

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

***MAY 9, 2022***

## *AGENDA*

# **Middle Village Community Development District**

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

---

May 2, 2022

Board of Supervisors  
Middle Village Community Development District

Dear Board Members:

The Middle Village Community Development District Audit Committee and Board of Supervisors Meetings are scheduled to be held **Monday, May 9, 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 meetings:

## **Audit Committee Meeting**

- I. Roll Call
- II. Review and Ranking of Audit Proposals
- III. Other Business
- IV. Adjournment

## **Board of Supervisors Meeting**

- I. Roll Call
- II. Audience Comments (limited to three minutes)
- III. Approval of Consent Agenda
  - A. Approval of the Minutes of the April 11, 2022 Meeting
  - B. Financial Statements
  - C. Assessment Receipts Schedule
  - D. Check Registers
- IV. Acceptance of the Audit Committee's Recommendation

- V. Discussion of Options for Use of Savings from Bond Refinancing
- VI. Other Business
- VII. Staff Reports
  - A. District Counsel
  - B. District Engineer
  - C. District Manager – Report on the Number of Registered Voters (4,873)
  - D. Operations Manager
    - 1. Memorandum
    - 2. VerdeGo Proposal for Replacement of River Birch Trees with Crepe Myrtles Along the Promenade
    - 3. VerdeGo Proposal for Fence Line Improvements
- VIII. Audience Comments (limited to three minutes) / Supervisor Requests
- IX. Next Scheduled Meetings – June 13, 2022 @ 2:00 p.m. at the Plantation Oaks Amenity Center
- X. Adjournment

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

Sincerely,

*Marílee Gíles*

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

Present and constituting a quorum were:

Michael Steiner	Chairman
Tim Hartigan	Vice Chairman
Jason Mifsud	Supervisor

Also present were:

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

Mr. Randolph, 333 Chestnut Ridge Way, stated I am President of the Chestnut Ridge HOA. I had a question about the Dollar General next to Publix. The area in front of Dollar General is a mess. There's trash out in front of it, it's not trimmed, and the flowers are not being replaced. I had a conversation with this gentleman downstairs and he's saying there's basically nothing we can require them to do about the property, but we would be willing to take over that whole strip from the road to our front gate and clean it up and make sure it's suitable. Right now, it's not. So, everything from the sidewalk in front of the Dollar General, the sidewalk on the side of Ladybird, and the area that you all take care of right now.

Mr. Soriano stated there are a couple of different areas right there and that's going to be the problem. We don't own anything right there. Years ago, that road coming into Chestnut Ridge was owned by Chestnut Ridge. Part of the new developer stepping in is he took just from

the gates inside and deeded that road back to the County. So, the County owns that road and we do not own anything out there like we do in other areas when it comes to the right of way. The right-hand side also belongs to a commercial HOA run by Sembler for Publix. The left-hand side would have their own areas. I can find out if Dollar General falls under Sembler's management or not. That would make sense to me. The sides we do not have any control over. The middle area, we decided years ago we were going to take over some of that. Those first two islands we cut, we put flowers in the very front, and we do pay for the water going all the way up to their gate, even though we don't own any of that. We had a couple of long discussions about that because we were basically given this by default. The County is never going to go out there and cut those islands. They don't have a requirement or anything like that. They have offered to take care of that, but we can't say anything about the right of way. The middle islands are really up to you guys. We may have to put some kind of agreement in place. It's owned by the County, we're just maintaining it right now.

Mr. Eckert asked do you know if we're maintaining it pursuant to an agreement with the County?

Mr. Soriano responded no. Because originally, that developer maintained everything. We only took care of the front with the flowers and the sign.

Mr. Eckert stated if you are looking for the District to give you authority to do something, we don't have the authority from the County. It may just be something that you need to talk to the County directly about such as an enhanced right of way maintenance agreement. That is something we do from time to time because if it's not a CDD road and we've not been delegated that authority by the County to maintain that, then I don't know what authority we could give you here today based on what you're asking.

Mr. Randolph asked what would be the penalty if we cut in front of Dollar General?

Mr. Eckert responded I have no idea.

Mr. Randolph stated it's a mess and I have residents that want to volunteer to pick up the trash from the sidewalk to the road because it's an eyesore right now.

Mr. Soriano stated if you send me an email, I will try to find out if they have a commercial HOA for that or Ladybird. There are two other properties there that eventually will get developed, but I would think those have some kind of commercial HOA there too. Whenever we

have problems with Publix, such as broken irrigation or something that is not ours, we would go to Sembler. I don't know about the other side.

Chairman Steiner asked wasn't that area next to Ladybird, Daily's?

Mr. Soriano responded the corner was supposed to be Daily's, so I don't know what is going on.

Chairman Steiner stated the last thing I heard was something about expanding that to make it a parking lot, but both of those cases were out of our hands. I don't know whether the plans for that lot have changed now that they have that other service station going in.

Mr. Randolph asked if I allocate my landscapers to cut that area and clean it up, would I be infringing on anything?

Mr. Soriano responded we can't give you permission for something that we don't own.

Chairman Steiner stated I think we can go ahead and say we won't come after you, because we don't have any control over it. The actual person that has control over it could come after you.

Mr. Soriano stated you have a pond back in Oak Point stretching between Oak Point and Chestnut Ridge. There is a gentleman that moved in last year that likes to walk around the pond. He called the HOA two weeks ago and asked about cutting that pond so there's a nice walkway back there. So, the HOA told him that it's not theirs, the people that take care of it don't cut back there on the preserve side and he asked about cleaning it up, so their answer to him was, we're not going to say anything to you if it's not ours. So, he took that as, I'm going to go ahead and clean it. The neighbors called me and said he's got a big clearing machine out there, and sure enough, he's half a mile down that pond towards Chestnut Ridge and he's got trees and everything on this big 48" zero turn and swiping out everything and really thought that he was okay. I'm going to have a discussion with the HOA about that. The communication was not the best, but they did the same thing. They said, we're not telling you that you can or can't, it's not ours. So, just a warning, we can't give you any type of permission here because it's not our property. My suggestion would be to go talk to Dollar General and find out if they have some kind of HOA, and then we can talk to the County. There are rules and regulations from code enforcement that say businesses have to have a certain standard. The County may say that it's fine enough for them, but we most certainly can't give you any kind of okay to go ahead and clean up that area.

Mr. Randolph stated I'm sure they won't mind us picking up trash.

Mr. Soriano stated I can't imagine them getting mad, but once again, it's not our property.

Mr. Randolph stated like I said earlier, we were willing to take over that whole area there.

Mr. Soriano stated where the medians are, we do take care of that right now just cutting the grass. It's a County median, but the County won't cut those either so I don't know if we want to hand that over to you guys. A lot of the multi-family communities do their own flowers in the front and things like that. We've just always done it because back when it was owned by Chestnut Ridge, that developer wasn't really doing it. It is our water that goes up and down to their gates.

Mr. Randolph asked so who has control of that?

Mr. Soriano responded we do. It would be thousands of dollars to get another meter put in, so I wouldn't suggest that. If you guys really wanted to make it your own, that is a costly way to do it.

Mr. Randolph stated I would say we would be willing to take that over. I would have to get board approval to make sure before I say anything final on that, but we also need information from you guys. My CAM said that she's trying to send fees to you guys, and they always come back.

Mr. Soriano stated the CDD fees are paid through the property taxes, so your CAM doesn't do that. She may be talking about your master association. That is not us. I can get you the contact information for them though.

### **THIRD ORDER OF BUSINESS**

### **Approval of Consent Agenda**

- A. Approval of the Minutes of the March 14, 2022 Board of Supervisors and Audit Committee Meeting**
- B. Financial Statements**
- C. Assessment Receipt Schedule**
- D. Check Register**

Ms. Giles stated included in your package are the minutes of the Board of Supervisors and Audit Committee meetings, the financial statements as of February 28<sup>th</sup>, your assessment receipts schedule showing you are 97% collected, and the check register totaling \$356,103.32.

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

**FOURTH ORDER OF BUSINESS****Discussion of Options for Use of Savings  
from Bond Financing**

Ms. Giles stated the memorandum is in the packet for you if you want to look over the options. This is just a continued discussion from last month before we look to the Board for guidance for the budget.

Chairman Steiner asked do we need a motion?

Ms. Giles responded no, it's just an opportunity to have a continued discussion.

Chairman Steiner stated I know we were waiting on our reserve study, and I think Jay has some information on that he may be able to provide. If a decision isn't needed at this meeting, we can at least correct that information.

Mr. Soriano stated I don't have any numbers for you because he's not done with the report. We just did our walk-through about a week ago, so he does have a lot of information to collect and put into his database. He was quite happy with the condition of everything. There's quite a bit of stuff that we have made last longer than what he planned for. We do sit pretty well as far as our funding right now. We were only expected to be at 47% and we're closer to 89%. The two things that are going to affect that ending number for him are the costs of goods and inflation. Over the last two years it's been way beyond anything he expected seven years ago, so he's going to adjust for that. The second thing is adding a lot of the amenity items that we've added. We've added a small building and we're adding a huge fence. Even if we were as high as 80% funded once all is said and done, that's great, but that still means we don't have unlimited funds. We have a lot of plans and things we would like to do. Add that to one other thing. I have one supervisor on the other board that asked me about staffing. Staffing is our biggest expense. About ten years ago we went through the practice of possibly raising assessments. This is the only time I've seen more than five or ten people in here. We sent out letters saying we were in the red by about \$250,000. We operated like that for a couple of years and our first fix was to get rid of the aquatics crew. The biggest problem with that is when you get rid of the lifeguards, you can no longer operate the slides. The aquatics is as high as landscaping. When we decided to take over all of the staffing, we were able to save thousands. The first year I think we were somewhere between \$30,000 to \$40,000 off the contract rate that we were paying. We did this at both districts, so we saved a lot of money. The problem with that is the plans that we made, we wanted to pay better to keep good staff year after year. The first year, our starting rate was

\$10. The minimum wage was around \$8.35. Our big problem with this five-year plan is it's an automatic \$1 increase every year, so if we want to keep this same plan of paying 15% to 18% more than the average for those positions, then you get up to the higher paid people such as the managers. When we get to that fifth year, you'll see people making \$18 an hour. That takes our staffing budget that sits at about \$170,000 a year right now, to \$240,000, so that is a big increase year over year. This is still going to be cheaper than going out to another company to do it for us because we pay a contract fee with somebody else taking on all of the liability, but it does add up. That is the biggest cost I'm looking at starting next year. You'll see this year we are about \$0.50 higher for lifeguards than surrounding pools. We add that to things like the capital reserve study, and that's where I worry about making sure we have enough in the budget. It's hard for me to pull \$20,000 more from another line without feeling like we're cutting that line too short. Every vendor has started hitting us with letters for increases. Lake Doctors for instance is going to be about \$1,000. That's not that much, but when I go to add \$1,000 on every line, or some lines like our Sheriff's Office, which is a 28% increase, that is going to add up to a big hit on that budget line.

Chairman Steiner asked is that plan working for us as far as are you retaining employees?

Mr. Soriano responded up until about a year ago I would say yes. In the last year or year and a half where we had everything shut down and open back up, as far as staffing and saying things like paying people a little more to retain them, staffing is just all over the place right now so I can't say it's helping us at this point. This year I have a lot of second year guards, which is good. We had a huge group of new guards last year. With the shutdown it seemed like everybody looked for a way to make more money. Some just never came back. I'm hoping to keep a lot of the guards into their third or fourth year, but things are different so it's not easy to say if we pay more, we don't have to worry about them going to Publix or Eagle Landing. We don't have to pay 15% to 20% more than minimum wage, that was just the plan we made five years ago.

Mr. Mifsud asked are there any concessions or anything like that? I don't think concessions ever picked up.

Mr. Soriano responded they didn't. We did that a couple of different ways. We've had two different companies come in and try to run it, one was the company that owned the aquatics since they were already out here, they thought that would work best. They couldn't make it work, so they asked not to continue on after that year. The last thing I tried, is quite a few years ago I



offered up a plan for our local charities and groups like the Boy Scouts to sign up for a weekend of running the concession stand. That became hard because they would struggle to get volunteers to run a full day and they might come out making \$50, so we didn't continue that the next year. I'd say the biggest reason concession have never been big is our policies. We allow people to bring in their own food and drink. Last year we limited the size of coolers, however we don't say they can't bring in a bunch of little ones. That takes away from a company trying to run a concession stand. When you look at places like Eagle Harbor, you can't bring anything more than a water bottle. They want you to buy your food and drink from them.

Just to remind you, I've only gotten two sets of wish lists. I still need ideas from supervisors to add into that capital study also.

#### **FIFTH ORDER OF BUSINESS**

#### **Consideration of Resolution 2022-10, 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**

Ms. Giles stated this is in compliance with Chapter 190 of the Florida Statutes and instructs the Supervisor of Elections office to run our election. The term of office for the individuals to be elected to the Board in the November election is for four years and those board members shall assume office the second Tuesday following the election. The seats up for election are Seat 1, Jeremy Spellman's seat, Seat 3, Tim Hartigan's seat, and Seat 5, Jonel Hicks's seat.

On MOTION by Chairman Steiner seconded by Vice Chairman Hartigan with all in favor Resolution 2022-10, confirming the District's use of the Clay County Supervisor of Elections to conduct the District's election of supervisors was approved.

#### **SIXTH ORDER OF BUSINESS**

#### **Staff Reports**

##### **A. District Counsel – Memo re: Best Practices for Public Records Requests**

Mr. Eckert stated we're starting to see a lot more potential public records cases and actual public records cases. There have been some developments up in Nassau County dealing with the County Attorney up there, so since we're subject to that law, I wanted to provide a reminder to the Board and management what the best practices are for when you get a public records request. The most important thing for the Board to remember is, if you receive a public records request, send it to Marilee and don't worry about it again until she contacts you. That is the way we can

have some consistency in how things are handled and also protect the District and make sure if it is a burdensome request, that we collect the fees that we are statutorily entitled to.

The Florida legislature passed a bill dealing with publication of meeting notices and that being allowed to be done on a County website. That bill would not go into effect until January of 2023, so it's not something we can really factor into our budget as a savings for our next fiscal year. If it all works out the way that it is designed, maybe we will save on our publication expense. We will keep you posted on what Clay County is going to do in relation to implementing that law providing that the Governor signs it.

**B. District Engineer**

Ms. Giles stated I will follow up with the District Engineer on the status of the stormwater needs analysis.

**C. District Manager**

Ms. Giles stated over the next couple of months, Jay and I will be looking for Board guidance regarding preparation of the Fiscal Year 2022/2023 budget. We will approve the budget on June 13<sup>th</sup>, and then we will adopt the budget on September 12<sup>th</sup>.

**D. Operations Manager – Memorandum**

Mr. Soriano stated we've had a lot of community-wide events since I saw you last. We finished out Spring Break. Everything worked out smoothly. We didn't have the greatest weather, but we did have a couple of days near the end that were warmer, and we had families come out and enjoy it. We use that time of year to make sure we educate families on the checking in process, rules, and things like that. Some families are new to the neighborhood and a lot of times they don't know the rules so at the beginning of the year we're a little more lenient and as time goes on, by the time we get to that Memorial Day weekend, some of those rules are expected to be fully enforced. So, right now if somebody were to come to the pool with basketball shorts on, we would explain why we have that rule in place and what we expect in the future. The heater is off on this pool. In May we start the alternating schedule back and forth with each set of pools and then we're open all weekend. Beginning Memorial Day weekend, we're open full blast. Our usage has evened out a little bit and is on the higher end. We're not seeing as much use out of

the fitness center because we have a commercial fitness center in Oakleaf now. Everything else is staying busy.

February is a little short, so once we get into March, we're busy. We do a lot on the pool deck and we're still finishing up projects with new projects starting, so that's where you'll see a couple of pages worth of maintenance items. Starting with the open items, as you were walking in you probably saw a fence going up. We are hoping this will be a week to two week project. I think they're a little hopeful in that, but they're flying. They started this morning around 9:30, I went through some staging items with them such as where supplies are going so it's protected and out of the way as they put things up and they've already quite a few panels out down there and I think it looks good. It's catching a lot of people's attention and they're asking questions. In the next few weeks, we will send out an email to the residents with notices of how this is going to work. For probably two months we will keep the gates open to get people used to the fact that it's there and what the rules are going to be. It's going to be a learning process for them, but also, it sounds like the fence company is going to be a lot faster than I am so getting some of the maglocks and things like that installed will take longer than two weeks.

There's one issue I wanted to relay to you guys on the food trucks. For the newer board members, for the longest time we kept food trucks out because it creates some issues. There was a group that came to your sister district that decided they really wanted food trucks and they proposed to control them for us, and we allowed it and gave them authority to control it. We told them what we expected in terms of health licenses, business licenses and certificates of insurance to make sure they can operate safely and insured to be on our property. It's the ones that don't like to listen to that group and show up on their own that are the problem. You'll see this whether they're sitting on the side of the road, or the parking lot by the clock tower. We've had more issues with that lately. You guys may see emails from me to some of these so you can see, but they are popping up everywhere on their own and fighting with the girl that is in charge. The letter tells all the trucks that they have to go through her for coordination. There's one night we do food trucks over here and one on the other side. She keeps track of everything, and she also helps to make sure their information is gathered and brought to the office so my office gets a copy, and we know which trucks are covered. We don't pay her, and she doesn't pay us. The biggest issue tends to be when the truck owners are Oakleaf residents and they think they can do whatever they want because they live here, so they won't listen to her. Unless anything has

changed on our end, that direction was still the same that we didn't want to get involved in picking the food trucks and setting up food truck nights, or anything like that. Some districts go that route where they handle everything, and some will actually make money off of it. We decided we just didn't want to be a part of that, and we allowed somebody else to handle it. The biggest thing was everything has to be safe and done properly, and they have to clean up. Most of those that don't like to follow those other rules, also don't like to clean up.

Unless there are any questions, that is it for my report. The updated packet included items behind my report that are reports that I get together every month from our other vendors. I wanted you guys to see a couple, such as the one from Lake Doctors for lake maintenance, and irrigation reports. They've always done these reports, you'll just see a bullet on my report saying March irrigation report is kept on file and lake report kept on file. I didn't want to load down your agenda package with all of the vendors, which ends up being another 100 pages onto my report, but I would like you guys to see it. It's nice because it's helps with issues such as when somebody tells me a lake hasn't been inspected and they have algae. I can go back to the report and see which day they were here. It doesn't mean they can spray more. You'll see on theirs noted when they can't spray because they have to wait 120 days or 60 days to spray again. I've also used this when I found out a pond wasn't being treated and didn't get treated for three months in a row, so I started pulling these reports and found out the only access we had, the neighbor had a trailer on there and he marked it down on the report that the easement was blocked. So, while one neighbor down at the other end of the pond is complaining of algae, they don't realize it's one of their own neighbors stopping them from getting in and doing their job. I keep these reports on record and they are public information. It's easy enough if you want me to put these in my report. With the agenda done this way we don't have to print off an extra 100 pages, but it's really up to you.

Chairman Steiner stated I would say the only time it needs to be in there would be if you're having an issue like what you were just talking about to back up what happened.

Mr. Soriano stated that was the plan. Unless you guys really want them in there, I'm going to keep them on file.

Mr. Mifsud asked the ones that are listed with VerdeGo, those are sprinkler zones?

Mr. Soriano responded yes. It has not just the zones, because there are multiple zones within one clock, but it goes through the roads at certain clocks, and then it will go through all

the zones, and it will mark out notes of things they've repaired and things like that. That's also helpful with those that seem to break all of the time.

Mr. Mifsud stated that's what I was going to ask. With the ones that are bad, is it just people messing with them?

Mr. Soriano responded sometimes it is. We have our areas where we know if they're up and they didn't go down properly, kids are going to walk by and kick them. There are certain areas that get high use such as Plantation Oaks right in front of the school, and the corner over here by this school. When we see certain areas, we can tell that it always has problems with sand so we will get sticking valves and things like that. It helps when I get residents complaining the landscapers aren't here and irrigation has been running and they don't ever come and check this, I can go back and check and say some of this stuff is brand new, but we will get to it. I can't go out every day and see the whole property.

## **SEVENTH ORDER OF BUSINESS**

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

There being none, the next item followed.

Vice Chairman Hartigan asked what are the hours of operations for S3 Security at the basketball court? I was at the basketball courts before the meeting and there was no security, and the gate was wide open.

Mr. Soriano stated we can talk after the meeting, and I can explain when they're here or not. I can't do that as part of a public meeting.

## **EIGHTH ORDER OF BUSINESS**

### **Next Scheduled Meetings**

Ms. Giles stated our next meetings are an Audit Committee Meeting and a regularly scheduled meeting on May 9<sup>th</sup> at 2:00 p.m. here at the Plantation Oaks Amenity Center.

Chairman Steiner asked is the Audit Committee meeting to evaluate proposals?

Ms. Giles responded we will rank the proposals.

Mr. Eckert stated you've already approved the criteria as the Audit Committee. They would have advertised so next we will receive proposals and evaluate.

## **NINTH 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

*B.*

# Middle Village

## Community Development District

Unaudited Financial Reporting  
March 31, 2022





**Middle Village**  
**Community Development District**  
**Combined Balance Sheet**  
March 31, 2022

**Governmental Fund Types**

	<b><u>General</u></b>	<b><u>Recreation</u></b>	<b><u>Capital Reserve</u></b>	<b><u>Debt Service</u></b>	<b><u>Totals (Memorandum Only)</u></b>
<b><u>Assets:</u></b>					
Cash	\$603,082	\$758,495	\$805,451	---	\$2,167,027
Investments:					
<b><u>Series 2022</u></b>					
Revenue	---	---	---	\$307,080	\$307,080
Reserve	---	---	---	\$154,135	\$154,135
Principal	---	---	---	\$888,030	\$888,030
Interest	---	---	---	\$206,938	\$206,938
COI	---	---	---	\$316,109	\$316,109
Prepayment	---	---	---	\$8,743	\$8,743
<b><u>Series 2018-2</u></b>					
Reserve	---	---	---	\$118,875	\$118,875
Prepayment	---	---	---	\$58,744	\$58,744
<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	\$244,605	---	\$702	---	\$245,307
<b><u>State Board</u></b>					
General Fund	\$92,124	---	---	---	\$92,124
Recreation Fund	---	\$60,800	---	---	\$60,800
Capital Reserve	---	---	\$529,428	---	\$529,428
Due From General Fund	---	\$710,679	---	---	\$710,679
Due From Debt Service	\$10,705	\$83,057	---	---	\$93,762
Due from Other	---	\$28,504	---	---	\$28,504
Electric Deposits	---	\$13,383	---	---	\$13,383
Prepaid Expenses	---	\$479	---	---	\$479
Assessment Receivable	\$3,045	\$22,485	---	\$29,060	\$54,591
<b>Total Assets</b>	<b><u>\$996,317</u></b>	<b><u>\$1,689,051</u></b>	<b><u>\$1,335,581</u></b>	<b><u>\$2,087,714</u></b>	<b><u>\$6,108,662</u></b>
<b><u>Liabilities:</u></b>					
Accounts Payable	\$17,002	\$22,280	\$10,860	---	\$50,142
Due to General Fund	---	---	---	\$10,705	\$10,705
Due to Rec Fund	\$710,679	---	---	\$83,057	\$793,736
<b><u>Fund Balances:</u></b>					
Unassigned	\$268,636	\$1,653,388	\$1,324,721	---	\$3,246,745
Nonspendable	---	\$13,383	---	---	\$13,383
Restricted for Debt Service	---	---	---	\$1,993,952	\$1,993,952
<b>Total Liabilities and Fund Equity</b>	<b><u>\$996,317</u></b>	<b><u>\$1,689,051</u></b>	<b><u>\$1,335,581</u></b>	<b><u>\$2,087,714</u></b>	<b><u>\$6,108,662</u></b>

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

Statement of Revenues & Expenditures  
For the Period ending March 31, 2022

Adopted Budget	Prorated Budget 3/31/22	Actual 3/31/22	Variance
-------------------	----------------------------	-------------------	----------

**Revenues:**

Assessments - Tax Roll	\$209,368	\$205,605	\$205,605	\$0
Assessments - Direct	\$6,319	\$6,319	\$12,536	\$6,217
Interest Income	\$350	\$175	\$143	(\$32)

**Total Revenues**

\$216,037	\$212,099	\$218,284	\$6,185
-----------	-----------	-----------	---------

**Expenditures:**

**Administrative**

Supervisors Fees	\$12,000	\$6,000	\$5,600	\$400
Travel	\$200	\$100	\$0	\$100
FICA Expense	\$918	\$459	\$439	\$20
Engineering	\$10,500	\$5,250	\$195	\$5,055
Trustee	\$15,100	\$15,100	\$15,000	\$100
Dissemination Agent	\$3,500	\$1,750	\$1,767	(\$17)
Assessment Roll	\$7,550	\$7,550	\$7,550	\$0
Attorney	\$45,000	\$22,500	\$14,601	\$7,899
Attorney-Foreclosure	\$10,000	\$5,000	\$0	\$5,000
Arbitrage	\$750	\$375	\$0	\$375
Annual Audit	\$6,100	\$3,050	\$0	\$3,050
Management Fees	\$61,762	\$30,881	\$30,931	(\$50)
Information Technology	\$2,550	\$1,275	\$1,281	(\$6)
Telephone	\$425	\$213	\$299	(\$86)
Postage	\$600	\$300	\$209	\$91
Printing & Binding	\$2,700	\$1,350	\$268	\$1,082
Records Storage	\$200	\$100	\$0	\$100
Insurance	\$12,251	\$12,251	\$11,527	\$724
Legal Advertising	\$1,500	\$750	\$425	\$326
Other Current Charges	\$150	\$75	\$13	\$62
Office Supplies	\$300	\$150	\$16	\$134
Website Compliance	\$2,250	\$1,125	\$1,125	\$0
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
Reserves	\$19,556	\$9,778	\$0	\$9,778

