.78	S.A.
	2/23/22	2"x2" Bakelite (16)	28.89	S.A.
	2/23/22	Husky Ratchet Straps	22.98	S.A.
	2/23/22	2"x8"x12' (5)	125.81	S.A.
	2/23/22	2"x2" Bolts (20)	36.11	S.A.
	2/24/22	3m Respirators Pack	9.16	J.S.
	2/28/22	2 Gallon Sprayer (2)	38.13	S.A.
	2/28/22	Hose Nozzles (2)	32.15	S.A.
	2/28/22	100' Hose	57.48	S.A.
	2/28/22	50' Hose	40.43	S.A.
	2/28/22	ZEP Degreaser	51.73	S.A.
	2/28/22	Mate Hose Mender	6.88	S.A.
	2/28/22	Hose Washers	2.00	S.A.
	2/28/22	Benzon 14.1 oz 1/2p Bottle	14.92	J.S.
	3/1/22	Welding High Temp Gloves	9.36	J.S.
	3/3/22	Concrete Gain	40.23	J.S.
	3/3/22	PVC Solvent	4.27	J.S.
	3/3/22	Concrete Primer/Sealer	22.99	J.S.
	3/3/22	Stainless Steel Screws #6 50pc	5.32	G.S.
	3/3/22	Stainless Steel Screws #8 50pc	7.28	G.S.
	3/3/22	Screws #8x1/2' (5)	7.38	G.S.
	3/3/22	Terry Towels 36pk	22.98	G.S.
	3/3/22	Fire Ant Killer (8)	114.72	G.S.
	3/3/22	4x3/8" Shedless Knot 3pk	5.85	T.C.
	3/3/22	Mop Refill	10.32	T.C.
	3/3/22	Black Nitr Gloves 20pk	8.33	T.C.
	3/3/22	Pelican Liners	2.52	T.C.
	3/3/22	9" Metal Roller Tray	2.04	T.C.
	3/3/22	9" Metal Roller Tray Liners 5pk	3.73	T.C.
	3/3/22	OAP Premium Wood Floor	6.60	T.C.
	3/3/22	Lemon Cleaner	7.45	T.C.
	3/3/22	Outdoor Cleaner	13.82	T.C.
	3/3/22	Angle Brush	8.75	T.C.
	3/3/22	4x3/8" Shedless Knot 3pk	6.23	T.C.
	3/4/22	Stanley Chisel Set	18.09	J.S.
	3/4/22	4.5" Diablo Grinder Disk	5.18	J.S.
	3/4/22	3M Respirator	60.60	S.A.
	3/4/22	Gerber Knife	28.72	S.A.
	3/4/22	8" Quarter Round (3)	25.87	S.A.

TOTAL \$5,927.15

## *FOURTH ORDER OF BUSINESS*

**MEMORANDUM**

TO: Board of Supervisors ("Board")  
Middle Village Community Development District ("District")

FROM: Michael C. Eckert

DATE: February 1, 2022

RE: Options for Use of Savings from Bond Refinancing

---

The Board recently refinanced the District's outstanding Series 2018-1 Bonds which resulted in annual debt service assessment savings in the approximate amounts of \$117.00 per single family unit and \$78.00 per multi-family unit. The commercial property within the District will also see a reduction. The total annual debt service savings for the District is estimated at \$242,000. The purpose of this memorandum is to outline the options a community development district typically considers when a bond refinancing results in lower debt service requirements.

**Option 1**

The Board can decide to increase the operations and maintenance assessments in Fiscal Year 2022-2023 ("O&M Assessments") by the exact amount of the decrease in debt service assessments. This is typically the approach taken when there is a need to fund: 1) new construction, 2) reconstruction of existing infrastructure, or 3) additional capital reserves. On a net basis, property owners would not see a change in their assessment levels from the current Fiscal Year 2021-2022 to Fiscal Year 2022-2023. However, a mailed notice would be required to be sent to every property owner within the District because technically the O&M Assessment is increasing. The net result of this approach would yield no change in the total assessment.

**Option 2**

The Board can decide to increase the O&M Assessments by only a portion of the decrease in debt service assessments. This is typically the approach taken when there is a need to fund: 1) new construction, 2) reconstruction of existing infrastructure, or 3) additional capital reserves, but less than the entire amount of the debt service savings is needed for these purposes. On a net basis, property owners would see a decrease in their assessment levels from the current Fiscal Year 2021-2022 to Fiscal Year 2022-2023. However, a mailed notice would still be required to be sent to every property owner within the District because technically the O&M Assessment is increasing. The net result of this approach would yield a decrease in the total assessment.

