# MIDDLE VILLAGE Community Development District

JUNE 10, 2024



## Middle Village Community Development District

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

June 3, 2024

Board of Supervisors Middle Village Community Development District

Dear Board Members:

The Middle Village Community Development District Board of Supervisors Meeting is scheduled to be held Monday, June 10, 2024 at 2:30 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065. Following is the advance agenda for the meeting:

- I. Roll Call
- II. Audience Comments (limited to three minutes)
- III. Approval of Consent Agenda
  - A. Approval of the Minutes of the May 13, 2024 Meeting
  - B. Financial Statements
  - C. Assessment Receipts Schedule
  - D. Check Register
- V. Consideration of Resolution 2024-02, Approving the Proposed Budget for Fiscal Year 2025 and Setting a Public Hearing Date
- VI. Staff Reports
  - A. District Counsel
  - B. District Engineer Consideration of Proposal to Update the Public Facilities Report
  - C. District Manager Reminder of the Qualifying Period for the General Election
  - D. Operations Manager
    - 1 Memorandum

- 2. Update on Open Items (Gates & Pool Heater)
- VII. Audience Comments (limited to three minutes) / Supervisor Requests
- VIII. Next Scheduled Meeting July 8, 2024 @ 2:30 p.m. at the Plantation Oaks Amenity Center
  - IX. Adjournment

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

Sincerely,

Marilee Giles

Marilee Giles District Manager



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 Monday, **May 13, 2024** at 2:30 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 Sherrie Mifsud Vice Chair

Jonel HicksAssistant SecretaryJulie ArnauAssistant SecretaryShawn BlandAssistant Secretary

#### Also present were:

Marilee Giles District Manager Kate John *by phone* District Counsel

Jay Soriano Field Operations Manager

Chalon Suchsland VerdeGo

#### FIRST ORDER OF BUSINESS

Roll Call

Ms. Giles called the meeting to order at 2:30 p.m.

#### SECOND ORDER OF BUSINESS

**Audience Comments** 

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

#### THIRD ORDER OF BUSINESS

#### **Approval of Consent Agenda**

- A. Minutes of the April 8, 2024 Board of Supervisors Meeting
- **B.** Financial Statements
- C. Assessment Receipts Schedule
- D. Check Register

Ms. Giles stated we received a change from Supervisor Mifsud. I think the change was we had Sherrie present, but she wasn't, so we'll make that change. Unless there's any other changes or corrections, I just look for a motion to approve them.

On MOTION by Mr. Bland seconded by Ms. Arnau with all in favor the minutes of the April 8, 2024 meeting were approved.

Ms. Giles stated on page 30 are the financial statements as of March 31, 2024, followed by the assessment receipt schedule showing the District is 98% collected. Then your check register is on page 44 and it's the check run summary for April 1st through April 30th in the amount of \$211,508.17. I see no unusual variances on any of the financials. Unless there's any comments or questions, I just look for a motion to approve.

On MOTION by Vice Chair Mifsud seconded by Chairman Steiner with all in favor the check register was approved.

#### FOURTH ORDER OF BUSINESS

# Discussion of the Proposed Fiscal Year 2025 Budget

Ms. Giles stated item four on the agenda is just a placeholder, as it has been for the last couple of months to give the board the opportunity to speak together about any changes you want to see on the budget. Jay's tracking the ones that we've talked about the last couple months with an increase in a maintenance person, with increases to match appropriately for repair and replacement lines to go with it. We're tracking with the accountant any other variances up or down with the other specific budget line items like utilities and the Clay County Sheriff's office and things like that. Some of those will go up some of them will go down, but unless the board has anything, it's just a placeholder here for you guys to talk about the budget.

Mr. Soriano stated I am looking at a small increase in assessments once we're done. I'll be looking at something like a \$50 or \$60 amount, which works out to be about \$5 a month if we can keep that. A couple years ago, when we had the first increase in almost a decade, it was brought up to look at how we do the methodology. That's how we figure out the assessment per unit. You guys have a very kind of spread out and strange methodology because we have so many different types of units. We have single family homes, and we have two types of multifamily. We have regular multifamily and what we call high density, a whole bunch of units

in a smaller area. Then we also have the high density multifamily with aquatics. Each step of the way it goes down in pricing for that methodology of what their share of that assessment is. So, they get a discount as it goes down. And I think one of the reasons it was brought up is that we were going through that increase when we were looking at, it's been ten years since the last time we had an increase and we need a little more money to cover all the things we're spending money on. The roof was coming up, things like that. It worked out to where some homes were getting an increase as single family homes, but that one at the bottom was actually getting a refund. And it was little, it was like \$13, but it was weird. Everybody else was going up and somehow, they're getting money back. So, that question was, does that work out and look fair? The first thing that was asked for me from a couple of board members was, go back and see how we can use the data. We have our check-in stations, things like that. We can track who comes to the pool and the fitness centers. Do all those people use it the same way? It is, I think, a little skewed. I've been watching it for the last couple years. The multifamily definitely uses it more than the single family. All our check-ins show that. I think it's a little hard to go by that just because we have all the multifamily right next door, this is their amenity center. So, whether you're looking at Preserves or Cambridge, it's easy for them to get to. So, they are the people that are here the most, period. Whether it's the fitness center, whether it's pools, tennis courts, things like that. But when you look at it, it was set up that way because of your debt assessment. So, it's put in there to pay back those bonds and there might be some kind of discount based on the size of your lot for all kinds of things. Stormwater is set up like that. If you have that multifamily area, there's a lot less money put into there than there is into the big single-family areas, drainage, all of those things that we put money towards. But your methodology doesn't have to match what we did for debt assessment. Debt assessment can never change. So even if we looked at it and said, it's a little weird that these people get a discount, but we can't change that part. We have to pay back those bonds and we have about ten more years to pay back those bonds. So, that part will never be able to get adjusted, but your O&M could. The O&M is what pays for everything that people actually see and use. Whether it's the streetlights going up and down the road or your landscaping contract, all of those things, and I don't know, that it really makes a difference if you have a family of six in a single-family home, or you have a family of six in one of the apartments. I think you get the same usage of those things for everyone. So, as we look at the increase and the reason I was looking at something small was, I know things are just getting

more expensive every year, whether it's supplies, whether it's labor. We already have that fiveyear plan we're going into now. We're in the middle of our third year raising minimum wage, and I've talked about that before, it puts a lot of stress on the fact that everybody that's been here for a year, two years, three years, I have to raise them, too. I'm bringing in a minimum wage person behind them, and they're making more, is a little weird. So, everybody goes up. So, we have this long term plan on a lot of these things, and that's only getting more expensive. If we look at an increase and it's a small amount, and we do that for a couple years in a row and almost take a couple years off and then plan on doing that again, you can actually pull in more money that way than we did by doing one big assessment in ten years and then waiting another five to ten years. It's much harder that way. I think it hits people's pocketbooks a little harder. But the other way may be to look at how everybody's getting billed. I don't know that that's the best way. And there are districts that have a different methodology from the debt assessment side to the O&M. Most of the time the O&M is pretty well matched. Everybody pays the same thing. You have the same opportunity to use the pools, you have the same opportunity to use the cards. You get usage and benefit from the fact that you're driving in and there's nice landscape and lit up area, you know, our electric bills, everybody uses it the same way. So that may be something we want to look at. That is a lot harder to deal with than just increasing our budget. So, I don't know that it's something we want to tackle this year, but it is something I think we need to discuss. I think it's something you guys need to be aware of and see if that's something we want to look at for the future, especially if we're doing kind of a plan with a smaller increase over the next couple years.

Mr. Hicks asked was that two years ago?

Mr. Soriano stated yes, last budget we stayed flat. Whether it's \$5 or whether it's \$50 or \$150, nobody likes to pay more in taxes. So, my goal was if we could do that, I wanted to be able to make it at least a year before we even looked at raising it again. And I did that last year. I knew that was going to be tough this year.

Chairman Steiner stated the change that we made was on the O&M side. We've made some changes on the debt service side which offset it. And that was because of the fact that we did some sort of refunding that basically allowed us to raise the O&M. The debt service went down. The net result was zero increase or decrease. So, that's why it was easy to swallow. That's pretty much the way we did in the last two increases, because we did it, when we transferred to the new bond. You're paying in O&M for the maintenance, and what you're getting is access to

those facilities. The thought process that developers pushed on us was the fact that they were looking for incentives to go back and start developing after all development stopped around here. So, it's the newer multifamily ones that had the caveat, well, we have a pool, we're not getting demand, and we'll go ahead and build these units. At the time, it was acceptable. Now everything's built out and everybody, no matter whether you have a pool on your property, such as, Jennings Point, and that does not decrease the demands down here because you're still coming down here because your pools are crowded, you're still coming down here to use the gym, you're still using the promenade. So really, across the board, we should have just one rate that comes in, and I think it would give us an increase, it's not a big increase, but it puts everybody on a level playing field when paying O&M fees. We had asked Jay to try and break out how many people are coming from these communities that have pools to use this pool. That's just some history to back up what Jay was talking about.

Ms. Giles stated like Jay said, I don't think we can discuss it fast enough to make the changes for fiscal year 2025. But if this is something the board's interested in, we certainly have enough time between now and FY 26 for staff to look into that. Jay and I were talking earlier, don't know if there's a requirement for a public hearing or not, but we'll work with Kutak Rock and figure that out.

Chairman Steiner stated I believe the last time we did this, it was brought up that there had to be a public hearing.

Mr. Soriano stated there is for an increase. But to change the methodology, I'm not sure. Chairman Steiner stated I was thinking we had to have one when we did it the last time.

Ms. Giles stated we have enough time if this is what the board wants to do for FY 26. Just looking for the Board's input on that. We got a couple more months. You can think about it and let us know.

#### FIFTH ORDER OF BUSINESS

Consideration of Resolution 2024-01, Confirming Use of the Clay County Supervisor of Elections Office to Conduct the District's 2024 Election of Supervisors

Ms. Giles stated you'll see on page 114 at the bottom in section three, Resolution 2024-01 shows seats two and four are scheduled for the general election in November. I don't know if all the supervisors are familiar with that. Typically, if no one runs for the seat, you will not see

anything on the ballot. It's the ballot in November that you're going to see for all the other offices. If two or more folks throw their name in the hat for seat two or four, you'll see both those names on the ballot. So, if you're interested in continuing, you would just need to coordinate with the supervisor of elections office. There's a little bit of paperwork, and I think there's a \$20 fee to pay for that. Just let me know if you have any questions about it.

On MOTION by Mr. Hicks seconded by Chairman Steiner with all in favor Resolution 2024-01, confirming use of the Clay County Supervisor of Elections office to conduct the District's 2024 election of supervisors was approved.

#### SIXTH ORDER OF BUSINESS

#### **Staff Reports**

#### A. District Counsel

Ms. John stated district counsel has no report.

Chairman Steiner stated do you know if Mike was able to make any progress with the impact fee credits?

Ms. John stated I don't know, but I can absolutely have Mike follow up with you in an email.

Chairman Steiner stated okay. I was just curious. I know he was working with somebody to find out whether or not that would be a viable option for us.

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

Ms. Giles stated we don't have anything from the district engineer, so he's not with us today. If you have anything, Jay and I can take it back to him.

Chairman Steiner stated I assume we're still working on the light pole issue.

Mr. Soriano stated I actually haven't heard back from him on if he's found any requirements. That's really all we've kind of tasked him with to see if there's any requirements from anybody else, whether it's FDOT says we have to handle it or the county does it. That was really it. Because as far as Clay Electric was concerned, we'll have to put it back up. So I haven't heard back from the engineer on if he's found anything new. That's really all we're looking for. If there's something obscure there that says no, you guys are stuck with doing it. Now we have to pay to put those lights back up.

Chairman Steiner stated yeah, because you said we were looking at around \$17,000.

Mr. Soriano stated the original was \$14,000, but I know there were more lights on it. A vendor told us he can only put up one and he's not going to run the rest down that median because of how they shrunk it down. He doesn't feel comfortable sticking that out. So, that should change the price a little bit but it may not be much because a lot of that is the jetting under the road. It's a lot of labor. That's the biggest amount of that, but it's still going to be a good amount of money.

#### C. District Manager

Ms. Giles stated I do have a couple things for you. On page 118 is a report on the number of registered voters. Florida Statute Chapter 190 requires us to provide that number of registered voters for the community. And as of April 15th, there are 4,374 registered voters in Middle Village CDD. Also, since it's new, I just want to take the opportunity every month to remind you about your requirement for your Form 1. You have to file that by July 1st. If you have any questions, let me know. I can help you with that. And then your ethics training is due by December 31st. If you can't find your list of available classes, just let me know and I can send it to you.

#### D. Operations Manager

Mr. Soriano stated we were supposed to have a movie Friday. We ended up getting stormed out. And the way it worked out was I sent a cancellation email, and the sun came out about an hour later and was actually very nice after that. We don't really rain date the movies because we have something going on all the time. But we paid for the license for our whole summer series for showing Kung Fu Panda one and two, so I am going to have to come up with another day. Chances are we will probably redo it Friday. Memorial Day makes that weekend a little long for our aquatic staff. But I got to get it out because the next one is over here on your side in June. So, I got to get those movies out of the way. We will have a school is out party. That's a party that takes place on both sides. So, on that day, kids are down here, we have a DJ and activities for everybody for a couple hours. And that kind of starts our summer. After that point, that following week, the pools are full blast. Right now, we're still on that limited schedule where every other day we're shut down and have to go to the other side or come here. Friday,

Saturday, Sunday, both sets of pools are open. I did want to inform you guys that the swim team is one of the largest swim teams we've had in quite a while. I think they were up to 124 kids for registrations the last I heard. It's kind of built back up for a while and started to go down. We only had about 80 or 90 kids, which is still a good size team, but it's been a while since we've had that many. That does create a lot of commotion down there, and it creates big swim meets. So, they only have two swim meets that are scheduled for here this summer. All the rest are away. Makes it a little easier because those Saturdays are extremely hectic. Long day for the staff and parents that help put on the meet. I did want to let you guys know in August, we'll have our high school swim teams back in place. There are new coaches involved. But we do still have plans that you'll have both Oakleaf and Ridgeview practices here. So, depending on how that works out, basically I put the coaches together in a room and let them fight out practice times and swim meet times and let them know that they have to work together. We're not going to get involved in how they do their meets or practices. If they want this space, they have to figure out a way to work together, share that time and still keep it open as much as possible for our residential use. So if they're there they have to keep lane lines open. They can't have a ton of home meets. They do that with other schools. Although everybody always likes to be home, they still have to make sure that this is residentially used, not just for the high school teams. Moving on, you'll see we are picking up in usage. We're starting to get our summer wedding schedule going and it's staying pretty busy. I wanted to update you guys on a few of the items for our operations. Our gates have been on lockdown. We're getting a little stricter when we're having people check in a little more. That is going well. We, of course knew we had people complaining because they're not used to walking around or we get a lot of people that just don't carry their cards. That has always been part of the rules. We can explain that but many times they don't understand, but they go back and read the rules and understand we were supposed to carry it because we had no way to check it we're not going to go out there and ID everybody. But now that you have the gates, when you walk through, you have to check in. So, they're starting to get it. We didn't get a lot of complaints once we locked these down so now they actually do have to go through there. Which also brings us to our other problems. I did work with the fence vendor to see if I could hurry them up on supplies for the basketball courts because our few kids that like to sneak in are tearing up the basketball courts even more. I'm getting emails from residents that will watch them pull up the fence so that they can crawl under and get in. This is daylight hours. They're not

trying to hide it from anybody. So, we do have to get that replaced to where it's not as easy for them to either climb the fence or duck underneath of it. Most everybody else has kind of accepted to know that they have to check in properly with their cards, be a resident here, things like that. I do have to work with a new vendor for the column work at Deerview. As we were going through the agreements, there was one item on indemnification for the district that the vendor just would not agree to with our counsel. And because of that I can't work with them. It's just safety for us. I know it's always a bit of headache when the lawyers start getting too involved, but, that protects us in the end. So, I do have to get somebody else. There were two vendors that came out and met with me. Just Alpha Foundation was one that had everything ready. Hopefully they agree to all of our terms, and then we'll be able to start working on that column. If you were here last week, you'll see this big building was pressure washed. A lot of our wedding people are happier. They want columns to be cleaner, things like that. It doesn't take but a couple months for us to get dirty. It's outdoors. Bugs get on there, but, we try to keep it as clean as possible. So, we did have the company out last week blasting the whole building from the dormers on the top all the way down to the brick paver walkway on the bottom. I will have quotes for you. I do have one quote already for painting this entire building. So that's the next request, not just residents looking at it, but also our wedding people. They want it to look nice and clean. This is a now 20-year-old building. This is your 19th summer, so it is getting much older. And while we do touch up painting, we've never painted the entire building. That is a big cost that was put into your capital plan. The vendor that I've gotten the first quote from is a vendor we've used to paint multiple buildings over at your sister district at Double Branch, and now we've used them in some other districts around Clay County. He tends to do pretty good, and for a pretty low cost. Right now, that cost is \$45,000 to paint this entire building. So still a big purchase. I am waiting on a couple others, and I imagine they're going to be higher. Around \$70,000 for this project was included in our capital plan. This is a very big building, so I do think it's something we should look at. But then, as I'm working with Tito's, the vendor on that \$45,000 quote, my concern was that in talking to Wanda there's not a point during the summer that I could paint this building. It's not something they're going to do in a day or two. In fact, he had on there anywhere from three to five weeks for completion. It's a lot of ladder work, a lot of scaffolds, things like that. We got a lot of trim, and we have multiple colors, not just the white. They're going to be painting all the black, too. So, I can't have the place either shut down or have

ladders and parts around for weeks on end during wedding season. So even though we may want to get it done quickly, it may be something that we need to be able to wait more towards in September or October. I did ask him if he'd be willing to hold that price for us if he knew it was him getting the job. He said yes. So now I'm still waiting on those other quotes. I prefer to always give you multiple quotes, even though I know he's probably going to be the cheapest out there. I still want to give those other quotes, just to be sure. But if we accept that he will hold that, we don't pay him up front or anything like that, but he will hold that rate for us for the end of the year. If we can do it more at the end of summer, beginning of fall.

Chairman Steiner stated is there any way to split it? We have the black rails and the shutters that probably get the most comments. If we can knock that out prior to wedding season and then have a second round where they come in and do the building itself, which they'll need more scaffolding for.

Mr. Soriano stated yeah, that might be the hard part. I can talk to him. The railings aren't bad. If you look out there, we've already started touching up the railings. Now I'm going to let him paint completely. Because he will go back through and actually coat everything. So will have it touched up because there are some on this side here that look pretty rough. It's the shutters that are the bad part. The shutters you have on second and even the third story. We don't do those. He will, but that's all your ladder work. So that's what is a big part of that labor cost for climbing and working on this stuff outside. So, I can talk to him. If we break it up, that may actually increase the cost. But he is a lower one, so I'll look at it. Like I said, we're still going to do the railing right now. So even if it was something that we want to get done by August. I have three months that I have some railings that are a little ugly. We need to be able to get to the ones in back. Last year we did a lot of the touch up in front. So, if you go out here, you see these nice, kind of black and glossy railings. And you go back here, and you see them all chipped up. Those are powder coated. But we're not going to powder coat. Even this painter is not going to be able to powder coat that. You have to take them off and take them to the powder coater. So, we can't do that stuff. But we can use metal paints. Two-part epoxy. It's really thick and sticks hard to the metal, so it'll last a lot longer. But, yeah, we're going to do that as our normal touch up.

Chairman Steiner stated okay. Well, it sounds like you're splitting it up. That's what I was getting to.

Mr. Soriano stated but that doesn't include the shutters. So, the shutters are rough looking, too.

Chairman Steiner stated right, but most of activity and most of the people's eyes are going to be focused on the railing. That seems to attract the most complaints. I was just wondering if we can knock some of that out because I'm afraid if we push it back out, it's going to be all the way to the end of the year before we move, and then you're coming into the holiday season.

Mr. Soriano stated I don't mind as much for our events, but a wedding is different when someone is paying to be someplace for a couple thousand dollars. You don't want a ladder and a tarp and a picture off to the side. They're going to clean up. They're not going to leave anything out to where it's not safe. But still, you want your pictures and things like that. We were doing roofing last year during the holidays.

Chairman Steiner stated again, the main thing I'm trying to get is to get rid of or reduce the complaint or concern level over the flaking paint on the rail.

Mr. Soriano stated yeah, we've already started railing.

Chairman Steiner stated I know you did out here and it looks good.