**Total Administrative**

\$216,037	\$125,556	\$91,421	\$34,136
-----------	-----------	----------	----------

**Excess Revenues (Expenditures)**

\$0	\$126,863
-----	-----------

**Fund Balance - Beginning**

\$0	\$141,773
-----	-----------

**Fund Balance - Ending**

\$0	\$268,636
-----	-----------

**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 March 31, 2022

	Adopted Budget	Prorated Budget 3/31/22	Actual 3/31/22	Variance
<b><u>Revenues:</u></b>				
Assessment - Tax Roll	\$1,545,858	\$1,518,075	\$1,518,075	\$0
Assessment - Direct	\$46,657	\$46,657	\$92,561	\$45,904
Interest	\$1,000	\$500	\$84	(\$416)
Miscellaneous Income	\$2,500	\$1,250	\$1,561	\$311
Amenities Revenue	\$85,000	\$42,500	\$43,978	\$1,478
Cost Share Revenue - South Village/Lighting	\$36,662	\$36,662	\$33,063	(\$3,599)
<b>Total Revenues</b>	<b>\$1,717,677</b>	<b>\$1,645,644</b>	<b>\$1,689,321</b>	<b>\$43,677</b>
<b><u>Expenditures:</u></b>				
<b>Administrative</b>				
Management Fees - On Site	\$293,904	\$146,952	\$146,952	\$0
Insurance	\$52,916	\$52,916	\$55,081	(\$2,165)
Other Current Charges	\$4,000	\$2,000	\$2,486	(\$486)
Permit Fees	\$1,500	\$750	\$448	\$302
Office Supplies	\$500	\$250	\$0	\$250
<b>Total Administrative</b>	<b>\$352,820</b>	<b>\$202,868</b>	<b>\$204,967</b>	<b>(\$2,099)</b>
<b>Common Area</b>				
Security	\$150,000	\$75,000	\$70,223	\$4,778
Security Clay County	\$47,000	\$23,500	\$18,617	\$4,883
Electric	\$18,000	\$9,000	\$9,419	(\$419)
Streetlighting	\$32,000	\$16,000	\$15,066	\$934
Irrigation Maintenance	\$5,000	\$2,500	\$2,077	\$423
Landscape Maintenance	\$450,256	\$225,128	\$222,342	\$2,787
Common Area Maintenance	\$65,000	\$32,500	\$34,404	(\$1,904)
Lake Maintenance	\$20,000	\$10,000	\$9,114	\$886
Miscellaneous Maintenance	\$5,000	\$2,500	\$0	\$2,500
<b>Total Common Area</b>	<b>\$792,256</b>	<b>\$396,128</b>	<b>\$381,262</b>	<b>\$14,867</b>

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

Statement of Revenues & Expenditures  
For the Period ending March 31, 2022

	Adopted Budget	Prorated Budget 3/31/22	Actual 3/31/22	Variance
<b>Recreation Facility</b>				
Amenity Staff	\$160,000	\$80,000	\$40,579	\$39,421
Janitorial	\$55,000	\$27,500	\$22,700	\$4,800
Telephone	\$8,800	\$4,400	\$4,746	(\$346)
Electric	\$64,000	\$32,000	\$23,839	\$8,161
Water / Sewer	\$46,000	\$23,000	\$16,690	\$6,310
Gas/Heat (Pool)	\$25,000	\$12,500	\$20,876	(\$8,376)
Refuse Service	\$20,000	\$10,000	\$11,815	(\$1,815)
Pool Maintenance & Chemicals	\$45,000	\$22,500	\$16,505	\$5,995
Cable	\$5,800	\$2,900	\$3,319	(\$419)
Special Events	\$5,000	\$2,500	\$822	\$1,678
Office Supplies and Equipment	\$1,500	\$750	\$29	\$721
Facility Maintenance - General	\$55,500	\$27,750	\$27,327	\$423
Facility Maintenance - Preventive Contracts	\$15,350	\$7,675	\$912	\$6,763
Facility Maintenance - Contingency	\$3,651	\$1,826	\$1,717	\$109
Elevator Maintenance	\$3,000	\$1,500	\$479	\$1,021
Recreation Passes	\$5,000	\$2,500	\$1,374	\$1,126
Lighting Repairs	\$10,000	\$5,000	\$4,759	\$241
Tennis Court Maintenance	\$44,000	\$22,000	\$19,373	\$2,627
<b>Total Recreation</b>	<b>\$572,601</b>	<b>\$286,301</b>	<b>\$217,861</b>	<b>\$68,439</b>
<b>Total Expenditures</b>	<b>\$1,717,677</b>	<b>\$885,297</b>	<b>\$804,089</b>	<b>\$81,207</b>
<b>Excess Revenues (Expenditures)</b>	<b>(\$0)</b>		<b>\$885,232</b>	
<b>Fund Balance - Beginning</b>	<b>\$0</b>		<b>\$781,539</b>	
<b>Fund Balance - Ending</b>	<b>(\$0)</b>		<b>\$1,666,771</b>	

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

**Revenues:**

	October	November	December	January	February	March	April	May	June	July	August	September	Total
Assessment - Tax Roll	\$0	\$226,364	\$1,212,807	\$16,365	\$24,894	\$37,645	\$0	\$0	\$0	\$0	\$0	\$0	\$1,518,075
Assessment - Direct	\$0	\$13,400	\$79,161	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$92,561
Interest	\$21	\$22	\$11	\$7	\$7	\$15	\$0	\$0	\$0	\$0	\$0	\$0	\$84
Miscellaneous Income	\$45	\$0	\$463	\$0	\$135	\$918	\$0	\$0	\$0	\$0	\$0	\$0	\$1,561
Amenities Revenue	\$15,216	\$4,001	\$4,634	\$3,915	\$4,422	\$11,790	\$0	\$0	\$0	\$0	\$0	\$0	\$43,978
Cost Sharing Revenue	\$0	\$0	\$0	\$0	\$32,761	\$301	\$0	\$0	\$0	\$0	\$0	\$0	\$33,063
<b>Total Revenues</b>	<b>\$15,282</b>	<b>\$243,787</b>	<b>\$1,297,077</b>	<b>\$20,287</b>	<b>\$62,219</b>	<b>\$50,669</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,689,321</b>

**Expenditures:**

**Administrative**

Management Fees - On Site	\$24,492	\$24,492	\$24,492	\$24,492	\$24,492	\$24,492	\$0	\$0	\$0	\$0	\$0	\$0	\$146,952
Insurance	\$55,081	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$55,081
Other Current Charges	\$433	\$864	\$403	\$321	\$304	\$161	\$0	\$0	\$0	\$0	\$0	\$0	\$2,486
Permit Fees	\$27	\$27	\$394	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$448
Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Administrative</b>	<b>\$80,033</b>	<b>\$25,383</b>	<b>\$25,289</b>	<b>\$24,813</b>	<b>\$24,796</b>	<b>\$24,653</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$204,967</b>

**Common Area**

Security	\$12,758	\$10,733	\$11,993	\$12,324	\$10,041	\$12,375	\$0	\$0	\$0	\$0	\$0	\$0	\$70,223
Security - Clay County Off Duty Sheriff	\$5,221	\$3,432	\$2,698	\$4,536	\$2,081	\$650	\$0	\$0	\$0	\$0	\$0	\$0	\$18,617
Electric	\$3,072	\$1,581	\$1,422	\$1,177	\$1,310	\$857	\$0	\$0	\$0	\$0	\$0	\$0	\$9,419
Streetlighting	\$2,487	\$2,487	\$2,535	\$2,535	\$2,511	\$2,511	\$0	\$0	\$0	\$0	\$0	\$0	\$15,066
Irrigation Maintenance	\$0	\$0	\$2,077	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,077
Landscape Maintenance	\$36,592	\$36,592	\$36,592	\$37,521	\$37,521	\$37,521	\$0	\$0	\$0	\$0	\$0	\$0	\$222,342
Common Area Maintenance	\$5,505	\$4,874	\$6,073	\$5,911	\$6,406	\$5,635	\$0	\$0	\$0	\$0	\$0	\$0	\$34,404
Lake Maintenance	\$1,519	\$1,519	\$1,519	\$1,519	\$1,519	\$1,519	\$0	\$0	\$0	\$0	\$0	\$0	\$9,114
Misc. Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Administrative</b>	<b>\$67,154</b>	<b>\$61,218</b>	<b>\$64,908</b>	<b>\$65,524</b>	<b>\$61,389</b>	<b>\$61,068</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$381,262</b>

**Recreation Facility**

Amenity Staff	\$9,624	\$4,891	\$8,208	\$4,731	\$4,185	\$8,940	\$0	\$0	\$0	\$0	\$0	\$0	\$40,579
Janitorial	\$3,783	\$3,783	\$3,783	\$3,783	\$3,783	\$3,783	\$0	\$0	\$0	\$0	\$0	\$0	\$22,700
Telephone	\$771	\$894	\$838	\$750	\$745	\$747	\$0	\$0	\$0	\$0	\$0	\$0	\$4,746

**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 March 31, 2022

Proposed Budget	Prorated Budget 3/31/22	Actual 3/31/22	Variance
--------------------	----------------------------	-------------------	----------

**Revenues:**

Interest Income	\$700	\$350	\$223	(\$127)
Assessments - Direct	\$79,111	\$28,633	\$28,633	\$0
Assessments - Tax Roll	\$1,997,844	\$1,961,937	\$1,961,937	\$0
Assessments- Prepayment	\$0	\$0	\$552,178	\$552,178

<b>Total Revenues</b>	<b>\$2,077,656</b>	<b>\$1,990,920</b>	<b>\$2,542,972</b>	<b>\$552,051</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>\$2,087,701</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>\$768,935</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>\$1,993,952</b>
------------------------------	--------------------	--------------------



**Middle Village**  
**Community Development District**  
**Capital Reserve Fund**  
Statement of Revenues & Expenditures  
For the Period ending March 31, 2022

	Adopted Budget	Prorated Budget 3/31/22	Actual 3/31/22	Variance
<b><u>REVENUES:</u></b>				
Interest Income	\$1,200	\$600	\$403	(\$197)
General Reserve - Transfer In	\$19,906	\$0	\$0	\$0
<b>TOTAL REVENUES</b>	<b>\$21,106</b>	<b>\$600</b>	<b>\$403</b>	<b>(\$197)</b>
<b><u>EXPENDITURES:</u></b>				
Repair And Replacements	\$125,000	\$125,000	\$223,674	(\$98,674)
<b>TOTAL EXPENDITURES</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$223,674</b>	<b>(\$98,674)</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$103,894)</b>		<b>(\$223,271)</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>\$1,324,721</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:	\$154,135
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:	\$118,875
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	67,453.39	1,961,937.34	205,604.95	1,518,074.59	-	3,685,616.88
<b>TOTAL DUE / RECEIVED</b>	<b>63,858.11</b>	<b>1,990,570.37</b>	<b>218,141.16</b>	<b>1,610,635.12</b>	<b>-</b>	<b>3,819,346.65</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	-
8	04/14/22	54,590.60	29,059.81	3,045.38	22,485.41	-
			-	-	-	-
			-	-	-	-
			-	-	-	-
<b>TOTAL TAX ROLL RECEIPTS</b>		<b>3,685,616.88</b>	<b>1,961,937.34</b>	<b>205,604.95</b>	<b>1,518,074.59</b>	<b>-</b>

PERCENT COLLECTED	DEBT	O&M
% COLLECTED DIRECT BILL	100.00%	103.54%
% COLLECTED TAX ROLL	98.20%	98.20%
<b>TOTAL PERCENT COLLECTED</b>	<b>98.23%</b>	<b>98.49%</b>

*D.*

# Middle Village

## Community Development District

### Check Run Summary

April 30, 2022

Fund	Date	Check No.	Amount
<b>General Fund</b>			
Accounts Payable	4/7/22	1621-1622	\$ 5,915.65
	4/14/22	1623-1625	\$ 17,009.82
	4/28/22	1626	\$ 79.50
Sub-Total			\$ 23,004.97
<b>Recreation Fund</b>			
Accounts Payable	4/7/22	8897-8903	\$ 32,773.82
	4/14/22	8904-8911	\$ 57,056.45
	4/21/22	8912-8913	\$ 13,869.50
	4/28/22	8914-8920	\$ 9,030.25
Sub-Total			\$ 112,730.02
<b>Capital Reserve Fund</b>			
Accounts Payable	4/14/22	471-474	\$ 2,218.30
	4/21/22	475	\$ 8,641.50
	4/28/22	476	\$ 2,495.00
Sub-Total			\$ 13,354.80
<b>Total</b>			<b>\$ 149,089.79</b>

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
4/07/22	00026	4/01/22 1928	202204 310-51300-34000		*	5,146.83	
			APR GEN MANAGEMENT FEES				
		4/01/22 1928	202204 310-51300-52000		*	187.50	
			APR WEBSITE ADMIN				
		4/01/22 1928	202204 310-51300-35100		*	212.50	
			APR INFORMATION TECH				
		4/01/22 1928	202204 310-51300-31300		*	208.33	
			APR DISSEM AGENT SERVICES				
		4/01/22 1928	202204 310-51300-51000		*	.48	
			OFFICE SUPPLIES				
		4/01/22 1928	202204 310-51300-42000		*	8.48	
			POSTAGE				
		4/01/22 1928	202204 310-51300-42500		*	30.45	
			COPIES				
		4/01/22 1928	202204 310-51300-41000		*	51.58	
			TELEPHONE				
GOVERNMENTAL MANAGEMENT SERVICES						5,846.15	001621
4/07/22	00117	3/31/22 22-00093	202203 310-51300-48000		*	69.50	
			NOTICE OF MEETING 3/31/22				
JACKSONVILLE DAILY RECORD						69.50	001622
4/14/22	00116	3/28/22 38770	202203 310-51300-31200		*	15,000.00	
			ANNUAL TRUSTEE FLAT FEE				
HANCOCK WHITNEY BANK						15,000.00	001623
4/14/22	00117	4/07/22 22-00102	202204 310-51300-48000		*	77.00	
			ANNUAL AUDIT PROP REQ 4/7				
JACKSONVILLE DAILY RECORD						77.00	001624
4/14/22	00119	4/12/22 3037014	202203 310-51300-31500		*	1,932.82	
			MAR GENERAL SERVICES				
KUTAK ROCK LLP						1,932.82	001625
4/28/22	00117	4/21/22 22-00119	202204 310-51300-48000		*	79.50	
			NOM-AUDIT COMMIT,BOS 4/21				
JACKSONVILLE DAILY RECORD						79.50	001626
TOTAL FOR BANK A						23,004.97	
TOTAL FOR REGISTER						23,004.97	

MVIL MIDDLE VILLAGE OKUZMUK

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice**

Invoice #: 1928

Invoice Date: 4/1/22

Due Date: 4/1/22

Case:

P.O. Number:

**Bill To:**

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

261A

Description	Hours/Qty	Rate	Amount
General Fund - Management Fees - April 2022 1.310.513.340		5,146.83	5,146.83
Website Administration - April 2022 1.310.513.520		187.50	187.50
Information Technology - April 2022 1.310.513.351		212.50	212.50
Dissemination Agent Services - April 2022 1.310.513.313		208.33	208.33
Office Supplies 1.310.513.510		0.48	0.48
Postage 1.310.513.420		8.48	8.48
Copies 1.310.513.425		30.45	30.45
Telephone 1.310.513.410		51.58	51.58
<b>Total</b>			<b>\$5,846.15</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$5,846.15</b>



# Jacksonville Daily Record

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

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

## INVOICE

March 31, 2022

Date

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

117A

1.310.573.480

Payment Due Upon Receipt

Serial #	22-00093C	PO/File #		\$69.50
Notice of Meeting of the Board of Supervisors				Amount Due
				Amount Paid
Middle Village Community Development District				\$69.50
				Payment Due
Case Number				<i>For your convenience, you may remit payment at <a href="https://www.jaxdailyrecord.com/send-payment">https://www.jaxdailyrecord.com/send-payment</a>.</i>
Publication Dates	3/31			
County	Clay			

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

*If payment is being mailed,  
please reference the Serial #  
from this invoice on your  
check or remittance advice.*

**Your notice can be found at [www.jaxdailyrecord.com](http://www.jaxdailyrecord.com)**

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

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

Notice is hereby given that the Board of Supervisors of the Middle Village Community Development District is scheduled to be meet on **Monday, April 11, 2022, at 2:00 p.m.** at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. An electronic copy of the agenda for this meeting may be obtained from the District Manager, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (and phone (904) 940-5850) and on the District's website, [www.MiddleVillageCDD.com](http://www.MiddleVillageCDD.com). This meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when one or more Supervisors will participate by telephone.

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

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

Marilee Giles  
District Manager

Mar. 31                      00 (22-00093C)



HANCOCK  
WHITNEY

MIDDLE VILLAGE COMMUNITY DEVELOPMENT  
DISTRICT  
475 WEST TOWN PLACE, SUITE 114  
ST AUGUSTINE FL 32092

Invoice: 38770  
03/28/2022

*Fee Invoice*

Issuer: MIDDLE VILLAGE SUBORDINATE SERIES 2018-2

Ref: MIDVILCDD18B1

Billing Period: 04/01/2022 - 04/01/2023

FLAT FEE CHARGES  
ANNUAL TRUSTEE FEE

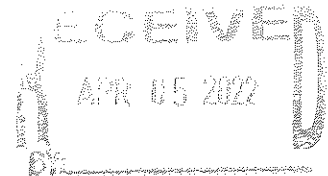
\$15,000.00

=====

TOTAL DUE

\$15,000.00

1.310.513.312  
116



Please remit payment to:  
Hancock Whitney Bank  
Corporate Trust Division  
2510 14th Street, Suite #220  
Gulfport, MS 39501

# Jacksonville Daily Record

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

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

## INVOICE

April 7, 2022

Date

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

117A  
1,310.573.480

Payment Due Upon Receipt

Serial # 22-00102C PO/File # \_\_\_\_\_ \$77.00

Request for Proposals for Annual Audit Services

Amount Due

Amount Paid

Middle Village Community Development District

\$77.00

Payment Due

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

Publication Dates 4/7

County Clay

*For your convenience, you  
may remit payment at  
[https://www.jaxdailyrecord.  
com/send-payment](https://www.jaxdailyrecord.com/send-payment).*

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

*If payment is being mailed,  
please reference the Serial #  
from this invoice on your  
check or remittance advice.*

**Your notice can be found at [www.jaxdailyrecord.com](http://www.jaxdailyrecord.com)**

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

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

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

**MIDDLE VILLAGE  
COMMUNITY  
DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS  
FOR ANNUAL AUDIT  
SERVICES**

The Middle Village Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2022, with an option for four additional annual renewals. The District is a local unit of special-purpose government created under Chapter 190, Florida Statutes, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in Clay County and has a general fund, recreation fund, capital reserve fund, and debt service fund.

The Auditing entity submitting a proposal must be duly licensed under Chapter 473, Florida Statutes and be qualified to conduct audits in accordance with "Government Auditing Standards," as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida Law and particularly Section 218.39, Florida Statutes, and the rules of the Florida Auditor General.

Proposal packages, which include evaluation criteria and instructions to proposers, are available from the District Manager's office at 475 West Town Place, Suite 114, St. Augustine, Florida 32092, via email at [chogge@gmsnf.com](mailto:chogge@gmsnf.com), and by telephone at (904) 940-5850.

Proposers must submit an electronic copy of their proposal to the District's Recording Secretary, Courtney Hogge, at [chogge@gmsnf.com](mailto:chogge@gmsnf.com). Proposals must be received by 12:00 p.m. on Friday, April 29, 2022. Proposals received after this time will not be eligible for consideration. The District reserves the right to reject any and all proposals, make modifications to the scope of work, and waive any minor informalities or irregularities in proposals as it deems appropriate. Please direct all questions regarding this Notice to the District's Recording Secretary.

Middle Village Community  
Development District  
Marilee Giles, District Manager  
Apr. 7                      oo (22-00102C)

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

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

April 12, 2022

RECEIVED APR 12 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. 3037014

Client Matter No. 14323-1

Marilee Giles

Middle Village CDD

Governmental Management Services – St. Augustine

Suite 114

475 West Town Place

St. Augustine, FL 32092

Invoice No. 3037014

14323-1

Re: Middle Village CDD - General

For Professional Legal Services Rendered

03/02/22	M. Eckert	0.40	140.00	Attend agenda call with staff and Chair
03/07/22	M. Eckert	0.20	70.00	Prepare for next fiscal year budget and assessment proceedings; prepare for election
03/10/22	C. Stuart	0.30	126.00	Review proposed legislation; monitor committee activity and agendas; monitor Amendment 12 implementation
03/11/22	M. Eckert	0.20	70.00	Review election resolution; prepare public records protocol
03/11/22	D. Wilbourn	0.30	45.00	Update board member seats and general election information
03/14/22	M. Eckert	2.40	840.00	Prepare for, travel to and attend board meeting; return travel; meeting follow up
03/24/22	M. Eckert	0.60	210.00	Review draft minutes and provide comments; prepare for board meeting

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

**KUTAK ROCK LLP**

Middle Village CDD

April 12, 2022

Client Matter No. 14323-1

Invoice No. 3037014

Page 2

03/24/22	D. Wilbourn	0.20	30.00	Prepare general election notice and resolution
03/25/22	M. Eckert	0.20	70.00	Prepare election resolution and notice
03/25/22	D. Wilbourn	0.20	30.00	Revise and disseminate general election resolution and notice
03/27/22	M. Eckert	0.10	35.00	Prepare memorandum on best practices for responding to public records requests
03/27/22	M. Eckert	0.10	35.00	Prepare memorandum on best practices for responding to public records requests
03/30/22	M. Eckert	0.60	210.00	Prepare for and attend agenda call
TOTAL HOURS		5.80		

TOTAL FOR SERVICES RENDERED	\$1,911.00
-----------------------------	------------

**DISBURSEMENTS**

Travel Expenses	21.82
-----------------	-------

TOTAL DISBURSEMENTS	<u>21.82</u>
---------------------	--------------

TOTAL CURRENT AMOUNT DUE	<u>\$1,932.82</u>
--------------------------	-------------------

# Jacksonville Daily Record

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

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

## INVOICE

April 21, 2022

Date

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

117A  
1,310.573.480

Payment Due Upon Receipt

Serial #	22-00119C	PO/File #		\$79.50
Notice of Audit Committee Meeting and Notice of Regular Meeting of the Board of Supervisors				Amount Due
				Amount Paid
Middle Village Community Development District				\$79.50
				Payment Due
Case Number				For your convenience, you may remit payment at <a href="https://www.jaxdailyrecord.com/send-payment">https://www.jaxdailyrecord.com/send-payment</a> .
Publication Dates	4/21			
County	Clay			

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

*If payment is being mailed, please reference the Serial # from this invoice on your check or remittance advice.*

**Your notice can be found at [www.jaxdailyrecord.com](http://www.jaxdailyrecord.com)**

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



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

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

**MIDDLE VILLAGE  
COMMUNITY  
DEVELOPMENT DISTRICT  
NOTICE OF AUDIT  
COMMITTEE MEETING AND  
NOTICE OF REGULAR  
MEETING OF THE BOARD  
OF SUPERVISORS**

Notice is hereby given that an Audit Committee Meeting of the Middle Village Community Development District will be held on **Monday, May 9, 2022, at 2:00 p.m.** at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065 for the purpose of reviewing and ranking proposals for audit services. Immediately following adjournment of the Audit Committee Meeting a regular meeting of the Board of Supervisors will be held.

The meetings are open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. An electronic copy of the agenda for the meetings may be obtained from the District Manager, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (and phone (904) 940-5850) and on the District's website, [www.MiddleVillageCDD.com](http://www.MiddleVillageCDD.com). The meetings may be continued to a date, time, and place to be specified on the record at the meetings. There may be occasions when one or more Supervisors will participate by telephone.