## Option 3

The Board can decide not to make adjustments to the O&M Assessments as a result of the lowered debt service assessments. The result is that each single-family unit will pay approximately \$117.00 less in total assessments and each multi-family unit will pay approximately \$78.00 less in total assessments for Fiscal Year 2022-2023 compared to Fiscal Year 2021-2022. No mailed notice would be required. The net result of this approach would yield a larger decrease in the total annual per unit assessment than under Option 2.

## Conclusion

To make an informed business decision, management should provide information to the Board regarding the adequacy of the District's capital reserves and whether there is a need to fund construction or reconstruction projects. Ultimately, the selection of which option is a business decision for the Board.

## *FIFTH ORDER OF BUSINESS*

## **RESOLUTION 2022-10**

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT CONFIRMING THE DISTRICT'S USE OF THE CLAY COUNTY SUPERVISOR OF ELECTIONS TO CONDUCT THE DISTRICT'S ELECTION OF SUPERVISORS IN CONJUNCTION WITH THE GENERAL ELECTION**

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

**WHEREAS**, the District is run by a Board of Supervisors consisting of five members;

**WHEREAS**, the Board of Supervisors of Middle Village Community Development District (hereinafter the "Board") previously implemented section 190.006(3)(a)2.c., Florida Statutes, and has used the Clay County Supervisor of Elections (the "Supervisor") to conduct the District's previous supervisor elections in conjunction with the General Election;

**WHEREAS**, the Supervisor has requested the District adopt a resolution confirming the District's use of the Supervisor for the purpose of conducting the District's future supervisor elections in conjunction with the General Election; and

**WHEREAS**, the District desires to continue to use the Supervisor for the purpose of conducting the District's supervisor elections in conjunction with the General Election.

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

Section 1. The Board is currently made up of the following individuals:

Michael J. Steiner – 785 Oakleaf Plantation Parkway, Unit 1123, Orange Park, FL 32065;  
Timothy Hartigan – 3855 Aubrey Lane, Orange Park, FL 32065;  
Jeremy Spellman – 3942 Leatherwood Drive, Orange Park, FL 32065;  
Jonel Hicks – 605 Chestwood Chase Drive, Orange Park, FL 32065;  
Jason Mifsud – 3140 Tower Oaks Drive, Orange Park, FL 32065;

Section 2. The term of office for each member of the Board is as follows:

<u>Supervisor &amp; Seat</u>	<u>Term (Including Expiration Date)</u>
Jeremy Spellman – Seat 1	10/2021 – 11/2022
Michael J. Steiner – Seat 2	11/2020 – 11/2024
Timothy Hartigan – Seat 3	02/2020 – 11/2022
Jason Mifsud – Seat 4	11/2021 – 11/2024
Jonel Hicks – Seat 5	02/2022 – 11/2022

Section 3. Seats 1, 3 and 5 are scheduled for the General Election in November 2022.



Section 4. Members of the Board may receive \$200 per meeting for their attendance but no Board member shall receive more than \$4,800 per year.

Section 5. The term of office for the individuals elected to the Board in the November 2022 General Election is four years.

Section 6. The newly elected supervisors assume office on the second Tuesday following their election.

Section 7. The District hereby instructs the Supervisor to conduct the District's General Elections. Pursuant to section 100.011(4)(a), Florida Statutes, the District understands that it will be responsible to pay for its proportionate share of the general election cost and agrees to pay the same within a reasonable time after receipt of an invoice from the Supervisor.

**PASSED AND ADOPTED THIS 11TH DAY OF APRIL, 2022.**

**MIDDLE VILLAGE COMMUNITY  
DEVELOPMENT DISTRICT**

---

**CHAIRMAN/VICE CHAIRMAN**

**ATTEST:**

---

**SECRETARY/ASSISTANT SECRETARY**

## *SIXTH ORDER OF BUSINESS*

*A.*

**MEMORANDUM**

TO: District Manager

FROM: Michael C. Eckert

DATE: March 29, 2022

RE: Best Practices for Responding to Public Records Requests

---

Over the past few months, we have seen an uptick in public records requests. While public records requests can be frustrating for all parties for a variety of reasons, it is important for a community development district to follow the law and to implement best practices. This will help the public receive the information they are seeking in a consistent and timely manner, while at the same time providing protection for the District should litigation over a public records request arise. Please keep in mind that the law regarding public records requests continues to evolve. In addition, this memorandum is not comprehensive and additional issues will invariably arise which will require further analysis. If at any time you have questions, please contact our office for guidance.