Mr. Soriano stated we've started on the walkway coming up, and then I'll move to this back rail. So, this week and next week, those guys will be painting all the black faux iron. The last discussion on some of those open items is one that I have heard before. We haven't started addressing it on your side, but we have started to address it at a long-term plan at your sister district, and that's your playground. Your playgrounds are nearing almost 20 years old. That is past the life expectancy. If you go out there, you'll notice some are starting to rust and really deteriorate. We fix those things that we can so there's no safety issues. However, you're going have to get to the point where you replace the whole structure and these are commercial playgrounds, not what people put in their backyard. These are not cheap. They're anywhere from \$40,000 to \$60,000 a playground. You guys have three. There's ten on the other side. So, 13 of these playground structures everywhere. There's no way they can replace all at once. So, what they did is they broke it up and they do one or two a year. We're in our third year and we've already started replacing our next one. So, we've got a lot. But yours we do need to get into. I'll bring back quotes, but I also have already started going out and taking pictures and trying to

figure out how to do a priority order, which one I think is the worst. So, we start on that one first and then the next one and so forth.

Chairman Steiner stated the one we have out here?

Mr. Soriano stated that one is not included. That one was done a few years ago because that one was the worst. That one was a wooden structure. And I don't care if you get pressure treated wood, or if you can seal it. You stick wood outside in Florida, it's going to start to rot. So we still have a ways before we get to that one. It's the ones in your neighborhoods. So your three are Hamilton Glen, Deerview, and Whitview. Right now, that's the order for priority, too. Hamilton Glen is one of the worst. And one of the things I don't like about that playground is now we have an added neighborhood that tends to use it. It's not our neighborhood. I'm trying to figure out how I can stop them, but there's a whole neighborhood built on Hamilton Glen's backside. And they even put gates in their back fences. So, kids come over a lot of times and play on the playground. Not that I'm going to kick a kid off and be mean, but, that is not for their usage. They're not part of this neighborhood or this district. Not only that, but it increases our liability. We have people using a facility like that. If there was to be a problem with that playground structure, and then the people that are involved in the safety issue don't even live here. So, I try to cut that back as much as I can. I don't know what I'm going to be able to do there. Maybe put up a barricade of new trees and plants.

Chairman Steiner stated I was wondering if we could put a forest in front of it.

Mr. Soriano stated the biggest problem is there's an access road there. If you notice, Hamilton Glenn has that access to the water plant. When you come up here you have that little pond. There's this open road for CCUA to go through. It's just an easement. You can't do much with it. It's our property, but it's their easement. They have to have access to that water plant back there. And then on the other side of the water plant sits the fencing for that neighborhood. So, it is something I'm dealing with but it's the playgrounds that really concern me. I'll be bringing back our first set of quotes to look at it, whether we want to purchase this year or purchase at the end of the year and it's installed in this next fiscal year. But I do think it's something we need to start working on those three playgrounds. Just to go over our fitness center downstairs. We did have our maintenance last month. I have the one treadmill that's still giving me trouble. We may eventually have to pull it out. I have a couple more parts off the old one, but those are the two older treadmills that we talked about, trying to keep them as long as we could. But I'm running

out of parts to rob off the last useful one. I have one elliptical. I call it an arc trainer here, but it's got a motor I'm going to have to replace that is going to be about a grand, but that's something I'm able to work with. Those are the two machines I'm having trouble with there in the fitness center at the moment. Outside of that, unless you guys have any questions on some of those maintenance items, I do want to point out we gel coated the slide this year. Your sister district really wanted theirs brand new. They worked on their slide last year. They had a large pipe crack under the pool. I think I told you guys about it. It was about \$50,000 to repair that slide pipe. But as part of getting that slide back together, I'm still waiting on a motor and a drive so that the kids can actually enjoy the slide. But they wanted the coating to be nice and new and shiny and bright white and waxy. So, we gel coated theirs. I went ahead and gel coated yours. You were starting to see some flaking and things like that so we did your open slide. I did not do the enclosed slide. We did that about four or five years ago. The enclosed slide is extremely hard to work on. Typically, when I go outside of us doing that work, companies like Slide Safe and Slide Renew that specialize in waterpark slides are about \$30,000 a slide and we do it more for about seven or \$8,000 when we do it in house. It does take guys that paint a little more, a lot more time and detail. The paint dries in a few minutes, so when you mess up, you have to sand it all back off and start over again. So, it is a little harder work. But I don't like going out to those other companies and paying \$30,000 a slide. It's just very tough if I got guys that can do it in house. So, we did the open slide. They're working on waxing it up today. Kids were using it this weekend and next weekend hopefully it'll be a little quicker after the wax, but then I will get to looking at your closed slide probably off-season.

Chairman Steiner stated has the vandalism decreased or still about the same?

Mr. Soriano stated I wouldn't say decrease. This year altogether it increased from years past. I haven't seen a lot of problems in the last month as far as increasing. We're still getting vandalism on our promenade gazebos. But I wouldn't say it's any worse than it was the rest of this year.

Chairman Steiner stated how difficult would it be to set up a line item just to capture what we're having to spend on correcting and repairing vandalism?

Mr. Soriano stated I don't think it'd be hard. A lot of times you'll notice when I have those repair items, if it's something that was due to just vandalism, I put it in parentheses. So, a lot of times I can go back and show you these eight projects were really just due to vandalism. I have a

damaged piece of marcite at your sister district. It looks like somebody was taking a brick and was trying to damage it. It's in the spray ground, so it's shallow water. The stuff is thick. This is the finish of the pool. And they were able to break through and I can see the concrete underneath. This is not something I can do. This is specialized work. So I have to get the companies to come out and patch that and fill it and make it look like the sparkly blue that's on the rest of pool. It's silly little vandalism. Whatever they're throwing in there or trying to damage, but it costs thousands of dollars.

Chairman Steiner stated we're talking even a slight increase in O&M. That might be a good number to have, if nothing else, to see if we can get residents to see something, do something, say something.

Mr. Soriano stated yeah, your biggest cost lately has been breaking signs and pulling off your doors and things like that. That's been a lot of wasted dollars right there. Just trying to get that locked down and people fighting against us.

Chairman Steiner stated, we put these things in place to help reduce budgets and then end up having it be additive because folks are angry.

Ms. Giles stated are you talking about on Jay's report somewhere or just a capture.

Chairman Steiner stated, just like we did with, when we were talking about how many people come from these other areas and so forth. It's just something for him to start capturing now and then, if it gets to be a big enough number or something we need to post and put in the minutes, then we'll have it. Hopefully it'll do, like a lot of things. We'll go have them start tracking it, and they'll stop.

Mr. Soriano stated that's definitely wishful thinking. There's times where we've seen it much better, and we didn't have to deal with a lot where this year it's been more or less every week I go out and see something. Right now, we have the signs pulled up at the tennis courts because we're doing some paperwork over there, and the sign was up and out of the ground. And I guess somebody decided they want to stomp on it and break it in half. So, we came in last week and the sign was broken. It's an older sign, so I'm going to update it anyway, but still. Why mess with it? It was laying on the ground, so they thought it was a perfect target, I guess. It seems like every week we have little things like that.

Chairman Steiner stated it would not be solely restricted to the amenities. It would be on any of our property including in the neighborhoods. We get picnic tables that people build fires in the middle of. So, it would be something good to have there that when folks complain or raise a concern.

Mr. Soriano stated that's not hard to kind of keep an eye on track. When we spend \$1,000 to send the pressure washers out, to remove graffiti at the playgrounds or on a sidewalk, there's times where I'll go out that day because I don't want a certain word or image that somebody's spraying it on to be there for the kids. And then we get the pressure washers out after that, I can track those costs.

Chairman Steiner stated okay. Appreciate it.

#### SEVENTH ORDER OF BUSINESS

Audience Comments / Supervisor Requests

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS

Next Scheduled Meeting – June 10, 2024

@ 2:30 p.m. at the Plantation Oaks

**Amenity Center** 

NINTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Bland seconded by Chairman Steiner with all in favor the meeting was adjourned.

Secretary/Assistant Secretary Chairman/Vice Chairman



Community Development District

Unaudited Financial Reporting April 30, 2024



# Middle Village Community Development District Combined Balance Sheet April 30, 2024

	General Fund	Recreation Fund	Debt Service Fund	Сс	pital Reserve Fund	Totals Governmental Funds		
Assets:								
Cash:								
Operating Account	\$ 355,490	\$ 696,108	\$ _	\$	455,758	\$	1,507,355	
Due from Other	-	141	_		-		141	
Due from General Fund	-	48,778	43,112		-		91,890	
Investments:								
State Board of Administration (SBA)	4,968	1,030,206	-		876,562		1,911,736	
Custody Account	7,354	-	-		-		7,354	
<u>Series 2022</u>								
Revenue	-	-	178,799		-		178,799	
Reserve	-	-	154,789		-		154,789	
Principal	-	-	1,130,000		-		1,130,000	
Interest	-	-	200,884		-		200,884	
Cost of Issuance	-	-	17,014		-		17,014	
Prepayment	-	-	8,000		-		8,000	
<u>Series 2018-2</u>								
Reserve	-	-	119,886		-		119,886	
Prepayment	-	-	5,748		-		5,748	
Sinking	-	-	130,000		-		130,000	
Interest			50,625				50,625	
Deposits	-	13,383	-		-		13,383	
Total Assets	\$ 367,811	\$ 1,788,616	\$ 2,038,857	\$	1,332,320	\$	5,527,605	
Liabilities:								
Accounts Payable	\$ 3,391	\$ 28,551	\$ -	\$	17,954	\$	49,896	
Due to Debt Service	43,112	-	-		-		43,112	
Due to Recreation Fund	48,778	-	-		-		48,778	
Total Liabilites	\$ 95,281	\$ 28,551	\$ -	\$	17,954	\$	141,786	
Fund Balance:								
Nonspendable:								
Deposits	\$ -	\$ 13,383	\$ -	\$	-	\$	13,383	
Restricted for:								
Debt Service - Series	-	-	2,038,857		-		2,038,857	
Assigned for:								
Capital Reserve Fund	-	-	-		1,314,365		1,314,365	
Unassigned	272,530	1,746,683	-		-		2,019,213	
_	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,							
Total Fund Balances	\$ 272,530	\$ 1,760,066	\$ 2,038,857	\$	1,314,365	\$	5,385,819	

### **Community Development District**

#### **General Fund**

### Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending April 30, 2024

		Adopted	Pror	Prorated Budget		Actual		
		Budget	Thr	u 04/30/24	Thr	u 04/30/24	V	/ariance
D								
Revenues:								
Special Assessments - Tax Roll	\$	217,187	\$	217,187	\$	213,082	\$	(4,105)
Interest Income		2,000		1,167		667		(500)
Total Revenues	\$	219,187	\$	218,354	\$	213,749	\$	(4,605)
	<u> </u>	,		· · · · · · · · · · · · · · · · · · ·		,		(, ,
Expenditures:								
General & Administrative:								
Supervisors Fees	\$	12,000	\$	7,000	\$	5,400	\$	1,600
Travel		200		117		-		117
FICA Expense		918		536		424		112
Engineering		7,000		4,083		483		3,601
Trustee		19,000		19,000		15,000		4,000
Dissemination Agent		3,710		2,164		2,164		(0)
Assessment Roll		8,003		8,003		8,003		-
Attorney		50,000		29,167		17,082		12,085
Arbitrage		600		350		-		350
Annual Audit		6,600		6,600		6,500		100
Management Fees		68,741		40,099		40,099		(0)
Information Technology		2,703		1,577		1,577		-
Telephone		300		175		160		15
Postage		600		350		364		(14)
Printing		2,000		1,167		272		895
Insurance		13,621		13,621		12,826		795
Legal Advertising		2,500		1,458		69		1,389
Other Current Charges		150		88		63		25
Office Supplies		200		117		5		112
Website Compliance		2,385		1,391		1,391		-
Dues, Licenses & Subscriptions		175		175		175		-
Capital Reserve Funding		17,781		17,781		17,781		-
Total General & Administrative Expenditures	\$	219,187	\$	155,017	\$	129,835	\$	25,182
Excess (Deficiency) of Revenues over Expenditures	\$	-	\$	63,336	\$	83,913	\$	20,577
Net Change in Fund Balance	\$	-	\$	63,336	\$	83,913	\$	20,577
Fund Balance - Beginning	\$	-			\$	188,617		
Fund Balance - Ending	\$	-			\$	272,530		
Tunu Dalance - Enumg	Ф	-			Ф	212,330		

# Middle Village Community Development District

**General Fund** Month to Month

		Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:														
Special Assessments - Tax Roll	\$	- \$	202,382 \$	1,882 \$	2,272 \$	1,184 \$	5,363 \$	- \$	- \$	- \$	- \$	- \$	- \$	213,082
Interest Income		411	30	30	34	54	53	55	-	-	-	-	-	667
Total Revenues	\$	411 \$	202,412 \$	1,912 \$	2,306 \$	1,237 \$	5,416 \$	55 \$	- \$	- \$	- \$	- \$	- \$	213,749
	-		, +	7, 4	_,	_, ,	2,222 4		<del></del>	*	*	*	<del> </del>	
Expenditures:														
General & Administrative:														
Supervisors Fees	\$	1,000 \$	800 \$	- \$	1,000 \$	1,000 \$	800 \$	800 \$	- \$	- \$	- \$	- \$	- \$	5,400
Travel		-	-	-	-	-	-	-	-	-	-	-	-	-
FICA Expense		83	66	-	83	83	49	61	-	-	-	-	-	424
Engineering		-	-	-	-	-	-	483	-	-	-	-	-	483
Trustee		-	-	-	-	-	-	15,000	-	-	-	-	-	15,000
Dissemination Agent		309	309	309	309	309	309	309	-	-	-	-	-	2,164
Assessment Roll		8,003	-	-	-	-	-	-	-	-	-	-	-	8,003
Attorney		3,789	2,056	2,363	2,614	3,351	2,909	-	-	-	-	-	-	17,082
Arbitrage		-	-	-	-	-	-	-	-	-	-	-	-	-
Annual Audit		-	-	-	-	-	6,500	-	-	-	-	-	-	6,500
Management Fees		5,728	5,728	5,728	5,728	5,728	5,728	5,728	-	-	-	-	-	40,099
Information Technology		225	225	225	225	225	225	225	-	-	-	-	-	1,577
Telephone		55	5	15	25	17	19	23	-	-	-	-	-	160
Postage		25	64	80	14	92	15	72	-	-	-	-	-	364
Printing		12	65	8	2	59	53	73	-	-	-	-	-	272
Insurance		12,826	-	-	-	-	-	-	-	-	-	-	-	12,826
Legal Advertising		-	-	-	-	69	-	-	-	-	-	-	-	69
Other Current Charges		34	29	-	-	-	-	-	-	-	-	-	-	63
Office Supplies		1	1	0	1	1	1	0	-	-	-	-	-	5
Website Compliance		199	199	199	199	199	199	199	-	-	-	-	-	1,391
Dues, Licenses & Subscriptions		175	-	-	-	-	-	-	-	-	-	-	-	175
Capital Reserve Funding		-	-	-	-	-	-	17,781	-	-	-	-	-	17,781
Total General & Administrative Expenditures	\$	32,463 \$	9,548 \$	8,928 \$	10,200 \$	11,134 \$	16,807 \$	40,755 \$	- \$	- \$	- \$	- \$	- \$	129,835
Excess (Deficiency) of Revenues over Expenditures	\$	(32,052) \$	192,864 \$	(7,016) \$	(7,894) \$	(9,897) \$	(11,391) \$	(40,700) \$	- \$	- \$	- \$	- \$	- \$	83,913
Net Change in Fund Balance	\$	(32,052) \$	192,864 \$	(7,016) \$	(7,894) \$	(9,897) \$	(11,391) \$	(40,700) \$	- \$	- \$	- \$	- \$	- \$	83,913
Net Change III r unu balance	•	(32,032) \$	192,804 \$	(7,010) \$	(7,894) \$	(7,69/) \$	(11,391) \$	(40,/00) \$	- 3	- 3	- 3	- 3	- 3	83,913

#### **Community Development District**

#### **Recreation Fund**

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending April 30, 2024

		Pro	rated Budget		Actual			
		Budget	Th	ru 04/30/24	Th	ru 04/30/24	1	/ariance
Revenues:								
Special Assessments - Tax Roll	\$	1,975,385	\$	1,975,385	\$	1,938,048	\$	(37,337)
Interest Income		5,000		5,000		10,066		5,066
Miscellaneous Revenue		3,000		1,750		-		(1,750)
Amenities Revenue		100,000		58,333		72,828		14,494
Cost Share Revenue-South Village		33,063		33,063		36,022		2,959
Total Revenues	\$	2,116,448	\$	2,073,532	\$	2,056,965	\$	(16,567)
Expenditures:								
Administrative:								
Management Fees - On Site Staff	\$	336,461	\$	196,269	\$	196,269	\$	0
Insurance		84,897		84,897		87,100		(2,203)
Other Current Charges		6,000		3,500		3,158		342
Permit Fees		1,650		963		-		963
Subtotal Administrative	\$	429,008	\$	285,629	\$	286,527	\$	(899)
Maintenance:								
Security	\$	136,335	\$	79,529	\$	101,701	\$	(22,172)
Security Clay County		44,627		26,032		20,994		5,039
Electric		20,000		11,667		8,116		3,551
Streetlighting		35,000		20,417		17,158		3,259
Irrigation Maintenance		5,000		5,000		9,781		(4,781)
Landscape Maintenance		524,770		306,116		298,960		7,156
Common Area Maintenance		70,000		40,833		37,111		3,723
Lake Maintenance		22,000		12,833		11,158		1,675
Subtotal Maintenance	\$	857,731	\$	502,427	\$	504,978	\$	(2,551)

#### **Community Development District**

#### **Recreation Fund**

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending April 30, 2024

	Adopted	Pro	rated Budget		Actual		
	Budget	Thi	ru 04/30/24	Th	ru 04/30/24	V	ariance
Recreation Facility:							
Amenity Staff	\$ 176,000	\$	102,667	\$	59,394	\$	43,273
Janitorial	58,300		34,008		28,408		5,600
Telephone	12,000		7,000		8,614		(1,614)
Electric	75,000		43,750		26,970		16,780
Water / Sewer	40,000		23,333		22,442		891
Gas/Heat (Pool)	20,000		11,667		10,276		1,391
Refuse Service	35,000		20,417		24,532		(4,115)
Pool Maintenance & Chemicals	38,000		22,167		27,608		(5,441)
Cable	8,000		4,667		4,367		299
Special Events	5,000		2,917		3,282		(365)
Office Supplies and Equipment	1,500		875		454		421
Facility Maintenance - General	58,000		33,833		27,061		6,772
Facility Maintenance - Preventive Contracts	15,950		9,304		2,347		6,957
Facility Maintenance - Contingency	5,000		2,917		2,497		420
Elevator Maintenance	10,000		5,833		479		5,354
Recreation Passes	4,000		2,333		1,624		709
Lighting Repairs	10,000		5,833		4,308		1,525
Tennis Court Maintenance	62,000		36,167		45,961		(9,794)
Capital Reserve Funding	195,959		195,959		195,959		0
Subtotal Recreation Facility	\$ 829,709	\$	565,646	\$	496,584	\$	69,063
Total Expenditures	\$ 2,116,448	\$	1,353,701	\$	1,288,089	\$	65,613
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$	719,830	\$	768,876	\$	49,046
Net Change in Fund Balance	\$ -	\$	719,830	\$	768,876	\$	49,046
Fund Balance - Beginning	\$ -			\$	991,190		
Fund Balance - Ending	\$ -			\$	1,760,066		

# Middle Village Community Development District

**Recreation Fund** Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Special Assessments - Tax Roll	\$ - \$	1,840,729 \$	17,115 \$	20,662 \$	10,765 \$	48,778 \$	- \$	- \$	- \$	- \$	- \$	- \$	1,938,048
Interest Income	96	94	97	97	242	4,787	4,654	-	-	-	-	-	10,066
Miscellaneous Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
Amenities Revenue	1,100	1,077	6,597	21,911	10,981	13,625	17,538	-	-	-	-	-	72,828
Cost Share Revenue-South Village	-	-	-	36,022	-	-	-	-	-	-	-	-	36,022
Total Revenues	\$ 1,196 \$	1,841,899 \$	23,809 \$	78,691 \$	21,988 \$	67,190 \$	22,191 \$	- \$	- \$	- \$	- \$	- \$	2,056,965
Expenditures:													
Administrative:													
Management Fees - On Site Staff	\$ 28,038 \$	28,038 \$	28,038 \$	28,038 \$	28,038 \$	28,038 \$	28,038 \$	- \$	- \$	- \$	- \$	- \$	196,269
Insurance	87,100	-	-	-	-	-	-	-	-	-	-	-	87,100
Other Current Charges	310	227	396	477	641	512	594	-	-	-	-	-	3,158
Permit Fees	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Administrative	\$ 115,449 \$	28,265 \$	28,435 \$	28,516 \$	28,680 \$	28,551 \$	28,632 \$	- \$	- \$	- \$	- \$	- \$	286,527
Maintenance:													
Security	\$ 15,314 \$	14,742 \$	15,422 \$	15,205 \$	14,280 \$	15,422 \$	11,315 \$	- \$	- \$	- \$	- \$	- \$	101,701
Security Clay County	2,825	1,694	3,525	1,084	3,470	3,810	4,586	-	-	-	-	-	20,994
Electric	1,293	996	1,096	1,407	1,377	836	1,111	-	-	-	-	-	8,116
Streetlighting	2,378	2,378	2,378	2,506	2,506	2,506	2,506	-	-	-	-	-	17,158
Irrigation Maintenance	358	-	-	-	-	9,423	-	-	-	-	-	-	9,781
Landscape Maintenance	36,339	43,770	43,770	43,770	43,770	43,770	43,770	-	-	-	-	-	298,960
Common Area Maintenance	11,173	5,875	8,396	-	-	5,833	5,833	-	-	-	-	-	37,111
Lake Maintenance	1,594	1,594	1,594	1,594	1,594	1,594	1,594	-	-	-	-	-	11,158
Subtotal Maintenance	\$ 71,272 \$	71,050 \$	76,182 \$	65,566 \$	66,997 \$	83,195 \$	70,716 \$	- \$	- \$	- \$	- \$	- \$	504,978