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

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

Marilee Giles  
District Manager

Apr. 21 00 (22-00119C)

AP300R	YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER										RUN	4/28/22	PAGE	1	
***	CHECK DATES	04/01/2022 - 04/30/2022 ***										MIDDLE VILLAGE - REC FUND			
		BANK B REC FUND													
CHECK DATE	VEND#	.....INVOICE.....		...EXPENSED TO...			VENDOR NAME		STATUS		AMOUNT		.....CHECK.....		
		DATE	INVOICE	YRMO	DPT	ACCT#	SUB	SUBCLASS					AMOUNT	#	
4/07/22	00890	4/02/22	04022022	202204	300-36900	10300				*	200.00				
			RENTAL REFUND				DAWN MCNELIS						200.00	008897	
4/07/22	00026	3/31/22	1934	202203	300-36900	10200				*	765.00				
			TENNIS REV DEP		3/29/22		GOVERNMENTAL MANAGEMENT SERVICES						765.00	008898	
4/07/22	00026	4/01/22	1929	202204	310-51300	34000				*	18,629.50				
			APR REC FACILITY MGMT				GOVERNMENTAL MANAGEMENT SERVICES						18,629.50	008899	
4/07/22	00026	4/01/22	1930	202204	330-57200	34300				*	5,862.50				
			APR TEN FAC MGMT-CAP RGN				GOVERNMENTAL MANAGEMENT SERVICES						5,862.50	008900	
4/07/22	00139	4/01/22	13129560	202204	330-57200	46400				*	2,833.49				
			APR POOL CHEMICALS				POOLSURE						2,833.49	008901	
4/07/22	00261	4/01/22	301	202204	330-57200	34200				*	3,783.33				
			APR JANITORIAL SERVICES				RIVERSIDE MANAGEMENT SERVICES, INC						3,783.33	008902	
4/07/22	00891	4/03/22	04032022	202204	300-36900	10300				*	700.00				
			RENTAL REFUND				VALARESE MITCHELL-BOLDEN						700.00	008903	
4/14/22	00256	4/06/22	SSI10534	202203	320-57200	34510				*	462.50				
		4/06/22	SSI10534	202203	320-57200	34510				*	187.50				
			MAR EMPLOYMENT SCHEDULING				CLAY COUNTY SHERIFF'S OFFICE						650.00	008904	
4/14/22	00026	4/11/22	1935	202204	300-36900	10300				*	550.00				
			APR EVNT STAFF-AMENIT REV				GOVERNMENTAL MANAGEMENT SERVICES						550.00	008905	
4/14/22	00026	4/12/22	1938	202204	300-36900	10200				*	1,710.00				
			TENNIS REV DEP		4/12/22		GOVERNMENTAL MANAGEMENT SERVICES						1,710.00	008906	
4/14/22	00261	4/12/22	303	202204	320-57200	46500				*	1,405.00				
			APR PRESSURE WASHING				RIVERSIDE MANAGEMENT SERVICES, INC						1,405.00	008907	
MVIL MIDDLE VILLAGE OKUZMUK															

MVIL MIDDLE VILLAGE OKUZMUK

CHECK DATE	VEND#	.....INVOICE..... DATE	EXPENSED TO... INVOICE	YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT	#
4/14/22	00261	4/12/22	304 APR	202204	320-57200-46500				RIVERSIDE MANAGEMENT SERVICES, INC	*	65.00	65.00	008908
4/14/22	00823	4/01/22	7813 APR	202204	320-57200-34500				SECURITY DEVELOPMENT GROUP LLC	*	11,790.00	11,790.00	008909
4/14/22	00704	4/01/22	7822 APR	202204	320-57200-46200				VERDEGO	*	37,521.40	37,521.40	008910
4/14/22	00412	2/21/22	9739 FEB	202202	330-57200-43500				WILFORD PROPANE GAS	*	3,365.05	3,365.05	008911
4/21/22	00026	4/12/22	1936 MAR	202203	330-57200-62000					*	4,625.00		
		4/12/22	1936 MAR	202203	330-57200-62200					*	301.00		
		4/12/22	1936 MAR	202203	330-57200-46630					*	835.00		
		4/12/22	1936 MAR	202203	320-57200-46500					*	5,415.00		
		4/12/22	1936 MAR	202203	330-57200-34400					*	2,173.50		
									GOVERNMENTAL MANAGEMENT SERVICES			13,349.50	008912
4/21/22	00026	4/12/22	1937 MAR	202203	330-57200-34400					*	520.00		
									GOVERNMENTAL MANAGEMENT SERVICES			520.00	008913
4/28/22	00072	4/26/22	4262022 3/4-3/17	202203	320-57200-34510					*	2,360.00		
									DOUBLE BRANCH CDD			2,360.00	008914
4/28/22	00072	4/26/22	04262022 2/18-3/3	202202	320-57200-34510					*	1,470.00		
									DOUBLE BRANCH CDD			1,470.00	008915
4/28/22	00026	4/25/22	1942 EVENT	202204	300-36900-10300					*	456.25		
									GOVERNMENTAL MANAGEMENT SERVICES			456.25	008916
4/28/22	00892	4/19/22	04192022 RENTAL	202204	300-36900-10300					*	100.00		
									KRISTEN HARRIS			100.00	008917
									MVIL MIDDLE VILLAGE OKUZMUK				

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
4/28/22	00062	4/01/22 644679	202204 320-57200-46800	APR LAKE MAINTENANCE	*	1,519.00	
				THE LAKE DOCTORS			1,519.00 008918
4/28/22	00308	4/13/22 45672	202204 330-57200-62100	APR PEST CONTROL	*	175.00	
				PAULA'S PEST CONTROL INC			175.00 008919
4/28/22	00893	4/23/22 04232022	202204 300-36900-10300	RENTAL DEPOSIT REFUND	*	2,950.00	
				ROBERT NIMMONS			2,950.00 008920
TOTAL FOR BANK B						112,730.02	
TOTAL FOR REGISTER						112,730.02	

MVIL MIDDLE VILLAGE OKUZMUK

**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** MVCDD refund of deposit request - DAWN McNELIS - Cancelled Event  
**Date:** April 2, 2022 at 8:11 PM  
**To:** Margaret Bronson [mbronson@gmsnf.com](mailto:mbronson@gmsnf.com), Oksana Kuzmuk [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
**Cc:** Daniel Laughlin [dlaughlin@gmsnf.com](mailto:dlaughlin@gmsnf.com), Marilee Giles [mgiles@gmsnf.com](mailto:mgiles@gmsnf.com)

Good evening Margaret and Oksana,

Please make the following refund at your earliest opportunity:

- REFUND FROM MVCDD – for the following venue.
  - LOCATION – PO PATIO (SATURDAY) 11:00 A.M. to 3:00 P.M.
  - DATE OF VENUE – JUNE 25, 2022
  - RESIDENT/CUSTOMER – DAWN McNELIS
  - ADDRESS – 4220 PLANTATION OAKS BLVD. #1413, ORANGE PARK, FL 32065
  - AMOUNT OF REFUND - \$200.00 - CANCELLED via email on 3/29/22 (50% of booking fee deposit is charged - 100% of rental fee is refunded)
  - RENTAL FEE & DEPOSIT was via VISA(3913)
    - **RENTAL FEE:**
    - DATED: 03/22/22
    - SEQ#: 2
    - BATCH#: 550
    - INVOICE#: 2
    - APPROVAL CODE: 09215D
    - AMOUNT: \$150.00
    - **DEPOSIT FEE:**
    - DATED: 03/22/22
    - SEQ#: 3
    - BATCH#: 550
    - INVOICE#: 3
    - APPROVAL CODE: 01896D
    - AMOUNT: \$100.00

890 B

2-300-369-103

Rental Refund

RECEIVED APR 03 2022

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.
03/22/22	03/22/22	06/25/22	DAWN McNELIS - PO PATIO	4	\$ 150.00	
03/22/22	03/22/22	06/25/22	DAWN McNELIS - PO PATIO DEPOSIT	DEPOSIT	\$ 100.00	

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

Thank you.

I will be out of the office MONDAY, APRIL 4, 2022, therefore, please email me, or leave a detailed message at 904-770-4661 with your NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NL ADDRESS. I will respond at my earliest opportunity.

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 the sender by telephone or mail. This email and/or attachment(s) may contain material that is privileged or protected from public release under applicable laws. If you are not the intended recipient, please notify the sender immediately by telephone to obtain instructions as to whether information in this email and/or attachment(s) is confidential or otherwise exempt from public release.

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

# Invoice

Invoice #: 1934  
Invoice Date: 3/31/22  
Due Date: 3/31/22  
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 03/29/2022 26B 2,300.369.102		765.00	765.00
Total			\$765.00
Payments/Credits			\$0.00
Balance Due			\$765.00

Wells Fargo Bank  
Transaction Receipt

Branch #0066070 01 Deposit

Account Number XXXXXXXXX4262  
CHK 00182

Number of Checks 8  
Check Listing

\$100.00  
\$500.00  
\$50.00  
\$25.00  
\$50.00  
\$50.00  
\$50.00  
\$25.00

Total Checks Amount \$850.00  
Total Deposit \$850.00

Transaction #040 2052  
03:08PM 03/29/22  
Deposit Credit Date: 03/29/22

Thank you, BHEARRA

# *Middle Village CDD*

## Breakdown of Revenues 3.29.22

Deposit Date	Lessons	GMS 90%	Middle Village CDD 10%
3.29.22	\$ 850.00	\$ 765.00	\$ 85.00
		\$ -	\$ -

Subtotal \$ 850.00 \$ 765.00 \$ 85.00

Date	Ball/Racquet/Machine Rentals	GMS 20%	Middle Village CDD 80%
3.29.22		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -

Date	Miscellaneous	GMS 50%	Middle Village CDD 50%
3.29.22		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -

Date	League Fees 10%	Middle Village CDD 90%
3.29.22		

Subtotal \$ - \$ - \$ -

Total Revenues \$ 850.00 \$ 765.00 \$ 85.00



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

# Invoice

Invoice #: 1929  
Invoice Date: 4/1/22  
Due Date: 4/1/22  
Case:  
P.O. Number:

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

26B

Description	Hours/Qty	Rate	Amount
Recreation - Facility Management - Oakleaf Plantation - April 2022 2.310.513.3400		18,629.50	18,629.50
		<b>Total</b>	<b>\$18,629.50</b>
		<b>Payments/Credits</b>	<b>\$0.00</b>
		<b>Balance Due</b>	<b>\$18,629.50</b>

4/5/22  
QR

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

# Invoice

Invoice #: 1930  
Invoice Date: 4/1/22  
Due Date: 4/1/22  
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 - Capital Region - April 2022 2.33.572.3430		5,862.50	5,862.50

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

4/5/22  
Q



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

# Invoice

Date 4/1/2022

Invoice # 131295605740

Terms	Net 20
Due Date	4/21/2022
PO #	
AZ License #	

<b>Bill To</b> Oakleaf Plantation Middle Village 475 West Town Place Ste 114 St Augustine FL 32092	<b>Ship To</b> Oakleaf Plantation/Middle Vig 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	1	ea	108.18
<p>139B</p> <p>2-330-572-464</p> <p>Apr Pool Chemicals</p> <p>RECEIVED MAR 18 2022</p>				

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

## Remittance Slip

Customer  
13OAK101  
Invoice #  
131295605740

Amount Due \$2,833.49

Amount Paid

Make Checks Payable To

Poolsure  
PO Box 55372  
Houston, TX 77255-5372



131295605740

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

# Invoice

Invoice #: 301  
Invoice Date: 4/1/2022  
Due Date: 4/1/2022  
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 - April 2022		3,783.33	3,783.33
Total			\$3,783.33
Payments/Credits			\$0.00
Balance Due			\$3,783.33

4/5/22  
CD

**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** MVCDD refund of deposit request - VALARESE MITCHELL-BOLDEN  
**Date:** April 3, 2022 at 9:34 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 [amosing@gmstnn.com](mailto:amosing@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) 12:00 P.M. to 12:00 A.M.
  - DATE OF VENUE – MARCH 26, 2022
  - RESIDENT – VALARESE MITCHELL-BOLDEN
  - ADDRESS – 3209 STONEBRIER RIDGE DRIVE, ORANGE PARK, FL 32065
  - AMOUNT OF REFUND - \$700.00 - GB DEPOSIT (\$500.00) & GL DEPOSIT (\$200.00)
  - BOOKING FEE/DEPOSIT via VISA (5246\* & 8407\*\*):
    - **GRAND BANQUET DEPOSIT\*:**
      - DATED: 7/1/21
      - SEQ#: 2
      - BATCH#: 186
      - INVOICE: 3
      - APPROVAL CODE: 024148
      - AMOUNT: \$500.00
    - **GRAND LAWN DEPOSIT\*\*:**
      - DATED: 3/8/22
      - SEQ#: 4
      - BATCH#: 542
      - INVOICE: 4
      - APPROVAL CODE: 182407
      - AMOUNT: \$200.00

891B

RECEIVED APR 03 2022

2-300-369-103  
Rental Refund

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
07/01/21	07/01/21	03/26/22	Valarese Mitchell - GB DEPOSIT	DEPOSIT	\$ 500.00			VISA-024148

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
03/08/22	03/08/22	03/26/22	VALARESE BOLDEN - DEPOSIT	DEPOSIT	\$ 200.00			VISA-182407

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

Thank you.

I will be out of the office MONDAY, APRIL 4, 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 ADDRESS. I will respond at my earliest opportunity.

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.



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

Invoice Number: SSI10534  
Invoice Date: 4/6/2022  
Page: 1

Attn: Fiscal - Accounts Receivable

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

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

Due Date 4/21/2022  
Terms Net 15 Days

Customer ID C0000168  
P.O. Number  
P.O. Date 4/6/2022  
Our Order No  
SalesPerson

256B  
2,320.572,34510

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee-MARCH 2022		185	185	5.00	925.00
Fees-2nd Employment Scheduling		15	15	25.00	375.00

2462.50  
2187.50

RECEIVED APR 07 2022

RECEIVED APR 07 2022

Amount Subject to Sales Tax US0  
Amount Exempt from Sales Tax 1,300.00

Subtotal: 1,300.00  
Invoice Discount: 0.00  
Tax: 0.00

Total USD: 1,300.00

\$ 650.00

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

# Invoice

Invoice #: 1935  
Invoice Date: 4/11/22  
Due Date: 4/11/22  
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 April 7, 2022 Amenities Revenue 2.369.103 2.300.36900.103 00 26B	22	25.00	550.00

RECEIVED APR 11 2022

Total	\$550.00
Payments/Credits	\$0.00
Balance Due	\$550.00

4/11/22  
Or

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

**Middle Village CDD**

**Facility Event Staff Service Hours**

<b><u>Quantity</u></b>	<b><u>Description</u></b>	<b><u>Rate</u></b>	<b><u>Amount</u></b>
22	Facility Event Staff	\$ 25.00	\$ 550.00

Covers Period End: April 7, 2022

Amenities Revenue # 2-369-103



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

# Invoice

Invoice #: 1938  
Invoice Date: 4/12/22  
Due Date: 4/12/22  
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 04/12/2022		1,710.00	1,710.00
2. 300.36900.10200 26B			
RECEIVED APR 12 2022			
<b>Total</b>			\$1,710.00
<b>Payments/Credits</b>			\$0.00
<b>Balance Due</b>			\$1,710.00

Wells Fargo Bank  
Transaction Receipt

Branch #0066070 07 Deposit

Account Number XXXXXXXXX4262  
CHK 00182

Number of Checks 17  
Check Listings

\$120.00  
\$135.00  
\$70.00  
\$180.00  
\$120.00  
\$145.00  
\$145.00  
\$115.00  
\$115.00  
\$50.00  
\$50.00  
\$40.00  
\$20.00  
\$50.00  
\$50.00  
\$450.00  
\$25.00

Total Checks Amount \$1,900.00  
Total Deposit \$1,900.00

Transaction #0008 2014  
09:03AM 04/12/22  
Deposit Credit Date: 04/12/22

Thank you, SHIRLEY

## *Middle Village CDD*

### Breakdown of Revenues

4.12.22

Deposit Date	Lessons	GMS 90%	Middle Village CDD 10%
4.12.22	\$ 1,900.00	\$ 1,710.00	\$ 190.00
		\$ -	\$ -

Subtotal      \$            1,900.00    \$            1,710.00    \$            190.00

Date	Ball/Racquet/Machine Rentals	GMS 20%	Middle Village CDD 80%
4.12.22		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -

Date	Miscellaneous	GMS 50%	Middle Village CDD 50%
4.12.22		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -

Date	League Fees	Middle Village CDD 90%
4.12.22		

Subtotal      \$            -      \$            -      \$            -

Total Revenues      \$            1,900.00    \$            1,710.00    \$            190.00

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

# Invoice

Invoice #: 303  
Invoice Date: 4/12/2022  
Due Date: 4/12/2022  
Case:  
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Pressure Washing Services - April 2022 Common Area Maint. 2.320.572.4650 261B		1,405.00	1,405.00
RECEIVED APR 15 2022			
Jing Zhang 4/13/22			

Total \$1,405.00

Payments/Credits \$0.00

Balance Due \$1,405.00

**Riverside Management Services, Inc.**  
8655 Florida Mining Blvd., Building 300, Suite 305 Jacksonville, FL 32257

**Service Detail**

Bill To: Middle Village CDD

Invoice Date: 4/1/22

Due Date: Upon Receipt

Amount Due: \$ 1,405.00

<u>Date</u>	<u>Description</u>	<u>Amount</u>
3/1/22	Pressure washed 60' of lattice top at Whitfield	\$ 27.00
3/1/22	Pressure washed 380' of split rail at Whitfield	\$ 95.00
3/3/22	Pressure washed 1,100' of lattice top at Whitfield	\$ 495.00
3/22/22	Pressure washed 1,100' of lattice top at Plantation Oaks Blvd.	\$ 495.00
3/24/22	Pressure washed 651' of lattice top at Plantation Oaks Blvd.	\$ 293.00

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

TOTAL AMOUNT DUE: \$ 1,405.00

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

Contract Amount	\$	13,348.70
<u>Invoice:</u>		
Oct. 2021	\$	521.00
Nov. 2021		
Dec. 2021	\$	150.00
Jan. 2022	\$	1,044.00
Feb. 2022	\$	220.00
Mar. 2022	\$	1,405.00
Apr. 2022		
May 2022		
June 2022		
July 2022		
Aug. 2022		
Sept. 2022		

Balance: \$ 10,008.70

Should you have any questions, please contact Jerry Lambert @ (904) 288-7867  
or jlamert@manf.com

Remit Payment

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

# Invoice

Invoice #: 304  
Invoice Date: 4/12/2022  
Due Date: 4/12/2022  
Case:  
P.O. Number:

**Bill To:**

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

Description	Hours/Qty	Rate	Amount
Pressure Washing Services - April 2022 <i>Common Area Maint.</i> <i>2.320.572.4650</i> <i>261h</i>		65.00	65.00
<i>Joe Lutz</i> <i>4/13/22</i>			

RECEIVED APR 15 2022

**Total** \$65.00

**Payments/Credits** \$0.00

**Balance Due** \$65.00

Riverside Management Services, Inc.  
8655 Florida Mining Blvd., Building 300, Suite 305 Jacksonville, FL 32257

Service Detail

Bill To: Middle Village CDD

Invoice Date: 4/1/22

Due Date: Upon Receipt

Amount Due: \$ 65.00

ADDITIONAL PRESSURE WASHING SERVICES:

<u>Date</u>	<u>Description</u>	<u>Amount</u>
3/1/22	Pressure washed gutter and spray feature at pool	\$ 65.00

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

TOTAL AMOUNT DUE: \$ 65.00

Should you have any questions, please contact Jerry Lambert @ (904) 288-7667  
or [jlambert@rmsnf.com](mailto:jlambert@rmsnf.com)

Remit Payment



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

## INVOICE

**BILL TO**

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

RECEIVED APR 07 2022

**INVOICE # 7813****DATE** 04/01/2022**DUE DATE** 04/30/2022**TERMS** End of the month**SERVICE MONTH**

April *Security Officer*

ACTIVITY	QTY	RATE	AMOUNT
Dedicated Officer I Dedicated Officer for 10 hours Monday to Thursday and 12 hours Saturday and Sunday	318	22.50	7,155.00
Dedicated Officer I Dedicated Officer for 7 hours Monday to Thursday and 9 hours Saturday and Sunday	228	22.50	5,130.00
Dedicated Officer I Credit for 22 Hours in March	-22	22.50	-495.00

**BALANCE DUE****\$11,790.00**

# APPROVED

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

823B





## Invoice

Invoice #: 7822

Date: 04/01/22

Customer PO:

DUE DATE: 05/01/2022

### BILL TO

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

### FROM

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

### DESCRIPTION

#7019 - Standard Maintenance Contract 2022 April 2022  
Work order #1846 Zach

*Landscape Maint*

### AMOUNT

\$37,521.40

### Invoice Notes:

Thank you for your business!

**AMOUNT DUE THIS INVOICE**

**\$37,521.40**


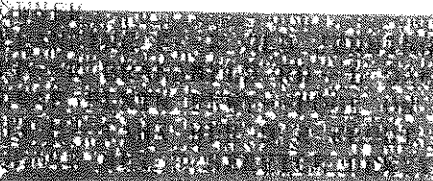
RECEIVED APR 07 2022

**Code to:**

**2-320-572-462**

**Middle Village Landscape Maintenance**

*704 B*

 <b>GAS CHECK</b>	ACCOUNT NO. 1-13296	REFERENCE NO. 009739	TEMPERATURE COMPENSATED VALUE CORRECTED TO 60°F 0489	DELIVERY DATE 2/28/22	P.O. NUMBER VMI075	
	MIDDLE VILLAGE COMM DIST BRING BILL TO WPG OFFICE 453 OAKLEAF PLNT PKWY ORANGE PARK, FL 32065-			PCT. FULL 30-80	SALESMAN (Signature)	
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.	 <b>WILFORD PROPANE GAS CO., INC.</b>  706 Kingsley Ave. Orange Park, FL 32073 (904) 264-2311			QUANTITY/GALS 1035.4625	PRICE 3365.05	AMOUNT
				CASH <input type="checkbox"/>  CHARGE <input type="checkbox"/>	SALES TAX EXCISE TAX SPECIAL TRIP CHG. BUDGETARY CHG.	AMOUNT DUE 3365.05
FLAMMABLE GAS SAFETY MESSAGES ON BACK				X RECEIVED BY		

**Code to:**

**02-330-572-4350**

**Middle Village Lap Pool Gas/Heat**

412B

RECEIVED APR 07 2022

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


# Invoice

Invoice #: 1936<sup>y</sup>  
Invoice Date: 4/12/22  
Due Date: 4/12/22  
Case:  
P.O. Number:

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

RECEIVED APR 15 2022

26B

Description	Hours/Qty	Rate	Amount
Facility Maintenance March 1- March 31, 2022		20,211.64	20,211.64
Maintenance Supplies		1,779.36	1,779.36
Fac Maint Gen \$4,625 <sup>00</sup> 2.33.572.6200			
Fac. Maint. Cont. \$301 <sup>00</sup> 2.33.572.6220			
Lighting Repairs \$835 <sup>00</sup> 2.33.572.4663			
Common Area Maint. \$5,415 <sup>00</sup> 2.320.572.4650			
Repairs/Replace \$8,641 <sup>50</sup> <del>34538.6400</del>			
Tennis Ct. Main \$2,173 <sup>50</sup> 2.33.572.3440			
 4/13/22			

Total \$21,991.00

Payments/Credits \$0.00

Balance Due \$21,991.00

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
3/1/22	8	T.C.	Pressure washed, prepped and painted pool pergolas and buildings
3/1/22	2.5	G.S.	Removed debris from all common areas
3/1/22	8	L.C.	Painted and pressure washed gazebo and pool deck
3/1/22	4.5	J.S.	Additional court maintenance
3/2/22	8	T.C.	Pressure washed, prepped and painted pool pergolas and buildings
3/2/22	4	G.S.	Removed debris from all common areas
3/2/22	8	S.A.	Worked on gazebo project
3/2/22	8	A.B.	Painted pool pavilion, cleaned filters
3/2/22	8	L.C.	Painted and pressure washed gazebo
3/2/22	2.5	J.S.	Additional court maintenance
3/3/22	8	T.C.	Pressure washed, prepped and painted pool pergolas and buildings, picked up supplies
3/3/22	3.5	G.S.	Removed debris from all common area, treated fire ant mounds in parks
3/3/22	8	A.B.	Painted pool pavilion
3/3/22	8	L.C.	Painted and pressure washed pool deck
3/3/22	4.5	J.S.	Additional court maintenance
3/4/22	8	T.C.	Pressure washed, prepped and painted pool pergolas and buildings
3/4/22	8	S.A.	Worked on gazebo project, picked up supplies
3/4/22	8	A.B.	Painted pool pavilion, cleaned filters
3/4/22	8	L.C.	Worked on gazebo project, pressure washed pool deck
3/4/22	2.5	J.S.	Additional court maintenance
3/7/22	2.5	G.S.	Removed debris from all common areas
3/7/22	8	S.A.	Worked on gazebo project, picked up supplies
3/7/22	8	L.C.	Painted gazebo
3/7/22	2.5	J.S.	Additional court maintenance
3/8/22	5	G.S.	Removed debris from all common areas, maintenance work on golf cart
3/8/22	8	A.B.	Worked on gazebo project, caulking and painting
3/8/22	8	L.C.	Painted gazebo
3/8/22	4.5	J.S.	Additional court maintenance
3/9/22	3.5	G.S.	Removed debris from all common areas and ponds
3/9/22	8	S.A.	Worked on gazebo project
3/9/22	2	A.B.	Paint splash netting frame
3/9/22	2.5	J.S.	Additional court maintenance
3/10/22	4	G.S.	Removed debris from all common areas and ponds
3/10/22	4.5	J.S.	Additional court maintenance
3/11/22	8	S.A.	Picked up supplies, designed and installed bracket to hang chainsaw on wall in shop, cleaned up shop
3/11/22	2.5	J.S.	Additional court maintenance
3/12/22	3	J.S.	Additional court maintenance
3/14/22	2	T.C.	Set up CDD meeting
3/14/22	2.5	G.S.	Removed debris from all common areas, maintenance work on golf cart
3/14/22	8	S.A.	Worked on gazebo project, picked up supplies
3/14/22	2.5	J.S.	Additional court maintenance
3/15/22	2	T.C.	Worked on repairing pressure washer, picked up supplies
3/15/22	5	G.S.	Removed debris from all common areas, removed deceased animal at church
3/15/22	4.5	J.S.	Additional court maintenance
3/16/22	4	G.S.	Removed debris from all common areas and ponds
3/16/22	3	L.N.	Cleaned shop, restocked facility
3/16/22	4	S.A.	Reset and reprogram all timers, inspected and cleaned outfalls
3/16/22	2.5	J.S.	Additional court maintenance
3/17/22	8	T.C.	Worked on gazebo project, caulking and painting, picked up supplies
3/17/22	5	G.S.	Removed debris from all common areas and ponds, removed deceased animal at waterfall, picked up supplies
3/17/22	3	L.N.	Set up CDD meeting, blew leaves and debris off boardwalk
3/17/22	4.5	J.S.	Additional court maintenance
3/18/22	8	T.C.	Worked on gazebo project, caulking and painting
3/18/22	8	S.A.	Worked on gazebo project, cleaned shop, repaired and installed toilet paper holder in bathroom
3/18/22	8	A.B.	Worked on gazebo project, caulking and painting
3/18/22	8	L.C.	Painted gazebo project
3/18/22	2.5	J.S.	Additional court maintenance
3/21/22	8	T.C.	Worked on gazebo project, caulking and painting