A few reminders on public records are in order.

1. A public records request does not have to be in writing.
2. A public records request does not have to be signed.
3. A public records request does not have to provide the name of the person requesting the records.
4. You cannot require the requestor to show identification.
5. You should not ask the requestor the purpose of the request, unless it is necessary to understand what records they are seeking.
6. You should not respond to a public records request by referring a person to a website in lieu of providing the requested record.
7. There is no obligation for you or the District to create a new record in response to a request.
8. There is no obligation for you or the District to answer questions in response to a request.
9. Public records requests occasionally seek records that should not be, or are not permitted to be, produced under Florida law. If you have any question regarding whether a document requested is “*exempt*” or “*exempt and confidential*” under Florida law, seek legal guidance from our office before production.

Based on current Florida law, below are some best practices that we encourage your office to implement and follow.

## **Initiation of Process**

A public records request is received by a supervisor, a member of district staff, a district employee, or a contractor to the district.

## **Step One (all supervisors, staff, district employees and contractors)**

Immediately send or communicate the request to the District Secretary or their designee for a coordinated and consistent response.

## **Step Two (District Secretary or their designee)**

Acknowledge in writing that the request has been received. This step should be completed without delay.

*Example:     The District is in receipt of your public records request dated \_\_\_\_\_ . Your request will be processed in accordance with the District's Rules and Policies and Florida law.*

## **Step Three (District Secretary or their designee)**

Determine whether the request is seeking paper copies or electronic records.

## **Step Four (District Secretary or their designee)**

Determine whether the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance. If the time to respond is in excess of 15 minutes, it is presumed to require extensive use of information technology resources or extensive clerical or supervisory assistance.

## **Step Five (District Secretary or their designee)**

If the nature or volume of records requested does not require extensive use of information technology resources or extensive clerical or supervisory assistance, contact each District staff member or Board member who may have responsive records and assemble the requested records and move to step 6A.

If the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance, do not assemble the records at this time and move to step 6B.

## **Step 6A (District Secretary or their designee)**

Review the assembled records to determine if there is any information that is included in the records that is exempt, or confidential and exempt, under Florida public records laws. If the records are clearly not exempt, or confidential and exempt, under Florida public records laws, provide the records to the requestor. If there is a question as to whether the records contain

information that is exempt, or confidential and exempt, under Florida public records laws, please forward the request and responsive records to District Counsel for review. After you hear back from District Counsel as to what records may be produced, produce the records. If any documents requested are not to be produced because they are exempt, or confidential and exempt, District Counsel will provide you with something in writing to deliver to the requestor which references the specific statutory basis for the withholding of the records. If paper records are requested, you should collect the copy charges from the requestor before providing the records. The amounts you can charge for copies and certified copies is set forth on Exhibit A hereto. Please ensure that you maintain a record of the date, time and manner in which you produced the records. *This is the final step when the request does not involve extensive use of information technology resources or extensive clerical or supervisory assistance.*

## **Step 6B (District Secretary or their designee)**

When the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance, you will need to estimate the special service fee that will be charged to process the request. You will also need to estimate the amount to be charged for paper copies, if requested. Understand that the special service charge is applicable to staff time spent responding to the request. Each staff member should be requested to provide their hourly rate for a special service fee (as calculated above) and an estimate of the time necessary for them to respond to the request. Board members should not charge for their time responding to public records requests. The special service charge must be based on the hourly wage (and benefits) of the person or persons responding to the request. In addition, the rate to be charged should be the rate for the person with the lowest hourly wage (and benefits) that is competent to respond to the request.

**Example:** If a recording secretary is paid \$40,000 a year and his or her benefits are valued at \$10,000 per year, works 50 weeks a year at 40 hours per week, that is a total of 2000 hours. \$50,000 total compensation and benefits divided by 2000 hours equals a special service charge of \$25 per hour.

## **Step 7 (District Secretary or their designee)**

After you have spoken with all staff members who may have responsive records and determined the estimated special service fee, contact the requestor in writing to inform the requestor of the estimate and request payment before the response is compiled. This is a very important step in the process to complete with accuracy and consistency.

**Example:** Dear [Requestor]:

Below you will find the special service charge estimate for production of the records you have requested. A special service charge is necessary due to the fact that the nature and volume of the records requested will require extensive clerical and supervisory assistance to fully respond to the requests. [Responsive records could include notes, correspondence, emails,

meeting minutes, audio meeting recordings, agreements, drafts, reports, etc. over approximately the past \_\_\_\_\_ years.]