# Middle Village Community Development District

**Recreation Fund** Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Recreation Facility:													
Amenity Staff	\$ 14,013 \$	8,730 \$	6,306 \$	5,376 \$	6,590 \$	9,597 \$	8,782 \$	- \$	- \$	- \$	- \$	- \$	59,394
Janitorial	4,058	4,058	4,058	4,058	4,058	4,058	4,058	-	-	-	-	-	28,408
Telephone	1,247	1,264	1,256	1,167	1,345	1,168	1,168	-	-	-	-	-	8,614
Electric	4,038	3,667	3,376	3,908	4,224	3,926	3,831	-	-	-	-	-	26,970
Water / Sewer	3,369	2,646	2,747	2,432	5,682	1,238	4,328	-	-	-	-	-	22,442
Gas/Heat (Pool)	-	2,424	7,852	-	-	-	-	-	-	-	-	-	10,276
Refuse Service	3,761	3,358	3,553	3,489	3,432	3,470	3,470	-	-	-	-	-	24,532
Pool Maintenance & Chemicals	3,817	3,817	3,817	4,039	4,039	4,039	4,039	-	-	-	-	-	27,608
Cable	605	605	612	636	636	636	636	-	-	-	-	-	4,367
Special Events	761	254	1,367	-	900	-	-	-	-	-	-	-	3,282
Office Supplies and Equipment	-	241	-	-	214	-	-	-	-	-	-	-	454
Facility Maintenance - General	4,881	2,850	4,833	4,830	4,833	4,833	-	-	-	-	-	-	27,061
Facility Maintenance - Preventive Contracts	1,308	-	288	175	-	288	288	-	-	-	-	-	2,347
Facility Maintenance - Contingency	416	417	415	416	-	417	417	-	-	-	-	-	2,497
Elevator Maintenance	-	-	-	-	-	479	-	-	-	-	-	-	479
Recreation Passes	-	-	420	1,204	-	-	-	-	-	-	-	-	1,624
Lighting Repairs	-	1,000	825	-	825	833	825	-	-	-	-	-	4,308
Tennis Court Maintenance	1,867	9,398	7,178	2,678	7,993	6,322	10,524	-	-	-	-	-	45,961
Capital Reserve Funding	-	-	-	-	-	-	195,959	-	-	-	-	-	195,959
Subtotal Recreation Facility	\$ 44,141 \$	44,729 \$	48,903 \$	34,408 \$	44,773 \$	41,305 \$	238,324 \$	- \$	- \$	- \$	- \$	- \$	496,584
Total Expenditures	\$ 230,862 \$	144,044 \$	153,519 \$	128,490 \$	140,450 \$	153,051 \$	337,672 \$	- \$	- \$	- \$	- \$	- \$	1,288,089
Excess (Deficiency) of Revenues over Expenditures	\$ (229,666) \$	1,697,855 \$	(129,710) \$	(49,799) \$	(118,462) \$	(85,861) \$	(315,481) \$	- \$	- \$	- \$	- \$	- \$	768,876
Net Change in Fund Balance	\$ (229,666) \$	1,697,855 \$	(129,710) \$	(49,799) \$	(118,462) \$	(85,861) \$	(315,481) \$	- \$	- \$	- \$	- \$	- \$	768,876

#### **Community Development District**

#### **Debt Service Fund**

#### Series 2022 & 2018-2 Special Assessment Bonds

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending April 30, 2024

	Adopted	Pro	rated Budget		Actual		
	Budget	Th	ru 04/30/24	Th	ru 04/30/24	1	Variance
Revenues:							
Special Assessments - Tax Roll	\$ 1,772,220	\$	1,772,220	\$	1,712,935	\$	(59,285)
Interest Income	10,000		10,000		29,217		19,217
Total Revenues	\$ 1,782,220	\$	1,782,220	\$	1,742,152	\$	(40,068)
Expenditures:							
<u>Series 2022</u>							
Interest 11/1	\$ 200,884	\$	200,884	\$	200,884	\$	-
Interest 5/1	200,884		-		-		-
Principal 5/1	1,130,000		-		-		-
<u>Series 2018-2</u>							
Interest 11/1	50,625		50,625		50,625		-
Interest 5/1	50,625		-		-		-
Principal 5/1	125,000		-		-		-
Total Expenditures	\$ 1,758,019	\$	251,509	\$	251,509	\$	-
Excess (Deficiency) of Revenues over Expenditures	\$ 24,201	\$	1,530,711	\$	1,490,642	\$	(40,068)
Net Change in Fund Balance	\$ 24,201	\$	1,530,711	\$	1,490,642	\$	(40,068)
Fund Balance - Beginning	\$ 317,123			\$	548,215		
Fund Balance - Ending	\$ 341,324			\$	2,038,857		
					, , ,		

#### **Community Development District**

#### **Capital Reserve Fund**

### Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending April 30, 2024

	Adopted	Pro	rated Budget		Actual		
	Budget	Thr	u 04/30/24	Th	ru 04/30/24	1	Variance
Revenues							
Transfer In from General Fund	\$ 17,781	\$	17,781	\$	17,781	\$	-
Transfer In from Recreation Fund	195,959		195,959		195,959		(0)
Interest	15,000		15,000		20,870		5,870
Total Revenues	\$ 228,740	\$	228,740	\$	234,610	\$	5,870
Expenditures:							
Repairs & Replacements	\$ 688,044	\$	401,359	\$	144,803	\$	256,556
Total Expenditures	\$ 688,044	\$	401,359	\$	144,803	\$	256,556
Excess (Deficiency) of Revenues over Expenditures	\$ (459,304)			\$	89,807		
Net Change in Fund Balance	\$ (459,304)			\$	89,807		
Fund Balance - Beginning	\$ 1,537,848			\$	1,224,558		
Fund Balance - Ending	\$ 1,078,544			\$	1,314,365		

### **Community Development District**

#### **Long Term Debt Report**

#### Series 2022, Special Assessment Refunding Bonds

Interest Rate:1.355% - 3.012%Maturity Date:5/1/2035Reserve Fund Definition10% Max Annual DebtReserve Fund Requirement\$ 154,789Reserve Fund Balance154,789

Bonds outstanding - 1/13/2022\$ 17,754,000Less: May 1, 2022 (Mandatory)(888,000)Less: May 1, 2022 (Optional)(8,000)Less: November 1, 2022 (Optional)(219,000)Less: May 1, 2023 (Mandatory)(1,109,000)Less: May 1, 2023 (Optional)(4,000)

**Current Bonds Outstanding** 

15,526,000

#### 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 \$ 119,886
Reserve Fund Balance 119,886

Bonds outstanding - 9/30/2018	\$ 2,810,000
Less: May 1, 2019 (Mandatory)	(110,000)
Less: November 1, 2019 (Optional)	(5,000)
Less: May 1, 2020 (Mandatory)	(115,000)
Less: May 1, 2020 (Optional)	(5,000)
Less: November 1, 2020 (Optional)	(10,000)
Less: May 1, 2021 (Mandatory)	(120,000)
Less: May 1, 2021 (Optional)	(75,000)
Less: November 1, 2021 (Optional)	(5,000)
Less: May 1, 2022 (Mandatory)	(120,000)
Less: May 1, 2022 (Optional)	(60,000)
Less: November 1, 2022 (Optional)	(30,000)
Less: May 1, 2023 (Mandatory)	(125,000)
Less: May 1, 2023 (Optional)	(5,000)
Less: May 1, 2021 (Mandatory) Less: May 1, 2021 (Optional) Less: November 1, 2021 (Optional) Less: May 1, 2022 (Mandatory) Less: May 1, 2022 (Optional) Less: November 1, 2022 (Optional) Less: May 1, 2023 (Mandatory)	(120,000) (75,000) (5,000) (120,000) (60,000) (30,000) (125,000)

**Current Bonds Outstanding** 

\$ 2,025,000

*C*.

### MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT

**FY2024** Assessments Receipts Summary

		SERIES 2022 DEBT		RECREATION	
	# UNITS	SERVICE	GENERAL FUND	FUND O&M	
ASSESSED	ASSESSED	ASSESSED	O&M ASSESSED	ASSESSED	TOTAL ASSESSED
NET TAX ROLL ASSESSED NET	333,047	1,741,355.40	216,617.33	1,970,203.68	3,928,176.42

	SUM	MARY OF TAX ROLI	RECEIPTS		
				RECREATION	
		DEBT SERVICE	GENERAL FUND	FUND O&M	
CLAY COUNTY DISTRIBUTION	DATE RECEIVED	RECEIPTS	O&M RECEIPTS	RECEIPTS	TOTAL RECEIVED
1	11/06/23	4,403.95	547.83	4,982.72	9,934.50
2	11/14/23	48,115.34	5,985.35	54,438.63	108,539.32
3	11/28/23	211,165.39	26,268.09	238,916.67	476,350.15
4	12/12/23	1,285,839.18	159,953.02	1,454,823.68	2,900,615.88
5	12/22/23	77,395.54	9,627.68	87,566.83	174,590.05
6	01/10/24	15,127.35	1,881.78	17,115.39	34,124.52
7	02/05/24	18,261.67	2,271.67	20,661.61	41,194.95
8	03/19/24	9,514.63	1,183.58	10,765.04	21,463.25
9	04/09/24	43,112.01	5,362.95	48,777.78	97,252.74
		-	-	-	
		-	-	-	
		-	-	-	
TOTAL TAX ROLL RECEIPTS		1,712,935.06	213,081.95	1,938,048.35	3,864,065.36

TAX ROLL DUE / RECEIVED - (DISCOUNTS NOT TAK	28,420.34	3,535.38	32,155.33	64,111.06
--	-----------	----------	-----------	-----------

PERCENT COLLECTED	DEBT		O&M	TOTAL
TOTAL PERCENT COLLECTED	98.37%	-	98.37%	98.37%



# Middle Village

# Community Development District

# Check Run Summary May 31, 2024

Fund	Date	Check No.	Amount
General Fund			
Accounts Payable	5/10/24	1737-1738	\$ 6,652.16
	5/16/24	1739-1741	7,391.33
	5/24/24	1742	57.00
	5/31/24	1743-1744	43,712.01
		Sub-Total	\$ 57,812.50
Recreation Fund			
Accounts Payable - HW	5/2/24	574-579	\$ 5,339.30
	5/10/24	580-591	56,933.52
	5/16/24	592-598	2,093.75
	5/24/24	599-610	4,642.29
	5/31/24	611-619	8,756.50
		Sub-Total	\$ 77,765.36
Capital Reserve Fund			
Accounts Payable	5/10/24	666-670	\$ 14,589.26
	5/16/24	671	1,061.75
	5/24/24	672-675	6,240.00
		Sub-Total	\$ 21,891.01
Total			\$ 157,468.87

AP300R	YEAR-TO-DAT	E ACCOUNTS PA	AYABLE PREPA	ID/COMPUTER	CHECK REGISTER	RUN	6/01/24	PAGE	1
*** CHECK DATES 05/01/2024 - 05/31/2	2024 ***	MIDDLE VILL	AGE - GENERA	I FUND					

MIDDLE VILLAGE - GENI BANK A GENERAL FUND

	В.	ANK A GENERAL FUND			
CHECK VEND# DATE	INVOICEEXPENSED TO DATE INVOICE YRMO DPT ACCT#	VENDOR NAME SUB SUBCLASS	STATUS	AMOUNT	CHECK AMOUNT #
5/10/24 00026	5/01/24 2321 202405 310-51300- MAY MANAGEMENT FEES	34000	*	5,728.42	
	5/01/24 2321 202405 310-51300- MAY WEBSITE ADMIN	52000	*	198.75	
	5/01/24 2321 202405 310-51300-	35100	*	225.25	
	MAY INFO TECH 5/01/24 2321 202405 310-51300-	31300	*	309.17	
	MAY DISSEM AGENT SRVCS 5/01/24 2321 202405 310-51300-	51000	*	.66	
	OFFICE SUPPLIES 5/01/24 2321 202405 310-51300-	42000	*	48.21	
	POSTAGE 5/01/24 2321 202405 310-51300-	42500	*	30.45	
	COPIES 5/01/24 2321 202405 310-51300-	41000	*	41.75	
	TELEPHONE	GOVERNMENTAL MANAGEMENT SERVICES			6,582.66 001737
5/10/24 00117					
	5/02/24 24-00161 202405 310-51300- NTC OF BOS MTG 5/2	JACKSONVILLE DAILY RECORD			69.50 001738
5/16/24 00116	4/10/24 41785 202405 310-51300- TRUSTEE FEE SE2022		*	4,000.00	
	IRUSIEE FEE SEZUZZ	HANCOCK WHITNEY BANK			4,000.00 001739
	5/13/24 3393523 202404 310-51300-	31500	*	2,908.83	
	APR GENERAL SERVICES	KUTAK ROCK LLP			2,908.83 001740
5/16/24 00125	5/09/24 191127 202404 310-51300- APR ENGINEERING SERVICES	31100	*	482.50	
	APR ENGINEERING SERVICES	MATTHEWS DESIGN GROUP LLC			482.50 001741
5/24/24 00117	5/16/24 24-00181 202405 310-51300- NTC OF QUAL PRD CAND BOS	48000	*	57.00	
	NIC OF QUAL PRO CAND BOS	JACKSONVILLE DAILY RECORD			57.00 001742
5/31/24 00024	5/29/24 25844 202403 310-51300- ARBIT SE2018 FYE 3/31/24	31600	*	600.00	
	,	GRAU & ASSOCIATES			600.00 001743
5/31/24 00124	5/27/24 05272024 202405 300-20700- FY24 DEBT SRVC ASSESSMENT	10300	*	43,112.01	
	F124 DEBI SKVC ASSESSMENT	HANCOCK WHITNEY BANK			43,112.01 001744

MVIL MIDDLE VILLAGE OKUZMUK

TOTAL FOR BANK A

57,812.50

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 6/01/24 PAGE 2
\*\*\* CHECK DATES 05/01/2024 - 05/31/2024 \*\*\* MIDDLE VILLAGE - GENERAL FUND
BANK A GENERAL FUND

CHECK VEND# ....INVOICE.... ..EXPENSED TO... VENDOR NAME STATUS AMOUNT ...CHECK....

DATE DATE INVOICE YRMO DPT ACCT# SUB SUBCLASS AMOUNT #

TOTAL FOR REGISTER 57,812.50

1001 Bradford Way Kingston, TN 37763

# Invoice

Invoice #: 2321 Invoice Date: 5/1/24

Due Date: 5/1/24

Case: P.O. Number:

## Bill To:

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

Description	Hours/Qty	Rate	Amount
General Fund- Management Fees -May 2024		5,728.42	5,728.42
General Fund- Management Fees -May 2024 Website Administration - May 2024		198.75	198.75
nformation Technology - May 2024		225.25	225.25
Dissemination Agent Šervices - May 2024		309.17	309.17
Office Supplies		0.66 48.21	0.66 48.21
Postage		30.45	30.45
Coples Felephone		41.75	41.75
MAY U3 2024			

Total	\$6,582.66
Payments/Credits	\$0.00
Balance Due	\$6,582.66

## **Jacksonville Daily Record**

# A Division of DAILY RECORD & OBSERVER, LLC

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

## INVOICE

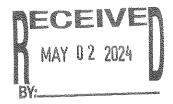
May 2, 2024

Date

check or remittance advice.

Attn: Courtney Hogge GMS, LLC 475 West Town Place, Ste 114 Saint Augustine

FL 32092



Serial # 24-00161C <b>PO/File</b> #	\$69.50
Serial #	Payment Due
Notice of Meeting of the Board of Supervisors	•
	\$69.50
Middle Village Community Development District	Publication Fee
Case Number	Amount Paid
Publication Dates 5/2	Payment Due Upon Receipt
County Clay	For your convenience, you may remit payment online at www.jaxdailyrecord.com/ send-payment.
Payment is due before the Proof of Publication is released.	If your payment is being mailed, please reference Serial # 24-00161C on your

Your notice was published on both jaxdailyrecord.com and floridapublicnotices.com.

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

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

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

Notice is hereby given that the Board of Supervisors of the Middle Village Community Development District is scheduled to be meet on Monday, May 13, 2024, at 2:30 p.m. at the Plantation Oals Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Floride 32055

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 Districts website, 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.

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
May 2 00 (24-00161C)



MIDDLE VILLAGE CDD C/O GOVERNMENT MGMT SVCS, LLC 475 WEST TOWN PLACE, SUITE 114 WORLD GOLF VILLAGE ST. AUGUSTINE FL 32092 Involce: 41785 04/10/2024

Fee Invoice

Issuer: MIDDLE VILLAGE CDD SENIOR SERIES 2022

Ref: MIDVILCDD22

Billing Period: 05/02/2023 - 05/01/2024

MAY DE 2024

FLAT FEE CHARGES ANNUAL TRUSTEE FEE

\$4,000.00

TOTAL DUE

\$4,000.00

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

## KUTAK ROCK LLP

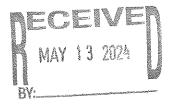
TALLAHASSEE, FLORIDA

Telephone 404-222-4600 Facsimile 404-222-4654

Federal ID 47-0597598

May 13, 2024

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



Reference: Invoice No. 3393523 Client Matter No. 14323-1 Notification Email: eftgroup@kutakrock.com

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

Invoice No. 3393523 14323-1

Re: Midd	lle Village CDD -	- General		
For Profession	onal Legal Servic	es Rendered		
04/01/24 04/05/24	M. Eckert K. Haber	0.20 0.40	76.00 102.00	Review agenda package Prepare board meeting agenda memorandum
04/07/24	M. Eckert	0.20	76.00	Prepare for board meeting
04/07/24	J. Johnson	0.10	40.00	Monitor legislative process relating to matters impacting special districts
04/08/24	M. Eckert	2.60	988.00	Prepare for, travel to and attend board meeting; return travel; follow up; prepare budget and assessment documents
04/09/24	M. Eckert	0.50	190.00	Follow up from board meeting; confer with Soriano
04/10/24	K. Haber	0.20	51.00	Prepare budget documents
04/11/24	M. Eckert	0.70	266.00	Research impact fee credit issues; draft impact fee credit memo
04/12/24	K. Haber	0.20	51.00	Review correspondence from Soriano regarding foundation agreement
04/15/24	K. Haber	0.10	25.50	Correspond with Soriano regarding foundation agreement

KUTAK ROCK LLP  Middle Village CDD  May 13, 2024  Client Matter No. 14323-1  Invoice No. 3393523  Page 2			
04/19/24 M. Eckert	0.70	266.00	Research impact fee credit issues
04/22/24 K. Haber	0.40	102.00	Revise budget documents
04/24/24 M. Eckert	0.40	152.00	Prepare for and attend agenda call
04/26/24 M. Eckert	0.40	152.00	Prepare budget and assessment documents
04/26/24 K. Haber	0.20	51.00	Correspond with Giles and Hogge regarding budget documents
04/28/24 M. Eckert	0.70	266.00	Review draft minutes and provide comments
04/28/24 S. Sandy	0.10	38.50	Prepare FY 2024-2025 budget documents
TOTAL HOURS	8.10		
TOTAL FOR SERVICES RENI	DERED		\$2,893.00

DISBURSEMENTS

Travel Expenses 15.83

TOTAL DISBURSEMENTS <u>15.83</u>

TOTAL CURRENT AMOUNT DUE \$2,908.83

Project Manager

Alex Acree



Marilee Giles
Governmental Management Services
475 West Town Place
St. Augustine, FL 32092

May 9, 2024

Invoice No:

191127

Project

24016.00

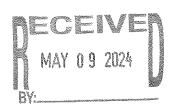
Middle Village CDD

This invoice includes charges for tasks performed for your project, including:

- CDD Conference Call
- CDD Meeting
- Helical Pile Review

Please call Alex Acree if you have any questions or concerns regarding your project.

For billing inquiries, please contact our Accounting Department.