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
3/21/22	3.5	G.S.	Removed debris from all common areas
3/21/22	8	S.A.	Worked on gazebo project, picked up supplies
3/21/22	8	L.C.	Worked on gazebo project
3/21/22	4	A.T.	Removed debris from all common areas
3/21/22	2.5	J.S.	Additional court maintenance
3/22/22	8	T.C.	Light inspection, changed lights as needed, worked on gazebo project, caulking and painting
3/22/22	6	G.S.	Removed debris from all common areas and ponds
3/22/22	8	L.C.	Worked on gazebo project
3/22/22	4.5	J.S.	Additional court maintenance
3/23/22	8	T.C.	Repaired door on summer kitchen, worked on gazebo project, caulking and painting, picked up supplies
3/23/22	4	G.S.	Removed debris from all common area, treated fire ant mounds in parks
3/23/22	7	S.A.	Cut decorative ends on two pergola boards, prepped and painted boards, cleaned fountain, measured boards for gazebo project
3/23/22	8	L.C.	Worked on gazebo project
3/23/22	4	A.T.	Removed debris from all common areas
3/23/22	2.5	J.S.	Additional court maintenance
3/24/22	8	T.C.	Cleaned and organized shop, swept buildings for cobwebs and dirt doobers
3/24/22	3.5	G.S.	Removed debris from all common areas
3/24/22	4	L.N.	Changed lights in pool area, cleaned outside area of grand banquet
3/24/22	8	L.C.	Worked on cleaning and organizing shop, general maintenance around shop and amenity center
3/24/22	4.5	J.S.	Additional court maintenance
3/25/22	6	T.C.	Worked on gazebo project, picked up supplies
3/25/22	8	S.A.	Worked on gazebo project, picked up supplies
3/25/22	8	L.C.	Worked on gazebo project
3/25/22	4	A.T.	Removed debris from all common areas
3/25/22	2.5	J.S.	Additional court maintenance
3/28/22	8	T.C.	Patched hole in wall of bridal suite, worked on gazebo project, picked up supplies
3/28/22	7	S.A.	Worked on gazebo project, cleaned fountain, picked up supplies
3/28/22	8	L.C.	Worked on gazebo project
3/28/22	4	A.T.	Removed debris from all common areas
3/28/22	2.5	J.S.	Additional court maintenance
3/29/22	8	T.C.	Changed pool filters in pool pack, sprayed for bees and wasps around pool deck, picked up supplies
3/29/22	6	G.S.	Removed debris from all common area, treated fire ant mounds in parks
3/29/22	8	L.C.	Worked on gazebo project
3/29/22	4.5	J.S.	Additional court maintenance
3/30/22	8	T.C.	Worked on uneven pavers, resetting pavers, prepping slide for painting
3/30/22	4	G.S.	Removed debris from all common areas and ponds
3/30/22	4	S.A.	Worked on gazebo project
3/30/22	8	L.N.	Pressure washed pool slide and changed filters in tank
3/30/22	8	L.C.	Fixed and replaced pool filters
3/30/22	2.5	J.S.	Additional court maintenance
3/31/22	4	G.S.	Removed debris from all common area, treated fire ant mounds in parks
3/31/22	8	L.N.	Pressure washed pool slide
3/31/22	8	L.C.	Fixed pool filter, fixed pavers on pool deck
3/31/22	4.5	J.S.	Additional court maintenance

**TOTAL**      573

**MILES**      352

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

**MAINTENANCE BILLABLE PURCHASES**

Period Ending 04/05/22

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
MV				
MIDDLE VILLAGE				
OAKLEAF	3/7/22	Bondo (2)	47.10	S.A.
	3/8/22	Ratchet Wrench	12.35	J.S.
	3/8/22	Wasp Spray	12.03	J.S.
	3/9/22	Permetex Gasket	2.86	J.S.
	3/9/22	Wasp/Hornet Spray	4.01	T.C.
	3/9/22	25' Leverlock Tape Measure	6.31	T.C.
	3/11/22	Impact Set 30 pc	20.70	S.A.
	3/11/22	Tapcon 3/8"x4 2pk (2)	16.05	S.A.
	3/11/22	Milwaukee SDS Bit 3/8"x4	10.32	S.A.
	3/11/22	1/2" Nut Driver	5.72	S.A.
	3/11/22	5/16"x3 1/2" Lag Screw (5)	8.45	S.A.
	3/14/22	Cobweb Duster	15.49	T.C.
	3/14/22	Nitrile Gloves 40pk	16.65	T.C.
	3/14/22	Grout Blade	45.97	S.A.
	3/15/22	6x1/2 Zinc Hex Screws 50pc	4.32	T.C.
	3/15/22	Wasp/Hornet (3)	12.03	T.C.
	3/16/22	Cobweb Duster	5.16	T.C.
	3/16/22	6-12' Ext Pole	19.54	T.C.
	3/16/22	60W NDIM 4pk	9.13	T.C.
	3/16/22	60W Dim 4pk (2)	22.77	T.C.
	3/16/22	40W Bent NDIM 8pk	14.35	T.C.
	3/16/22	40W BLNT NDIM 8pk	14.35	T.C.
	3/17/22	Angle Short Cut Brush (2)	13.50	T.C.
	3/17/22	Caulk Gun	13.78	T.C.
	3/17/22	Pelican Liner 3pk	5.03	T.C.
	3/17/22	4x3/8 Shedless Knit 6pk	11.89	T.C.
	3/17/22	Lemon Cleaner	11.18	T.C.
	3/17/22	Dynaflex Clear Caulk (12)	68.06	T.C.
	3/17/22	42 Gallon Trash Bags 32pk	24.69	G.S.
	3/17/22	Fire Ant Killer (10)	143.41	G.S.
	3/21/22	Carbide Sanding Plate	28.72	S.A.
	3/22/22	1-1/4x1 PVC Male Adapter	4.84	T.C.
	3/22/22	Angle Short Cut Brush (2)	13.50	T.C.
	3/22/22	1-3/16 Set Your Own Combo Lock	13.42	T.C.
	3/22/22	Utility Knife	3.73	T.C.
	3/22/22	1-1/2x2 PVC Pipe	7.43	T.C.
	3/22/22	1-1/2x2 90Deg Vent (2)	6.81	T.C.
	3/23/22	1-1/4x2 PVC Pipe	7.16	T.C.
	3/23/22	1-1/4 PVC Male Adapter	1.93	T.C.
	3/23/22	1-1/4x1 PVC Male Adapter	4.84	T.C.
	3/23/22	1-1/2x1-1/4 PVC Bushing	3.77	T.C.
	3/23/22	1-1/2x1-1/4 PVC Male Adapter	5.72	T.C.
	3/23/22	1-1/2x2 PVC Male Adapter	5.72	T.C.
	3/23/22	1-1/2 PVC Female Adapter	2.47	T.C.
	3/23/22	2x10 Lumber (2)	40.89	T.C.
	3/23/22	Angle Short Cut Brush (2)	13.50	T.C.

3/23/22	9" Metal Roller Tray	2.04	T.C.
3/23/22	4x3/8 Shedless Knit 6pk	11.89	T.C.
3/23/22	2" Coupling Fitting	1.37	T.C.
3/23/22	2x1 PVC Bushing	4.88	T.C.
3/23/22	1" PVC Street 90D	3.07	T.C.
3/23/22	1" PVC Union SCH80	9.90	T.C.
3/23/22	Pelican Liner 3pk	5.03	T.C.
3/24/22	Terry Towels 36pk	22.98	G.S.
3/24/22	Fire Ant Killer (8)	114.72	G.S.
3/25/22	2x2-42" Baluster (16)	28.89	S.A.
3/25/22	Bee/Wasp Foam	5.72	T.C.
3/28/22	12' Veranda Composite Decking (16)	386.03	J.S.
3/28/22	Sheet Metal #12x1/2	1.47	T.C.
3/28/22	Sanding Sponge 80/120	2.00	T.C.
3/28/22	Short Cut Brush (2)	13.50	T.C.
3/28/22	Drydex Squeeze Tube 5.5oz	6.30	T.C.
3/28/22	Putty Knife	0.56	T.C.
3/28/22	Edge Shield	4.19	T.C.
3/28/22	8' Quarter Round (6)	51.34	S.A.
3/29/22	Terry Towels 10pk	7.46	T.C.
3/29/22	3" Trim Roller	3.76	T.C.
3/29/22	3'x50' Poly Sheeting	19.30	T.C.
3/29/22	1Qt Paint Stick	1.70	T.C.
3/29/22	Pelican Liner 3pk (2)	10.05	T.C.
3/29/22	1Qt Bucket (10)	25.07	T.C.
3/29/22	Lemon Pine Sol	6.03	T.C.
3/29/22	Short Cut Brush (4)	22.95	T.C.
3/30/22	Leveling Sand (4)	18.31	J.S.
3/30/22	Paver Base (6)	34.36	J.S.
3/30/22	Ratchet Socket Set	6.35	J.S.
3/30/22	Wasp Spray Twin Pack	8.02	J.S.
3/30/22	Foam Filler (2)	13.73	J.S.
3/30/22	Di-Electric Wasp Spray Pro	8.58	J.S.
3/30/22	Foaming Carpenter Ant Bee Spray	8.58	J.S.
4/1/22	1" PVC Elbow 45 (3)	5.80	J.S.
4/1/22	1" PVC Coupling (4)	4.00	J.S.
4/1/22	1" PVC Tee	3.65	J.S.
4/1/22	1" PVC Elbow 90 (3)	4.66	J.S.
4/1/22	PVC Glue Pak	7.44	J.S.
4/1/22	5" Mylar Reflective Tape #4 (2)	4.88	J.S.
4/1/22	5" Mylar Reflective Tape #8 (2)	4.88	J.S.
4/1/22	5" Mylar Reflective Tape #5 (2)	4.88	J.S.
4/1/22	Safety Walk Tape	16.42	J.S.
4/2/22	6" Valve Box	10.32	J.S.
4/2/22	3/4" Hose Bib Vacuum Breaker (5)	41.69	J.S.
4/2/22	1-1/2" PVC Bushing (2)	4.97	J.S.
4/2/22	1-1/2" PVC Coupling	1.52	J.S.
4/2/22	1" PVC Female Adapter	1.69	J.S.
4/2/22	1" PVC Male Adapter	1.28	J.S.
4/2/22	1" PVC Elbow 90	1.55	J.S.
4/2/22	1" PVC Ball Valve	5.73	J.S.
4/2/22	1" PVC Tee SSS	2.27	J.S.

**TOTAL** \$1,779.36

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

# Invoice

Invoice #: 1937  
Invoice Date: 4/12/22  
Due Date: 4/12/22  
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 Maintenance March 1- March 31, 2022 (Tennis)		520.00	520.00
Tennis Ct. Maint. 2.33.572.3440			
RECEIVED APR 15 2022			
RECEIVED APR 15 2022			
Jury Lough 4/13/22			
Total			\$520.00
Payments/Credits			\$0.00
Balance Due			\$520.00



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>
3/2/22	2	J.S.	Clean and sweep tennis courts.
3/4/22	2	J.S.	Clean and sweep tennis courts.
3/7/22	2	J.S.	Clean and sweep tennis courts.
3/9/22	2	J.S.	Clean and sweep tennis courts.
3/11/22	2	J.S.	Clean and sweep tennis courts.
3/14/22	2	J.S.	Clean and sweep tennis courts.
3/16/22	2	J.S.	Clean and sweep tennis courts.
3/18/22	2	J.S.	Clean and sweep tennis courts.
3/21/22	2	J.S.	Clean and sweep tennis courts.
3/23/22	2	J.S.	Clean and sweep tennis courts.
3/25/22	2	J.S.	Clean and sweep tennis courts.
3/28/22	2	J.S.	Clean and sweep tennis courts.
3/30/22	2	J.S.	Clean and sweep tennis courts.

<b>TOTAL</b>	<u>26</u>
--------------	-----------

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

**Rec Fund**

RECEIVED APR 26 2022

**Check Request**

Date	Amount	Authorized By
April 26, 2022	\$2,360.00	Oksana Kuzmuk

Payable to:

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

Date Check Needed:

Budget Category:

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

Intended Use of Funds Requested:

3/4/22-3/17/22 Reimb for Security

*(Attach supporting documentation for request.)*

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

**Rec Fund**

RECEIVED APR 26 2022

**Check Request**

Date	Amount	Authorized By
April 26, 2022	\$1,470.00	Oksana Kuzmuk

Payable to:

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

Date Check Needed:

Budget Category:

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

Intended Use of Funds Requested:

2/18/22-3/3/22 Reimb for Security
(Attach supporting documentation for request.)

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice**

Invoice #: 1942

Invoice Date: 4/25/22

Due Date: 4/25/22

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 April 21, 2022 <i>Apr</i> Amen. Revenue 2.369.103 2-300-369-10300 26B	18.25	25.00	456.25

RECEIVED APR 25 2022

**Total** \$456.25**Payments/Credits** \$0.00**Balance Due** \$456.25*OK*  
*4/25/22*

**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>
18.25	Facility Event Staff	\$ 25.00	\$ 456.25

Covers Period End: April 21, 2022

Amenities Revenue # 2-369-103

**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** MVCDD refund of deposit request - KRISTEN HARRIS  
**Date:** April 19, 2022 at 9:30 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 afternoon Margaret and Oksana,

Please make the following refund at your earliest opportunity:

- REFUND FROM MVCDD – for the following venue.
  - LOCATION – PO PATIO (SATURDAY) 2:00 P.M. to 6:00 P.M.
  - DATE OF VENUE – APRIL 16, 2022
  - RESIDENT – KRISTEN HARRIS
  - ADDRESS – 625 OAKLEAF PLANTATION PARKWAY #615, ORANGE PARK, FL 32065
  - AMOUNT OF REFUND – \$100.00
  - BOOKING FEE/DEPOSIT was via CHECK drawn on BBVA
    - DATED: 3/23/22
    - CHECK#: 1754
    - AMOUNT#: \$100.00
    - DEPOSITED: 3/24/22

892 B

Rental Deposit Refund  
2-300-369-103

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
03/23/22	03/23/22	04/16/22	KRISTEN HARRIS - PO PATIO DEPOSIT	DEPOSIT	\$ 100.00		CHECK#1754	DEPO

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

Thank you.

I will be out of the office SATURDAY, APRIL 23, 2022 to MONDAY, APRIL 25, 2022. Therefore, please email me, or leave a detailed message at (904) 770-4631 with your NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTIES, PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity.

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 this email and any attachments is 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, 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 APR 19 2022

# INVOICE



4351 Salisbury Rd., Suite 155, Jacksonville, FL 32256  
PH: (904)431-3914

**Bill To**

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

Invoice #	644679
Account #	711194
Invoice Date	4/1/2022
Due Date	4/11/2022
Rep	MAS

Invoice Questions:  
AR@LakeDoctors.com

Purchase Order Number		Terms	Invoice Date Reflects Month of Service Provided
		NET 10 DAYS	
Item	Description		Amount
	Monthly Water Management Service (R) <i>Apr Lake maint</i> <b>Code to:</b> <b>2-320-572-4680</b> <i>62B</i> <b>Middle Village Lake Maintenance</b>  <b>Customer Total Balance</b> \$4,538.00		1,519.00
Thank you! For your business!			<b>Total Invoice</b> \$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

**Bill To**

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

Amount Enclosed

Invoice #	644679
Account #	711194
Date	4/1/2022

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

**The Lake Doctors, Inc.**  
4651 Salisbury Rd., Suite 155  
Jacksonville, FL 32256

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 \_\_\_\_\_

# I N V O I C E

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

INVOICE: 45672 QT  
DATE: 04/13/22 10:30a  
ACCOUNT: 1032 Oakleaf  
ROUTE: 0  
LAST: 1/12/22 Paula  
Paula Douglas

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

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

904-375-9625 Lisa 904-708-1134

DESCRIPTION	QTY	PRICE	AMOUNT
General Pest Control <sup>APR</sup> PEST		175.00	175.00

RECEIVED APR 26 2022

SUBTOTAL 175.00

**Code to:**

PREVIOUS BALANCE 0.00  
TOTAL DUE 175.00

**Middle Village Facility Maintenance - Preventative**

**2-330-572-621**

## Products

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

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

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

EFFECTIVE June 1, 2013  
MAKE Checks Payable to:

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

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

THANK YOU FOR YOUR BUSINESS!  
HAVE A WONDERFUL DAY!



**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** MVCDD refund of deposit request - ROBERT NIMMONS-NR (CANCELLED)  
**Date:** April 23, 2022 at 7:15 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) 12:00 P.M. to 12:00 A.M.
  - DATE OF VENUE – JULY 9, 2022
  - NON-RESIDENT – ROBERT NIMMONS
  - ADDRESS – 871 WEST 9TH STREET, ST. AUGUSTINE, FL 32084
  - AMOUNT OF REFUND - \$2,950.00 - GB RENTAL - (\$2,500.00), GB DEPOSIT (\$250.00) & GL DEPOSIT (\$200.00) - cancelled via email dated 4/12/22
  - BOOKING FEE/DEPOSIT via CHECKS drawn on VYSTAR:
    - **GRAND BANQUET RENTAL:**
    - CHECK#: 1115
    - DATED: 3/16/22
    - DEPOSITED: 3/16/22
    - AMOUNT: \$2,500.00
    - **GRAND BANQUET DEPOSIT:**
    - CHECK#: 1116
    - DATED: 3/16/22
    - DEPOSITED: 3/16/22
    - AMOUNT: \$500.00
    - **GRAND LAWN DEPOSIT:**
    - CHECK#: 1117
    - DATED: 3/16/22
    - DEPOSITED: 3/16/22
    - AMOUNT: \$200.00

893 B  
 2-300-369-103  
 RECEIVED APR 3-2 2022  
 Rental Deposit  
 Refund

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
03/16/22	03/16/22	07/09/22	ROBERT NIMMONS - GB	12	\$ 2,500.00		CK# 1115	
03/16/22	03/16/22	07/09/22	ROBERT NIMMONS - GB DEPOSIT	DEPOSIT	\$ 500.00		CK# 1116	
03/16/22	03/16/22	07/09/22	ROBERT NIMMONS - GL DEPOSIT	DEPOSIT	\$ 200.00		CK# 1117	DEPOSIT

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

Thank you.

With the out-of-the-office schedule of today (April 22, 2022) to Monday (April 25, 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  
[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 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 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.

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
4/14/22	00004	2/21/22 17541A	202202 600-53800-64000	FEB INSTL BREAKOUT BOARD	*	45.00	
				SOUTHEAST FITNESS REPAIR			45.00 000471
4/14/22	00054	3/31/22 67729167	202203 600-53800-64000	MULTIFOLD TOWELS&TISSUE	*	648.06	
				THE HOME DEPOT PRO			648.06 000472
4/14/22	00054	3/31/22 67729168	202203 600-53800-64000	JANITORIAL SUPPLIES	*	374.74	
				THE HOME DEPOT PRO			374.74 000473
4/14/22	00039	3/28/22 INV00116	202203 600-53800-64000	LIFEGUARD UNIFORM/EQUIP	*	1,150.50	
				THE LIFEGUARD STORE, INC.			1,150.50 000474
4/21/22	00009	4/12/22 1936	202203 600-53800-64000	RPR/RPLC MAINTENANCE	*	8,641.50	
				GOVERNMENTAL MANAGEMENT SERVICES			8,641.50 000475
4/28/22	00050	4/08/22 OPPORT#8	202204 600-53800-64000	TREE REMOVALS	*	2,495.00	
				VERDEGO LLC			2,495.00 000476
TOTAL FOR BANK C						13,354.80	
TOTAL FOR REGISTER						13,354.80	

MVIL MIDDLE VILLAGE OKUZMUK

# 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 # 17541A

Date: 21-Feb-2022

Payment is due within 30 days of invoice date.

<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>	PARTS ONLY WARRANTY. TECH - BRING ALL PARTS AND PAPERWORK BACK TO ROSEY SO I CAN SEND PARTS BACK TO TRUE. RA INSTALL BREAK OUT BOARD - SPEED CONTROL BUTTON & INCLINE/DECLINE CONTROL BUTTON. JAY 904-562-0249

Description	Part #	Part Cost	QTY	Total
LABOR PER HOUR 1 TECH: LABOR PER HOUR 1 TECH		60.00	0.75	45.00
<b>Comments:</b>			<i>Parts Total</i>	45.00
			<i>Tax</i>	0.00
			<i>Balance</i>	45.00

Technician: FRANK HARDY

**Thank you for your business.**

**Code to:**  
**Middle Village Repair and Replacements**  
**34-600-538-64000**

4C

RECEIVED APR 07 2022



PO BOX 2317  
Jacksonville, FL 32203-2317

SHIPPED TO:  
DOUBLE BRANCH  
370 OAKLEAF VILLAGE PARKWAY  
ORANGE PARK FL 32065

INVOICE DATE 03/31/22  
INVOICE NUMBER 677291676  
ACCOUNT NUMBER 645245  
ORDER NUMBER 43226550

SOLD TO:  
DOUBLE BRANCH  
370 OAKLEAF VILLAGE PARKWAY  
ORANGE PARK FL 32065

FOR INQUIRIES:  
(866) 412-6726 FAX (877) 712-6726  
[www.HomeDepotPro.com/Institutional](http://www.HomeDepotPro.com/Institutional)  
FEDERAL ID 52-2418852

ORDER DATE	ORDER NO.	CUSTOMER P.O.	SHIPPED VIA	TERMS	SALESPERSON					
03/30/22	43226550		JAX89	NET 30 DAYS	WILLIAM WOODR					
LN	ITEM NO.	CAT	DESCRIPTION	ORDERED	SHIPPED	B/O	UOM	PRICE	EXT	AMT T
1	REN06003-WB	8	RENOWN GS MULTI-FOLD TOWEL NATURAL	2	2	0	CA	29.38*	58.76	
2	REN06132-WB	8	CONTROLLED HARD ROLL TOWEL NATURAL	8	8	0	CA	65.95	527.60	
3	REN06125-WB	8	RENOWN SINGLE ROLL BATH TISSUE 2PLY	10	10	0	CA	70.18	701.80	
\$7.95 Handling Charge										
Delivery information for this invoice may be found at: <a href="http://www.HomeDepotPro.com/Institutional">www.HomeDepotPro.com/Institutional</a>										

Code to: Split 50/50

Double Branch Repair and Replacements

2.320.57200.63100

Middle Village Repair and Replacements

34-600-538-64000	NET MERCHANDISE TOTAL	FREIGHT	HANDLING	TAX	INVOICE TOTAL
54C	1,288.16	0.00	7.95	0.00	1,296.11

648.06

RETAIN THIS PORTION OF THE INVOICE FOR YOUR RECORDS  
RETURN THIS PORTION WITH YOUR REMITTANCE



ACCOUNT NUMBER	INVOICE DATE	INVOICE NUMBER	INVOICE AMOUNT DUE
645245	03/31/22	677291676	1,296.11

BILL TO:

DOUBLE BRANCH  
370 OAKLEAF VILLAGE PARKWAY  
ORANGE PARK FL 32065

NET  
AMOUNT  
PAID

REMIT TO:

The Home Depot Pro  
PO Box 404468  
Atlanta, GA 30384-4468

CURRENT TERMS AND CONDITIONS APPLY. CLAIMS FOR SHORTAGES OR DAMAGED GOODS MUST BE MADE WITHIN THREE (3) DAYS OF RECEIPT OF SHIPMENT IN ACCORDANCE WITH CURRENT RETURN GOODS POLICY. NO RETURNS ACCEPTED WITHOUT PRIOR AUTHORIZATION.