The estimate below assumes you want copies emailed to you and not paper copies. If you are requesting paper copies, there will be an additional duplication charge. Please clarify if you want paper copies.

Estimated Special Service Charge:

*District Administrative*

\$\_\_\_\_\_ (estimated \_\_\_\_\_ hours @ \$\_\_\_\_\_ per hour)

*District Manager*

\$\_\_\_\_\_ (estimated \_\_\_\_\_ hours @ \$\_\_\_\_\_ per hour)

*District Engineer*

\$\_\_\_\_\_ (estimated \_\_\_\_\_ hours @ \$\_\_\_\_\_ per hour)

*Paralegal*

\$\_\_\_\_\_ (estimated \_\_\_\_\_ hours @ \$\_\_\_\_\_ per hour)

*Legal Counsel*

\$\_\_\_\_\_ (estimated \_\_\_\_\_ hours @ \$\_\_\_\_\_ per hour)

**Total Estimated Charge:** \$\_\_\_\_\_

A check for the estimated charge should be made payable to the \_\_\_\_\_ Community Development District and mailed to the following:

[INSERT DISTRICT MANAGER ADDRESS]

Upon receipt of your payment, we will begin the process of gathering the documents and reviewing applicable exemptions. If our estimate is higher than our actual expenses, we will refund the difference. If our actual costs are higher than our estimate, we will provide the additional charges to you and we will expect prompt payment.

Please confirm you want the documents sent by electronic mail to: \_\_\_\_\_.

[You have requested that your public records request be treated as continuing. Such is inconsistent with Florida law and the request will not

be treated by the District as continuing. See Florida Attorney General Informal Opinion to Worch, June 15, 1995.

[In relation to the transcripts of shade sessions held on \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_  
[DISTRICT MANAGER: INSERT SHADE SESSION MEETING DATES FOR THE LITIGATION], for separate and independent reasons, the records you requested are exempt and confidential under sections 286.011(8) and 119.07(1)(d) of the Florida Statutes. Such records remain exempt and confidential until the conclusion of the litigation or adversarial administrative proceedings, meaning a suit has been dismissed with prejudice or the statute of limitations has run. This position is based on Florida Attorney General Opinion 94-33. Therefore, these transcripts are not being produced.]

For questions, please contact \_\_\_\_\_ @  
\_\_\_\_\_. (\_\_\_\_\_) - \_\_\_\_\_

## **Step 8 (District Secretary or their designee)**

Collect the special service charge estimate.

## **Step 9 (District Secretary or their designee)**

Compile the requested records from all District staff and board members. Inform all staff members to keep track of their time spent responding to the request in tenth or quarter hour increments.

## **Step 10 (District Secretary or their designee)**

Review the assembled records to determine if there is any information that is included in the records that is exempt, or confidential and exempt, under Florida public records laws. If the records are clearly not exempt, or confidential and exempt, under Florida public records laws, provide the records to the requestor. If there is a question as to whether the records contain information that is exempt, or confidential and exempt, under Florida public records laws, please forward the request and responsive records to District Counsel for review.

## **Step 11 (District Secretary or their designee)**

After you hear back from District Counsel, compare the amount of the estimated special service charge to the amount of time actually expended responding to the request. If the estimated special service charge proves to be too high, provide a refund to the requestor. If the estimated special service charge proves to be too low, contact the requestor and seek the balance of the special service charge due. If the person refuses to pay, contact District Counsel for further instructions prior to producing the records.



**Step 12 (District Secretary or their designee)**

Produce the records. Please ensure that you maintain a record of the date, time and manner in which you produced the records.