## Professional Services through April 30, 2024

Phase

001

**Engineering Services** 

	Hours	Rate	Amount	
Vice President of Production	1.50	290.00	435.00	
Project Engineer, El 3	.25	190.00	47.50	
Total Labor				482

Total Due: \$482.50

**Billed to Date** 

	Current Due	Prior Billed	Billed to Date
Labor	482,50	0.00	482.50
Totals	482.50	0.00	482.50

# **Jacksonville Daily Record**

# A Division of DAILY RECORD & OBSERVER, LLC

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

## **INVOICE**

May 16, 2024

Date

PAY 16 2024

Attn: Courtney Hogge GMS, LLC 475 West Town Place, Ste 114 Saint Augustine

FL 32092

Serial # 24-00181C PO/File #	\$57.00
Gerrar T. Street, and the stre	Payment Due
Notice of Qualifying Period for Candidates for the Board of Supervisors	
	\$57.00
Middle Village Community Development District	<b>Publication Fee</b>
Case Number	Amount Paid
Publication Dates 5/16	Payment Due Upon Receipt
County Clay	For your convenience, you may remit payment online at www.jaxdailyrecord.com/send-payment.
Payment is due before the Proof of Publication is released.	If your payment is being mailed, please reference Serial # 24-00181C on your check or remittance advice.

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

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

NOTICE OF QUALIFYING PERIOD FOR CANDIDATES FOR THE BOARD OF SUPERVISORS OF THE MIDDLE VILLAGE

COMMUNITY
DEVELOPMENT DISTRICT
Notice is hereby given that the
qualifying period for candidates
for the office of Supervisor of the
Middle Village Community Devel-Middle Village Community Development District will commence at noon on June 10, 2024, and close at noon on June 14, 2024. Candidates must qualify for the office of Supervisor with the Clay County Supervisor of Elections located at 500 North Orange Avenue, Green Cove Springs, Florida 32043, Phone (904) 269-6350. All candidates shall qualify for individual seats in accordance with Section 99.061, Florida Statutes, and must also be a "qualified elector" of the District, as defined in Secmust also be a qualitie electro of the District, as defined in Sec-tion 190,003, Florida Statutes. A "qualified elector" is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Clay County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106,

in accordance with Chapter 106, Riorida Statutes.

The Middle Village Community Development District has two (2) seats up for election, specifically seats 2 and 4. Each seat carries a four-year term of office. Elections are nonpartisan and will be held at the same time as the general election on November 5, 2024, and in the manner prescribed by law for general elections.

For additional information, please contact the Clay County Supervisor of Elections.

May 16 00 (24-00181C)

## **Grau and Associates**

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

Phone: 561-994-9299

Fax: 561-994-5823

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

Invoice No.

25844

Date

05/29/2024

SERVICE

Project: Arbitrage - Series 2018 FYE 3/31/24

Arbitrage Services

Arbitrage

\$ 600.00

Subtotal:

600.00

Total

600.00

**Current Amount Due** 

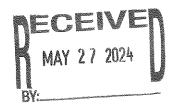
\$ 600.00

A MAY	2 9 2024	
BV 5 reconstruction and a second	A Committee of the Comm	

0 - 30	31- 60	61 - 90	91 - 120	Over 120	Balance
600.00	0.00	0.00	0.00	0.00	600.00

# Middle Village COMMUNITY DEVELOPMENT DISTRICT

## **General Fund**



## **Check Request**

Date	Amount	Authorized By
May 27, 2024	\$43,112.01	Oksana Kuzmuk
	Payable to:	
	Hancock Whitney Bank #124	
Date Check Needed:	Budget Categor	ry:
ASAP	003	1.300.20700.10300
_1	intended Use of Funds Requeste	d:
	400400	
	FY24 Debt Service Assessment	
	And the second s	
Ministra Na.		
March Service Control of the Control	distance	
Minute Control of the		
(Attach suppor	ting documentation for request.)	

!!! PLEASE RETURN THE SIGNED CHECK BACK TO OKSANA !!!

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 6/01/24 PAGE 1
\*\*\* CHECK DATES 05/01/2024 - 05/31/2024 \*\*\* MIDDLE VILLAGE - REC FUND

CHIECK DITTED		ANK E HANCOCK WHITNEY			
CHECK VEND# DATE	INVOICEEXPENSED TO DATE INVOICE YRMO DPT ACCT#	VENDOR NAME SUB SUBCLASS	STATUS	AMOUNT	CHECK AMOUNT #
5/02/24 01091	4/30/24 04302024 202404 300-36900- DEPOSIT REFUND	10300	*	100.00	
	DEPOSII REFUND	BRANDI TUCK			100.00 000574
5/02/24 01090	4/30/24 04302024 202404 300-36900-		*	100.00	
	DEPOSIT REFUND	JEANNIE JUNIO			100.00 000575
5/02/24 01089	4/30/24 04302024 202404 300-36900-	10300	*	500.00	
	DEPOSIT REFUND	MARIE PIERRE			500.00 000576
5/02/24 01022	4/30/24 04302024 202404 300-36900-			500.00	
	DEPOSIT REFUND	PATRENA JENKINS			500.00 000577
5/02/24 00139	5/01/24 13129562 202405 330-57200-			4,039.30	
.,.,	MAY POOL CHEMICALS	DOOLSTIRE		,	4,039.30 000578
5/02/24 00813	4/30/24 04302024 202404 300-36900-	POOLSURE		100.00	
3,02,21 00013	DEPOSIT REFUND	DOMEGRA GOVERN			100.00 000579
	4/16/24 2316 202403 320-57200-			4,833.33	
5/10/24 00026	MAR FACILITY MAINTENANCE		*	•	
	4/16/24 2316 202403 330-57200- MAR FACILITY MAINT CONT		*	416.67	
	4/16/24 2316 202403 320-57200- MAR COMMON AREA MAINT	46500	*	5,833.33	
	4/16/24 2316 202403 330-57200- MAR LIGHTING REPAIRS	46630	*	825.00	
	4/16/24 2316 202403 330-57200- MAR TENNIS COURT MAINT	34400	*	6,525.00	
		GOVERNMENTAL MANAGEMENT SERVIC	ES 		18,433.33 000580
5/10/24 00026	5/01/24 2319 202405 310-51300- MAY TENNIS FAC MANAGEMENT	34000	*		
	MAI IENNIS PAC MANAGEMENI	GOVERNMENTAL MANAGEMENT SERVICE	ES		7,047.00 000581
5/10/24 00026	5/01/24 2320 202405 310-51300-			20,991.42	
	MAY FACILITY MANAGEMENT	GOVERNMENTAL MANAGEMENT SERVIC	ES		20,991.42 000582
5/10/24 00026	5/07/24 2322 202405 300-36900-	10300		750.00	
	MAY FACILITY EVENT STAFF	GOVERNMENTAL MANAGEMENT SERVIC	ES 		750.00 000583

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 6/01/24 PAGE 2 \*\*\* CHECK DATES 05/01/2024 - 05/31/2024 \*\*\* MIDDLE VILLAGE - REC FUND BANK E HANCOCK WHITNEY

	E	BANK E HANCOCK WHITNEY			
CHECK VEND# DATE	INVOICEEXPENSED TO DATE INVOICE YRMO DPT ACCT#	VENDOR NAME SUB SUBCLASS	STATUS	AMOUNT	CHECK AMOUNT #
5/10/24 00026	5/08/24 2323 202405 330-57200-	-34400	*	165.55	
	5/7 WALMART-REFRIGERATOR 5/08/24 2323 202405 330-57200-		*	80.00	
	5/7 CNG APPLIANCE REPAIR	GOVERNMENTAL MANAGEMENT SERVICES			245.55 000584
5/10/24 00026		-10200	*	652.50	
	5/2 TENNIS REVENUE	GOVERNMENTAL MANAGEMENT SERVICES			652.50 000585
5/10/24 00062	5/01/24 178223B 202405 320-57200-	-	*	1,594.00	
	MAY LAKE MAINTENANCE	THE LAKE DOCTORS			1,594.00 000586
5/10/24 00437	4/23/24 12810410 202405 330-57200-		*	573.00	
	5/30 SCHOOLS OUT PARTY	PROGRESSIVE ENTERTAINMENT			573.00 000587
5/10/24 00261	5/01/24 343 202405 330-57200-	-34200	*	4,058.33	
	MAY JANITORIAL SERVICES	RIVERSIDE MANAGEMENT SERVICES, INC	C		4,058.33 000588
5/10/24 00271	4/30/24 104386 202404 330-57200- BI-MONTHLY PREVENT MAINT		*	288.00	
	BI-MONIHLY PREVENT MAINT	SOUTHEAST FITNESS REPAIR			288.00 000589
5/10/24 00216	4/10/24 04102024 202405 330-57200- 5/10 KUNG FU PANDA		*	125.00	
	4/10/24 04102024 202405 330-57200-	-49400	*	125.00	
	6/21 KUNG FU PANDA 2 4/10/24 04102024 202405 330-57200-		*	125.00	
	8/09 KUNG FU PANDA 3 4/10/24 04102024 202405 330-57200-	-49400	*	125.00	
	9/27 KUNG FU PANDA 4	SWANK MOTION PICTURES, INC			500.00 000590
5/10/24 00130	4/09/24 76020 202404 330-57200-	-34400	*	1,800.39	
	HARTRU 50LB BAGS	WELCH TENNIS COURTS, INC.			1,800.39 000591
5/16/24 01095	5/14/24 05142024 202405 300-36900-	-10300	*	500.00	
	DEPOSIT REFUND	ALTHEA CARABALLO			500.00 000592
5/16/24 00256	5/10/24 293 202404 320-57200- MAY ADMIN FEE	34510		263.75	

AP300R YEAR-T *** CHECK DATES 05/01/2024 - 05/31/2024 ***	O-DATE ACCOUNTS PAYA MIDDLE VILLAGE BANK E HANCOCK	 REGISTER RUN	6/01/24	PAGE 3
CHECK VEND#INVOICEEXPENSE DATE DATE INVOICE YRMO DPT	D TO ACCT# SUB SUBCLASS	TATUS	AMOUNT	CHECK AMOUNT #

CHECK DATE	VEND#	INVOICE DATE INVOICE	EXPE YRMO	NSED TO DPT ACCT# S	SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT #
		5/10/24 293 MAY ADM			34510		*	130.00	
		MAI ADM	IN SCHED	,	CLAY COUNTY	SHERIFF'S OFFIC	CE 		393.75 000593
5/16/24	01092	5/14/24 05142024	202405				*	200.00	
					COURTNEY SA	LTER			200.00 000594
5/16/24	01031	5/14/24 05142024 DEPOSIT	202405					100.00	
		DEFOSII	KEFOND		ETHEL KRATZ				100.00 000595
5/16/24	01094	5/14/24 05142024 DEPOSIT	202405	300-36900-1	.0300		*	100.00	
		DEFOSII	KEFOND		MARION LOYO	LA			100.00 000596
5/16/24	01093	5/14/24 05142024 DEPOSIT	202405	300-36900-1			*		
		DEFOSII	KEFOND		NICOLE PLUM	MER			100.00 000597
5/16/24	01096	5/14/24 05142024 DEPOSIT		300-36900-1	.0300		*	700.00	
		DEFOSII	KEFOND		SARAH GRIMS	LEY			700.00 000598
5/24/24	01099	5/20/24 05202024 DEPOSIT	202405	300-36900-1	.0300		*	100.00	
		DEFOSII	KEFOND		AMBER DONLE	Y			100.00 000599
5/24/24	00950	5/20/24 05202024 DEPOSIT		300-36900-1	.0300		*	100.00	
		DEFOSII	KEFOND		ANDREA SAUN	DERS			100.00 000600
5/24/24	00063	9/18/23 10040131	ייזאד גוא ס	330-57200-4	19500		*	479.19	
		ELEVATO.	MAINI	10/1-12/31	COASTAL ELE	VATOR SERVICE CO	DRP.		479.19 000601
5/24/24	00063	12/11/23 10040141	202405	330-57200-4 1/1-3/31	9500		*	479.19	
		ELEVATO.	N MAINI	1/1-3/31	COASTAL ELE	VATOR SERVICE CO	DRP.		479.19 000602
5/24/24	00026	4/16/24 2313 4/15 TE	202404	300-36900-1		<b></b>	*		<del>-</del>
		4/15 IE.	NTY CIMIN	EINOE	GOVERNMENTA	L MANAGEMENT SEF	RVICES		481.50 000603
5/24/24	00026		202403			<del>-</del>	*	81.10	<b>-</b>

AP300R *** CHECK DATES 05/01/2024 - 05/31/20	YEAR-TO-DATE ACCOUNTS PA 24 *** MIDDLE VILLA BANK E HANCO	GE - REC FUND	HECK REGISTER I	RUN 6/01/24	PAGE 4
CHECK VEND#INVOICE	EXPENSED TO	VENDOR NAME	STATUS	AMOUNT	CHECK

	BA	ANK E HANCOCK WHITNEY			
CHECK VEND# DATE	INVOICEEXPENSED TO DATE INVOICE YRMO DPT ACCT# S	VENDOR NAME SUB SUBCLASS	STATUS	AMOUNT	CHECK AMOUNT #
	4/16/24 2314 202403 330-57200-3	34400	*	37.56	
	4/8 WALMART-HP INK	GOVERNMENTAL MANAGEMENT SERVICES			118.66 000604
5/24/24 00026	5/14/24 2325 202404 330-57200-3	34400	*	1,040.00	
, ,	APR FACILITY MAINTENANCE	GOVERNMENTAL MANAGEMENT SERVICES		,	1,040.00 000605
			·		
5/24/24 00026	5/20/24 2328 202405 300-36900-3 MAY FACILITY EVENT STAFF			943.75	
		GOVERNMENTAL MANAGEMENT SERVICES			943.75 000606
5/24/24 01097	-,,		*	200.00	
	ORCA SWIM DEPOSIT REFUND	JIN ZHAO 			200.00 000607
5/24/24 01100	5/20/24 05202024 202405 300-36900-3	 10300	*	100.00	
	DEPOSIT REFUND	RACHEL SCOTT LANTZ			100.00 000608
	5/20/24 05202024 202405 300-36900-3		·		
5/24/24 01096	DEPOSIT REFUND			300.00	
		SAN JOSE SCHOOLS SUPPORT LLC C/O			500.00 000609
5/24/24 00857	5/20/24 05202024 202405 300-36900-3 DEPOSIT REFUND	10300	*	100.00	
		SARA KELLER			100.00 000610
5/31/24 01101	5/28/24 05282024 202405 300-36900-3		*	100.00	
	DEPOSIT REFUND	ALVERIA LOVETT			100.00 000611
	5/28/24 05282024 202405 300-36900-3		·	500.00	
3/31/24 01102	DEPOSIT REFUND				500 00 000610
		CANDYCE CURRY			500.00 000612
5/31/24 01103	5/28/24 05282024 202405 300-36900-3 DEPOSIT REFUND	10300	*	700.00	
	222 0022 1122 0112	COURTNEY MCINTYRE			700.00 000613
5/31/24 00072	5/27/24 05272024 202403 320-57200-3	34510	*	1,800.00	
	3/15-3/28 REIMB SEC SRVCS	DOLLDLE DEVNGA GDD			1,800.00 000614
5/31/24 00072	5/27/24 05272024 202404 320-57200-3	34510	*	1,650.00	
3,31,21 00072	3/29-4/11 REIMB SEC SRVCS			1,050.00	1 650 00 000615
		DOUBLE BRANCH CDD			1,650.00 000615

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPU *** CHECK DATES 05/01/2024 - 05/31/2024 *** MIDDLE VILLAGE - REC FUND BANK E HANCOCK WHITNEY	TER CHECK REGISTER	RUN 6/01/24	PAGE 5
CHECK VEND#INVOICEEXPENSED TO VENDOR NAME DATE DATE INVOICE YRMO DPT ACCT# SUB SUBCLASS	STATUS	TRUOMA	CHECK AMOUNT #
5/31/24 00026	*	594.00	
5/23 TENNIS REVENUE GOVERNMENTAL MANAGEMENT SERV	CICES		594.00 000616
5/31/24 01104 5/28/24 05282024 202405 300-36900-10300	*	500.00	
DEPOSIT REFUND  JULIENE CHARLES			500.00 000617
5/31/24 00261 5/23/24 345 202405 320-57200-46500	*	2,812.50	
MAY PRESSURE WASH SRVCS RIVERSIDE MANAGEMENT SERVICE	S, INC		2,812.50 000618
5/31/24 01105 5/28/24 05282024 202405 300-36900-10300	*	100.00	
DEPOSIT REFUND TIFFANY ZIEGLER			100.00 000619
TOTAL FOR	BANK E	77,765.36	
TOTAL FOR	REGISTER	77,765.36	

From: Oakleaf Venues venuerentals@oakleafresidents.com Subject: MVCDD refund of deposit request - BRANDI TUCK

Date: April 30, 2024 at 5:58 PM

To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



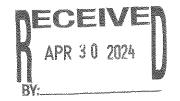
Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

- · REFUND FROM MVCDD for the following venue
  - LOCATION PO PATIO (SUNDAY) 2:30 P.M. to 6:30 P.M.
     DATE OF VENUE APRIL 28, 2024

DATE OF VENUE - APRIL 28, 2024
RESIDENT - BRANDI TUCK
ADDRESS - 592 CHESTWOOD CHASE DRIVE, ORANGE PARK, FL 32065
AMOUNT OF REFUND - \$100.00
BOOKING FEE/DEPOSIT was via CHECK drawn on TRUIST:

- - \* DATED: 4/11/24 \* CHECK#: 1087
  - DEPOSITED: 10/10/23 AMOUNT: \$100.00



					·····		<del>,</del>
PAYMENT DAT	ESETTI EMENT D	DATEEVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH CREDIT CARD
04/11/24	04/11/24	04/28/24 BRAN	NDI TUCK - PO PATIO DEPOSIT	DEPOSIT	\$ 100.00		4/11/2024

#### Thank you.

1 will be out of the office MON 5/6/24 thru THUR 5/9/24 and THUR 6/13/24 thru FRI 6/14/24 I will be out of the office MON 5/6/24 thru I HUK 5/9/24 and I HUR for 13/24 thru I HUR for 1

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

Governmental Management Services

#### www.OakLeafResidents.com

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

From: Oakleaf Venues venuerentals@oakleafresidents.com Subject: MVCDD refund of deposit request - JEANNIE JUNIO

Date: April 30, 2024 at 5:49 PM

To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



#### Good afternoon, Todd.

Please make the following refund at your earliest opportunity:

- REFUND FROM MVCDD for the following venue.

  LOCATION PO PATIO (SATURDAY) 2:30 P.M. to 6:30 P.M.

  DATE OF VENUE APRIL 20, 2024

  RESIDENT JEANNIE JUNIO

  ADDRESS 3318 HIGHLAND MILL LANE, ORANGE PARK, FL 32065

  AMOUNT OF REFUND \$100.00

  BOOKING FEE/DEPOSIT was via VISA (3682):

  DATED: 2/15/24

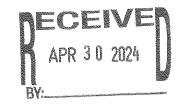
  SEQ#: 2

  BATCH#: 932

  INVOICE#: 2

  APPROVAL CODE: 060334

  AMOUNT: \$100.00



							,		
PAYMENT DATE	SETTLEMENT	DATEEVENT	DATE	DESCRIPTION	HOURS	AMOUNT !	ELEC.	CHECK/CASH	ICREDIT CARD
PATRICIAL DATE	SELIEEMICIAL	DAILE SEIVE	חרוכו	DECOMM NOT				· · · · · · · · · · · · · · · · · · ·	
02/15/24	02/05/24	04/20/24	(FANIN	IF JUNIO - PO PATIO DEPOSIT	DEPOSIT	\$ 100.00	3682	1 1	VISA-060334
02/10/24	02/03/24	07/20/27	UE/ 5 41	IL COMO TOTATIO CAL COM	1	<u> </u>			

#### Thank you.

I will be out of the office MON 5/6/24 thru THUR 5/9/24 and THUR 6/13/24 thru FRI 6/14/24

I will be out of the office MON 5/6/24 thru THUR 5/9/24 and THUR 6/13/24 thru FRI 6/14/24
Please email the or leave a detailed message at 904-770-4661 with the following information: NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF
PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity. Any messages left on the office phone will not be heard until I return to
the office; repeat your nature and number twice. Messages left on voice entail will be heard, however, only emergencies will be addressed until I return to the office. I am typically not on property over
the weekends. Since my time on property is divided between two Districts, appointments are recommended.

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

Governmental Management Services

#### www.OakLeafResidents.com

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

From: Oakleaf Venues venuerentals@oakleafresidents.com Subject: MVCDD refund of deposit request - MARIE PIERRE

Date: April 30, 2024 at 5:31 PM

To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



#### Good afternoon, Todd.

Please make the following refund at your earliest opportunity:

REFUND FROM MVCDD – for the following venue.

LOCATION – GRAND BANQUET (SATURDAY) 11:30 A.M. to 11:30 P.M.