PO BOX 2317  
Jacksonville, FL 32203-2317

SHIPPED TO:  
MIDDLE VILLAGE CDD  
370 OAKLEAF VILLAGE PARKWAY  
ORANGE PARK FL 32065

INVOICE DATE 03/31/22  
INVOICE NUMBER 677291684  
ACCOUNT NUMBER 647283  
ORDER NUMBER 43226146

SOLD TO:  
MIDDLE VILLAGE CDD  
370 OAKLEAF PLANTATION PKWY  
DBA OAKLEAF PLANTATION  
ORANGE PARK FL 32065

FOR INQUIRIES:  
(866) 412-6726 FAX (877) 712-6726  
www.HomeDepotPro.com/Institutional  
FEDERAL ID 52-2418852

ORDER DATE	ORDER NO.	CUSTOMER P.O.	SHIPPED VIA	TERMS	SALESPERSON					
03/30/22	43226146		JAX89	NET 30 DAYS	JAX HOUSE					
LN	ITEM NO.	CAT	DESCRIPTION	ORDERED	SHIPPED	B/O	UOM	PRICE	EXT	AMT T
1	REN14512-CA	8	RENOWN LNR 40X48 12MIC NAT - NATURA	10	10	0	CA	44.50*	445.00	
2	REN24512-CA	8	RENOWN LNR 40X46 .74MIL WHT - 25/RO	5	0	5	CA	27.36*	0.00	
3	309330284	8	1/2 Fold Recycled Toilet Seat Cover	2	2	0	CA	76.85	153.70	
4	APP17100-04	8	APPEAL GEN PURP FOAM HAND SOAP - 10	3	3	0	CA	39.48	118.44	
5	HOSHS-6141	8	LINER PAPER WAXED SANITARY BAGS - 9	1	1	0	CA	24.39	24.39	
\$7.95 Handling Charge										
Delivery information for this invoice may be found at: <a href="http://www.HomeDepotPro.com/Institutional">www.HomeDepotPro.com/Institutional</a>										

Code to: Split 50/50

Double Branch Repair and Replacements

2.320.57200.63100

Middle Village Repair and Replacements

34-600-538-64000

54c

RECEIVED APR 07 2022

741.53	0.00	7.95	0.00	INVOICE TOTAL
				749.48

\$374.74

RETAIN THIS PORTION OF THE INVOICE FOR YOUR RECORDS

RETURN THIS PORTION WITH YOUR REMITTANCE

ACCOUNT NUMBER	INVOICE DATE	INVOICE NUMBER	INVOICE AMOUNT DUE
647283	03/31/22	677291684	749.48

BILL TO:

MIDDLE VILLAGE CDD  
370 OAKLEAF PLANTATION PKWY  
DBA OAKLEAF PLANTATION  
ORANGE PARK FL 32065

NET  
AMOUNT  
PAID

REMIT TO:

The Home Depot Pro  
PO Box 404468  
Atlanta, GA 30384-4468



**Kiefer Aquatics**  
**The Lifeguard Store**  
**All American Swim Supply**  
**Swim Shops of the Southwest**  
903 Morrissey Drive  
Bloomington, IL 61701  
P (309) 451-5858  
F (309) 451-5959

# Invoice

DATE

INVOICE #

03/28/2022

INV001164587



## BILL TO

GMS LLC  
Attn: Accounts Payable  
475 W Town PL  
Suite 114  
St Augustine, FL 32092

## SHIP TO

GMS LLC  
Double Branch CDD  
Attn: Jay Soriano  
370 Oakleaf Village Pkwy  
orange park, FL 32065

**Account Number: 265527**

P.O. NUMBER	TERMS	REP	SHIP	VIA	Order Number	
SUSIE EMAIL	N30	047	03/28/2022	FEDEX_GROUND	ORD001052702	
QUANTITY	ITEM CODE	DESCRIPTION			PRICE EACH	AMOUNT
10	LGSGTSRS	RISE Guard Tee Color: Red Size: Small			\$5.00	\$50.00
10	LGSGTSRM	RISE Guard Tee Color: Red Size: Medium			\$5.00	\$50.00
10	LGSGTSRL	RISE Guard Tee Color: Red Size: Large			\$5.00	\$50.00
4	LGSGTSRXL	RISE Guard Tee Color: Red Size: XLarge			\$5.00	\$20.00
10	LGS30GUSRS	RISE Guard Male Flex Board Short Color: Red Size: Small			\$20.00	\$200.00
10	LGS30GUSRM	RISE Guard Male Flex Board Short Color: Red Size: Medium			\$20.00	\$200.00
10	LGS30GUSRL	RISE Guard Male Flex Board Short Color: Red Size: Large			\$20.00	\$200.00
6	LGS12GURD32	RISE Guard Poly H-Back Color: Red Size: 32			\$27.00	\$162.00
8	LGS12GURD34	RISE Guard Poly H-Back Color: Red Size: 34			\$27.00	\$216.00
10	LGS12GURD36	RISE Guard Poly H-Back Color: Red Size: 36			\$27.00	\$270.00
6	LGS12GURD38	RISE Guard Poly H-Back Color: Red Size: 38			\$27.00	\$162.00
1	LGS12GURD40	RISE Guard Poly H-Back Color: Red Size: 40			\$27.00	\$27.00
1	LGS12GURD42	RISE Guard Poly H-Back Color: Red Size: 42			\$27.00	\$27.00
30	710AWLR	Waterpark Guard Hip Pack Color: Red			\$5.75	\$172.50
50	9203-3808BW	Fox 40 Sonik Blast CMG Whistle with breakaway lanyard Color: Blue/White			\$5.85	\$292.50
30	120MM	RISE Soft Case Pocket Mask			\$6.00	\$180.00

Page 1 of 2

Page 1 of 2

Tracking Number:

569320212635  
569320212646  
569320212657  
569320212668

RECEIVED APR 07 2022



**Kiefer Aquatics**  
**The Lifeguard Store**  
**All American Swim Supply**  
**Swim Shops of the Southwest**  
903 Morrissey Drive  
Bloomington, IL 61701  
P (309) 451-5858  
F (309) 451-5959

# Invoice

DATE

INVOICE #

03/28/2022

INV001164587



## BILL TO

GMS LLC  
Attn: Accounts Payable  
475 W Town PL  
Suite 114  
St Augustine, FL 32092

## SHIP TO

GMS LLC  
Double Branch CDD  
Attn: Jay Soriano  
370 Oakleaf Village Pkwy  
orange park, FL 32065

**Account Number: 265527**

P.O. NUMBER	TERMS	REP	SHIP	VIA	Order Number
SUSIE EMAIL	N30	047	03/28/2022	FEDEX_GROUND	ORD001052702

QUANTITY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
----------	-----------	-------------	------------	--------

**Code to: Split**

**Double Branch Repair and Replacements**

**2.320.57200.63100**

39C

**Middle Village Repair and Replacements**

**34-600-538-64000**

	Subtotal	\$2,279.00
	Discount Amount	\$0.00
	Shipping, Packaging & Handling	\$22.00
	Tax	\$0.00
	<b>TOTAL</b>	<b>\$2,301.00</b>

All Balances must be paid within thirty (30) days of invoice date. A 1.5% monthly finance charge will be applied to all over due balances.

**Balance Due**

**\$2,301.00**

\$1,150.50



**Kiefer Aquatics**  
**The Lifeguard Store**  
**All American Swim**  
**Swim Shops of the**  
**Southwest**  
 903 Morrissey Drive  
 Bloomington, IL 61701  
 P (309) 451-5858  
 F (309) 451-5959

Page 1/1

# Quote

RECEIVED MAR 21 2022

DATE	Customer #	ESTIMATE
03/16/2022	265527	EST087027



BILL TO
GMS LLC Attn: Accounts Payable 475 W Town PL Suite 114 St Augustine, FL 32092

SHIP TO
GMS LLC Attn: Jay Soriano 370 Oakleaf Village Pkwy orange park, FL 32065

Shipped Via:
FEDEX_GROUND

Estimate Prepared by:
shanrahan

ITEM	DESCRIPTION	QUANTITY	PRICE EACH	TOTAL
LSGTSRS	RISE Guard Tee Color: Red Size: Small	10	\$5.00	\$50.00
LSGTSM	RISE Guard Tee Color: Red Size: Medium	10	\$5.00	\$50.00
LSGTSRL	RISE Guard Tee Color: Red Size: Large	10	\$5.00	\$50.00
LSGTSRXL	RISE Guard Tee Color: Red Size: XLarge	4	\$5.00	\$20.00
LGS30GUSRS	RISE Guard Male Flex Board Short Color: Red Size: Small	10	\$20.00	\$200.00
LGS30GUSRM	RISE Guard Male Flex Board Short Color: Red Size: Medium	10	\$20.00	\$200.00
LGS30GUSRL	RISE Guard Male Flex Board Short Color: Red Size: Large	10	\$20.00	\$200.00
LGS12GURD32	RISE Guard Poly H-Back Color: Red Size: 32	6	\$27.00	\$162.00
LGS12GURD34	RISE Guard Poly H-Back Color: Red Size: 34	8	\$27.00	\$216.00
LGS12GURD36	RISE Guard Poly H-Back Color: Red Size: 36	10	\$27.00	\$270.00
LGS12GURD38	RISE Guard Poly H-Back Color: Red Size: 38	6	\$27.00	\$162.00
LGS12GURD40	RISE Guard Poly H-Back Color: Red Size: 40	1	\$27.00	\$27.00
LGS12GURD42	RISE Guard Poly H-Back Color: Red Size: 42	1	\$27.00	\$27.00
710AWLR	Waterpark Guard Hip Pack Color: Red	30	\$5.75	\$172.50
9203-3808BW	Fox 40 Sonik Blast CMG Whistle with breakaway lanyard Color: Blue/White	50	\$5.85	\$292.50
120MM	RISE Soft Case Pocket Mask	30	\$6.00	\$180.00

Code to: Split

## Double Branch Repair and Replacements

2.320.57200.63100

39C

## Middle Village Repair and Replacements

34-600-538-64000

Subtotal	\$2,279.00
Freight	\$22.00
Tax	\$0.00
Total	\$2,301.00

Lifeguard Uniform/Equip

\$1,150.50



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

# Invoice

Invoice #: 1936  
Invoice Date: 4/12/22  
Due Date: 4/12/22  
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 Maintenance March 1- March 31, 2022 Maintenance Supplies		20,211.64 1,779.36	20,211.64 1,779.36
Fac. Maint. Gen <sup>9C</sup> \$4,625 <sup>00</sup> 2.33.572.6200			
Fac. Maint. Cont. \$301 <sup>00</sup> 2.33.572.6220			
Lighting Repairs \$835 <sup>00</sup> 2.33.572.4663			
Common Area Maint. \$5,415 <sup>00</sup> 2.320.572.4650			
Repairs/Replace \$8,641 <sup>50</sup> 34.538.6400			
Tennis Ct. Main \$2,173 <sup>50</sup> 2.33.572.3440			
<i>Jim Long</i> 4/13/22	RECEIVED APR 15 2022		

Total \$21,991.00

Payments/Credits \$0.00

Balance Due \$21,991.00

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
3/1/22	8	T.C.	Pressure washed, prepped and painted pool pergolas and buildings
3/1/22	2.5	G.S.	Removed debris from all common areas
3/1/22	8	L.C.	Painted and pressure washed gazebo and pool deck
3/1/22	4.5	J.S.	Additional court maintenance
3/2/22	8	T.C.	Pressure washed, prepped and painted pool pergolas and buildings
3/2/22	4	G.S.	Removed debris from all common areas
3/2/22	8	S.A.	Worked on gazebo project
3/2/22	8	A.B.	Painted pool pavilion, cleaned filters
3/2/22	8	L.C.	Painted and pressure washed gazebo
3/2/22	2.5	J.S.	Additional court maintenance
3/3/22	8	T.C.	Pressure washed, prepped and painted pool pergolas and buildings, picked up supplies
3/3/22	3.5	G.S.	Removed debris from all common area, treated fire ant mounds in parks
3/3/22	8	A.B.	Painted pool pavilion
3/3/22	8	L.C.	Painted and pressure washed pool deck
3/3/22	4.5	J.S.	Additional court maintenance
3/4/22	8	T.C.	Pressure washed, prepped and painted pool pergolas and buildings
3/4/22	8	S.A.	Worked on gazebo project, picked up supplies
3/4/22	8	A.B.	Painted pool pavilion, cleaned filters
3/4/22	8	L.C.	Worked on gazebo project, pressure washed pool deck
3/4/22	2.5	J.S.	Additional court maintenance
3/7/22	2.5	G.S.	Removed debris from all common areas
3/7/22	8	S.A.	Worked on gazebo project, picked up supplies
3/7/22	8	L.C.	Painted gazebo
3/7/22	2.5	J.S.	Additional court maintenance
3/8/22	5	G.S.	Removed debris from all common areas, maintenance work on golf cart
3/8/22	8	A.B.	Worked on gazebo project, caulking and painting
3/8/22	8	L.C.	Painted gazebo
3/8/22	4.5	J.S.	Additional court maintenance
3/9/22	3.5	G.S.	Removed debris from all common areas and ponds
3/9/22	8	S.A.	Worked on gazebo project
3/9/22	2	A.B.	Paint splash netting frame
3/9/22	2.5	J.S.	Additional court maintenance
3/10/22	4	G.S.	Removed debris from all common areas and ponds
3/10/22	4.5	J.S.	Additional court maintenance
3/11/22	8	S.A.	Picked up supplies, designed and installed bracket to hang chainsaw on wall in shop, cleaned up shop
3/11/22	2.5	J.S.	Additional court maintenance
3/12/22	3	J.S.	Additional court maintenance
3/14/22	2	T.C.	Set up CDD meeting
3/14/22	2.5	G.S.	Removed debris from all common areas, maintenance work on golf cart
3/14/22	8	S.A.	Worked on gazebo project, picked up supplies
3/14/22	2.5	J.S.	Additional court maintenance
3/15/22	2	T.C.	Worked on repairing pressure washer, picked up supplies
3/15/22	5	G.S.	Removed debris from all common areas, removed deceased animal at church
3/15/22	4.5	J.S.	Additional court maintenance
3/16/22	4	G.S.	Removed debris from all common areas and ponds
3/16/22	3	L.N.	Cleaned shop, restocked facility
3/16/22	4	S.A.	Reset and reprogram all timers, inspected and cleaned outfalls
3/16/22	2.5	J.S.	Additional court maintenance
3/17/22	8	T.C.	Worked on gazebo project, caulking and painting, picked up supplies
3/17/22	5	G.S.	Removed debris from all common areas and ponds, removed deceased animal at waterfall, picked up supplies
3/17/22	3	L.N.	Set up CDD meeting, blew leaves and debris off boardwalk
3/17/22	4.5	J.S.	Additional court maintenance
3/18/22	8	T.C.	Worked on gazebo project, caulking and painting
3/18/22	8	S.A.	Worked on gazebo project, cleaned shop, repaired and installed toilet paper holder in bathroom
3/18/22	8	A.B.	Worked on gazebo project, caulking and painting
3/18/22	8	L.C.	Painted gazebo project
3/18/22	2.5	J.S.	Additional court maintenance
3/21/22	8	T.C.	Worked on gazebo project, caulking and painting

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
3/21/22	3.5	G.S.	Removed debris from all common areas
3/21/22	8	S.A.	Worked on gazebo project, picked up supplies
3/21/22	8	L.C.	Worked on gazebo project
3/21/22	4	A.T.	Removed debris from all common areas
3/21/22	2.5	J.S.	Additional court maintenance
3/22/22	8	T.C.	Light inspection, changed lights as needed, worked on gazebo project, caulking and painting
3/22/22	6	G.S.	Removed debris from all common areas and ponds
3/22/22	8	L.C.	Worked on gazebo project
3/22/22	4.5	J.S.	Additional court maintenance
3/23/22	8	T.C.	Repaired door on summer kitchen, worked on gazebo project, caulking and painting, picked up supplies
3/23/22	4	G.S.	Removed debris from all common area, treated fire ant mounds in parks
3/23/22	7	S.A.	Cut decorative ends on two pergola boards, prepped and painted boards, cleaned fountain, measured boards for gazebo project
3/23/22	8	L.C.	Worked on gazebo project
3/23/22	4	A.T.	Removed debris from all common areas
3/23/22	2.5	J.S.	Additional court maintenance
3/24/22	8	T.C.	Cleaned and organized shop, swept buildings for cobwebs and dirt doobers
3/24/22	3.5	G.S.	Removed debris from all common areas
3/24/22	4	L.N.	Changed lights in pool area, cleaned outside area of grand banquet
3/24/22	8	L.C.	Worked on cleaning and organizing shop, general maintenance around shop and amenity center
3/24/22	4.5	J.S.	Additional court maintenance
3/25/22	6	T.C.	Worked on gazebo project, picked up supplies
3/25/22	8	S.A.	Worked on gazebo project, picked up supplies
3/25/22	8	L.C.	Worked on gazebo project
3/25/22	4	A.T.	Removed debris from all common areas
3/25/22	2.5	J.S.	Additional court maintenance
3/28/22	8	T.C.	Patched hole in wall of bridal suite, worked on gazebo project, picked up supplies
3/28/22	7	S.A.	Worked on gazebo project, cleaned fountain, picked up supplies
3/28/22	8	L.C.	Worked on gazebo project
3/28/22	4	A.T.	Removed debris from all common areas
3/28/22	2.5	J.S.	Additional court maintenance
3/29/22	8	T.C.	Changed pool filters in pool pack, sprayed for bees and wasps around pool deck, picked up supplies
3/29/22	6	G.S.	Removed debris from all common area, treated fire ant mounds in parks
3/29/22	8	L.C.	Worked on gazebo project
3/29/22	4.5	J.S.	Additional court maintenance
3/30/22	8	T.C.	Worked on uneven pavers, resetting pavers, prepping slide for painting
3/30/22	4	G.S.	Removed debris from all common areas and ponds
3/30/22	4	S.A.	Worked on gazebo project
3/30/22	8	L.N.	Pressure washed pool slide and changed filters in tank
3/30/22	8	L.C.	Fixed and replaced pool filters
3/30/22	2.5	J.S.	Additional court maintenance
3/31/22	4	G.S.	Removed debris from all common area, treated fire ant mounds in parks
3/31/22	8	L.N.	Pressure washed pool slide
3/31/22	8	L.C.	Fixed pool filter, fixed pavers on pool deck
3/31/22	4.5	J.S.	Additional court maintenance

**TOTAL**      573

**MILES**      352

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

**MAINTENANCE BILLABLE PURCHASES**

Period Ending 04/05/22

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
MV				
MIDDLE VILLAGE				
OAKLEAF	3/7/22	Bondo (2)	47.10	S.A.
	3/8/22	Ratchet Wrench	12.35	J.S.
	3/8/22	Wasp Spray	12.03	J.S.
	3/9/22	Permetex Gasket	2.86	J.S.
	3/9/22	Wasp/Hornet Spray	4.01	T.C.
	3/9/22	25' Leverlock Tape Measure	6.31	T.C.
	3/11/22	Impact Set 30 pc	20.70	S.A.
	3/11/22	Tapcon 3/8"x4 2pk (2)	16.05	S.A.
	3/11/22	Milwaukee SDS Bit 3/8"x4	10.32	S.A.
	3/11/22	1/2" Nut Driver	5.72	S.A.
	3/11/22	5/16"x3 1/2" Lag Screw (5)	8.45	S.A.
	3/14/22	Cobweb Duster	15.49	T.C.
	3/14/22	Nitrile Gloves 40pk	16.65	T.C.
	3/14/22	Grout Blade	45.97	S.A.
	3/15/22	6x1/2 Zinc Hex Screws 50pc	4.32	T.C.
	3/15/22	Wasp/Hornet (3)	12.03	T.C.
	3/16/22	Cobweb Duster	5.16	T.C.
	3/16/22	6-12' Ext Pole	19.54	T.C.
	3/16/22	60W NDIM 4pk	9.13	T.C.
	3/16/22	60W Dim 4pk (2)	22.77	T.C.
	3/16/22	40W Bent NDIM 8pk	14.35	T.C.
	3/16/22	40W BLNT NDIM 8pk	14.35	T.C.
	3/17/22	Angle Short Cut Brush (2)	13.50	T.C.
	3/17/22	Caulk Gun	13.78	T.C.
	3/17/22	Pelican Liner 3pk	5.03	T.C.
	3/17/22	4x3/8 Shedless Knit 6pk	11.89	T.C.
	3/17/22	Lemon Cleaner	11.18	T.C.
	3/17/22	Dynaflex Clear Caulk (12)	68.06	T.C.
	3/17/22	42 Gallon Trash Bags 32pk	24.69	G.S.
	3/17/22	Fire Ant Killer (10)	143.41	G.S.
	3/21/22	Carbide Sanding Plate	28.72	S.A.
	3/22/22	1-1/4x1 PVC Male Adapter	4.84	T.C.
	3/22/22	Angle Short Cut Brush (2)	13.50	T.C.
	3/22/22	1-3/16 Set Your Own Combo Lock	13.42	T.C.
	3/22/22	Utility Knife	3.73	T.C.
	3/22/22	1-1/2x2 PVC Pipe	7.43	T.C.
	3/22/22	1-1/2x2 90Deg Vent (2)	6.81	T.C.
	3/23/22	1-1/4x2 PVC Pipe	7.16	T.C.
	3/23/22	1-1/4 PVC Male Adapter	1.93	T.C.
	3/23/22	1-1/4x1 PVC Male Adapter	4.84	T.C.
	3/23/22	1-1/2x1-1/4 PVC Bushing	3.77	T.C.
	3/23/22	1-1/2x1-1/4 PVC Male Adapter	5.72	T.C.
	3/23/22	1-1/2x2 PVC Male Adapter	5.72	T.C.
	3/23/22	1-1/2 PVC Female Adapter	2.47	T.C.
	3/23/22	2x10 Lumber (2)	40.89	T.C.
	3/23/22	Angle Short Cut Brush (2)	13.50	T.C.

3/23/22	9" Metal Roller Tray	2.04	T.C.
3/23/22	4x3/8 Shedless Knit 6pk	11.89	T.C.
3/23/22	2" Coupling Fitting	1.37	T.C.
3/23/22	2x1 PVC Bushing	4.88	T.C.
3/23/22	1" PVC Street 90D	3.07	T.C.
3/23/22	1" PVC Union SCH80	9.90	T.C.
3/23/22	Pelican Liner 3pk	5.03	T.C.
3/24/22	Terry Towels 36pk	22.98	G.S.
3/24/22	Fire Ant Killer (8)	114.72	G.S.
3/25/22	2x2-42" Baluster (16)	28.89	S.A.
3/25/22	Bee/Wasp Foam	5.72	T.C.
3/28/22	12' Veranda Composite Decking (16)	386.03	J.S.
3/28/22	Sheet Metal #12x1/2	1.47	T.C.
3/28/22	Sanding Sponge 80/120	2.00	T.C.
3/28/22	Short Cut Brush (2)	13.50	T.C.
3/28/22	Drydex Squeeze Tube 5.5oz	6.30	T.C.
3/28/22	Putty Knife	0.56	T.C.
3/28/22	Edge Shield	4.19	T.C.
3/28/22	8' Quarter Round (6)	51.34	S.A.
3/29/22	Terry Towels 10pk	7.46	T.C.
3/29/22	3" Trim Roller	3.76	T.C.
3/29/22	3'x50' Poly Sheeting	19.30	T.C.
3/29/22	1Qt Paint Stick	1.70	T.C.
3/29/22	Pelican Liner 3pk (2)	10.05	T.C.
3/29/22	1Qt Bucket (10)	25.07	T.C.
3/29/22	Lemon Pine Sol	6.03	T.C.
3/29/22	Short Cut Brush (4)	22.95	T.C.
3/30/22	Leveling Sand (4)	18.31	J.S.
3/30/22	Paver Base (6)	34.36	J.S.
3/30/22	Ratchet Socket Set	6.35	J.S.
3/30/22	Wasp Spray Twin Pack	8.02	J.S.
3/30/22	Foam Filler (2)	13.73	J.S.
3/30/22	Di-Electric Wasp Spray Pro	8.58	J.S.
3/30/22	Foaming Carpenter Ant Bee Spray	8.58	J.S.
4/1/22	1" PVC Elbow 45 (3)	5.80	J.S.
4/1/22	1" PVC Coupling (4)	4.00	J.S.
4/1/22	1" PVC Tee	3.65	J.S.
4/1/22	1" PVC Elbow 90 (3)	4.66	J.S.
4/1/22	PVC Glue Pak	7.44	J.S.
4/1/22	5" Mylar Reflective Tape #4 (2)	4.88	J.S.
4/1/22	5" Mylar Reflective Tape #8 (2)	4.88	J.S.
4/1/22	5" Mylar Reflective Tape #5 (2)	4.88	J.S.
4/1/22	Safety Walk Tape	16.42	J.S.
4/2/22	6" Valve Box	10.32	J.S.
4/2/22	3/4" Hose Bib Vacuum Breaker (5)	41.69	J.S.
4/2/22	1-1/2" PVC Bushing (2)	4.97	J.S.
4/2/22	1-1/2" PVC Coupling	1.52	J.S.
4/2/22	1" PVC Female Adapter	1.69	J.S.
4/2/22	1" PVC Male Adapter	1.28	J.S.
4/2/22	1" PVC Elbow 90	1.55	J.S.
4/2/22	1" PVC Ball Valve	5.73	J.S.
4/2/22	1" PVC Tee SSS	2.27	J.S.

**TOTAL \$1,779.36**



RECEIVED APR 26 2022

## PROPOSAL

**Mailing Address**

Oakleaf Plantation  
370 Oakleaf Village Parkway  
Orange Park, FL 32065

**Job Address**

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

Date: April 08, 2022

Phone: Orange Park

Opportunity#: 8044 -

---

**Job Summary:**

Proposed to remove 11 declining River Birch trees along the Promenade, chip up debris and Stump grind 14 stumps, 3 that have been previously removed.

Depending on what the Board decides to replace with plant material or sod, a proposal will follow to enhance in those areas.

**Landscape Enhancement**

Quantity	Description	Unit	Unit Price	Ext Price
11.00	River Birch removal	Ea	\$125.00	\$1,375.00
14.00	Stump Grinding	Ea	\$80.00	\$1,120.00
<b>Landscape Enhancement Total</b>				<b>\$2,495.00</b>

**Code to:**

## Middle Village Repair and Replacements

**Proposal Total: \$2,495.00**

**34-600-538-64000**

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

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

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

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

**ACCEPTANCE OF PROPOSAL**

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

By \_\_\_\_\_  
Chalon Suchsland  
Date 4/8/2022  
VerdeGo

By \_\_\_\_\_  
Date 4/26/22  
Oakleaf Plantation

## *FOURTH ORDER OF BUSINESS*



**Middle Village Community Development District**  
Auditor Selection Evaluation Criteria

	Ability of Personnel	Proposer's Experience	Understanding of Scope of Work	Ability to Furnish the Required Services	Price	Point Total
	(e.g., geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing workload; proposed staffing levels, etc.)	(e.g., past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character; integrity; reputation of respondent, etc.)	Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.	Extent to which the proposal demonstrates the adequacy of proposer's financial resources and stability as a business entity necessary to complete the services required (e.g., the existence of any natural disaster plan for business operations).	Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to services.	
<b>Proposer</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>100</b>
Grau & Associates						
Berger, Toombs, Elam, Gaines & Frank						



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

# Proposal to Provide Financial Auditing Services:

## **MIDDLE VILLAGE**

**COMMUNITY DEVELOPMENT DISTRICT**

Proposal Due: April 29, 2022  
12:00PM

**Submitted to:**

Middle Village  
Community Development District  
c/o District Manager  
475 West Town Place, Suite 114  
St. Augustine, Florida 32092

---

**Submitted by:**

Antonio J. Grau, Partner  
Grau & Associates  
951 Yamato Road, Suite 280  
Boca Raton, Florida 33431

**Tel** (561) 994-9299  
(800) 229-4728

**Fax** (561) 994-5823

[tgrau@graucpa.com](mailto:tgrau@graucpa.com)

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



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

## **Table of Contents**

## **Page**

EXECUTIVE SUMMARY / TRANSMITTAL LETTER .....	1
FIRM QUALIFICATIONS.....	3
FIRM & STAFF EXPERIENCE.....	6
REFERENCES.....	11
SPECIFIC AUDIT APPROACH.....	13
COST OF SERVICES .....	17
SUPPLEMENTAL INFORMATION .....	19



**Grau & Associates**

CERTIFIED PUBLIC ACCOUNTANTS

April 29, 2022

Middle Village Community Development District  
c/o District Manager  
475 West Town Place, Suite 114  
St. Augustine, Florida 32092

Re: Request for Proposal for Professional Auditing Services for the fiscal year ended September 30, 2022, with an option for four (4) additional annual renewals.