## Exhibit A

### **Excerpt from Rule of Procedure 1.2(2) (Most recent Kutak Rock version)**

- (2) Public Records. District public records include all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received in connection with the transaction of official business of the District. All District public records not otherwise restricted by law may be copied or inspected at the District Manager's office during regular business hours. Certain District records can also be inspected and copied at the District's local records office during regular business hours. All written public records requests shall be directed to the Secretary who by these rules is appointed as the District's records custodian. Regardless of the form of the request, any Board member or staff member who receives a public records request shall immediately forward or communicate such request to the Secretary for coordination of a prompt response. The Secretary, after consulting with District Counsel as to the applicability of any exceptions under the public records laws, shall be responsible for responding to the public records request. At no time can the District be required to create records or summaries of records, or prepare opinions regarding District policies, in response to a public records request.
- (3) Service Contracts. Any contract for services, regardless of cost, shall include provisions required by law that require the contractor to comply with public records laws. The District Manager shall be responsible for initially enforcing all contract provisions related to a contractor's duty to comply with public records laws.
- (4) Fees; Copies. Copies of public records shall be made available to the requesting person at a charge of \$0.15 per page for one-sided copies and \$0.20 per page for two-sided copies if not more than 8 ½ by 14 inches. For copies of public records in excess of the sizes listed in this section and for outside duplication services, the charge shall be equal to the actual cost of reproduction. Certified copies of public records shall be made available at a charge of one dollar (\$1.00) per page. If the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance, the District may charge, in addition to the duplication charge, a special service charge that is based on the cost the District incurs to produce the records requested. This charge may include, but is not limited to, the cost of information technology resource, employee labor, and fees charged to the District by consultants employed in fulfilling the request. In cases where the special service charge is based in whole or in part on the costs incurred by the District due to employee labor, consultant fees, or other forms of labor, those portions of the charge shall be calculated based on the lowest labor cost of the individual(s) who is/are qualified to perform the labor, taking into account the nature or volume of the public records to be inspected or copied. The charge may include the labor

costs of supervisory and/or clerical staff whose assistance is required to complete the records request, in accordance with Florida law. For purposes of this Rule, the word “extensive” shall mean that it will take more than 15 minutes to locate, review for confidential information, copy and re-file the requested material. In cases where extensive personnel time is determined by the District to be necessary to safeguard original records being inspected, the special service charge provided for in this section shall apply. If the total fees, including but not limited to special service charges, are anticipated to exceed twenty-five dollars (\$25.00), then, prior to commencing work on the request, the District will inform the person making the public records request of the estimated cost, with the understanding that the final cost may vary from that estimate. If the person making the public records request decides to proceed with the request, payment of the estimated cost is required in advance. Should the person fail to pay the estimate, the District is under no duty to produce the requested records. After the request has been fulfilled, additional payments or credits may be due. The District is under no duty to produce records in response to future records requests if the person making the request owes the District for past unpaid duplication charges, special service charges, or other required payments or credits.

- (5) Records Retention. The Secretary of the District shall be responsible for retaining the District’s records in accordance with applicable Florida law.
- (6) Policies. The Board may adopt policies related to the conduct of its business and the provision of services either by resolution or motion.

*D.*

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

845 Plantation Oaks Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

**Memorandum**

**Date:** April 2022  
**To:** Board of Supervisors  
**From:** GMS – OakLeaf Operations Manager

**Community:**

**Special Events**

- Spring break report- report
- Movies w/ food trucks, Vendor fair (Easter) at DB
- Upcoming: Virtual Egg Hunt (course at DB) , Community Yard Sale

**Aquatics**

- Pools open weekends, alternating schedules in May
- Lap pool is no longer heated, operations of check in will change due to fencing project

**Amenity Usage**

- *Total Facilities Usage – 3318*
- *Average daily usage –107*

*Card counts:*

MV Owners	46
MV Renters	53
MV Replacements	6
MV Updated	10

*Total cards printed: 241 (both districts)*

**Rentals**

- of 31 days rented in March , of weekends rented
- Grand Ballroom rentals, Grand Lawn rental, Bridal Suite rentals, patio rentals
- tours ( approx. hours)/ hours used for scheduling, administrative, etc.

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

845 Plantation Oaks Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

**Memorandum**

**Operations: Open Items**

- Fencing update and planning
- Coordination of capitol studies w / supervisor future requests
- Send out inquiry emails and coordination with vendors for budget planning
- Speak with Resident/Food truck owner concerning rules and coordination of Food trucks in Oakleaf