DATE OF VENUE – APRIL 20, 2024

RESIDENT – MARIE PIERRE

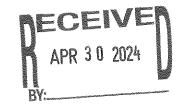
ADDRESS – 975 OTTER CREEK DRIVE, ORANGE PARK, FL 32065

AMOUNT OF REFUND - \$500.00

BOOKING FEE/DEPOSIT was via VISA (0588):

- - GRAND BANQUET: DATED: 2/20/24 SEQ#: 2 BATCH#: 933

  - INVOICE#: 2 APPROVAL CODE: 09019D
  - AMOUNT: \$500.00



PAYMENT DATESETTLEMENT DATEEVENT	DATE DESCRIPTION	HOURS	AMOUNT ELEC	CHECK/CASHCREDIT CARI	D
02/20/24 02/20/24 04/20/24	MARIE PIERRE - GB DEPOSIT	DEPOSIT \$	500.00 0588	VISA-09019D	IS MISSING

#### Thank you.

L will be out of the office MON 5/6/24 thru THUR 5/9/24 and THUR 6/13/24 thru FRI 6/14/24 Please email me or leave a detailed message at 904-770-4661 with the following information: NAME\_CONTACT NUMBER, ADDRESS, TYPE\_OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity. Any messages left on the office phone will not be heard until I return to the office, repent your name and number twice. Messages left on voice email will be heard, however, only emergencies will be addressed until I return to the office. I am typically not on property over the weekends. Since my time on proporty is divided between two Districts, appointments are recommended.

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

Governmental Management Services

#### www.OakLeafResidents.com

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

From: Oakleaf Venues venuerentals@oakleafresidents.com

Subject: MVCDD refund of deposit request - PATRENA JENKINS (resident booked for a preschool-Westside Christian et al)

Date: April 30, 2024 at 5:37 PM

To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



#### Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM MVCDD for the following venue.

  LOCATION GRAND BANQUET (SATURDAY) 1:00 P.M. to 11:00 P.M.

  DATE OF VENUE APRIL 27, 2024

  RESIDENT PATRENA JENKINS

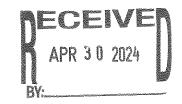
  ADDRESS 514 CHESTWOOD CHASE DRIVE, ORANGE PARK, FL 32065

  AMOUNT OF REFUND \$500.00

  BOOKING FEE/DEPOSIT was via VISA (0458):

  - - GRAND BANQUET:
      DATED: 2/29/24
      SEQ#: 2
      BATCH#: 939

    - INVOICE#: 2
       APPROVAL CODE: 083044
    - AMOUNT: \$500.00



PAYMENT DATESETTLEMENT DATEEVENT D	ATE DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
02/29/24 02/29/24 04/27/24	PATRENA JENKINS - GB DEPOSIT	DEPOSIT \$	500.00	0458	14.1	VISA-083044

#### Thank you.

I will be out of the office MON 5/6/24 thru THUR 5/9/24 and THUR 6/13/24 thru FRI 6/14/24

Please email the or leave a detailed message at 904-770-4661 with the following information: NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED. DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity. Any messages left on the office plone will not be heard until I return to the office, repeat your name and number twice. Messages left on voice email will be heard, however, only emorgencies will be addressed until I return to the office. I am typically not on property over the weekends. Since my time on property is divided between two Districts, appointments are recommended.

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

Governmental Management Services

#### www.OakLeafResidents.com

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



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

## **Invoice**

Date

5/1/2024

Invoice #

131295621162

Terms	NAT 20 I
Due Date	
PO#	

**Bill To** Oakleaf Plantation

Middle Village 475 West Town Place Ste 114 St Augustine FL 32092

Ship To

Oakleaf Plantation/Middle Vlg 845 Oakleaf Plantation Way Orange Park FL 32065

Item ID	Description	Qty	Units	Amount
WM-CHEM-FLAT	Water Management Flat Billing Rate	1	ea	3,931.12
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	108.18
	APR 16 2324			
			and the state of t	

Subtotal **Shipping Cost (FEDEX GROUND)** 

4,039.30 0.00

Total **Amount Due** 

4,039.30 \$4,039.30

Remittance Slip

Customer 130AK101 Invoice #

131295621162

**Amount Due** 

\$4,039.30

**Amount Paid** 

Make Checks Payable To

Poolsure PO Box 55372 Houston, TX 77255-5372



From: Oakleaf Venues venuerentals@oakleafresidents.com Subject: MVCDD refund of deposit request - RONICER CONTEE

Date: April 30, 2024 at 6:00 PM

To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



Good afternoon, Todd,

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 27, 2024
  RESIDENT RONICER CONTEE
  ADDRESS 3890 HAWKS VIEW DRIVE, ORANGE PARK, FL 32065
  AMOUNT OF REFUND \$100.00
  BOOKING FEE/DEPOSIT was via VISA (2232):

  - - ORING FEDDEPOST Was via v

       DATED: 3/26/24

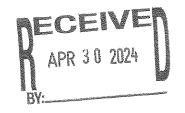
       SEQ#: 2

       BATCH#: 957

       INVOICE#: 2

      APPROVAL CODE: 407755

       AMOUNT: \$100.00



PAYMENT DATE	SETTLEMENT	DATEEVENT	DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CAS	HCREDIT CARD
03/26/24	03/26/24	04/27/24	RONICEF	CONTEE - PO PATIO DEPOSIT	DEPOSIT	\$ 100.0	0 2232		VISA-407755

#### Thank you.

I will be out of the office MON 5/6/24 thru THUR 5/9/24 and THUR 6/13/24 thru FRI 6/14/24

I will be out of the office NUN 20024 thru THUR 20024 and THUR 6/13/24 thru FRI 6/14/24.
Please entil me or leave a detailed message at 904-770-4661 with the following information: NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity. Any messages left on the office phone will not be heard until I return to the office, repeat your name and number twice. Messages left on voice email will be heard, however, only emergencies will be addressed until I return to the office. I am typically not on property over the weekends. Since my time on property is divided between two Districts, appointments are recommended.

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

Governmental Management Services

#### www.OakLeatResidents.com

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

1001 Bradford Way Kingston, TN 37763

## Invoice

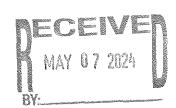
Invoice #: 2316 Invoice Date: 4/16/24

Due Date: 4/16/24

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, 2024		27,574.71	27,574.71
Code to:			
Middle Village Facility Maintenance			
2.320.572.466 - (\$4,833.33)			
Middle Village Facility Maint. Contingency		esperie	
2.330.572.622 - (\$416.67)			
Middle Village Common Area Maint			
2.320.572.46500 - (\$5,833.33)			
Middle Village Lighting repairs			
2.320.572.??? - (\$825.00)			
Middle Village Tennis Court Maint.			
	Total	\$	27,574.71
2.330.572.344 - (\$6,525.00)	Payments	s/Credits	\$0.00
Middle Village Repair and Replacements	Balance I	Due \$	2 <del>7,574.71</del>
<del>34.600.538.64000 - (\$9,141.08) -</del>		\$	18,433.3

### MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT MAINTENANCE BILLABLE HOURS FOR THE MONTH OF MARCH 2024

<u>Date</u>	<u>Hours</u>	Employee	Description
3/1/24	8	T.C.	Worked on spray feature, repair and change out netling
3/1/24	8	B.G.	Prepping shutters to be painted at tower slide
3/1/24	3.05	C.W.	Sanded slide wet and dry sand made it smooth, shock vac the paint chips
3/1/24	8	A.J.	Paint prep, repair childproof mesh
3/1/24	4	E.W.	Removed debris from all common areas
3/1/24	3.13	J.S.	Additional court maintenance
3/1/24	3.25	J.M.	Additional court maintenance
3/2/24	3.03	J.M.	Additional court maintenance
3/4/24	8	B.G.	Spray painting shutter at the tower slide
3/4/24	8	J.K.	Pressure wash slide tower and clean out, vacuum pool splash zone, clean up pool deck
3/4/24	7	C.W.	Moved clay from shop to tennis, cleaned shop and helped with heavy trash bags, tightened tollet seat
3/4/24	8	A.J.	Clean, prep, paint floors in restroom
3/4/24	3.83	E.W.	Removed debris from all common areas
3/4/24	2.95	J.S.	Additional court maintenance
3/4/24	4.33	J.M.	Additional court maintenance
3/5/24	3	T.C.	Fixed ladies breezeway bathroom toilet, changed spout, installed new soap dispenser in ladies
0.15.10.4	0	в о	breezeway bathroom, picked up supplies
3/5/24	8	B.G.	Spray painting shutters, gates, railing and fence
3/5/24	7.8	J.K. C.W.	Pressure wash white fence on pool deck and started bricks  Added pallet and put more clay, moved old pallets to pallet stack and organized them, pulled all painters tape
3/5/24	4	A.J.	
3/5/24 3/5/24	8 4	E.W.	Paint pool area Removed debris from all common areas
3/5/24	6.22	J.S.	Additional court maintenance
3/5/24	3.02	J.M.	Additional court maintenance
3/6/24	8	T.C.	Painted splash ground pool and pool deck buildings
3/6/24	8	B.G.	Painting shutter borders, cuiting wood for bottom of post
3/6/24	5.63	J.K.	Pressure wash bricks on pool deck and peaks of the two buildings
3/6/24	6.07	A.J.	Finished painting and touch up pool house
3/6/24	3.93	E.W.	Removed debris from all common areas
3/6/24	3.03	J.S.	Additional court maintenance
3/6/24	3.9	J.M.	Additional court maintenance
3/7/24	8	B.G.	Cutting new wood for the slide pillars
3/7/24	8	J.K.	Paint blue on splash pool and tape
3/7/24	4	C.W.	Painted splash pool blue
3/7/24	8	A.J.	Prep and paint louvers on pool house
3/7/24	2.49	E.W.	Removed debris from all common areas
3/7/24	5	J.S.	Additional court maintenance
3/7/24	3.07	J.M.	Additional court maintenance
3/8/24	5	T.C.	Finished prepping for pool opening and cleaning up around pool decks, lube locks
3/8/24	8	B.G.	Installing new wood for the slide pillars and painting it
3/8/24	4	J.K.	Clean out guard shack and clean up pool deck, pressure wash tables for pool deck, pressure wash slide for park
3/8/24	8	C.W.	Worked on pools, cleaned lifeguard shack, cleaned pools skimming and with hammerhead both big and splash, moved pallets, moved chairs off pool deck
3/8/24	2	A.J.	Prep for pool opening
3/8/24	3,78	E.W.	Removed debris from all common areas
3/8/24	3.27	J.S.	Additional court maintenance
3/8/24	2.98	J.M.	Additional court maintenance
3/9/24	5.03	J.M.	Additional court maintenance
3/11/24	4	T.C.	Working on gate locks
3/11/24	8	B.G.	Pressure washed lion fountain and six park benches, moved chairs from shop to landscaper yard, painted benches from lion fountain, swapped tables and chairs off pool deck to shop
3/11/24	8	C.W.	Pressure washed flon fountain and six park benches, moved chairs from shop to yard, painted benches, swapped tables and chairs off pool deck, moved old tables and chairs to shop
3/11/24	3.37	E.W.	Removed debris from all common areas
3/11/24	3.18	J.S.	Additional court maintenance
3/11/24	3.57	J.M.	Additional court maintenance
3/12/24	2	B.G.	Unclogged toilet at the men's bathroom at lifeguard shack, fixing damage gate lock
3/12/24	4	E.W.	Removed debris from all common areas

### MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT MAINTENANCE BILLABLE HOURS FOR THE MONTH OF MARCH 2024

<u>Date</u>	<u>Hours</u>		Description
3/12/24	5.12	J.S.	Additional court maintenance
3/12/24	3	J.M.	Additional court maintenance
3/13/24	8	B.G.	Removing old faded signs from the pool area, adjusting emergency exit doors
3/13/24	3.04	E.W.	Removed debris from all common areas
3/13/24	3.05	J.S.	Additional court maintenance
3/13/24	3.48	J.M.	Additional court maintenance
3/14/24	5	T.C.	Fixed safety switch on broken golf cart, set up CDD meeting  Moved all scrap wood from maintenance shop to landscaper yard, disposed of old paint buckets, rearranged
3/14/24	8	B.G.	paints, stacked good wood to a better locations, rearrange all tools, clean up the shop
3/14/24	3.43	J.K.	Clean up dumpsters, acetone and chlorine wash benches by fountain
3/14/24	3	C.W.	Cleaned dumpster area, cleaned benches, blew leaves and debris off sidewalk at fitness center
3/14/24	3.6	E.W.	Removed debris from all common areas
3/14/24	5.1	J.S.	Additional court maintenance
3/14/24	3.02	J.M.	Additional court maintenance Installed a additional plate for the emergency door lock, rearranged all scrap from outside maintenance shop,
3/15/24	8	B.G.	blew leaves from shop driveway
3/15/24	4.04	E.W.	Removed debris from all common areas
3/15/24	8.73	J.S.	Additional court maintenance
3/15/24	3	J.M.	Additional court maintenance
3/16/24	2.5	J.M.	Additional court maintenance
3/18/24	2.3	E.W.	Removed debris from all common areas
3/18/24	3.78	J,S.	Additional court maintenance
3/18/24	2.98	J.M.	Additional court maintenance
3/19/24	4	T.C.	Painted spray feature, picked up supplies
3/19/24	7.88	J.K.	Paint splash pool blue on top and water play ground
3/19/24	7.88	C.W.	Paint splash pool blue on bottom and cut in
3/19/24	3.83	E.W.	Removed debris from all common areas
3/19/24	5.4	J,S,	Additional court maintenance
3/19/24	3	J.M.	Additional court maintenance
3/20/24	8	T.C.	Painted spray feature
3/20/24	3.92	8.G. J.K.	Painting water park Paint red on splash pool
3/20/24	3.18	C.W.	Paint fed on splash pool  Paint touch up blue and yellow roof on splash pool
3/20/24	8 4	E.W.	Removed debris from all common areas
3/20/24	3.03	J.S.	Additional court maintenance
3/20/24 3/20/24	3.03	J.M.	Additional court maintenance
3/21/24	4	T.C.	Painted on spray feature, picked up supplies
3/21/24	8	B.G.	Pressure washing roof at lifeguard shack, painting the from of shack building, painting at pool
3/21/24	7,93	J.K.	Touching up and finishing blue on top splash pool, pressure wash peak/roof of guard shack, painted around
3/21/24	7.00	• • • • • • • • • • • • • • • • • • • •	top shulter guard shack
3/21/24	8	C.W.	Touching up blue on splash pool, pressure wash peak/roof, paint white
3/21/24	4	E.W.	Removed debris from all common areas
3/21/24	5.12	J.S.	Additional court maintenance
3/21/24	3.65	J.M.	Additional court maintenance
3/22/24	2	T,C,	Clean and organized shop, picked up supplies
3/22/24	8	B.G.	Empty trash receptacles, installing eye hooks to all gate doors, installing lock plate to the gate door at the event center
3/22/24	7.5	J.K.	Put latches on gates, cleaned up piles of roots and sticks in tennis
3/22/24	4	E.W.	Removed debris from all common areas
3/22/24	2.98	J.S.	Additional court maintenance
3/22/24	3	J.M.	Additional court maintenance
3/23/24	2.78	J.M.	Additional court maintenance
3/25/24	6	T.C.	Beneir lack on gate, painting gool pavillon, picked up supplies
3/25/24	8	B.G.	Painting sidewall at entry fitness center, installing piece of fence by the emergency door exit, replacing old
	-		dog signs and no smoking signs
3/25/24	6	J.K.	Clean off roof at tennis and clean out gutters
3/25/24	3.9	E.W.	Removed debris from all common areas
3/25/24	3,02	J.S.	Additional court maintenance
3/25/24	3.02	J.M.	Additional court maintenance

#### MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT MAINTENANCE BILLABLE HOURS FOR THE MONTH OF MARCH 2024

<u>Date</u>	<u>Hours</u>	Employee	Description
3/26/24	8	T.C.	Recovering tom patio chairs
3/26/24	8	B.G.	Replacing fabric on fifteen beach chairs, cleaned all frames
3/26/24	8	J.K.	Pulled out all broken pool chairs, replaced bottoms on broken chairs
3/26/24	7.9	C.W.	Cut bushes and tree limbs, started digging three foot hole by fifteen inches wide
3/26/24	4	E.W.	Removed debris from all common areas
3/26/24	6.07	J.S.	Additional court maintenance
3/26/24	3	J.M.	Additional court maintenance
3/27/24	8	T.C.	Recovering tom patlo chairs, picked up supplies
3/27/24	8	B.G.	Replacing fabric on beach chairs
3/27/24	7.75	J.K.	Replaced more bottoms from broken chairs/faded color, replaced some of the faded ripped tops
3/27/24	7.73	C.W.	Started digging out trench eighteen inches deep have to dig out roots
3/27/24	4	E.W.	Removed debris from all common areas
3/27/24	3.35	J.S.	Additional court maintenance
3/27/24	3	J.M.	Additional court maintenance
3/28/24	6	T.C.	Recovering tom patlo chairs, dug hole and trench for light pole
3/28/24	8	B,G.	Replacing fabric on chairs
3/28/24	8	J.K.	Replacing tops on pool chairs
3/28/24	8	C.W.	Cutting out roots and digging to eighteen inch and get all mud with shop vac
3/28/24	3.35	E.W.	Removed debris from all common areas
3/28/24	5.25	J.S.	Additional court maintenance
3/28/24	2.98	J.M.	Additional court maintenance
3/29/24	7.63	J.K.	Taking up fence digging, fixing up where pavers are going
3/29/24	3.65	C.W.	Removed debris from all common areas
3/29/24	3.05	J.S.	Additional court maintenance
3/29/24	3.22	J.M.	Additional court maintenance
3/30/24	2.5	J.M.	Additional court maintenance
TOTAL	688.6	- =	
MILES	69	- =	*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

1001 Bradford Way Kingston, TN 37763

# Invoice

Invoice #: 2319

Invoice Date: 5/1/24 Due Date: 5/1/24

Case:

P.O. Number:

## Bill To:

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

Description	Hours/Qty	Rate	Amount
Tennis- Facility Management - Oakleaf Plantation - May 2024 。 3 1 0 , 5 1 3 , 3 4 0 0		7,047.00	7,047.00
MAY U3 2024			
Juny Landut 5-3-24			

Total	\$7,047.00
Payments/Credits	\$0.00
Balance Due	\$7,047.00

1001 Bradford Way Kingston, TN 37763

# Invoice

Invoice #: 2320 Invoice Date: 5/1/24

Due Date: 5/1/24

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 Management - Oakleaf Plantation -May 2024  2.310, 513, 3400		20,991.42	20,991.42
MAY 03 2024  RV			
Juny Landert 5-3-24			

Total	\$20,991.42
Payments/Credits	\$0.00
Balance Due	\$20,991.42

1001 Bradford Way Kingston, TN 37763

# **Invoice**

Invoice #: 2322

Invoice Date: 5/7/24 Due Date: 5/7/24

Case:

P.O. Number:

**Balance Due** 

\$750.00

## Bill To:

Middle VIIIage CDD 475 West Town Place Sulte 114 St. Augustine, FL 32092

Description	Hours/Gty Rate	Amount
acility Event Staff through May 4, 2024 。2、300、369,103	30 25.0	750.00
MAY 0.7 2024		
	Total	\$750.00
	Payments/Credits	\$0.00

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

## Middle Village CDD

## **Facility Event Staff Service Hours**

Quantity	Description	]	Rate	A	mount
30	Facility Event Staff	\$	25.00	\$	750.00
	Covers Period End: May 4, 2024				
	Amenities Revenue # 2 300 369 103				

1001 Bradford Way Kingston, TN 37763

# Invoice

Invoice #: 2323 Invoice Date: 5/8/24

Due Date: 5/8/24

Case:

P.O. Number:

## Bill To:

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

Description	Hours/Qty	Rate	Amount
2.330.572.34300- Walmart - Refrigerator 5/7/24 2.330.572.34300- CNG Appliance Repair 5/7/24		165.55 80.00	165.55 80.00
	The state of the s		
MAY 08 2024			
		1	

Total	\$245.55
Payments/Credits	\$0.00
Balance Due	\$245.55

## PERSONAL REIMBURSEMENT

Out-of-Pocket

NAME:

Andy Fletcher

MONTH:

5.8.24

DATE	DESCRIPTION	DISTRICT	AMOUNT	
5.7.24	Walmart Refrigerator	MV	\$165.55	2.330.572.34300
5.7.24	CNG Appliance Repair	MV	\$80.00	2.330.572.34300
	100,000			2.330.572.34300
				2.330.572.34300
				2.330.572.34300
		:		2.330.572.34300
				2.330.572.34300
		TOTAL	\$ 245.55	

Give us feedback @ survey.welmart.com. Thank you! ID #:7TLR9Z1OM7W\

## Walmart > <.

NM Supercenter 904-273-1836 Mgr. NA1 4ANIEL 1505 COUNTY ROAD 220 ORANGE PARK FL 32 003 5T# 02920 0P# 009032 TE# 52 TR# 02773

# ITEMS SOLD 1 TC# 2182 9070 7201 435 3 5005 6



7.5 FRIDGE 058465327580 154.0 PRODUCT SERIAL # A23125404 20000290 154.00 X

> SJBT07AL 7.5000 % 11.55 165.55 TAXI TOTAL 165.55 VISA TEND CHANGE DUE 0.00

VISA CREDIT- 6346 I 2 APFF #007347 165.55 TOTAL PURCHASE REF # U7230L724705 TRANS ID - 304128537197457 VALIDATION - STHK PAYMENT SERVICE - E AJD A0000000031010 TC BF5CBF5C254FE069 TERMINAL # 20568300 \*No Signature Required 05/07/24 10:55:18



Get free de liver from this store with Walms rt+ Get free delivery

Scan for 30 day free that.