Grau & Associates (Grau) welcomes the opportunity to respond to the Middle Village Community Development District's (the "District") Request for Proposal (RFP), and we look forward to working with you on your audit. We are an energetic and robust team of knowledgeable professionals and are a recognized leader of providing services to Community Development Districts. As one of Florida's few firms to primarily focus on government, we are especially equipped to provide you an effective and efficient audit.

Special district audits are at the core of our practice: **we have a total of 360 clients, 329 or 91% of which are special districts.** We know the specifics of the professional services and work products needed to meet your RFP requirements like no other firm. With this level of experience, we are able to increase efficiency, to provide immediate and continued savings, and to minimize disturbances to client operations.

#### **Why Grau & Associates:**

##### **Knowledgeable Audit Team**

Grau is proud that the personnel we assign to your audit are some of the most seasoned auditors in the field. Our staff performs governmental engagements year round. When not working on your audit, your team is refining their audit approach for next year's audit. Our engagement partners have decades of experience and take a hands-on approach to our assignments, which all ensures a smoother process for you.

##### **Servicing your Individual Needs**

Our clients enjoy personalized service designed to satisfy their unique needs and requirements. Throughout the process of our audit, you will find that we welcome working with you to resolve any issues as swiftly and easily as possible. In addition, due to Grau's very low turnover rate for our industry, you also won't have to worry about retraining your auditors from year to year.

##### **Developing Relationships**

We strive to foster mutually beneficial relationships with our clients. We stay in touch year round, updating, collaborating and assisting you in implementing new legislation, rules and standards that affect your organization. We are also available as a sounding board and assist with technical questions.

##### **Maintaining an Impeccable Reputation**

We have never been involved in any litigation, proceeding or received any disciplinary action. Additionally, we have never been charged with, or convicted of, a public entity crime of any sort. We are financially stable and have never been involved in any bankruptcy proceedings.

### **Complying With Standards**

Our audit will follow the Auditing Standards of the AICPA, Generally Accepted Government Auditing Standards, issued by the Comptroller General of the United States, and the Rules of the Auditor General of the State of Florida, and any other applicable federal, state and local regulations. We will deliver our reports in accordance with your requirements.

This proposal is a firm and irrevocable offer for 90 days. We certify this proposal is made without previous understanding, agreement or connection either with any previous firms or corporations offering a proposal for the same items. We also certify our proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action, and was prepared in good faith. Only the person(s), company or parties interested in the project as principals are named in the proposal. Grau has no existing or potential conflicts, and anticipates no conflicts during the engagement. Our Federal I.D. number is 20-2067322.

We would be happy to answer any questions or to provide any additional information. We are genuinely excited about the prospect of serving you and establishing a long-term relationship. Please do not hesitate to call or email either of our Partners, Antonio J. Grau, CPA ([tgrau@graucpa.com](mailto:tgrau@graucpa.com)) or Racquel McIntosh, CPA ([rmcintosh@graucpa.com](mailto:rmcintosh@graucpa.com)) at 561.994.9299. We thank you for considering our firm's qualifications and experience.

Very truly yours,  
Grau & Associates



Antonio J. Grau

# Firm Qualifications



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

## Grau's Focus and Experience

### Our Team



3 Partners  
10 Professional Staff  
2 Administrative Professionals



# 2005

Year founded

### Services Provided



Properly registered and licensed professional corporation by the state of FLORIDA

We are proud Members of the **American Institute of Certified Public Accountants** & the **Florida Institute of Certified Public Accountants**

**297** Community Development Districts Served

Quality Controls

- ⇒ External quality review program: consistently receives a pass
- ⇒ Internal: ongoing monitoring to maintain quality



AICPA | FICPA | GFOA | FASD | FGFOA

See next page for report and certificate



**FICPA Peer Review Program**  
Administered in Florida  
by The Florida Institute of CPAs



Peer Review  
Program

**AICPA Peer Review Program**  
Administered in Florida  
by the Florida Institute of CPAs

February 20, 2020

Antonio Grau  
Grau & Associates  
951 Yamato Rd Ste 280  
Boca Raton, FL 33431-1809

Dear Antonio Grau:

It is my pleasure to notify you that on February 20, 2020, the Florida Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is December 31, 2022. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

*FICPA Peer Review Committee*

Peer Review Team  
FICPA Peer Review Committee  
paul@ficpa.org  
800-342-3197 ext. 251

Florida Institute of CPAs

cc: Daniel Hevia, Racquel McIntosh

Firm Number: 900004390114

Review Number: 571202

3800 Esplanade Way, Suite 210 | Tallahassee, FL 32311 | 800.342.3197, in Florida | 850.224.2727 | Fax: 850.222.6190 | [www.ficpa.org](http://www.ficpa.org)

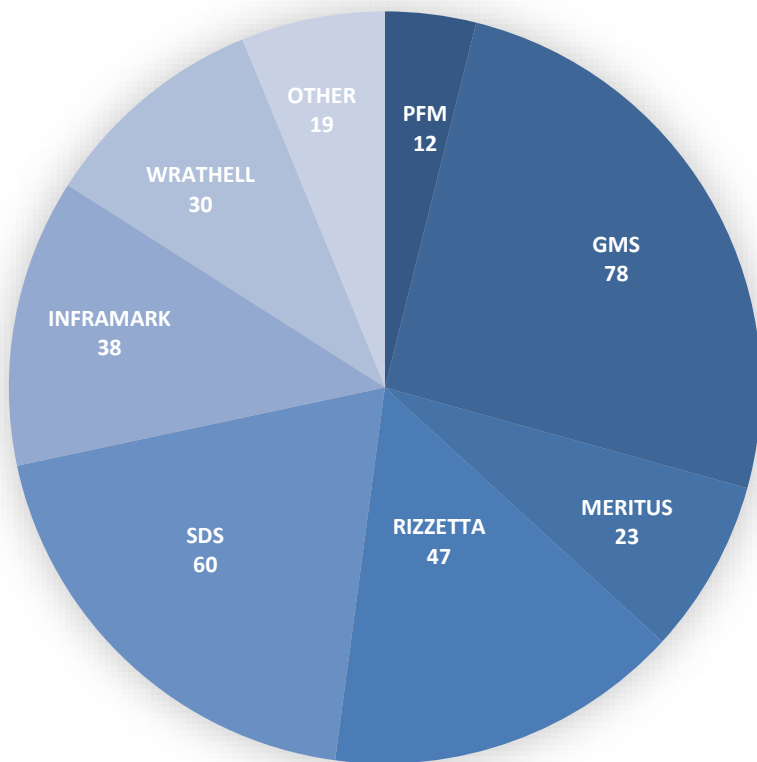


# **Firm & Staff Experience**



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

## GRAU AND ASSOCIATES COMMUNITY DEVELOPMENT DISTRICT EXPERIENCE BY MANAGEMENT COMPANY



### Profile Briefs:

#### **Antonio J GRAU, CPA (Partner)**

*Years Performing Audits: 30+*

*CPE (last 2 years):*

*Government*

*Accounting, Auditing:*

*24 hours; Accounting,*

*Auditing and Other:*

*56 hours*

*Professional*

*Memberships: AICPA,*

*FICPA, FGFOA, GFOA*

#### **Racquel McIntosh, CPA (Partner)**

*Years Performing Audits: 14+*

*CPE (last 2 years):*

*Government*

*Accounting, Auditing:*

*47 hours; Accounting,*

*Auditing and Other:*

*58 hours*

*Professional*

*Memberships: AICPA,*

*FICPA, FGFOA, FASD*

"Here at Grau & Associates, staying up to date with the current technological landscape is one of our top priorities. Not only does it provide a more positive experience for our clients, but it also allows us to perform a more effective and efficient audit. With the every changing technology available and utilized by our clients, we are constantly innovating our audit process."

- Tony Grau

"Quality audits and exceptional client service are at the heart of every decision we make. Our clients trust us to deliver a quality audit, adhering to high standards and assisting them with improvements for their organization."

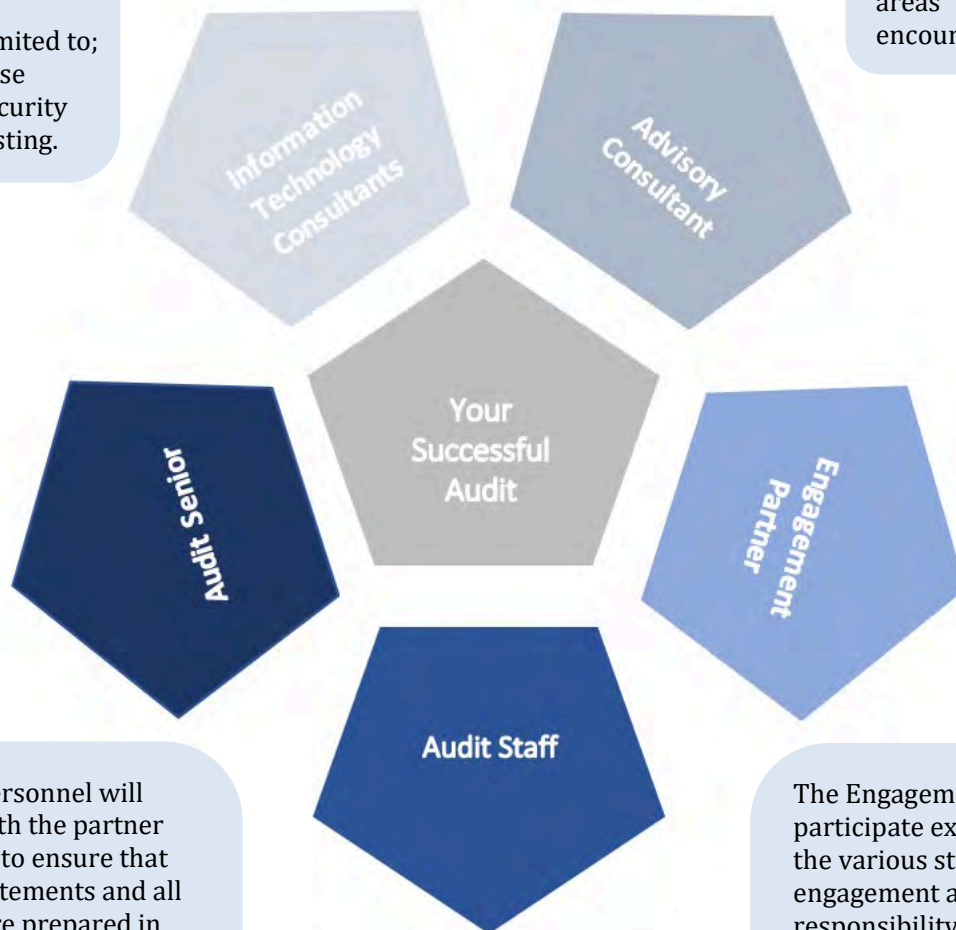
-Racquel McIntosh

## **YOUR ENGAGEMENT TEAM**

Grau's client-specific engagement team is meticulously organized in order to meet the unique needs of each client. Constant communication within our solution team allows for continuity of staff and audit team.

Grau contracts with an outside group of IT management consultants to assist with matters including, but not limited to; network and database security, internet security and vulnerability testing.

An advisory consultant will be available as a sounding board to advise in those areas where problems are encountered.



The assigned personnel will work closely with the partner and the District to ensure that the financial statements and all other reports are prepared in accordance with professional standards and firm policy. Responsibilities will include planning the audit; communicating with the client and the partners the progress of the audit; and determining that financial statements and all reports issued by the firm are accurate, complete and are prepared in accordance with professional standards and firm policy.

The Engagement Partner will participate extensively during the various stages of the engagement and has direct responsibility for engagement policy, direction, supervision, quality control, security, confidentiality of information of the engagement and communication with client personnel. The engagement partner will also be involved directing the development of the overall audit approach and plan; performing an overriding review of work papers and ascertain client satisfaction.



# Antonio 'Tony' J. Grau, CPA

## Partner

Contact: [tgrau@graucpa.com](mailto:tgrau@graucpa.com) | (561) 939-6672

### Experience

For over 30 years, Tony has been providing audit, accounting and consulting services to the firm's governmental, non-profit, employee benefit, overhead and arbitrage clients. He provides guidance to clients regarding complex accounting issues, internal controls and operations.

As a member of the Government Finance Officers Association Special Review Committee, Tony participated in the review process for awarding the GFOA Certificate of Achievement in Financial Reporting. Tony was also the review team leader for the Quality Review of the Office of Management Audits of School Board of Miami-Dade County. Tony received the AICPA advanced level certificate for governmental single audits.

### Education

University of South Florida (1983)  
Bachelor of Arts  
Business Administration

---

### Clients Served (partial list)

(>300) Various Special Districts, including:

Bayside Improvement Community Development District	St. Lucie West Services District
Dunes Community Development District	Ave Maria Stewardship Community District
Fishhawk Community Development District (I, II, IV)	Rivers Edge II Community Development District
Grand Bay at Doral Community Development District	Bartram Park Community Development District
Heritage Harbor North Community Development District	Bay Laurel Center Community Development District
Boca Raton Airport Authority	
Greater Naples Fire Rescue District	
Key Largo Wastewater Treatment District	
Lake Worth Drainage District	
South Indian River Water Control	

### Professional Associations/Memberships

American Institute of Certified Public Accountants   Florida Government Finance Officers Association  
Florida Institute of Certified Public Accountants   Government Finance Officers Association Member  
City of Boca Raton Financial Advisory Board Member

### Professional Education (over the last two years)

<u>Course</u>	<u>Hours</u>
Government Accounting and Auditing	40
Accounting, Auditing and Other	<u>53</u>
Total Hours	<u>93</u> (includes of 4 hours of Ethics CPE)



## Racquel C. McIntosh, CPA

### Partner

Contact : [rmcintosh@graucpa.com](mailto:rmcintosh@graucpa.com) | (561) 939-6669

#### Experience

Racquel has been providing government audit, accounting and advisory services to our clients for over 14 years. She serves as the firm's quality control partner; in this capacity she closely monitors engagement quality ensuring standards are followed and maintained throughout the audit.

Racquel develops in-house training seminars on current government auditing, accounting, and legislative topics and also provides seminars for various government organizations. In addition, she assists clients with implementing new accounting software, legislation, and standards.

#### Education

Florida Atlantic University (2004)

Master of Accounting

Florida Atlantic University (2003)

Bachelor of Arts:

Finance, Accounting

---

#### Clients Served (partial list)

(>300) Various Special Districts, including:  
Carlton Lakes Community Development District  
Golden Lakes Community Development District  
Rivercrest Community Development District  
South Fork III Community Development District  
TPOST Community Development District

Westchase Community Development District  
Monterra Community Development District  
Palm Coast Park Community Development District  
Long Leaf Community Development District  
Watergrass Community Development District

East Central Regional Wastewater Treatment Facilities  
Indian Trail Improvement District  
Pinellas Park Water Management District  
Ranger Drainage District  
South Trail Fire Protection and Rescue Service District

#### Professional Associations/ Memberships

American Institute of Certified Public Accountants  
Florida Institute of Certified Public Accountants

FICPA State & Local Government Committee  
FGFOA Palm Beach Chapter

#### Professional Education (over the last two years)

##### Course

Government Accounting and Auditing  
Accounting, Auditing and Other  
Total Hours

##### Hours

61  
30  
91 (includes of 4 hours of Ethics CPE)

# References



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS



We have included three references of government engagements that require compliance with laws and regulations, follow fund accounting, and have financing requirements, which we believe are similar to the District.

### Dunes Community Development District

<b>Scope of Work</b>	Financial audit
<b>Engagement Partner</b>	Antonio J. Grau
<b>Dates</b>	Annually since 1998
<b>Client Contact</b>	Darrin Mossing, Finance Director 475 W. Town Place, Suite 114 St. Augustine, Florida 32092 904-940-5850

---

### Two Creeks Community Development District

<b>Scope of Work</b>	Financial audit
<b>Engagement Partner</b>	Antonio J. Grau
<b>Dates</b>	Annually since 2007
<b>Client Contact</b>	William Rizzetta, President 3434 Colwell Avenue, Suite 200 Tampa, Florida 33614 813-933-5571

---

### Journey's End Community Development District

<b>Scope of Work</b>	Financial audit
<b>Engagement Partner</b>	Antonio J. Grau
<b>Dates</b>	Annually since 2004
<b>Client Contact</b>	Todd Wodraska, Vice President 2501 A Burns Road Palm Beach Gardens, Florida 33410 561-630-4922

---

# **Specific Audit Approach**



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS



# **AUDIT APPROACH**

## **Grau's Understanding of Work Product / Scope of Services:**

We recognize the District is an important entity and we are confident our firm is eminently qualified to meet the challenges of this engagement and deliver quality audit services. ***You would be a valued client of our firm and we pledge to commit all firm resources to provide the level and quality of services (as described below) which not only meet the requirements set forth in the RFP but will exceed those expectations.*** Grau & Associates fully understands the scope of professional services and work products requested. Our audit will follow the Auditing Standards of the AICPA, *Generally Accepted Government Auditing Standards*, issued by the Comptroller General of the United States, and the Rules of the Auditor General of the State of Florida and any other applicable Federal, State or Local regulations. **We will deliver our reports in accordance with your requirements.**

## **Proposed segmentation of the engagement**

Our approach to the audit engagement is a risk-based approach which integrates the best of traditional auditing techniques and a total systems concept to enable the team to conduct a more efficient and effective audit. The audit will be conducted in three phases, which are as follows:



## **Phase I - Preliminary Planning**

A thorough understanding of your organization, service objectives and operating environment is essential for the development of an audit plan and for an efficient, cost-effective audit. During this phase, we will meet with appropriate personnel to obtain and document our understanding of your operations and service objectives and, at the same time, give you the opportunity to express your expectations with respect to the services that we will provide. Our work effort will be coordinated so that there will be minimal disruption to your staff.

### **During this phase we will perform the following activities:**

- » Review the regulatory, statutory and compliance requirements. This will include a review of applicable federal and state statutes, resolutions, bond documents, contracts, and other agreements;
- » Read minutes of meetings;
- » Review major sources of information such as budgets, organization charts, procedures, manuals, financial systems, and management information systems;
- » Obtain an understanding of fraud detection and prevention systems;
- » Obtain and document an understanding of internal control, including knowledge about the design of relevant policies, procedures, and records, and whether they have been placed in operation;
- » Assess risk and determine what controls we are to rely upon and what tests we are going to perform and perform test of controls;
- » Develop audit programs to incorporate the consideration of financial statement assertions, specific audit objectives, and appropriate audit procedures to achieve the specified objectives;
- » Discuss and resolve any accounting, auditing and reporting matters which have been identified.

## **Phase II – Execution of Audit Plan**

The audit team will complete a major portion of transaction testing and audit requirements during this phase. The procedures performed during this period will enable us to identify any matter that may impact the completion of our work or require the attention of management. Tasks to be performed in Phase II include, but are not limited to the following:

- » Apply analytical procedures to further assist in the determination of the nature, timing, and extent of auditing procedures used to obtain evidential matter for specific account balances or classes of transactions;
- » Perform tests of account balances and transactions through sampling, vouching, confirmation and other analytical procedures; and
- » Perform tests of compliance.

## **Phase III - Completion and Delivery**

In this phase of the audit, we will complete the tasks related to year-end balances and financial reporting. All reports will be reviewed with management before issuance, and the partners will be available to meet and discuss our report and address any questions. Tasks to be performed in Phase III include, but are not limited to the following:

- » Perform final analytical procedures;
- » Review information and make inquiries for subsequent events; and
- » Meeting with Management to discuss preparation of draft financial statements and any potential findings or recommendations.

You should expect more from your accounting firm than a signature in your annual financial report. Our concept of truly responsive professional service emphasizes taking an active interest in the issues of concern to our clients and serving as an effective resource in dealing with those issues. In following this approach, we not only audit financial information with hindsight but also consider the foresight you apply in managing operations.

Application of this approach in developing our management letter is particularly important given the increasing financial pressures and public scrutiny facing today's public officials. We will prepare the management letter at the completion of our final procedures.

In preparing this management letter, we will initially review any draft comments or recommendations with management. In addition, we will take necessary steps to ensure that matters are communicated to those charged with governance.

In addition to communicating any recommendations, we will also communicate the following, if any:

- » Significant audit adjustments;
- » Significant deficiencies or material weaknesses;
- » Disagreements with management; and
- » Difficulties encountered in performing the audit.

Our findings will contain a statement of condition describing the situation and the area that needs strengthening, what should be corrected and why. Our suggestions will withstand the basic tests of corrective action:

Is the recommendation cost effective?

Is the recommendation the simplest to effectuate in order to correct a problem?

Is the recommendation at the heart of the problem and not just correcting a symptomatic matter?

Is the corrective action taking into account why the deficiency occurred?

To assure full agreement with facts and circumstances, we will fully discuss each item with Management prior to the final exit conference. This policy means there will be no “surprises” in the management letter and fosters a professional, cooperative atmosphere.

### **Communications**

We emphasize a continuous, year-round dialogue between the District and our management team. We regularly communicate through personal telephone calls and electronic mail throughout the audit and on a regular basis.

Our clients have the ability to transmit information to us on our secure client portal with the ability to assign different staff with separate log on and viewing capability. This further facilitates efficiency as all assigned users receive electronic mail notification as soon as new information has been posted into the portal.

# **Cost of Services**



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

Our proposed all-inclusive fees for the financial audit for the fiscal years ended September 30, 2022-2026 are as follows:

<u>Year Ended September 30,</u>	<u>Fee</u>
2022	\$6,500
2023	\$6,700
2024	\$6,900
2025	\$7,100
2026	<u>\$7,300</u>
<b>TOTAL (2022-2026)</b>	<b><u>\$34,500</u></b>

The above fees are based on the assumption that the District maintains its current level of operations. Should conditions change or additional Bonds are issued the fees would be adjusted accordingly upon approval from all parties concerned.

# **Supplemental Information**



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

## **PARTIAL LIST OF CLIENTS**

<b>SPECIAL DISTRICTS</b>	<b>Governmental Audit</b>	<b>Single Audit</b>	<b>Utility Audit</b>	<b>Current Client</b>	<b>Year End</b>
Boca Raton Airport Authority	✓	✓		✓	9/30
Captain's Key Dependent District	✓			✓	9/30
Central Broward Water Control District	✓			✓	9/30
Collier Mosquito Control District	✓			✓	9/30
Coquina Water Control District	✓			✓	9/30
East Central Regional Wastewater Treatment Facility	✓		✓		9/30
Florida Green Finance Authority	✓				9/30
Greater Boca Raton Beach and Park District	✓			✓	9/30
Greater Naples Fire Control and Rescue District	✓	✓		✓	9/30
Green Corridor P.A.C.E. District	✓			✓	9/30
Hobe-St. Lucie Conservancy District	✓			✓	9/30
Indian River Mosquito Control District	✓				9/30
Indian Trail Improvement District	✓			✓	9/30
Key Largo Wastewater Treatment District	✓	✓	✓	✓	9/30
Lake Padgett Estates Independent District	✓			✓	9/30
Lake Worth Drainage District	✓			✓	9/30
Lealman Special Fire Control District	✓			✓	9/30
Loxahatchee Groves Water Control District	✓				9/30
Old Plantation Control District	✓			✓	9/30
Pal Mar Water Control District	✓			✓	9/30
Pinellas Park Water Management District	✓			✓	9/30
Pine Tree Water Control District (Broward)	✓			✓	9/30
Pinetree Water Control District (Wellington)	✓				9/30
Ranger Drainage District	✓	✓		✓	9/30
Renaissance Improvement District	✓			✓	9/30
San Carlos Park Fire Protection and Rescue Service District	✓			✓	9/30
Sanibel Fire and Rescue District	✓			✓	9/30
South Central Regional Wastewater Treatment and Disposal Board	✓			✓	9/30
South-Dade Venture Development District	✓			✓	9/30
South Indian River Water Control District	✓	✓		✓	9/30
South Trail Fire Protection & Rescue District	✓			✓	9/30
Spring Lake Improvement District	✓			✓	9/30
St. Lucie West Services District	✓		✓	✓	9/30
Sunshine Water Control District	✓			✓	9/30
West Villages Improvement District	✓			✓	9/30
Various Community Development Districts (297)	✓			✓	9/30
<b>TOTAL</b>	<b>333</b>	<b>5</b>	<b>3</b>	<b>328</b>	

## **ADDITIONAL SERVICES**

### **CONSULTING / MANAGEMENT ADVISORY SERVICES**

Grau & Associates also provide a broad range of other management consulting services. Our expertise has been consistently utilized by Governmental and Non-Profit entities throughout Florida. Examples of engagements performed are as follows:

- Accounting systems
- Development of budgets
- Organizational structures
- Financing alternatives
- IT Auditing
- Fixed asset records
- Cost reimbursement
- Indirect cost allocation
- Grant administration and compliance

### **ARBITRAGE**

The federal government has imposed complex rules to restrict the use of tax-exempt financing. Their principal purpose is to eliminate any significant arbitrage incentives in a tax-exempt issue. We have determined the applicability of these requirements and performed the rebate calculations for more than 150 bond issues, including both fixed and variable rate bonds.