**MAINTENANCE**

- Install of new filter grids at Slide pool pack
- Clean and prep pool decks for Spring Break
- Clear pool house and prep for summer season
- Coordination for pool repairs- tiles and beam/coping work, light replacements at lap pool
- Install of new filter grids at Spray ground pool pack
- Touch up painting on decorative street poles in neighborhood (ongoing)
- Remove, re-mortar and re-grout of multiple sandstone veneers at Clock tower
- Pressure wash slide to prep for epoxy painting
- Painting of slide exterior, inspection of fiberglass body and supports
- Coordination and prepping of slats for replacement at Pool Deck Gazebo
- Reset clocks throughout due to time and light changes
- Pressure wash pool deck gazebo, and building rooftops at pool decks
- Bee removal at pool deck gazebo
- Repair of trim work around columns housing large bee hive
- Install of new server for access system
- Install and upgrade of software for access system
- Inspect and diagnose issues with guest card access on system
- Remove, and repair pavers at tree rings on pool deck
- Continued Gazebo renovation, decking and rails complete, in-depth painting and roof repair to be completed April
- Preventative maintenance performed on Fitness Center equipment
- Repair and reprogram of VFD for slide pool filter
- Repair lighting at Gazebo
- Quarterly sprinkler testing
- Preventative maintenance performed on fire, burglary alarm panels
- Removed old tarps at pool pack areas
- Re-bearing of old slide (20hp) motor for future use
- Prep and replacements of hanging baskets, and potted plants on pool decks
- Repair pickets on railings at Slide tower
- Evaluation of issue with new sprayground slide – coordinate purchase and install of safety mat
- Replace autofill float at Spray ground – damaged during install of grids (installed with larger piping and fiberglass protection).

**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**

**MAINTENANCE (continued...)**

- Finalization of Supervisor additions to district payroll system
- 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)
- Cut backing for new and replacement signs – ongoing
- 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 3/9. Forest Brook, Creekview, Oakpoint, and Timberlake completed 3/20.

**Landscaping**

- *Sod installs per contract*
- *Flower rotations completed*
- *Trees trimmed at Pool Decks*
- *Mulch updates at Amenity Centers and Pool Decks*
- *Monthly report for March 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)





**FOREST HAMMOCK UNIT TWO**  
PB 55 PG 10-41

**FOREST HAMMOCK**  
PB 54 PG 59 - 70

**MIDDLE VILLAGE CDD**

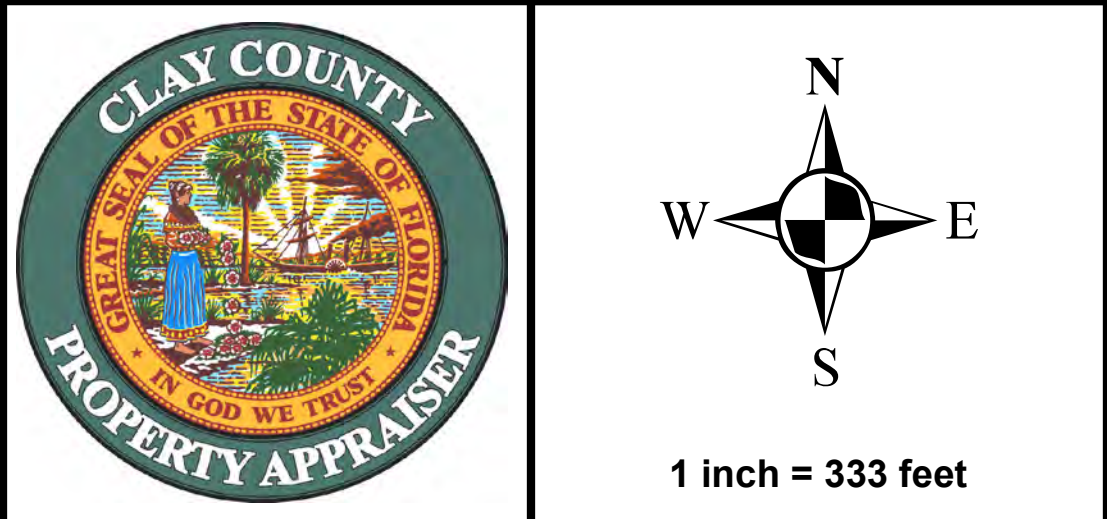
**THE PRESERVE AT OAKLEAF CONDOS**

**MIDDLE VILLAGE AMENITY CENTER**

**Legend:**

- Boundary
- Parcel Line Work
- 920000.00 Middle Village @ OLP
- 920001.00 COMM Middle Village
- 920002.00 EXMPT Middle Village
- 920373.01 Whitefield
- 920373.10 Briar Oak
- 920373.20 Cambridge
- 920373.25 Preserve
- 920373.30 Coventry
- 920374.00 Southwood Way
- 920374.01 Oakpoint
- 920374.05 Creekview
- 920374.10 Timberlake
- 920374.15 Forest Brooke
- 920374.20 Hamilton Glen
- 920374.25 Chestnut Ridge
- 920374.30 Jennings Pt
- 920375.00 Willowbrook

6



# Middle Village 2013 CDD Clay County, Florida

GENERATED BY THE GIS DEPARTMENT 05/02/2013

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

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