Low prices Mou Can Trust. Every Day.

05/07/24
10:5:25

\*\*\* MAJOR APPLIANCE RETURN POLICY \*\*\*
New and uninetalled Major Appliances
can be refunded up to 2 days after
purchase. Unopened, urinetalled,
undamaged major appliances in
original, factory sealed packaging
are returnable up to 50 days after
delivery.For support on opered
and/or installed appliances past
the 2 days return window, please the 2 days return window, please refer to the manufacturer warranty.

\*\*\*\*\*Save your receipts\*\*\*\*\* \*

#### **Orange Park** Fleming Island 264-3066



#### Middleburg **Green Cove** 282-0728

5 6 1 4 P			***		1
NAME	Flotela		APT DAT	E OF ORDER	14
ADDRESS	PUE AM	Port A	1. Tal 2.	AK PHONE	
CITY/STATE	<u> </u>	ZIP CODE		EPHONE	· · · · · · · · · · · · · · · · · · ·
MAKE AND TYPI		direction of the second of the	SERIAL NUMB	S S T V L S	11122
D ICE MAKER	QREFRIGERATION	O FREEZER	□ WASHER	O OVEN	O DRYE
C RANGES	C DISHWASHER	☐ DISPOSAL	O H/W/F	l DW	IICROWAVE
DESCRIPTION	ist sistly	g (tomm	is san	show	<u> </u>
60-2	7 /	T.W. ? (	C		
		<b>.</b>		21,0	
20500	4000UT	1000 M	and the Land	v 6-2	<u> </u>
⊇ I authorize char ⊇ I authorize servi			SERVICE CHAP	RGE	i
I have been give	en an estimate of repair, and	with my signature I	DIAGNO	818	<u> </u>
understand there i	repair to be performed at the are no refunds.		PARTS & LAE	or	
satisfactory and ac	the above performed service cknowledge that the equipme	e as being ent has been left in	DISCOU	vтs <sup>!</sup>	<u> </u>
good condilion. Customer's signat	1 / 1 /		SUB TO	TAL	<u> </u>
Fechnician	Others		٦	гах	-,
	DO NOT LEAVE CHE		SERVICE !	EE .	<u> </u>
TERMS: CAS	sh, checks, visa, n	IC, DISCOVER	TO <sup>*</sup>	ral	

We guarantee all parts installed by us against service failure for a period of ninety (90) days from the above date, unless otherwise stated above. Customer must provide a copy of the original invoice. Labor, service charges, and diagnosis shall be charged after 30 days from the date of repair. No guarantee on any rubber, glass, or plastic parts.

PLEASE NOTE: The above charges cover this specific repair job only. Our guarantee does not, of course, apply to any portion of your equipment on which we have not performed service at this time. If new repairs become necessary in the future, they will be subject to our regular rates. Deposits are not refundable. We are not responsible for food spoliage, water damage, delays incurred due to lack of replacement parts, etc., and any damage or inconveniences.

Reorder #5196 Flush to Excellence 804-267-0100 09/22

#### Governmental Management Services, LLC

1001 Bradford Way Kingston, TN 37763

### Invoice

Invoice #: 2324 Invoice Date: 5/8/24

Due Date: 5/8/24

Case:

P.O. Number:

#### Bill To:

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

Fennis Revenue / Funds deposited 5/2/24 652.50  RECEIVE  MAY 0.8 2024  BY:	Description	Hours/Qty	Rate	Amount
	ennis Revenue / Funds deposited 5/2/24			

Total	\$652.50
Payments/Credits	\$0.00
Balance Due	\$652.50

## Middle Village CDD

## Breakdown of Revenues 5.2.24

Deposit Date	Lessons	GMS 90%	Middle Village CDD 10%
5.2.24	\$ 725.00	\$ 652.50	\$ 72.50
Subtotal	\$ 725.00	\$ 652.50	\$ 72.50
Date	Ball/Racquet/Machine Rentals	GMS 20%	Middle Village CDD 80%
		\$ w.	\$ -
Subtotal	\$ -	\$ ₩-	\$ -
Date	Miscellaneous	GMS 50%	Middle Village CDD 50%
5.2.24		\$ •	\$ -
Subtotal		\$ •	\$ -
Date	League Fees Fundraiser	GMS 0%	Middle Village CDD 100%
5.2.24			\$
Subtotal	\$0	\$0	\$ -
Total Revenues	\$ 725.00	\$ 652.50	\$ 72,50

MAKE CHECK PAYABLE TO:



Post Office Box 20122 Tampa, FL 33622-0122 (904) 262-5500

MIDDLE VILLAGE CDD

4 4 4	ADDRESSEE		
 Olongo abook if address halow is	Incornert and indic	ate chaone on reven	se side

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

0000000027159001000000017822300000015940095

PLEASE FILL OUT BELOW IF PAYING BY CREDIT CARD				
VISA Marcran				
	EXP. DATE			
CARD NUMBER	LAP, DATE			

ACCOUNT NUMBER	DATE	BALANÇE
711194	5/1/2024	\$1,594.00

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

Please Return this invoice with your payment and notify us of any changes to your contact information.

PLANTATION OAKS BLVD, ORANGE PARK, FL ORANGE PARK, FL 3206

Invoice Due Date 5/11/2024 Invoice 178223B PO #

 Invoice Date
 Description
 Quantity
 Amount
 Tax
 Total

 5/1/2024
 Water Management - Monthly
 \$1594.00
 \$0.00
 \$1594.00

Code to:

Please remit payment for this month's invoice.

2-320-572-4680

Middle Village Lake Maintenance

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

Credits

\$0.00

Adjustment

\$0.00

AMOUNT DUE

Total Account Balance including this invoice:

\$1594.00

This Invoice Total:

\$1594.00

Click the "Pay Now" link to submit payment by ACH

**Customer #:** 711194

Corporate Address

4651 Salisbury Rd, Suite 155 Jacksonville, FL 32256

Portal Registration #: Customer E-mail(s):

manager@oakleafresidents.com,JSORIANO@GMSNF.COM

Customer Portal Link: www.lakedoctors.com/contact-us/

2D189A4D

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



#### Total Entertainment Services

#### Invoice

Mailing Correspondence Address: 1623 Troy Lynn Trail, Jacksonville, Fl. 32225

(904) 645-9068 Fax: (904)645-9082

Terms: Due by event date

Type of Event: Schools Out Party

PO#

E-mail: bookme@progressiveent.com www.progressiveent.com

Invoice # 12810410

Middle Village CDD-Oakleaf (Phase 2)

Invoice date: 4/23/2024

Customer name:

Billing address: 845 Oakleaf Plantation Parkway, Orang	je Park, Fl. 32065					
Original contact person: Lisa Carter Wk: 904-375-9285 e	xt. 7	E-mail/ fax:	residentassista	ant@oakleafre	esider	ts.com
At event contacts with cell: Jay Soriano Cell-904-342-1441 manag	er@oakleafresidents.	com				
Event date: Friday May 30, 2024 Hours of event:	1:00 pm-4:00 pm		Hours of serv	<u>ice</u> :	Sam	ne
Approximate set up time: Between: 12:00 and 12:15 pm						
Location name and address: Poolside- Phase 2, 845 Oakleaf Village	e Parkway, Orange Pa	ark, Fl. 32065				
Where to set up at location: Under covering			Power within	<u>75':</u>	Yes	
Set up-grass or pavement: PV Water within 75':	NA	Covere	d area for ente	ertainer:	Yes	
Notes:						
SERVICES NEEDED:  * Interactive Mobile DJ Services 3.0 hrs.	Reg. Rate	\$ 595.00		Your Cost	\$	395.00
* Travel & Concession Delivery	Reg. Rate	*		Your Cost	\$	35.00
* Sno Cone Machine	Reg. Rate			Your Cost	\$	79.00
* 200 Sevings Sno Cones Juice and Cups	Reg. Rate	•		Your Cost	\$	48.00
* (2) Sno Cone Pumps	Reg. Rate			Your Cost	\$	16.00
•	Reg. Total			Your Total	\$	573.00
Code to:		Total Savings	\$ 228.00			
		Sub Total:	\$ 573.00			
2-330-572-49400		Sales Tax:	\$ -			
		Invoice Total:	\$ 573.00			
		dit Card Fee	•			
		Total with card	\$ 573.00			
Middle Village Special Evo	<b>2011</b> Payme	ents received	\$ -			
•	Cu	rrent Balance	\$ 573.00			
		Due by event da	te			
CANCELLATION, RE-SCHEDULING, INCLAMENT WEATHER POLICY						
Any cancellation of this agreement by customer must be in writing at least						
Progressive Entertainment. Any stopping of delivery/service of Progressi	ve Entertainment mus	it be at least 24 hr	s. In advance t	o avoid labor	COSTS	•
No penalties or loss of deposit occur if event is re-scheduled within 60 da when not within these terms. Other arrangements must be noted by Progressian Control of the con	lys of original event da	ate. A 50% cancel	lek up- custome	ar le resnonsit	curs de for	
theft or damage to equipment or materials while in possession. Progress	ivo Entertainment is n	at responsible for	any acts of na	ture which pre	event	
event from taking place or being shortened. Service reserves the right to					,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
event from taking place of being shortened. Service reserves the right to	stop det vice it guests	cadoo a dalaty of	501,64101 1556	, 10 001 11001		
Customer signature required x			Date: _			



### Riverside Management Services, Inc

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

## Invoice

Invoice #: 343

Invoice Date: 5/1/2024 Due Date: 5/1/2024

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 - May 2024	The second secon	4,058.33	4,058.33
MAY 0.3 2024  BY:			
Juny Landert 5-3-24			

Total	\$4,058.33
Payments/Credits	\$0.00
Balance Due	\$4,058.33



Southeast Fitness Repair 14476 Duval Place West #208 Jacksonville, FL 32218 Invoice #104386

Invoice Date: 4/30/2024



Account #101332
Oakleaf Plantation - Double Branch and Middle Village

#### Invoice

Billing Location In	formation		
Billing Address	370 Oakleaf Village Pkwy Orange Park, FL 32065-4259	Billing Contact	Jay Soriano
		Main Number	(904) 342-1441
		Mobile Number Email	Jsoriano@Gmsnf.Com

Services	Qty	Rate	Price
845 Oakleaf Plantation Pkwy, Orange Park, FL 32065-3531			
4/30/2024 PM: Bi-Monthly Bi-monthly scheduled preventative maintenance	1 visit	\$0.00 / visit	\$0.00
— Product: PM: Elliptical, Cross-trainer, ARC, AMT	3.00 Ea	\$15.00 / Ea	\$45.00
— Product: PM: Multi-Station	1.00 Ea	\$20.00 / Ea	\$20,00
- Product: PM: Recumbent, Upright Bicycle	2.00 Ea	\$10.00 / Ea	\$20.00
— Product: PM: Single-Station	7.00 Ea	\$5.00 / Ea	\$35.00
— Product: PM: Spin Bike, Rowing Machine	2.00 Ea	\$15.00 / Ea	\$30.00
— Product: PM: Treadmill	3.00 Ea	\$20.00 / Ea	\$60.00
— Product: Travel <60 miles	1.00 Ea	\$90.00 / Ea	\$90.00
— Product Discount: Discount	1	(\$12.00)	(\$12.00)
ode to:		Discounts:	\$12.00
oue io.		Subtotal:	\$288.00
		Tax:	\$0.00
-330-572-621		Total:	\$288.00
	:}agy iNeyy	Amount Paid:	\$0.00
	Lik Wall	Balance Due:	\$288.00

## Payment is due within 30 days of invoice date. Please be advised that payments not received within 45 days from the date of this invoice will incur a 3.5% late fee.

### Thank you for your business!

Bill To:	Jay Soriano 370 Oakleaf Village Pkwy	Account	[101332] Oakleaf Plantation - Double Branch and Middle Village
	Orange Park, FL 32065-4259	Invoice #	104386
		Date	Tuesday, April 30, 2024
Remit To:	Southeast Fitness Repair	Amount Paid	
	14476 Duval Place West #208 Jacksonville, FL 32218	Check Number	



ORIGINAL INVOICE

Order Number: BO 2218675 Order Date: 04/10/24

Bill-To Customer: 0322280-001

Jay Soriano Operations Manager Double Branch CDD 370 Oakleaf Village Pkwy Orange Park, FL 32065 Ship-To Customer: 0322280-001

Jay Soriano Operations Manager Double Branch CDD 370 Oakleaf Village Pkwy Orange Park, FL 32065

Order:2218675

Terms: DUE UPON RECEIPT

Line				
# Typ Qty	${ t Bill\_Date}$	Product Description	Unit Price	Total Price
1 RT 1	05/08/24	KUNG FU PANDA Widescreen DVD Show Dates: 05/10/24 to 05/10/24	250.00	250.00 125.00
2 RT 1	06/18/24	KUNG FU PANDA 2 Widescreen DVD Show Dates: 06/21/24 to 06/21/24	250.00	-250.00 125.00
3 RT 1	08/07/24	KUNG FU PANDA 3 Widescreen DVD Show Dates: 08/09/24 to 08/09/24	250.00	250.00 125.00
4 RT 1	09/25/24	KUNG FU PANDA 4 Widescreen DVD	250.00	250-00 125.00

For further information, please contact

Code to: Split 50/50

Kaitlyn Godina at 1-800-876-5577



2-320-572-49400

\* For Credit Card Payments, please call 800-876-5445. \*

### **Double Branch Special Event**

----UNCONFIRMED---- Show Dates: 09/27/24 to 09/27/24

Ź-330-572-49400

Item Subtotal:

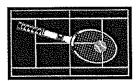
1,000.00

BALANCE DUE:

\$500**.80** 

Middle Village Special Event

Please remit payment to: 2844 Paysphere Circle, Chicago, Illinois 60674



Welch Tennis Courts, Inc. Welch Sport Surfaces P.O. Box 7770 Sun City, FL 33586

Sun City, FL 33586 Phone: 813-641-7787

## Invoice

Date	Invoice#
4/9/2024	76020

Bill To				
Jay Soria OakLeaf 370 Oak Orange P	Leaf Villag	ge Pkwy 165		

Ship To	200000000000000000000000000000000000000
Tennis (Jay or Andy) OakLeaf Plantation 845 Oak Leaf Plantation Pkwy Orange Park FL 32065	

Terms	PO#	Due Date
Net 30	Andy	5/9/2024
Sales Rep	Ship Via	Ship Date
Shannon Wilder		4/9/2024
Notes		

Quantity	Units	Description	Options		Unit Pri	ce	Amount
2.8		HarTru in 50# bags. Each pallet is 1.4	Size: 50lb		463	3.00	1,296.40
1	ea	tons or 56 bags. 2.8 tons = 2 pallets WTC 3.0 DTS Professional Net (regular price is \$183.99) Delivery for East Coast				3.99 0.00	173.99 330.00
Thank y	ou for	your business.		Т	otal		\$1,800.39

ALL PAST DUE ACCOUNTS ARE SUBJECT TO AN ANNUAL INTEREST CHARGE OF 1-1/2% PER MONTH THIS REPRESENTS AN ANNUAL INTEREST RATE OF 18%. MATERIALS AND EQUIPMENT SHALL REMAIN THE PROPERTY OF WELCH TENNIS COURTS, INC. UNTIL PAID IN FULL. ALL RETURNS ARE SUBJECT TO A RESTOCKING FEE.





Middle Village Tennis Court Maintenance

2-330-572-344

From: Oakleaf Venues venuerentals@oakleafresidents.com

Subject: MVCDD refund of deposit request - ALTHEA CARABALLO - NR

Date: May 14, 2024 at 2:13 PM

To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



#### Good afternoon, Todd,

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 MAY 11, 2024

  RESIDENT ALTHEA CARABALLO

  ADDRESS 848 SUNNY STROLL DRIVE, MIDDLEBURG, FL 32068

  AMOUNT OF REFUND \$500.00

  BOOKING FEEDEPOSIT was via VISA (9048);

  GRAND BANQUET:

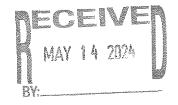
  DATED: 12/11/23

  SEQ#: 4

  BATCH#: 901

  INVOICE#: 4

  - - = INVOICE#: 4 = APPROVAL CODE: 042791 = AMOUNT: \$500,00



PAYMENT DATESETTLEMENT DATEEVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC. CHECK/CASHCREDIT CARD
12/11/23 12/11/23 05/11/24 ALTHE/	CARABALO - GB - DEPOSIT	DEPOSIT \$	500.00	9048 VISA-042791

#### Thank you.

I will be out of the office MON 5/6/24 thru THUR 5/9/24 and THUR 6/13/24 thru FRI 6/14/24 Please entail the or leave a detailed message at 904-770-461 with the following information: NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at my carliest opportunity. Any messages left on the office phone will not be heard until I return to the office; repeat your name and number twice.

Messages left on voice entail will be heard, however, only emergencies will be addressed until I return to the office. I am typically not on property over the weekends. Since my time on property is divided between two Districts, appointments are recommended

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

Governmental Management Services

#### www.OakLeafResidents.com

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

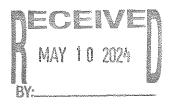




Please include Customer Number and make checks payable to: Clay County Sheriff's Office

Customer Copy

.50	\$787.50	2024	05/25/2	\$0.1	293	2	05/10/2024	KLEAF PLANTATION CDD
	AMOUNT DUE	PAID	ADJUSTED	ORIGINAL BILL	UOM	PRICE	QUANTITY	SCRIPTION
	<b>\$527.5</b> 6	\$0.00 \$0.00	\$0.00 \$0.00	\$527,50 \$260.00	EACH EACH	\$5,000000 \$260,000000	105.50 1.00	F DUTY ADMIN PRIL 2024 F DUTY SCHEDULING FEE
. <del></del>	\$707 °			Invoice				





Please include Customer Number and make checks payable to: Clay County Sheriff's Office

Ge	nei	ral	lην	oio	e:

Remit Portion

Invoice Date 05/10/2024
Invoice Number 293
Customer Number 30

Amount Paid

 Due Date
 05/25/2024

 Invoice Total Due
 \$787.50

Please include Customer Number and make checks payable to: Clay County Sheriff's Office

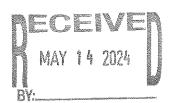
OAKLEAF PLANTATION CDD 370 OAKLEAF VILLAGE PKWY ORANGE PARK, FL 32065 Refund needed for Oakleaf Orca Swimmer, Dorian Salter.

Child:

Dorian (DJ) Salter

Parent:

Courtney Salter Daniel Salter



Amount Paid: \$175 Team Registration Fee \$25 League Registration Fee

\$200 paid by check #204 (deposited on 5/9/2024)

Refund Requested 5/14/2024

## Oakleaf Orcas Swim Team 2024 Registration Form (AGES 5-18) MUST BE 5 YRS OLD AND UNDER 19 YRS OLD BY June 1, 2024

MUST BE 5 YRS OLD AND UNDER 19 YRS OLD BY June 1, 2024
Forms MUST be returned with payment by 6 pm on Monday, May 6, 2024.