**73**

Current  
Arbitrage  
Calculations

**We look forward to providing Middle Village Community Development District with our resources and experience to accomplish not only those minimum requirements set forth in your Request for Proposal, but to exceed those expectations!**

**For even more information on Grau & Associates  
please visit us on [www.graucpa.com](http://www.graucpa.com).**





**MIDDLE VILLAGE  
COMMUNITY DEVELOPMENT DISTRICT  
PROPOSAL FOR AUDIT SERVICES**

---

**PROPOSED BY:**

Berger, Toombs, Elam, Gaines & Frank  
CERTIFIED PUBLIC ACCOUNTANTS, PL

---

600 Citrus Avenue, Suite 200  
Fort Pierce, Florida 34950

(772) 461-6120

**CONTACT PERSON:**

J. W. Gaines, CPA, Director

**DATE OF PROPOSAL:**

April 29, 2022

## **TABLE OF CONTENTS**

<b><u>DESCRIPTION OF SECTION</u></b>	<b><u>PAGE</u></b>
A. Letter of Transmittal	1-2
B. Profile of the Proposer	
Description and History of Audit Firm	3
Professional Staff Resources	4-5
Ability to Furnish the Required Services	5
Arbitrage Rebate Services	6
A. Governmental Auditing Experience	7-16
B. Fee Schedule	17
C. Scope of Work to be Performed	17
D. Resumes	18-35
E. Peer Review Letter	36
Instructions to Proposers	37-38
Evaluation Criteria	39



# Berger, Toombs, Elam, Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue  
Suite 200  
Fort Pierce, Florida 34950

772/461-6120 // 461-1155  
FAX: 772/468-9278

April 29, 2022

Middle Village Community Development District  
Governmental Management Services  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

Dear District Manager:

Thank you very much for the opportunity to present our professional credentials to provide audit services for Middle Village Community Development District.

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL has assembled a team of governmental and nonprofit specialists second to none to serve our clients. Our firm has the necessary qualifications and experience to serve as the independent auditors for Middle Village Community Development District. We will provide you with top quality, responsive service.

## Experience

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL is a recognized leader in providing services to governmental and nonprofit agencies throughout Florida. We have been the independent auditors for a number of local governmental agencies and through our experience in performing their audits, we have been able to increase our audit efficiency and; therefore, reduce costs. We have continually passed this cost savings on to our clients and will continue to do so in the future. As a result of our experience and expertise, we have developed an effective and efficient audit approach designed to meet or exceed the performance specifications in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and the standards for financial and compliance audits. We will conduct the audit in accordance with auditing standards generally accepted in the United States of America; "Government Auditing Standards" issued by the Comptroller General of the United States; the provisions of the Single Audit Act, Subpart F of Title 2 US Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, with minimal disruption to your operations. Our firm has frequent technical updates to keep our personnel informed and up-to-date on all changes that are occurring within the industry.



Berger, Toombs, Elam,  
Gaines & Frank  
Certified Public Accountants PL

Middle Village Community Development District  
April 29, 2022

Our firm is a member of the Government Audit Quality Center, an organization dedicated to improving government audit quality. We also utilize the audit program software of a nationally recognized CPA firm to assure us that we are up to date with all auditing standards and to assist us maintain maximum audit efficiencies.

To facilitate your evaluation of our qualifications and experience, we have arranged this proposal to include a resume of our firm, including our available staff, our extensive prior governmental and nonprofit auditing experience and clients to be contacted.

You need a firm that will provide an efficient, cost-effective, high-quality audit within critical time constraints. You need a firm with the prerequisite governmental and nonprofit experience to perform your audit according to stringent legal and regulatory requirements, a firm that understands the complex nature of community development districts and their unique compliance requirements. You need a firm with recognized governmental and nonprofit specialists within the finance and governmental communities. And, certainly, you need a firm that will provide you with valuable feedback to enhance your current and future operations. Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL is that firm. J. W. Gaines is the person authorized to make representations for the firm.

Thank you again for the opportunity to submit this proposal to Middle Village Community Development District.

Very truly yours,

Berger, Toombs, Elam, Gaines & Frank  
Certified Public Accountants PL  
Fort Pierce, Florida

## PROFILE OF THE PROPOSER

### Description and History of Audit Firm

**Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** is a Treasure Coast public accounting firm, which qualifies as a small business firm, as established by the Small Business Administration (13 CFR 121.38), with offices in Fort Pierce and Stuart. We are a member of the Florida Institute of Certified Public Accountants and the American Institute of Certified Public Accountants. The firm was formed from the merger of Edwards, Berger, Harris & Company (originated in 1972) and McAlpin, Curtis & Associates (originated in 1949). J. W. Gaines and Associates (originated in 1979) merged with the firm in 2004. Our tremendous growth rate experienced over the last 69 years is directly attributable to the firm's unrelenting dedication to providing the highest quality, responsive professional services attainable to its clients.

We are a member of the Private Companies Practice Section (PCPS) of the American Institute of Certified Public Accountants (AICPA) to assure we meet the highest standards. Membership in this practice section requires that our firm meet more stringent standards than standard AICPA membership. These rigorous requirements include the requirement of a triennial peer review of our firm's auditing and accounting practice and annual Continuing Professional Education (CPE) for all accounting staff (whether CPA or non-CPA). For standard AICPA membership, only a quality review is required and only CPAs must meet CPE requirements.

We are also a member of the Government Audit Quality Center ("the Center") of the American Institute of Certified Public Accountants to assure the quality of our government audits. Membership in the Center, which is voluntary, requires our firm to comply with additional standards to promote the quality of government audits.

We have been extensively involved in serving local government entities with professional accounting, auditing and consulting services throughout the entire 69 year history of our firm. Our substantial experience over the years makes us uniquely qualified to provide accounting, auditing, and consulting services to these clients. We are a recognized leader in providing services to governmental and nonprofit agencies on the Treasure Coast and in Central and South Florida, with extensive experience in auditing community development districts and water control districts. We were the independent auditors of the City of Fort Pierce for over 37 years and currently, we are the independent auditors for St. Lucie County since 2002, and for 34 of the 38 years that the county has been audited by CPA firms. Additionally, we have performed audits of the City of Stuart, the City of Vero Beach, Indian River County and Martin County. We also presently audit over 75 Community Development Districts throughout Florida.

Our firm was founded on the belief that we are better able to respond to our clients needs through education, experience, independence, quality control, and personal service. Our firm's commitment to quality is reflected in our endeavor of professional excellence via continuing education, the use of the latest computer technology, professional membership in PCPS and peer review.

We believe our approach to audit engagements, intelligence and innovation teamed with sound professional judgment enables us to explore new concepts while remaining sensitive to the fundamental need for practical solutions. We take pride in giving you the assurance that the personal assistance you receive comes from years of advanced training, technical experience and financial acumen.

## Professional Staff Resources

**Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** has a total of 27 professional and administrative staff (including 12 professional staff with extensive experience servicing government entities). The work will be performed out of our Fort Pierce office with a proposed staff of one senior accountant and one or two staff accountants supervised by an audit manager and audit partner. With the exception of the directors of the firm's offices, the professional staff is not specifically assigned to any of our individual offices. The professional and administrative staff resources available to you through Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL are as follows:

	<u>Total</u>
Partners/Directors (CPA's)	5
Principals (CPA)	1
Managers (CPA)	1
Senior/Supervisor Accountants (2 CPA's)	3
Staff Accountants (1 CPA)	7
Computer Specialist	1
Paraprofessional	6
Administrative	<u>4</u>
Total – all personnel	28

Following is a brief description of each employee classification:

**Staff Accountant** – Staff accountants work directly under the constant supervision of the auditor-in-charge and, are responsible for the various testing of documents, account analysis and any other duties as his/her supervisor believes appropriate. Minimum qualification for a staff accountant is graduation from an accredited university or college with a degree in accounting or equivalent.

**Senior Accountant** – A senior accountant must possess all the qualifications of the staff accountant, in addition to being able to draft the necessary reports and financial statements, and supervise other staff accountants when necessary.

**Managers** – A manager must possess the qualifications of the senior accountant, plus be able to work without extensive supervision from the auditor-in-charge. The manager should be able to draft audit reports from start to finish and to supervise the audit team, if necessary.

**Principal** – A principal is a partner/director in training. He has been a manager for several years and possesses the technical skills to act as the auditor-in-charge. A principal has no financial interest in the firm.

**Partner/Director** – The director has extensive governmental auditing experience and acts as the auditor-in-charge. Directors have a financial interest in the firm.

## **Professional Staff Resources (Continued)**

**Independence** – Independence of the public accounting firm, with respect to the audit client, is the foundation from which the public gains its trust in the opinion issued by the public accounting firm at the end of the audit process. This independence must be in appearance as well as in fact. The public must perceive that the accounting firm is independent of the audit entity to ensure that nothing would compromise the opinion issued by the public accounting firm. **Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** is independent of Middle Village Community Development District, including its elected officials and related parties, at the date of this proposal, as defined by the following rules, regulations, and standards:

AuSection 220 – Statements on Auditing Standards issued by the American Institute of Certified Public Accountants;

ET Sections 101 and 102 – Code of Professional Conduct of the American Institute of Certified Public Accountants;

Chapter 21A-1, Florida Administrative Code;

Section 473.315, Florida Statutes; and,

Government Auditing Standards, issued by the Comptroller General of the United States.

On an annual basis, all members of the firm are required to confirm, in writing, that they have no personal or financial relationships or holding that would impair their independence with regard to the firm's clients.

Independence is a hallmark of our profession. We encourage our staff to use professional judgment in situations where our independence could be impaired or the perception of a conflict of interest might exist. In the governmental sector, public perception is as important as professional standards. Therefore, the utmost care must be exercised by independent auditors in the performance of their duties.

## **Ability to Furnish the Required Services**

As previously noted in the Profile of the Proposer section of this document, our firm has been in existence for over 69 years. We have provided audit services to some clients for over 30 years continually. Our firm is insured against physical loss through commercial insurance and we also carry liability insurance. The majority of our audit documentation is stored electronically, both on our office network and on each employee laptop or computer assigned to each specific job. Our office computer network is backed up on tape, so in the event of a total equipment loss, we can restore all data as soon as replacement equipment is acquired. In addition, our field laptop computers carry the same data and can be used in the event of emergency with virtually no delay in completing the required services.



## **ADDITIONAL SERVICES PROVIDED**

### **Arbitrage Rebate Services**

**Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** also provides arbitrage rebate compliance and related services to governmental issuers. The Tax Reform Act of 1986 requires issuers of most tax-exempt obligations to pay (i.e., “rebate”) to the United States government any arbitrage profits. Arbitrage profits are earnings on the investment of bond proceeds and certain other monies in excess of what would have been earned had such monies been invested at a yield equal to the yield on the bonds.

Federal tax law requires that interim rebate calculations and payments are due at the end of every fifth bond year. Final payment is required upon redemption of the bonds. More frequent calculations may be deemed advisable by an issuer’s auditor, trustee or bond counsel or to assure that accurate and current records are available. These more frequent requirements are usually contained in the Arbitrage or Rebate Certificate with respect to the bonds.

Our firm performs a comprehensive rebate analysis and includes the following:

- Verifying that the issue is subject to rebate;
- Calculating the bond yield;
- Identifying, and separately accounting for, all “Gross Proceeds” (as that term is defined in the Code) of the bond issue, including those requiring analysis due to “transferred proceeds” and/or “commingled funds” circumstances;
- Determining what general and/or elective options are available to Gross proceeds of the issue;
- Calculating the issue’s excess investment earning (rebate liability), if any;
- Delivering appropriate documentation to support all calculations;
- Providing an executive summary identifying the methodology employed, major assumptions, conclusions, and any other recommendations for changes in recordkeeping and investment policies;
- Assisting as necessary in the event of an Internal Revenue Service inquiry; and,
- Consulting with issue staff, as necessary, regarding arbitrage related matters.

## **GOVERNMENTAL AUDITING EXPERIENCE**

**Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** has been practicing public accounting in Florida for 69 years. Our success over the years has been the result of a strong commitment to providing personalized quality service to our clients.

The current members of our firm have performed audits of over 900 community development districts, and over 1,800 audits of municipalities, counties and other governmental entities such as the City of Fort Pierce and St. Lucie County.

Our firm provides a variety of accounting, auditing, tax litigation support, and consulting services. Some of the professional accounting, auditing and management consulting services that are provided by our firm are listed below:

- Performance of annual financial and compliance audits, including Single Audits of state and federal financial assistance programs, under the provisions of the Single Audit Act, Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), with minimal disruptions to your operations;
- Performance of special compliance audits to ascertain compliance with the applicable local, state and federal laws and regulations;
- Issuance of comfort letters and consent letters in conjunction with the issuance of tax-exempt debt obligations, including compiling financial data and interim period financial statement reviews;
- Calculation of estimated and actual federal arbitrage rebates;
- Assistance in compiling historical financial data for first-time and supplemental submissions for GFOA Certificate of Achievement for Excellence in Financial Reporting;
- Preparation of indirect cost allocation systems in accordance with Federal and State regulatory requirements;
- Providing human resource and employee benefit consulting;
- Performance of automation feasibility studies and disaster recovery plans;
- Performance feasibility studies concerning major fixed asset acquisitions and utility plant expansion plans (including electric, water, pollution control, and sanitation utilities); and
- Assistance in litigation, including testimony in civil and criminal court.
- Assist clients who utilize QuickBooks software with their software needs. Our Certified QuickBooks Advisor has undergone extensive training through QuickBooks and has passed several exams to attain this Certification.

## **Continuing Professional Education**

All members of the governmental audit staff of our firm, and audit team members assigned to this engagement, are in compliance with the Continuing Professional Education (CPE) requirements set forth in Government Auditing Standards issued by the Comptroller General of the United States. In addition, our firm is in compliance with the applicable provisions of the Florida Statutes that require CPA's to have met certain CPE requirements prior to proposing on governmental audit engagements.

## GOVERNMENTAL AUDITING EXPERIENCE (CONTINUED)

The audit team has extensive experience in performing governmental audits and is exposed to intensive and continuing concentration on these types of audits. Due to the total number of governmental audits our team performs, each member of our governmental staff must understand and be able to perform several types of governmental audits. It is our objective to provide each professional employee fifty hours or more of comprehensive continuing professional education each year. This is accomplished through attending seminars throughout Florida and is reinforced through in-house training.

Our firm has made a steadfast commitment to professional education. Our active attendance and participation in continuing professional education is a major part of our objective to obtain the most recent knowledge on issues which are of importance to our clients. We are growing on the reputation for work that our firm is providing today.

### Quality Control Program

Quality control requires continuing commitment to professional excellence. **Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** is formally dedicated to that commitment.

To ensure maintaining the standards of working excellence required by our firm, we joined the Private Companies Practice Section (PCPS) of the American Institute of Certified Public Accountants (AICPA). To be a participating member firm of this practice section, a firm must obtain an independent Peer Review of its quality control policies and procedures to ascertain the firm's compliance with existing auditing standards on the applicable engagements.

The scope of the Peer Review is comprehensive in that it specifically reviews the following quality control policies and procedures of the participating firm:

- Professional, economic, and administrative independence;
- Assignment of professional personnel to engagements;
- Consultation on technical matters;
- Supervision of engagement personnel;
- Hiring and employment of personnel;
- Professional development;
- Advancement;
- Acceptance and continuation of clients; and,
- Inspection and review system.

We believe that our commitment to the program is rewarding not only to our firm, but primarily to our clients.

The external independent Peer Review of the elements of our quality control policies and procedures performed by an independent certified public accountant, approved by the PCPS of the AICPA, provides you with the assurance that we continue to conform to standards of the profession in the conduct of our accounting and auditing practice.

## **GOVERNMENTAL AUDITING EXPERIENCE (CONTINUED)**

Our firm is also a member of Governmental Audit Quality Center (GAQC), a voluntary membership center for CPA firms that perform governmental audits. This center promotes the quality of governmental audits.

Our firm has completed successive Peer Reviews. These reviews included a representative sample of our firm's local governmental auditing engagements. As a result of these reviews, our firm obtained an unqualified opinion on our quality control program and work procedures. On page 31 is a copy of our most recent Peer Review report. It should be noted that we received a pass rating.

Our firm has never had any disciplinary actions by state regulatory bodies or professional organizations.

As our firm performs approximately one hundred audits each year that are reviewed by federal, state or local entities, we are constantly dealing with questions from these entities about our audits. We are pleased to say that any questions that have been raised were minor issues and were easily resolved without re-issuing any reports.

### **Certificate of Achievement for Excellence in Financial Reporting (CAFR)**

We are proud and honored to have been involved with the City of Fort Pierce and the Fort Pierce Utilities Authority when they received their first Certificates of Achievement for Excellence in Financial Reporting for the fiscal years ended September 30, 1988 and 1994, respectively. We were also instrumental in the City of Stuart receiving the award, in our first year of performing their audit, for the year ended September 30, 1999.

We also assisted St. Lucie County, Florida for the year ended September 30, 2003, in preparing their first Comprehensive Annual Financial Report, and St. Lucie County has received their Certificate of Achievement for Excellence in Financial Reporting every year since.

As continued commitment to insuring that we are providing the highest level of experience, we have had at least one employee of our firm serve on the GFOA – Special Review Committee since the mid-1980s. This committee is made up of selective Certified Public Accountants throughout the United States who have demonstrated their high level of knowledge and expertise in governmental accounting. Each committee member attends a special review meeting at the Annual GFOA Conference. At this meeting, the committee reports on the Certificate of Achievement Program's most recent results, future goals, and common reporting deficiencies.

We feel that our previous experience in assisting the City of Fort Pierce, the Fort Pierce Utilities Authority and St. Lucie County obtain their first CAFRs, and the City of Stuart in continuing to receive a CAFR and our firm's continued involvement with the GFOA, and the CAFR review committee make us a valued asset for any client in the field of governmental financial reporting.

## GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

### References

Terracina Community Development  
District  
Jeff Walker, Special District Services  
(561) 630-4922

Gateway Community Development  
District  
Stephen Bloom, Severn Trent Management  
(954) 753-5841

The Reserve Community Development District  
  
Darrin Mossing, Governmental Management  
Services LLC  
(407) 841-5524

Port of the Islands Community Development  
District  
Cal Teague, Premier District Management  
  
(239) 690-7100 ext 101

In addition to the above, we have the following additional governmental audit experience:

### Community Development Districts

Aberdeen Community Development  
District

Beacon Lakes Community  
Development District

Alta Lakes Community Development  
District

Beaumont Community Development  
District

Amelia Concourse Community  
Development District

Bella Collina Community Development  
District

Amelia Walk Community  
Development District

Bonnet Creek Community  
Development District

Aqua One Community Development  
District

Buckeye Park Community  
Development District

Arborwood Community Development  
District

Candler Hills East Community  
Development District

Arlington Ridge Community  
Development District

Cedar Hammock Community  
Development District

Bartram Springs Community  
Development District

Central Lake Community  
Development District

Baytree Community Development  
District

Channing Park Community  
Development District

## GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Cheval West Community Development District	Evergreen Community Development District
Coconut Cay Community Development District	Forest Brooke Community Development District
Colonial Country Club Community Development District	Gateway Services Community Development District
Connerton West Community Development District	Gramercy Farms Community Development District
Copperstone Community Development District	Greenway Improvement District
Creekside @ Twin Creeks Community Development District	Greyhawk Landing Community Development District
Deer Run Community Development District	Griffin Lakes Community Development District
Dowden West Community Development District	Habitat Community Development District
DP1 Community Development District	Harbor Bay Community Development District
Eagle Point Community Development District	Harbourage at Braden River Community Development District
East Nassau Stewardship District	Harmony Community Development District
Eastlake Oaks Community Development District	Harmony West Community Development District
Easton Park Community Development District	Harrison Ranch Community Development District
Estancia @ Wiregrass Community Development District	Hawkstone Community Development District

## GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Heritage Harbor Community Development District	Madeira Community Development District
Heritage Isles Community Development District	Marhsall Creek Community Development District
Heritage Lake Park Community Development District	Meadow Pointe IV Community Development District
Heritage Landing Community Development District	Meadow View at Twin Creek Community Development District
Heritage Palms Community Development District	Mediterra North Community Development District
Heron Isles Community Development District	Midtown Miami Community Development District
Heron Isles Community Development District	Mira Lago West Community Development District
Highland Meadows II Community Development District	Montecito Community Development District
Julington Creek Community Development District	Narcoossee Community Development District
Laguna Lakes Community Development District	Naturewalk Community Development District
Lake Bernadette Community Development District	New Port Tampa Bay Community Development District
Lakeside Plantation Community Development District	Overoaks Community Development District
Landings at Miami Community Development District	Panther Trace II Community Development District
Legends Bay Community Development District	Paseo Community Development District
Lexington Oaks Community Development District	Pine Ridge Plantation Community Development District
Live Oak No. 2 Community Development District	Piney Z Community Development District

## GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Poinciana Community Development District	Sampson Creek Community Development District
Poinciana West Community Development District	San Simeon Community Development District
Port of the Islands Community Development District	Six Mile Creek Community Development District
Portofino Isles Community Development District	South Village Community Development District
Quarry Community Development District	Southern Hills Plantation I Community Development District
Renaissance Commons Community Development District	Southern Hills Plantation III Community Development District
Reserve Community Development District	South Fork Community Development District
Reserve #2 Community Development District	St. John's Forest Community Development District
River Glen Community Development District	Stoneybrook South Community Development District
River Hall Community Development District	Stoneybrook South at ChampionsGate Community Development District
River Place on the St. Lucie Community Development District	Stoneybrook West Community Development District
Rivers Edge Community Development District	Tern Bay Community Development District
Riverwood Community Development District	Terracina Community Development District
Riverwood Estates Community Development District	Tison's Landing Community Development District
Rolling Hills Community Development District	TPOST Community Development District
Rolling Oaks Community Development District	



## GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Triple Creek Community Development District	Vizcaya in Kendall Development District
TSR Community Development District	Waterset North Community Development District
Turnbull Creek Community Development District	Westside Community Development District
Twin Creeks North Community Development District	WildBlue Community Development District
Urban Orlando Community Development District	Willow Creek Community Development District
Verano #2 Community Development District	Willow Hammock Community Development District
Viera East Community Development District	Winston Trails Community Development District
VillaMar Community Development District	Zephyr Ridge Community Development District

## GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

### Other Governmental Organizations

City of Westlake	Office of the Medical Examiner, District 19
Florida Inland Navigation District	Rupert J. Smith Law Library of St. Lucie County
Fort Pierce Farms Water Control District	St. Lucie Education Foundation
Indian River Regional Crime Laboratory, District 19, Florida	Seminole Improvement District
Viera Stewardship District	Troup Indiantown Water Control District

### Current or Recent Single Audits.

St. Lucie County, Florida  
Early Learning Coalition, Inc.  
Treasure Coast Food Bank, Inc.

Members of our audit team have acquired extensive experience from performing or participating in over 1,800 audits of governments, independent special taxing districts, school boards, and other agencies that receive public money and utilize fund accounting.

Much of our firm's auditing experience is with compliance auditing, which is required for publicly financed agencies. In this type of audit, we do a financial examination and also confirm compliance with various statutory and regulatory guidelines.

Following is a summary of our other experience, including Auditor General experience, as it pertains to other governmental and fund accounting audits.

### Counties

(Includes elected constitutional officers, utilities and dependent taxing districts)

Indian River  
Martin  
Okeechobee  
Palm Beach

### Municipalities

City of Port St. Lucie  
City of Vero Beach  
Town of Orchid

## **GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)**

### Special Districts

Bannon Lakes Community Development District  
Boggy Creek Community Development District  
Capron Trail Community Development District  
Celebration Pointe Community Development District  
Coquina Water Control District  
Diamond Hill Community Development District  
Dovera Community Development District  
Durbin Crossing Community Development District  
Golden Lakes Community Development District  
Lakewood Ranch Community Development District  
Martin Soil and Water Conservation District  
Meadow Pointe III Community Development District  
Myrtle Creek Community Development District  
St. Lucie County – Fort Pierce Fire District  
The Crossings at Fleming Island  
St. Lucie West Services District  
Indian River County Mosquito Control District  
St. John's Water Control District  
Westchase and Westchase East Community Development Districts  
Pier Park Community Development District  
Verandahs Community Development District  
Magnolia Park Community Development District

### Schools and Colleges

Federal Student Aid Programs – Indian River Community College  
Indian River Community College  
Okeechobee County District School Board  
St. Lucie County District School Board

### State and County Agencies

Central Florida Foreign-Trade Zone, Inc. (a nonprofit organization affiliated with the St. Lucie County Board of County Commissioners)  
Florida School for Boys at Okeechobee  
Indian River Community College Crime Laboratory  
Indian River Correctional Institution

## **FEE SCHEDULE**

We propose the fee for our audit services described below to be \$5,425 for the years ended September 30, 2022, 2023, and 2024, and \$5,750 for the years ended September 30, 2025 and 2026. The fee is contingent upon the financial records and accounting systems of Middle Village Community Development District being "audit ready" and the financial activity for the District is not materially increased. If we discover that additional preparation work or subsidiary schedules are needed, we will consult with your authorized representative. We can assist with this additional work at our standard rates should you desire.