DAKLEAF ORCAS



OAKLEAF ORCAS	
(Pleas	e complete a separate Registration Form for <u>EACH</u> participating child)  All fields must be completed.
Athlete Information:	Date Submitted: 5 7 24
Last: <u>Souter</u>	First: Dorian
Preferred Name:	-
Swimmer's first & last names t	o be listed on participant awards: <u>Oprion</u> Salter
Contact Information: please p	int legibly for contact/emergency
Father's Name: Doniel	salter
Mother's Name:	ey Salter
Committee of the second second	
	· · · · · · · · · · · · · · · · · · ·
<u>Please:</u>	
<ol> <li>Sign "Acknowledgement</li> </ol>	of Risks" & "Medical Treatment Consent" statements below.
2. Complete each swimme	's "Participant Form" attached.
	N-LINE ONLY) for team swim suits through the team store (link to be provided)
<ol><li>A <u>separate payment</u> for</li></ol>	the registration and league fee payable to Middle Village CDD (check, credit can
or money order)	4-APTERIORATION
	ACKNOWLEDGEMENT OF RISKS AND HAZARDS:
INJURY OR DEATH. I also ur	in activities such as <b>competitive swimming</b> may involve the RISKS of SERIOI derstand that by permitting my child or ward to participate on the Oakleaf Plantat subject to the above risks, and that I am fully responsible for any costs incurred a m such participation."
	Parent/Guardian Medical Treatment Consent:
To: Whatever Medical Autho	rity or Responsible Party It May Concern
and all medical treatment requirement the exercise of your best pure in the exercise of your best pure in the exercise of your best pure in advantage of the exercise of the exercise treatment of the above-named	unable, after reasonable effort, to obtain parental consent, then please perform a ested or needed by my child or children named above. Such treatment should respond to such treatment under the circumstances. Ince to such treatment and agree to hold the Community Development Districts, a control of the circumstances on or claim based upon lack of parental consent that may arise in connection with such staff to select a medical doctor and/or hospital for the purpose of diagnosis and minor(s). I have listed below all known precautions (such as diabetes, asthma, he as any other relevant medical information for my child or children."
·	Date: 5 10 24

OAKLEAF ORCAS SWIMTEAM

#### **Participant Order Form**

Swimmer's Name: DOYIUN SUNTEN
No-Charge Item (Included with Team Registration Fee):
Oakleaf Orcas latex Swim Cap
<u>Items for purchase</u> :
· Swimsuits · Team Bags · T-Shirts
Team Store: will be available late April/early May with on site fitting and purchase on May 7th.
Fees (All Prices INCLUDE Sales Tax ** All Items are Non-Refundable)
\$ 175 Team Registration Fee = (\$175/first child, \$155/2nd child, \$135/3rd child)
(Example: Family with four (4) participating children: \$175 for first child + \$155.00 for 2 <sup>nd</sup> child, + \$135.00 for 3 <sup>nd</sup> child, + \$135.00
for 4th child =sub total of \$600.00. With the \$25 league fee added per child, the total would be \$700)
\$ First Coast Summer Swim League Registration Fee (mandatory): \$25.00 per child
\$ FREE Orcas Team Latex Swim Cap (included)
\$Orcas Team Silicone swim cap (Optional) \$20
\$ 200 Total Fee per child
Payment: Check or Money Order Payable to: Middle Village CDD
Check # Money Order or certified check # Date://2024
(No Cash Accepted)
CREDIT CARDS: Please take it to either fitness center to pay.

### PLEASE PUT CHILD/CHILDREN'S NAME & OAKLEAF SWIM TEAM ON YOUR CHECK

- EACH child needs his or her own form however you may write 1 check just list all names on the check memo line.
- Your checks may not be deposited for several weeks. Sometimes it can take in excess of 4 weeks to get deposited. That is not to say it can't be deposited promptly but it goes to corporate, then into the deposit pool that is swim team registration fee from your account so there are no issues if it takes prolonged period of time to deposit. I will try to get it into corporate as soon as possible. Thank you for your understanding.

From: Oakleaf Venues venuerentals@oakleafresidents.com Subject: MVCDD refund of deposit request - ETHEL FRATZ

Date: May 14, 2024 at 2:30 PM

To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



#### Good afternoon, Todd.

Please make the following refund at your earliest opportunity:

REFUND FROM MVCDD — for the following venue.

LOCATION — PO PATIO (SATURDAY) 10:00 A.M. to 2:00 P.M.

DATE OF VENUE — MAY 11, 2024

RESIDENT — ETHEL KRATZ

ADDRESS — 625 OAKLEAF PLANTATION PARKWAY #613, ORANGE PARK, FL 32065

AMOUNT OF REFUND — \$100.00

BOCKING FEE/DEPOSIT was via VISA (7140):

DATED: 4/17/24

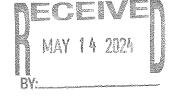
SEQ#: 4

BATCH#: 974

INVOICE#: 4

APPROVAL CODE: 065636

AMOUNT: \$100.00



PAYMENT DATESETTLEMENT DATEEVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC. CHECK/CASH CREDIT CARD
04/17/24 04/17/24 05/11/24 ETHEL KI	RATZ - PO PATIO DEPOSIT	DEPOSIT	\$ 100.00	7140 VISA-065636

#### Thank you.

I will be out of the office MON 5/6/24 thru THUR 5/9/24 and THUR 6/13/24 thru FRI 6/14/24

I will be out of the office MON 5/6/24 thru THUR 5/9/24 and THUR 6/14/24 thru FRI 6/14/24 Please email me or leave a detailed message at 904-770-4661 with the following information: NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS, 1 will respond at my earliest opportunity. Any messages left on the office phone will not be heard until 1 return to the office, repeat your name and number twice. Messages left on voice email will be heard, however, only emergencies will be addressed until 1 return to the office. 1 am typically not on property over the weekends. Since my time on property is divided between two Districts, appointments are recommended.

Wanda McReynolds - Community Amenity Coordinator, OakLeaf Plantation venuerentals@ookleafresidents.com (904) 770-4661 voice email (904) 375-9285 ext. 3 www.oaklenfresidents.com

Governmental Management Services

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

From: Oakleaf Venues venuerentals@oakleafresidents.com Subject: MVCDD refund of deposit request - MARIAN LOYOLA

Date: May 14, 2024 at 2:40 PM

To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



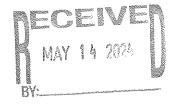
#### Good evening, Todd.

Please make the following refund at your earliest opportunity:

- REFUND FROM MYCDD for the following venue.
   LOCATION PO PATIO (SATURDAY) 2:30 P.M. to 6:30 P.M.
   DATE OF VENUE MAY 4, 2024
   RESIDENT MARION LOYOLA

  - ADDRESS 2999 PIEDMONT MANOR DRIVE, ORANGE PARK, FL 32065
  - AMOUNT OF REFUND \$100.00
  - BOOKING FEE/DEPOSIT was via CHECK drawn on Navy Federal:
    - DATED: 1/30/24
       CHECK#: 2117
       DEPOSITED: 1/30/24

    - AMOUNT: 100.00



						,	
PAYMENT DATE	SETTI EMENT	DATEEVENT	ATE DESCRIPTION	HOURS	AMOUNT	ELEC. CHECK/CASHCREDIT CAF	ťD
01/30/24	01/30/24	1	ARIAN LOYOLA - PO PATIO DEPOSIT	DEPOSIT	\$ 100.00	CK#2117	

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

I will be out of the office MON 5/6/24 thru THUR 5/9/24 and THUR 6/13/24 thru FRI 6/14/24
Please email me or leave a detailed message at 904-770-4661 with the following information: NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF Please email me or leave a detailed message at 904-770-4661 with the following information: NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity. Any messages left on the office phone will not be heard until I return to the office; repeat your name and number twice. Messages left on voice email will be heard, however, only emergencies will be addressed until I return to the office. I am typically not on property over the weekends. Since my time on property is divided between two Districts, appointments are recommended.

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

Governmental Management Services

#### www.OakLeafResidents.com

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

From: Oakleaf Venues venuerentals@oakleafresidents.com Subject: MVCDD refund of deposit request - NICOLE PLUMMER

Date: May 14, 2024 at 2:46 PM

To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



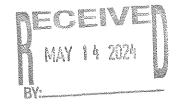
#### Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

REFUND FROM MVCDD – for the following venue.
LOCATION – PO PATIO (SATURDAY) 10:30 A.M. to 2:30 P.M.
DATE OF VENUE – MAY 4, 2024
RESIDENT – NICOLE PLUMMER
ADDRESS – 3913 DEERTREE HILLS DRIVE, ORANGE PARK, FL 32065
AMOUNT OF REFUND - \$100.00
BOOKING FEE/DEPOSIT was via AMEX (1008):
DATED: 4/12/24

- - SEQ#: 3 BATCH#: 971

  - INVOICE#: 3 APPROVAL CODE: 821904 AMOUNT: \$100.00



PAYMENT DATESETTLEMENT DATEEVENT DAT	E DESCRIPTION	HOURS	AMOUNT	ELEC. CHECK/CASHCREDIT CARD
771102111 2711 40-111-	DLE PLUMMER - PO PATIO DEPOSIT	·	\$ 100.0	0 1008 AMEX-821904

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

I will be out of the office MON 5/6/24 thru THUR 5/9/24 and THUR 6/13/24 thru FRI 6/14/24 Please cmail me or leave a detailed message at 904-770-4661 with the following information: NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT. NUMBER OF PARTICIPANTS EXPECTED. DATE OF PREFERENCE and EMAIL ADDRESS. I will resum to the office; repeat your name and number twice. Messages left on voice email will be heard, however, only emergencies will be addressed until I return to the office. I am typically not on property over the weekends. Since my time on property is divided between two Districts, appointments are recommended.

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

Governmental Management Services

#### www.OakLeafResidents.com

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

From: Oakleaf Venues venuerentals@oakleafresidents.com Subject: MVCDD refund of deposit request - SARAH GRIMSLEY

Date: May 14, 2024 at 2:23 PM

To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



#### Good afternoon, Todd,

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 -- MAY 4, 2024

  RESIDENT -- SARAH GRIMSLEY

  ADDRESS -- 938 BROOK HOLLOW COURT, ORANGE PARK, FL 32085

  AMOUNT OF REFUND -- \$70:00.00

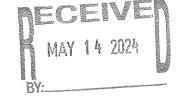
  BOOKING FEE/DEPOSIT Was via VISA (4312):

  GRAND BANQUET:

  DATED -- 377:24

  - - GRAND BANQUET:
      DATED: 3/27/24
      SEQ#: 2
      BATCH#: 958
      INVOICE#: 2
      APPROVAL CODE: 051723
      AMOUNT: \$500.00
      GRAND LAWN:
      DATED: 3/27/24
      SEQ#: 2
      BATCH#: 958

    - SEQ#: 2 BATCH#: 958 INVOICE#: 2 APPROVAL CODE: 051723 AMOUNT: \$200.00



PAYMENT DATESETTLEMENT DATEEVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASHCREDIT CARD
03/27/24 03/27/24 05/04/24 SARA	H GRIMSLEY - GB DEPOSIT	DEPOSIT	\$ 500.00	4312	VISA-051723
03/27/24 03/27/24 05/04/24 SARA	H GRIMSLEY - GL DEPOSIT	DEPOSIT	\$ 200.00	4312	VISA-051755

#### Thank you.

I will be out of the affice MON 5/6/24 thru THUR 5/9/24 and THUR 6/13/24 thru FRI 6/14/24 Please email me or leave a detailed message at 904-770-4661 with the following information: NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. 1 will respond at my cartiest opportunity. Any messages left on the office phone will not be heard until I return to the office; repeat your name and number rivies. Messages left on voice email will be heard, however, only emergencies will be addressed until I return to the office. I am typically not on property over the weekends. Since my time on property is divided between two Districts, appointments are recommended.

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

Governmental Management Services

#### www.OakLeafResidents.com

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

From: Oakleaf Venues venuerentals@oakleafresidents.com Subject: MVCDD refund of deposit request - AMBER DONLEY

Date: May 20, 2024 at 10:44 PM

To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



#### Good evening, Todd.

Please make the following refund at your earliest opportunity:

- REFUND FROM MVCDD for the following venue.
  LOCATION PO PATIO (SUNDAY) 2:30 P.M. to 8:30 P.M.
  DATE OF VENUE MAY 19, 2024
  RESIDENT AMBER DONLEY
  ADDRESS 3710 B CRESWICK CIRCLE, ORANGE PARK, FL 32065

  - AMOUNT OF REFUND \$100.00

    BOOKING FEE/DEPOSIT was via CHECK drawn on VyStar:

    DATED: 4/26/24

    CHECK#: 704

    DEPOSITED: 1/30/24

_	DES COLLE	_D. 1/00/2
	AMOUNT:	100.00



						· · · · · · · · · · · · · · · · · · ·	
PAYMENT DATESETTLEMENT	DATEEVENT	DATE DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASHC	CREDIT CARD
04/26/24 04/26/24			DEPOSIT	\$ 100.00		CK# 704	4/26/2024

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

1 will be out of the office MON 5/6/24 thru THUR 5/9/24 and THUR 6/13/24 thru FRI 6/14/24

I will be out or the office repeat your name and dumber twice. Messages left on two core enail will be heard however, only emergencies will be addressed until I return to the office. Since my time or property over the workerds. Since my time or property is discillable between two Districts among the analysis of the office repeat your name and dumber twice. Messages left on the office repeat your name and dumber twice. Messages left on the office repeat your name and dumber twice. Messages left on the office repeat your name and dumber twice. Messages left on the office repeat your name and dumber twice. Messages left on the office repeat your name and dumber twice. Messages left on the office repeat your name and dumber twice. Messages left on the office repeat your name and dumber twice. Messages left on the office of the office repeat your name and dumber twice. Messages left on the office of the office of the office repeat your name and dumber twice. Messages left on the office of the office the weekends. Since my time on property is divided between two Districts, appointments are recommended

Wanda McReynolds - Community Amenity Coordinator, OakLeaf Plantation yenuerentals@oakleafresidents.com (904) 770-4661 voice email (904) 375-9285 ext. 3 www.oakleafresidents.com

Governmental Management Services

#### www.OakLeafResidents.com

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

From: Oakleaf Venues venuerentals@oakleafresidents.com Subject: MVCDD refund of deposit request - ANDREA SAUNDERS

Date: May 20, 2024 at 10:53 PM

To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



#### Good evening, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM MVCDD for the following venue.
   LOCATION PO PATIO (SATURDAY) 2:30 P.M. to 6:30 P.M.
   DATE OF VENUE MAY 18, 2024
   RESIDENT ANDREA SAUNDERS

  - ADDRESS 3479 WATERFORD OAKS DRIVE, ORANGE PARK, FL 32065 AMOUNT OF REFUND \$100.00

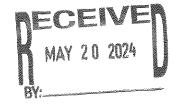
  - AMOUNT OF REPUND 3 100.00
    BOOKING FEEDDEPOSIT was via CHECK drawn on Chase:

    DATED: 3/4/24

    CHECK#: 133

    DEPOSITED: 3/4/24

    - AMOUNT: 100.00



PAYMENT DAT	ESETTLEMENT	DATEEVEN	T DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH		SERVICE SERVICE SERVICE
03/04/24	03/04/24	05/18/24	ANDREA SAUN	DERS - PO PATIO DE	POSIT DEPOSI	r \$ 100	00	CK# 133	3/	4/2024

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

#### Thank you.

I will be out of the office MON 5:6/24 thru THUR 5:9:24 and THUR 6/13:24 thru FRI 6:14/24
Please until me or leave a detailed message at 904-770-4661 with the following information: NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF
PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity. Any messages left on the office phone will not be heard until I return to
the office: repeat your name and number twice. Messages left on vice email will be heard, however, only emergencies will be addressed until I return to the office. I am typically not on property over
the weekends. Since my time on property is divided between two Districts, appointments are recommended.

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

Governmental Management Services

#### www.OakLeafResidents.com

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

#### COASTAL ELEVATOR SERVICE CORP.

RELIABLE \* RESPONSIVE \* RESPECTED

Service Contract INVOICE

**CUSTOMER NO.:** 

601535

OAKLEAF PLANTATION

DATE:

9/18/2023

**DUE DATE: 10/1/2023** 

**INVOICE NO.:** 

100401313843

#### ACCOUNT SUMMARY

#### **BUILDING ADDRESS**

OAKLEAF PLANTATION 845 OAKLEAF PLANTATION PKWY ORANGE PARK FL 32065-

CONTRACT: 108362 | TCE05011

Maintenance Service from 10/1/2023 to 12/31/2023

\$479.19

Code to:

02-330-572-630

Middle Village Elevator Maintenance

\$479.19 \$0.00

**NET SERVICE CONTRACT AMOUNT** Sales Tax

\$479.19

#### IMPORTANT MESSAGES

To automate your payment, opt in to paperless billing, or to change your billing address, please visit https://otis. payinvoicedirect.com or scan the QR code below.



#### **ACH Payment Information:**

Bank Name: JP Morgan Chase

Acct Name: Otis Elevator Company

Acct #: 55-20622 Routing #: 071000013

#### QUESTIONS?

AR Rep's Email:

Edith.Saldana@otis.com

AR Rep's Phone#: 1-844-686-6847

Customer Care: 1-855-249-6847

010

WE CERTIFY THAT GOODS WERE PRODUCED IN COMPLIANCE WITH ALL APPLICABLE REQUIREMENTS OF SECTIONS 6, 7 AND 12 OF THE FAIR LABOR STANDARDS ACT, AS AMENDED, AND OF

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

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

COASTAL ELEVATOR SERVICE CORP. RELIABLE : RESPONSIVE . RESPECTED

TOTAL SERVICE CONTRACT AMOUNT DUE

11760 US Hwy 1 Suite W600 Palm Beach Gardens FL 33408

REGULATIONS AND ORDERS OF THE UNITED STATES DEPARTMENT OF LABOR ISSUED UNDER SECTION 14 HEREOF.

**CUSTOMER NO.:** 

**INVOICE NO.:** 

DUE DATE:

TOTAL SERVICE CONTRACT AMOUNT:

601535 10/1/2023

100401313843 \$ 479.19

MAKE CHECK PAYABLE TO:

Coastal Elevator Company PO Box 730400 Dallas TX 75373-0400

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

#### COASTAL ELEVATOR SERVICE CORP.

RELIABLE \* RESPONSIVE \* RESPECTED

Service Contract
INVOICE

**CUSTOMER NO.:** 

601535

OAKLEAF PLANTATION

DATE:

12/11/2023

**DUE DATE: 1/1/2024** 

INVOICE NO.:

100401411040

#### ACCOUNT SUMMARY

#### **BUILDING ADDRESS**

OAKLEAF PLANTATION 845 OAKLEAF PLANTATION PKWY ORANGE PARK FL 32065-

3531

CONTRACT: 108362 | TCE05011

Maintenance Service from 1/1/2024 to 3/31/2024

\$479.19

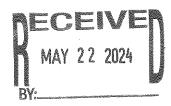
Code to:

02-330-572-630

Middle Village Elevator Maintenance

NET SERVICE CONTRACT AMOUNT

Sales Tax



**\$479.19** \$0.00

TOTAL SERVICE CONTRACT AMOUNT DUE

\$479.19

#### IMPORTANT MESSAGES

To automate your payment, opt in to paperless billing, or to change your billing address, please visit https://otis. payinvoicedirect.com or scan the QR code below.



#### **ACH Payment Information:**

Bank Name: JP Morgan Chase Acct Name: Otis Elevator Company

Acct #: 55-20622 Routing #: 071000013

#### QUESTIONS?

AR Rep's Email:

Edith.Saldana@otis.com

AR Rep's Phone#: 1-844-686-6847

Customer Care: 1-855-249-6847

010

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

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

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

COASTAL ELEVATOR SERVICE CORP.