## **SCOPE OF WORK TO BE PERFORMED**

If selected as the District's auditors, we will perform a financial and compliance audit in accordance with Section 11.45, Florida Statutes, in order to express an opinion on an annual basis on the financial statements of Middle Village Community Development District as of September 30, 2022, 2023, 2024, 2025, and 2026. The audits will be performed to the extent necessary to express an opinion on the fairness in all material respects with which the financial statements present the financial position, results of operations and changes in financial position in conformity with generally accepted accounting principles and to determine whether, for selected transactions, operations are properly conducted in accordance with legal and regulatory requirements. Reportable conditions that are also material weaknesses shall be identified as such in the Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters. Other (non-reportable) conditions discovered during the course of the audit will be reported in a separate letter to management, which will be referred to in the Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters.

Our audit will be performed in accordance with standards for financial and compliance audits contained in *Government Auditing Standards*, as well as in compliance with rules and regulations of audits of special districts as set forth by the State Auditor General in Chapter 10.550, Local Governmental Entity Audits, and other relevant federal, state and county orders, statutes, ordinances, charter, resolutions, bond covenants, Administrative Code and procedures, or rules and regulations which may pertain to the work required in the engagement.

The primary purpose of our audit will be to express an opinion on the financial statements discussed above. It should be noted that such audits are subject to the inherent risk that errors or irregularities may not be detected. However, if conditions are discovered which lead to the belief that material errors, defalcations or other irregularities may exist or if other circumstances are encountered that require extended services, we will promptly notify the appropriate individual.

## ***Commitment to Quality Service***

### **Personnel Qualifications and Experience**

#### **J. W. Gaines, CPA, CITP**

Director – 41 years

#### **Education**

- ◆ Stetson University, B.B.A. – Accounting

#### **Registrations**

- ◆ Certified Public Accountant – State of Florida, State Board of Accountancy
- ◆ Certified Information Technology Professional (CITP) – American Institute of Certified Public Accountants

#### **Professional Affiliations/Community Service**

- ◆ Member of the American and Florida Institutes of Certified Public Accountants
- ◆ Affiliate member Government Finance Officers Association
- ◆ Past President, Vice President-Campaign Chairman, Vice President and Board Member of United Way of St. Lucie County, 1989 - 1994
- ◆ Past President, President Elect, Secretary and Treasurer of the Treasure Coast Chapter of the Florida Institute of Certified Public Accountants, 1988 - 1991
- ◆ Past President of Ft. Pierce Kiwanis Club, 1994 - 95, Member/Board Member since 1982
- ◆ Past President, Vice President and Treasurer of St. Lucie County Chapter of the American Cancer Society, 1980 -1986
- ◆ Member of the St. Lucie County Chamber of Commerce, Member Board of Directors, Treasurer, September 2002 - 2006, Chairman Elect 2007, Chairman 2008, Past Chairman 2009
- ◆ Member Lawnwood Regional Medical Center Board of Trustees, 2000 – Present, Chairman 2013 - Present
- ◆ Member of St. Lucie County Citizens Budget Committee, 2001 – 2002
- ◆ Member of Ft. Pierce Citizens Budget Advisory Committee, 2010 – 2011
- ◆ Member of Ft. Pierce Civil Service Appeals Board, 2013 - Present

#### **Professional Experience**

- ◆ Miles Grant Development/Country Club – Stuart, Florida, July 1975 – October 1976
- ◆ State Auditor General's Office – Public Accounts Auditor – November 1976 through September 1979
- ◆ Director - Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants PL, responsible for numerous government and nonprofit audits.
- ◆ Over 40 years experience in all phases of public accounting and auditing experience, with a concentration in financial and compliance audits. Mr. Gaines has been involved in all phases of the audits listed on the preceding pages.

## ***Commitment to Quality Service***

<b>Personnel Qualifications and Experience</b>
--

**J. W. Gaines, CPA, CITP (Continued)**

Director

**Continuing Professional Education**

- ♦ Has participated in numerous continuing professional education courses provided by nationally recognized sponsors over the last two years to keep abreast of the latest developments in accounting and auditing such as:
  - Governmental Accounting Report and Audit Update
  - Analytical Procedures, FICPA
  - Annual Update for Accountants and Auditors
  - Single Audit Sampling and Other Considerations

## ***Commitment to Quality Service***

### **Personnel Qualifications and Experience**

#### **David S. McGuire, CPA, CITP**

Accounting and Audit Principal – 18 years

Accounting and Audit Manager – 4 years

Staff Accountant – 11 years

#### **Education**

- ◆ University of Central Florida, B.A. – Accounting
- ◆ Barry University – Master of Professional Accountancy

#### **Registrations**

- ◆ Certified Public Accountant – State of Florida, State Board of Accountancy
- ◆ Certified Information Technology Professional (CITP) – American Institute of Certified Public Accountants
- ◆ Certified Not-For-Profit Core Concepts 2018

#### **Professional Affiliations/Community Service**

- ◆ Member of the American and Florida Institutes of Certified Public Accountants
- ◆ Associate Member, Florida Government Finance Office Associates
- ◆ Assistant Coach – St. Lucie County Youth Football Organization (1994 – 2005)
- ◆ Assistant Coach – Greater Port St. Lucie Football League, Inc. (2006 – 2010)
- ◆ Board Member – Greater Port St. Lucie Football League, Inc. (2011 – 2017)
- ◆ Treasurer, AIDS Research and Treatment Center of the Treasure Coast, Inc. (2000 – 2003)
- ◆ Board Member/Treasurer, North Treasure Coast Chapter, American Red Cross (2004 – 2010)
- ◆ Member/Board Member of Port St. Lucie Kiwanis (1994 – 2001)
- ◆ President (2014/15) of Sunrise Kiwanis of Fort Pierce (2004 – 2017)
- ◆ St. Lucie District School Board Superintendent Search Committee (2013 – present)
- ◆ Board Member – Phrozen Pharos (2019-2021)

#### **Professional Experience**

- ◆ Twenty-eight years public accounting experience with an emphasis on nonprofit and governmental organizations.
- ◆ Audit Manager in-charge on a variety of audit and review engagements within several industries, including the following government and nonprofit organizations:
  - St. Lucie County, Florida
  - 19<sup>th</sup> Circuit Office of Medical Examiner
  - Troup Indiantown Water Control District
  - Exchange Club Center for the Prevention of Child Abuse, Inc.
  - Healthy Kids of St. Lucie County
  - Mustard Seed Ministries of Ft. Pierce, Inc.
  - Reaching Our Community Kids, Inc.
  - Reaching Our Community Kids - South
  - St. Lucie County Education Foundation, Inc.
  - Treasure Coast Food Bank, Inc.
  - North Springs Improvement District
- ◆ Four years of service in the United States Air Force in computer operations, with a top secret (SCI/SBI) security clearance.

## ***Commitment to Quality Service***

<b>Personnel Qualifications and Experience</b>
--

**David S. McGuire, CPA, CITP (Continued)**

Accounting and Audit Principal

### **Continuing Professional Education**

- ◆ Mr. McGuire has attended numerous continuing professional education courses and seminars taught by nationally recognized sponsors in the accounting auditing and single audit compliance areas. He has attended courses over the last two years in those areas as follows:

- Not-for-Profit Auditing Financial Results and Compliance Requirements

- Update: Government Accounting Reporting and Auditing

- Annual Update for Accountants and Auditors



## ***Commitment to Quality Service***

### **Personnel Qualifications and Experience**

#### **David F. Haughton, CPA**

Accounting and Audit Manager – 30 years

#### **Education**

- ◆ Stetson University, B.B.A. – Accounting

#### **Registrations**

- ◆ Certified Public Accountant – State of Florida, State Board of Accountancy

#### **Professional Affiliations/Community Service**

- ◆ Member of the American and Florida Institutes of Certified Public Accountants
- ◆ Former Member of Florida Institute of Certified Public Accountants Committee on State and Local Government
- ◆ Affiliate Member Government Finance Officers Association (GFOA) for over 10 years
- ◆ Affiliate Member Florida Government Finance Officers Association (FGFOA) for over 10 years
- ◆ Technical Review – 1997 FICPA Course on State and Local Governments in Florida
- ◆ Board of Directors – Kiwanis of Ft. Pierce, Treasurer – 1994-1999; Vice President – 1999-2001

#### **Professional Experience**

- ◆ Twenty-seven years public accounting experience with an emphasis on governmental and nonprofit organizations.
- ◆ State Auditor General's Office – West Palm Beach, Staff Auditor, June 1985 to September 1985
- ◆ Accounting and Audit Manager of Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants PL, responsible for audit and accounting services including governmental and not-for-profit audits.
- ◆ Over 20 years of public accounting and governmental experience, specializing in governmental and nonprofit organizations with concentration in special districts, including Community Development Districts which provide services including water and sewer utilities. Governmental and non-profit entities served include the following:

##### **Counties:**

St. Lucie County

##### **Municipalities:**

City of Fort Pierce

City of Stuart

## ***Commitment to Quality Service***

### **Personnel Qualifications and Experience**

#### **David F. Haughton, CPA (Continued)**

Accounting and Audit Manager

#### **Professional Experience (Continued)**

##### **Special Districts:**

Bluewaters Community Development District  
Country Club of Mount Dora Community Development District  
Fiddler's Creek Community Development District #1 and #2  
Indigo Community Development District  
North Springs Improvement District  
Renaissance Commons Community Development District  
St. Lucie West Services District  
Stoneybrook Community Development District  
Summerville Community Development District  
Terracina Community Development District  
Thousand Oaks Community Development District  
Tree Island Estates Community Development District  
Valencia Acres Community Development District

##### **Non-Profits:**

The Dunbar Center, Inc.  
Hibiscus Children's Foundation, Inc.  
Hope Rural School, Inc.  
Maritime and Yachting Museum of Florida, Inc.  
Tykes and Teens, Inc.  
United Way of Martin County, Inc.  
Workforce Development Board of the Treasure Coast, Inc.

- ◆ While with the Auditor General's Office he was on the staff for the state audits of the Martin County School District and Okeechobee County School District.
- ◆ During 1997 he performed a technical review of the Florida Institute of Certified Public Accountants state CPE course on Audits of State and Local Governments in Florida. His comments were well received by the author and were utilized in future updates to the course.

#### **Continuing Professional Education**

- ◆ During the past several years, he has participated in numerous professional development training programs sponsored by the AICPA and FICPA, including state conferences on special districts and governmental auditing in Florida. He averages in excess of 100 hours bi-annually of advanced training which exceeds the 80 hours required in accordance with the continuing professional education requirements of the Florida State Board of accountancy and the AICPA Private Companies Practice Section. He has over 75 hours of governmental CPE credit within the past two years.

## ***Commitment to Quality Service***

### **Personnel Qualifications and Experience**

#### **Matthew Gonano, CPA**

Senior Staff Accountant – 10 years

#### **Education**

- ◆ University of North Florida, B.B.A. – Accounting
- ◆ University of Alicante, Spain – International Business
- ◆ Florida Atlantic University – Masters of Accounting

#### **Professional Affiliations/Community Service**

- ◆ American Institute of Certified Public Accountants
- ◆ Florida Institute of Certified Public Accountants

#### **Professional Experience**

- ◆ Senior Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.
- ◆ Performed audits of nonprofit and governmental organizations in accordance with Governmental Accounting Auditing Standards (GAAS)
- ◆ Performed Single Audits of nonprofit organizations in accordance with OMB Circular A-133, Audits of State, Local Governments, and Non-Profit Organizations.

#### **Continuing Professional Education**

- ◆ Mr. Gonano has participated in numerous continuing professional education courses.

## ***Commitment to Quality Service***

<b>Personnel Qualifications and Experience</b>
--

### **Paul Daly**

Staff Accountant – 9 years

#### **Education**

- ◆ Florida Atlantic University, B.S. – Accounting

#### **Professional Experience**

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

#### **Continuing Professional Education**

- ◆ Working to attain the requirements to take the Certified Public Accounting (CPA) exam.

## ***Commitment to Quality Service***

### **Personnel Qualifications and Experience**

#### **Melissa Marlin, CPA**

Senior Staff Accountant – 8 years

#### **Education**

- ◆ Indian River State College, A.A. – Accounting
- ◆ Florida Atlantic University, B.B.A. – Accounting

#### **Professional Experience**

- ◆ Staff accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

#### **Continuing Professional Education**

- ◆ Mrs. Marlin participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.

## ***Commitment to Quality Service***

<b>Personnel Qualifications and Experience</b>
--

### **Bryan Snyder**

Staff Accountant – 5 years

#### **Education**

- ◆ Florida Atlantic University, B.B.A. – Accounting

#### **Professional Experience**

- ◆ Accountant beginning his professional auditing career with Berger, Toombs, Elam, Gaines, & Frank.
- ◆ Mr. Snyder is gaining experience auditing governmental & nonprofit entities.

#### **Continuing Professional Education**

- ◆ Mr. Snyder participates in numerous continuing education courses and plans on working to acquire his CPA certificate.
- ◆ Mr. Snyder is currently studying to pass the CPA exam.

## ***Commitment to Quality Service***

<b>Personnel Qualifications and Experience</b>
--

### **Maritza Stonebraker, CPA**

Staff Accountant – 4 years

#### **Education**

- ♦ Indian River State College, B.S.A. – Accounting

#### **Professional Experience**

- ♦ Staff Accountant beginning her professional auditing career with Berger, Toombs, Elam, Gaines, & Frank.

#### **Continuing Professional Education**

- ♦ Mrs. Stonebraker participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.

## ***Commitment to Quality Service***

<b>Personnel Qualifications and Experience</b>
--

### **Jonathan Herman, CPA**

Senior Staff Accountant – 7 years

#### **Education**

- ◆ University of Central Florida, B.S. – Accounting
- ◆ Florida Atlantic University, MACC

#### **Professional Experience**

- ◆ Accounting graduate with five years experience with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

#### **Continuing Professional Education**

- ◆ Mr. Herman participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.



## ***Commitment to Quality Service***

<b>Personnel Qualifications and Experience</b>
--

### **Sean Stanton, CPA**

Staff Accountant – 4 years

#### **Education**

- ◆ University of South Florida, B.S. – Accounting
- ◆ Florida Atlantic University, M.B.A. – Accounting

#### **Professional Experience**

- ◆ Staff accountant with Berger, Toombs, Elam, Gaines, & Frank auditing governmental and non-profit entities.

#### **Continuing Professional Education**

- ◆ Mr. Stanton participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.

## ***Commitment to Quality Service***

<b>Personnel Qualifications and Experience</b>
--

### **Taylor Nuccio**

Staff Accountant – 3 years

#### **Education**

- ♦ Indian River State College, B.S.A. – Accounting

#### **Professional Experience**

- ♦ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

#### **Continuing Professional Education**

- ♦ Ms. Nuccio participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- ♦ Ms. Nuccio is currently working towards completing an additional 30 hours of education to qualify to sit for CPA exam.

## ***Commitment to Quality Service***

<b>Personnel Qualifications and Experience</b>
--

**Tifanee Terrell**  
Staff Accountant

**Education**

- ◆ Florida Atlantic University, M.B.A. – Accounting

**Professional Experience**

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

**Continuing Professional Education**

- ◆ Ms. Terrell participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- ◆ Ms. Terrell is currently working towards completing an additional 30 hours of education to qualify to sit for CPA exam.

## ***Commitment to Quality Service***

<b>Personnel Qualifications and Experience</b>
--

**Mathew Spinosa**

Staff Accountant

**Education**

- ◆ Indian River State College, B.S.A. – Accounting

**Professional Experience**

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

**Continuing Professional Education**

- ◆ Mr. Spinosa participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- ◆ Mr. Spinosa is currently working towards completing an additional 30 hours of education to qualify to sit for CPA exam.

## ***Commitment to Quality Service***

<b>Personnel Qualifications and Experience</b>
--

**Dylan Dixon**  
Staff Accountant

**Education**

- ◆ Indian River State College, A.A. – Accounting

**Professional Experience**

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

**Continuing Professional Education**

- ◆ Mr. Dixon is currently pursuing a bachelor's degree in Accounting.
- ◆ Mr. Dixon participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- ◆ Mr. Dixon is currently working towards completing an additional 30 hours of education to qualify to sit for CPA exam.

## ***Commitment to Quality Service***

<b>Personnel Qualifications and Experience</b>
--

**Dominic DeCambre**

Staff Accountant

**Education**

- ◆ Indian River State College, B.S.A. – Accounting

**Professional Experience**

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

**Continuing Professional Education**

- ◆ Mr. DeCambre participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- ◆ Mr. DeCambre is currently working towards completing an additional 30 hours of education to qualify to sit for CPA exam.



Judson B. Baggett    6815 Dairy Road  
MBA, CPA, CVA, Partner    Zephyrhills, FL 33542  
Marci Reutimann    (813) 788-2155  
CPA, Partner    (813) 782-8606

### Report on the Firm's System of Quality Control

To the Partners  
Berger, Toombs, Elam, Gaines & Frank, CPAs, PL  
and the Peer Review Committee of the Florida Institute of Certified Public Accountants

October 30, 2019

We have reviewed the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs, PL, (the firm), in effect for the year ended May 31, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [aicpa.org/prsummary](http://aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

#### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

#### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control, and the firm's compliance therewith based on our review.

#### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

#### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs, PL, in effect for the year ended May 31, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Berger, Toombs, Elam, Gaines & Frank, CPAs, PL has received a peer review rating of *pass*.

*Baggett, Reutimann & Associates, CPAs PA*  
**BAGGETT, REUTIMANN & ASSOCIATES, CPAs, PA**  
Signed Electronically by Baggett, Reutimann & Associates, CPAs, PA. E-mail: [info@baggett-reutimann.com](mailto:info@baggett-reutimann.com)

Member American Institute of Certified Public Accountants (AICPA) and Florida Institute of Certified Public Accountants (FICPA)  
National Association of Certified Valuation Analysts (NACVA)

**MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS**

**Annual Audit Services for Fiscal Year 2022**  
Clay County, Florida

**INSTRUCTIONS TO PROPOSERS**

**SECTION 1. DUE DATE.** An electronic copy of the proposal must be received no later than 12:00 p.m. on Friday, April 29, 2022 at the email address of the District's Recording Secretary, Courtney Hogge, at [chogge@gmsnf.com](mailto:chogge@gmsnf.com).

**SECTION 2. FAMILIARITY WITH THE LAW.** By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules, and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relive it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

**SECTION 3. QUALIFICATIONS OF PROPOSER.** The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

**SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL.** Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

**SECTION 5. SUBMISSION OF PROPOSAL.** Submit an electronic copy of the Proposal Documents, and other requested attachments at the time and e-mail address indicated herein, which shall include the subject line, "Auditing Services – Middle Village Community Development District."

**SECTION 6. MODIFICATION AND WITHDRAWAL.** Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

**SECTION 7. PROPOSAL DOCUMENTS.** The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet, and a proposal with all required documentation pursuant to Section 12 of these instructions (the "Proposal Documents").

**SECTION 8. PROPOSAL.** In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.



**SECTION 9. BASIS OF AWARD/RIGHT TO REJECT.** The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

**SECTION 10. CONTRACT AWARD.** Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

**SECTION 11. LIMITATION OF LIABILITY.** Nothing herein shall be construed as or constitute a waiver of District's limited waiver of liability contained in section 768.28, Florida Statutes, or any other statute or law.

**SECTION 12. MISCELLANEOUS.** All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List position or title of all personnel to perform work on the District audit. Include resumes for each person listed: list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The lump sum cost of the provision of the services under the proposal

**SECTION 13. PROTESTS.** Any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, GMS, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, within seventy-two (72) hours after the receipt of the proposed project plans and specifications or other contract documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid plans, specifications or contract documents.

**SECTION 14. EVALUATION OF PROPOSALS.** The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

**MIDDLE VILLAGE CDD  
AUDITOR SELECTION  
EVALUATION CRITERIA**

**1. Ability of Personnel. (20 Points)**

(E.g., geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.)

**2. Proposer's Experience. (20 Points)**

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

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

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

**4. Ability to Furnish the Required Services. (20 Points)**

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required. (E.g., the existence of any natural disaster plan for business operations)

**5. Price. (20 Points)**

Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to the services.

## *FIFTH 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.

## *SEVENTH ORDER OF BUSINESS*

*C.*



# Chris H. Chambliss

## Supervisor of Elections Clay County, Florida

---

April 15, 2022

Middle Village Community Development District  
Attn: Michael C. Eckert  
107 West College Avenue  
Tallahassee, FL 32301

Dear Mr. Eckert:

I have queried the number of eligible voters residing within the Middle Village Community Development District as of April 15, 2022. At this time, there are 4,873 registered voters residing within the district.

Please provide the contact information and term expiration dates for the current CDD Board Members. I can be reached via the contact information at the bottom of this page or via email at [Lynn.Gaver@ClayElections.gov](mailto:Lynn.Gaver@ClayElections.gov).

In an effort to keep our records updated please notify us of any changes to the Board due to resignations or appointments.

*Thank you,*

*Lynn Gaver, MFCEP*  
Clay County Supervisor of Elections Office  
P.O. Box 337 | 500 North Orange Ave.  
Green Cove Springs, FL 32043  
(904) 269-6350 Fax (904) 284-0935



*D.*

*1.*

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

845 Plantation Oaks Parkway, Orange Park, FL 32065

904-375-9285; manager@oakleafresidents.com

**Memorandum**

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

**Community:**

**Special Events**

- Report: Virtual Egg Hunt (course at DB) , Community Yard Sale
- Dive-In Movie, “Schools out” party at Pools

**Aquatics**

- Pools open during week , alternating schedules in May
- Swim Team to begin in Spring, meets begin in June at Lap pool

**Amenity Usage**

- *Total Facilities Usage – 3878*
- *Average daily usage –125*

*Card counts:*

MV Owners	97
MV Renters	54
MV Replacements	7
MV Updated	5

*Total cards printed: 333 (both districts)*

**Rentals**

- 16 of 31 days rented in April , 4 of 4.5 weekends rented
- 15 Grand Ballroom rentals, 6 Grand Lawn rental, 3 Bridal Suite rentals, 8 patio rentals
- 32 tours (85 approx. hours)/ 99 hours used for scheduling, administrative, etc.

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

845 Plantation Oaks Parkway, Orange Park, FL 32065

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

### **Memorandum**

#### **Operations: Open Items**

- Fencing update and planning
- Coordination of capitol studies w / supervisor future requests
- Send out inquiry emails and coordination with vendors for budget planning
- Contact JEA for coordination of work concerning lighting at gas station intersection

#### **MAINTENANCE**

- Diagnose motor at lap pool, coordinate repair and replacement
- Repair access system connection
- Place community yard sale signs throughout neighborhood, removal of signs after
- Coordinate replacement of Chemical feeder probes
- Coordination for pool repairs- tiles and beam/coping work, light replacements at lap pool
- Inspect ice machine at Banquet room, coordinate repair/ possible replacement
- Touch up painting on decorative street poles in neighborhood (ongoing)
- Replace flags on building and at pool entry
- Pressure wash slide-tower to prep for epoxy painting
- Painting of slide tower interior, and handrails
- Painting of slide towers stairs (sand grit paint)
- Paint Slide tower supports
- Replacement of tarps on pool pack covers
- Reset clocks throughout due to power outages
- Preventative maintenance performed Fitness Equipment
- Removed old tarps at pool pack areas
- Dispose of multiple large electronics equipment (hazardous waste refuse)
- Multiple drop off trips for refuse removal (rosemary hill)
- Audit of access cards – ongoing (to include audit of adult family members in household)
- Data collection for Florida Department of Labor
- Continual Lake Inspections – all lakes inspected monthly – reports kept on file in Ops. Manager office.
- Continual Park inspections and cleaning – reports kept on file.
- Light Inspections completed – Whitfield, Boulevard, Parkway, and Hamilton Glenn completed 4/10. Forest Brook, Creekview, Oakpoint, and Timberlake completed 4/24.

#### **Landscaping**

- *Sod installs per contract*
- *Proposal submitted for Promenade and Fenceline*
- *Coordination of repair proposal for insurance issue on Oakleaf Plantation pkwy*
- *Monthly report for April 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)

2.



## PROPOSAL

**Mailing Address**

Oakleaf Plantation  
370 Oakleaf Village Parkway  
Orange Park, FL 32065

**Job Address**

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

Date: April 25, 2022

Phone: Orange Park

Opportunity#: 8139

---

**Job Summary:**

Replace Declining River Birch trees with Crepe Myrtle trees for color to match existing Myrtle trees already along the Promenade.

**Landscape Enhancement**

Quantity	Description	Unit	Unit Price	Ext Price
24.00	Labor and Prep	Hr	\$44.66	\$1,071.84
10.00	Crepe Myrtle	15g	\$183.43	\$1,834.25
1.00	Disposal Fee	Ea	\$50.00	\$50.00
3.00	Irrigation Allowance	LS	\$127.60	\$382.80
1.00	Delivery	Ea	\$150.00	\$150.00
<b>Landscape Enhancement Total</b>				<b>\$3,488.89</b>

**Proposal Total: \$3,488.89**

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

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

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

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



## PROPOSAL

### ACCEPTANCE OF PROPOSAL

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

By \_\_\_\_\_  
Chalon Suchsland  
Date 4/25/2022  
\_\_\_\_\_  
VerdeGo

By \_\_\_\_\_  
\_\_\_\_\_  
Date \_\_\_\_\_  
Oakleaf Plantation

3.



**Fence**

Remove:

Grass along fence

Install:

Crape Myrtle Muskogee

Ligustrum 'Howardii'

Azalea Fasion

Liriope





**Fence**

Remove:

Grass along fence

Install:

East Palatka Holly

Azalea Formosa

Jack Frost Ligustrum

Liriope









# Middle Village 2013 CDD

## Clay County, Florida

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

GENERATED BY THE GIS DEPARTMENT 05/02/2013

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.