RELIABLE > RESPONSIVE \* RESPECTED

11760 US Hwy 1 Suite W600 Palm Beach Gardens FL 33408

CUSTOMER NO.:
DUE DATE:

601535 1/1/2024

INVOICE NO.:

100401411040

TOTAL SERVICE CONTRACT AMOUNT:

\$ 479.19

MAKE CHECK PAYABLE TO:

Coastal Elevator Company PO Box 730400 Dallas TX 75373-0400

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

#### Governmental Management Services, LLC

1001 Bradford Way Kingston, TN 37763

## **Invoice**

Invoice #: 2313 Invoice Date: 4/16/24

Due Date: 4/16/24

Case:

P.O. Number:

Payments/Credits

**Balance Due** 

\$0.00

\$481.50

#### Bill To:

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

Description	Hours/Qty	Rate	Amount
Tennis Revenue / Funds deposited 4/15/24  REGEIVED MAY 2 4 2024  BV:		481.50	481.50
	Total		\$481.50

## Middle Village CDD

#### Breakdown of Revenues 4.15.24

Deposit Date		essons	GMS 90%		Middle	Village CDD 10%
4,15.24	\$	535.00	\$	481.50	\$	53.50
Subtotal	\$	535.00	\$	481.50	\$	53,50
Date		cquet/Machine Rentals	GMS 20%		Middle	Village CDD 80%
			\$	-	\$	•
Subtotal	\$	-	\$	-	\$	•
Date	Mis	cellaneous	GMS 50%		Middle	Village CDD 50%
4.15,24			\$	•	\$	-
Subtotal			\$	•	\$	÷
Date		gue Fees ndraiser	GMS 0%		ł	Village CDD 100%
4.15.24					\$	-
Subtotal		\$0		\$0	\$	-
ountown		Ç.		* -	•	

### **Governmental Management Services, LLC**

1001 Bradford Way Kingston, TN 37763

## **Invoice**

Invoice #: 2314

Invoice Date: 4/16/24

Due Date: 4/16/24

Case:

P.O. Number:

#### Bill To:

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

Description	Hours/Qty	Rate	Amount
2.330.572.34300- Publix - 3/15/24 2.330.572.34300- Walmart - HP Ink - 4/8/24		81.10 37.56	81,10 37,56
MAY 24 2024 By:			

Total	\$118.66
Payments/Credits	\$0.00
Balance Due	\$118.66

### PERSONAL REIMBURSEMENT

Out-of-Pocket

NAME:

Andy Fletcher

MONTH:

4.15.24

DATE	DESCRIPTION	DISTRICT	AMOUNT	]
3.15.24	Publix	MV	\$81.10	2.330.572.34300
4.8.24	Walmart HP Ink	MV	\$37.56	2.330.572.34300
				2.330.572.34300
				2.330.572.34300
				2.330.572,34300
				2.330.572.34300
				2.330.572.34300
				]
		TOTAL	\$ 118.66	

## 



\*\*\*CUSTOMER COPY\*\*

CHANGE DUE 08:29:56



0.00

## Publix

Oak Leaf Commons 1675 Oakleaf Plantation Parkway Orange Park, FL 32065 Store Manager: Wes Williams 904-291-5108



1169 3FP 037 075

WHITE CLAW 1	2PK	16.99	Т
You Saved	1.	00	,
DELL DRUKS	22 07	1,49	7 6
MICH ULTRA 2	4PK	27.99	
You Saved			1
ST. PATRICK I	RSI	4.95	1-
SHAMROCK COOR		5.99	į.
SHAMROCK COOK		5,99	
abc exten chi	X MIX	9,99	
Bananas		2,33	1
4.98 lb e	0 69/ 16	3.44	F
Order Iotal		76.87	
Sales Tax		4.23	
Grand Total		81.10	
Deb i t	Payment	81,10	
Charge	•	0.03	
avings Summary			
Special Price	Say inos	the th	

Receipt 10: 1169 3FP 007 075

PRESTOL

Trace #: 030658

Reference #: 0578078420 Acct #: XXXXXXXXXXX5578 Debit Purchase FROM CHECKING

Amount: \$81.10 Auth #: 015251

DFBIT CAND PURCHASE A0000000980840 US DEBIT Entry Method: Chio Read Mode: Tasuni-Pin Verified

Cashier Confirmed Age Over 21

Your Cashler das Michael

U371572024 15:36 STIFF RIPG 7075 (20150

Join the Publix family! Aprly today at apuly.publix inde

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

## **Invoice**

Invoice #: 2325

Invoice Date: 5/14/24 Due Date: 5/14/24

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 April 1 - April 30, 2024 (Tennis)		1,040.00	1,040.00
DECEIVED MAY 17 2024		- A Anneal Marie Control of the Cont	
Juny Lambert 5-17-24			

Total	\$1,040.00			
Payments/Credits	\$0.00			
Balance Due	\$1,040.00			

# MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT MAINTENANCE BILLABLE HOURS FOR THE MONTH OF APRIL 2024

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	Description
4/1/24	2	J.M.	Clean and sweep tennis courts.
4/3/24	2	J.S.	Clean and sweep tennis courts.
4/5/24	2	J.S.	Clean and sweep tennis courts.
4/8/24	2	J.S.	Clean and sweep tennis courts.
4/10/24	2	J.S.	Clean and sweep tennis courts.
4/12/24	2	J.S.	Clean and sweep tennis courts.
4/15/24	2	J.S.	Clean and sweep tennis courts.
4/17/24	2	J.S.	Clean and sweep tennis courts.
4/19/24	2	J.S.	Clean and sweep tennis courts.
4/22/24	2	J.S.	Clean and sweep tennis courts.
4/24/24	2	J.S.	Clean and sweep tennis courts.
4/26/24	2	J.S.	Clean and sweep tennis courts.
4/29/24	2	J.S.	Clean and sweep tennis courts.
TOTAL	26		

1

#### Governmental Management Services, LLC

1001 Bradford Way Kingston, TN 37763

## Invoice

Invoice #: 2328

Invoice Date: 5/20/24

Due Date: 5/20/24

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 May 18, 2024	37.75	25.00	943.75	
2.300.369,103				
		}		
RECEIVEN				
MAY 2 1 2024				
	***************************************			
E Superior Contraction Contrac				
	j			

Total	\$943.75
Payments/Credits	\$0.00
Balance Due	\$943.75

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

#### Middle Village CDD

#### **Facility Event Staff Service Hours**

Quantity	Description Rate		<u>Description</u> <u>Rate Amo</u>		mount
37.75	Facility Event Staff	\$	25.00	\$	943.75
	Covers Period End: May 18, 2024				
	Amenities Revenue # 2,300,369,103				

Refund needed for Oakleaf Orca Swimmer, Chloe Yang.

Child:

Chloe Yang

Parent:

Jun Yang

Jin Zhao

Address:

620 Yellow Oaks Lane

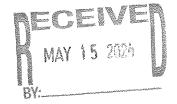
Orange Park, FL 32065

Amount Paid:

\$175 Team Registration Fee

\$25 League Registration Fee

\$200 paid by credit card (Visa ending 1461)



Refund requested 5/15/2024

# Oakleaf Orcas Swim Team 2024 Registration Form (AGES 5-18) MUST BE 5 YRS OLD AND UNDER 19 YRS OLD BY June 1, 2024 Forms MUST be returned with payment by 6 pm on Monday, May 6, 2024.

Oakled Form

Oakled Orcas

SWIMTEAM

### Please:

Father's Name: \_ Mother's Name: \_

- 1. Sign "Acknowledgement of Risks" & "Medical Treatment Consent" statements below.
- 2. Complete each swimmer's "Participant Form" attached.
- 3. Please pay separately (ON-LINE ONLY) for team swim suits through the team store (link to be provided)
- 4. A <u>separate payment</u> for the registration and league fee payable to Middle Village CDD (check, credit care or money order)

#### ACKNOWLEDGEMENT OF RISKS AND HAZARDS:

"I understand that participation in activities such as **competitive swimming** may involve the RISKS of SERIOI INJURY OR DEATH. I also understand that by permitting my child or ward to participate on the Oakleaf Plantat Orcas Swim Team, he or she is subject to the above risks, and that I am fully responsible for any costs incurred a result of illness and/or injury from such participation."

#### Parent/Guardian Medical Treatment Consent:

#### To: Whatever Medical Authority or Responsible Party It May Concern

"In the event that you are unable, after reasonable effort, to obtain parental consent, then please perform and all medical treatment requested or needed by my child or children named above. Such treatment should rest from the exercise of your best professional judgment under the circumstances.

I hereby consent in advance to such treatment and agree to hold the Community Development Districts, a their staff harmless for any action or claim based upon lack of parental consent that may arise in connection with su treatment. I also authorize such staff to select a medical doctor and/or hospital for the purpose of diagnosis and treatment of the above-named minor(s). I have listed below all known precautions (such as diabetes, asthma, he condition, allergies, etc.) as well as any other relevant medical information for my child or children."

Precautions:	\$20cc
Chronic Illnesses	·
	_ Date: <u>05/07/2024</u>

$\underline{C}$	)AK	L	EAF	(	)P	C	١S
5	W	1	M	T	E	A	M

#### **Participant Order Form**

MIDDLE VILLAGE CDD

Swimmer's Name:CM Oe Yang	370 OAKLEAF VILLAGE PKW ORANGE PARK, FL 32065		
	05/07/2024 N20 XXXXXXXXXXXXXX553	16:47:54 TID: XXXXX583	
No-Charge Item (Included with Team Registration Fee):	CREDIT (	CARO	
Oakleaf Orcas latex Swim Cap	VISA S	ALE	
	Card # Token Onp Card: A(D):	XXXXXXXXXXXXX146: VISA CREDIT A000000031010	
Items for purchase:	3EQ #;	) 2.	
· Swimsuits · Team Bags · T-Shirts	Batch #: . INVOICE	993	
Team Store: will be available late April/early May with on site fitting and p	Approval Code: Triby Method: Mode:	2 (12582)() Contactle 3: Issue:	
Fees (All Prices INCLUDE Sales Tax ** <u>All Items are Non-Refundable</u> )  \$	SALE AMOUNT	\$200.00	
(Example: Family with four (4) participating children: \$175 for first child + \$155.00 for 2 <sup>nd</sup> c for 4th child =sub total of \$600.00. With the \$25 league fee added per child, the total wou First Coast Summer Swim League Registration Fee (mandatory	I agree to pay abo according to card i (Merchant agreemen	ssuer agreement.	
\$_FREE_ Orcas Team Latex Swim Cap (included) *	X		
\$ Orcas Team Silicone swim cap (Optional) \$20	visa cari	DHOLDER	
\$ <u>200</u> Total Fee <u>per child</u>	MERCHA	NT COPY	
Payment: Check or Money Order Payable to: Middle Village CDD			
Check # Money Order or certified check # Date:	<u> / /2024</u>		
(No Cash Accepted)			
CREDIT CARDS: Please take it to either fitness center to pay.			

### PLEASE PUT CHILD/CHILDREN'S NAME & OAKLEAF SWIM TEAM ON YOUR CHECK

- EACH child needs his or her own form however you may write 1 check just list all names on the check memo line.
- Your checks may not be deposited for several weeks. Sometimes it can take in excess of 4 weeks to get deposited. That is not to say it can't be deposited promptly but it goes to corporate, then into the deposit pool that is swim team registration fee from your account so there are no issues if it takes prolonged period of time to deposit. I will try to get it into corporate as soon as possible. Thank you for your understanding.

From: Oakleaf Venues venuerentals@oakleafresidents.com

Subject: MVCDD refund of deposit request - RACHEL SCOTT LANTZ

Date: May 20, 2024 at 10:59 PM

To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



#### Good evening, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM MVCDD -- for the following venue.

  LOCATION -- PO PATIO (SATURDAY) 10:30 A.M. to 2:30 P.M.

  DATE OF VENUE -- MAY 18, 2024

  RESIDENT -- RACHEL SCOTI LANTZ

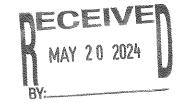
  ADDRESS -- 3420 CRANE HILL COURT, ORANGE PARK, FL 32065

  AMOUNT OF REFUND -- \$100.00

  BOOKING FEE/DEPOSIT was via VISA (1937):

  - - DATED: 4/29/24
       SEQ#: 9

    - BATCH#: 985
       INVOICE#: 9
       APPROVAL CODE: 02800Z
       AMOUNT: \$100.00



PAYMENT DATE	ESETTLEMEN	IT DATE EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASI	HCREDIT CARD
04/29/24	04/29/24	05/18/24 RACHEAL		ITDEPOSI	T \$ 100	.00 193	7	MC-02800Z

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

#### Thank you.

I will be out of the office MON 5/6/24 thru THUR 5/9/24 and THUR 6/13/24 thru FRI 6/14/24
Please email me or leave a detailed message at 904-770-466) with the following information: NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF
PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity. Any messages left on the office plante will not be heard until I return to
the office; repeat your name and number twice. Messages left on voice email will be heard, however, only emergencies will be addressed until I return to the office. I am typically not on property over
the weekends. Since my time on property is divided between two Districts, appointments are recommended.

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

Governmental Management Services

#### www.OakLoafResidents.com

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

From: Oakleaf Venues venuerentals@oakleafresidents.com

Subject: MVCDD refund of deposit request - SAN JOSE SCHOOLS SUPPORT, LLC c/o CECIL EARLY COLLEGE - NR

Date: May 20, 2024 at 8:02 PM

To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



Good evening, Todd,

Please make the following refund at your earliest opportunity:

REFUND FROM MVCDD – for the following venue.

LOCATION – GRAND BANQUET (FRIDAY) 4:00 P.M. to 12:00 A.M.

DATE OF VENUE – MAY 17, 2024

RESIDENT – SAN JOSE SCHOOLS SUPPORT, LLC c/o Cecil Early College\*

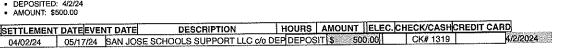
ADDRESS – 4131 SUNBEAM ROAD, JACKSONVILLE, FL 32257 / 13520 FSCJ Cecil Drive, Jacksonville, FL 32221\*

AMOUNT OF REFUND - \$500.00

BOCKING FEE/DEPOSIT was via CHECK drawn on Regions Bank:

GRAND BANQUET:
DATED: 4/1/24
CHECK#: 1319
DEPOSITED: 4/2/24

AMOUNT: \$500.00 PAYMENT DATESETTLEMENT DATE EVENT DATE



BY

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

04/01/24

P.S. \*Please make a check payable to the BOLD highlighted information and mail to the address that is also BOLD and highlighted.

I will be out of the office MON 5/6/24 thru THUR 5/9/24 and THUR 6/13/24 thru FRI 6/14/24 I will be out of the office MON 56/24 thru ITBUR 59/24 and ITBUR 61/24 thru FRI 50/4/24
Please email not leave a detailed message at 904-770-4661 with the following information: NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF
PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity. Any messages left on the office phone will not be heard until I return to
the office, repeat your name and number twice. Messages left on voice email will be heard, however, only emergencies will be addressed until I return to the office. I am typically not on property over
the weekends. Since my time on property is divided between two Districts, appointments are recommended.

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

Governmental Management Services

#### www.OakLeafResidents.com

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

From: Oakleaf Venues venuerentals@oakleafresidents.com Subject: MVCDD refund of deposit request - SARA KELLER

Date: May 20, 2024 at 10:48 PM

To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



#### Good evening, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM MVCDD for the following venue.
  - LOCATION PO PATIO (SUNDAY) 10:30 A.M. to 2:30 P.M. DATE OF VENUE MAY 19, 2024

  - RESIDENT SARA KELLER ADDRESS 3967 PEBBLE BROOKE CIRCLE ORANGE PARK, FL 32085

  - AMOUNT OF REFUND \$100.00 BOOKING FEE/DEPOSIT was via VISA (3752):

    - ONING FEE/DEPOSIT WAS VIA V

       DATED: 4/26/24

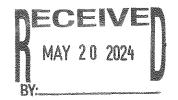
       SEQ#: 2

       BATCH#: 983

       INVOICE#: 2

       APPROVAL CODE: 090333

       AMOUNT: \$100.00



PAYMENT DAT	ESETTLEMENT I	DATEEVENT	DATE DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CAS	HCREDIT CARD
04/26/24	04/26/24	05/19/24		DEPOSIT	\$ 100.00		CK# 704	4/26/2024

Let me know if you have any questions or require any additional Information

#### Thank you.

I will be out of the office MON 5/6/24 thru THUR 5/9/24 and THUR 6/13/24 thru FRI 6/14/24

Please email me or leave a detailed message at 904-770-4661 with the following information: NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. 1 will respond at my earliest opportantly. Any messages left on the office phone will not be heard until 1 return to the office; repeat your name and number revice. Messages left on voice email will be heard, however, only emergencies will be addressed until 1 return to the office. 1 am typically not on property over the weekends. Since my time on property is divided between two Districts, appointments are recommended.

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

Governmental Management Services

#### www.OakLeafResidents.com

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

From: Oakleaf Venues venuerentals@oakleafresidents.com Subject: MVCDD refund of deposit request - ALVERIA LOVETT

Date: May 28, 2024 at 8:18 PM

To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



#### Good evening, Todd,

Please make the following refund at your earliest opportunity:

REFUND FROM MVCDD – for the following venue.

LOCATION – PO PATIO (SATURDAY) 3:30 P.M. to 7:30 P.M.

DATE OF VENUE – MAY 25, 2024

RESIDENT – ALVERIA LOVETT

ADDRESS – 573 OAKLEAF PLANTATION PKWY #121, ORANGE PARK, FL 32065-3591

AMOUNT OF REFUND - \$100.00

BOOKING FEE/DEPOSIT was via MC(8755):

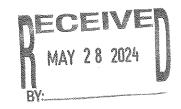
DATED: 5/2/24

SEQ#: 4

SEQ#: 4 BATCH#: 988

INVOICE#: 4 APPROVAL CODE: 032129

AMOUNT: \$100.00



PAYMENT DATI	ESETTLEMENT D	ATEEVENT	DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASHCREDIT CARD
05/02/24	05/02/24	05/25/24	ALVE	RIA LOVETT - PO PATIO DEPOSIT	DEPOSIT	\$ 100.00	8755	MC-032129

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

I will be out of the office MON 5/6/24 thru THUR 5/9/24 and THUR 6/13/24 thru FRI 6/14/24

I will be office, repeat your name and number twice. Messages left on voice email will be heard, however, only emergencies will be addressed until I return to the office. I am typically not on property over the weekends. Since my time on property is divided between two Districts, appointments are recommended.

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

Governmental Management Services

#### www.OakLeatResidents.com

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

From: Oakleaf Venues venuerentals@oakleafresidents.com Subject: MVCDD refund of deposit request - CANDYCE CURRY - NR

Date: May 28, 2024 at 6:03 PM

To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



#### Good afternoon, Todd,

Please make the following refund at your earliest opportunity:

REFUND FROM MVCDD – for the following venue.
LOCATION – GRAND BANQUET (FRIDAY) 12:00 P.M. to 12:00 A.M.
DATE OF VENUE – MAY 24, 2024
RESIDENT – CANDYCE CURRY
ADDRESS – 338 MANGROVE MANOR DRIVE, APOLLO BEACH, FL 33572 - (she moved)

ADDRESS - 339 MANGROVE MANOR DRIVE AMOUNT OF REFUND - \$500.00 BOOKING FEE/DEPOSIT was via VISA (0780): • GRAND BANQUET: • DATED: 12/19/23 • SEQ #: 2 • BATCH #: 905

INVOICE#: 2 APPROVAL CODE: 09347D AMOUNT: \$500.00



PAYMENT DATE	SETTLEMENT D	ATEEVENT	DATE DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH CREDIT CARD
12/19/23	12/19/23	05/24/24	CANDYCE CURRY - GB DEPOSIT	DEPOSIT \$	500.00	0780	VISA-09347D

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

#### Thank you.

I will be out or me office and no stage at 904-770-464 with the following information: NAME, CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED. DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity. Any messages left on the office phone will not be board until I return to the office, repeat your name and number twice. Messages left on which office is my typically not on property over the weekends. Since my time on property is divided between two Districts, appointments are recommended. I will be out of the office MON 5%-24 thru TIRDR 5/9/24 and THUR 6/13/24 thru FRI 6/14/24

Wanda McReynolds - Community Amenity Coordinator, OakLeaf Plantation venuerenlals@oakleafresidents.com (904) 770-4661 voice email (904) 375-9285 ext. 3 www.oakleafresidents.com

Governmental Management Services

#### www.Oakl.eafResidents.com

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

From: Oakleaf Venues venuerentals@oakleafresidents.com

Subject: MVCDD refund of deposit request - COURTNEY McINTYRE - NR

Date: May 28, 2024 at 8:03 PM

To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



#### Good evening, Todd.

Please make the following refund at your earliest opportunity:

- REFUND FROM MVCDD for the following venue.

  LOCATION GRAND BANQUET (SATURDAY) 11:00 A.M. to 11:00 P.M.

  DATE OF VENUE MAY 18, 2024

  RESIDENT COURTNEY MCINTYRE

  ADDRESS 8094 KILKELLY LANE, JACKSONVILLE, FL 32244-6254

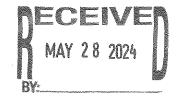
  AMOUNT OF REFUND \$700.00 GB DEPOSIT OF \$500.00 + GL DEPOSIT OF \$200.00

  BOOKING FEE/DEPOSIT was via VISA (6752):
  - - GRAND BANQUET:
    - DATED: 2/9/24 SEQ #: 6 BATCH #: 930

    - INVOICE#: 7 APPROVAL CODE: 00960B
    - AMOUNT: \$500.00
    - GRAND LAWN: DATED: 2/9/24 SEQ #: 7

    - BATCH #: 930 INVOICE#: 8

    - APPROVAL CODE: 009993 AMOUNT: \$200.00



PAYMENT DAT	ESETTLEMENT	DATEEVENT	DATE	DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASHCREDIT CARD
02/09/24	02/09/24	05/18/24	COURT	INEY MOINTYRE - GB DEPOSIT	DEPOSIT	\$ 500.00	6752	VISA-00960B
02/09/24	02/09/24	05/18/24	COURT	TNEY MOINTYRE - GL DEPOSIT	DEPOSIT	\$ 200.00	6752	VISA-009993

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

I will be out of the office MON 5/6/24 thru THUR 5/9/24 and THUR 6/13/24 thru FRI 6/14/24

I will be out of the office MON 20024 firm 11tUN 20024 fi

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

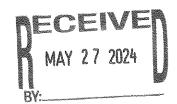
Governmental Management Services

#### www.OakLeafResidents.com

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

# Middle Village COMMUNITY DEVELOPMENT DISTRICT

### **Rec Fund**



### **Check Request**

Date	Amount	Authorized By						
May 27, 2024	\$1,800.00	Oksana Kuzmuk						
Payable to:								
Double Branch CDD #72								
Date Check Needed:  ASAP  Budget Category:  002-320-57200-34510								
	Intended Use of Funds Requested							
3/15/	24-3/28/24 Reimb for Security	Services						
A to the second								
		Acceptance of the second of th						
	111111111111111111111111111111111111111							
(Attach suppor	ting documentation for request)							

# Middle Village COMMUNITY DEVELOPMENT DISTRICT

### **Rec Fund**



### **Check Request**

Date	Date Amount						
May 27, 2024	\$1,650.00	Oksana Kuzmuk					
Payable to:							
Double Branch CDD #72							
Date Check Needed:	Budget Catego	ry:					
ASAP	002-320-572	00-34510					
	ntended Use of Funds Requeste	d:					
	L LOUIS A						
3/29/	24-4/11/24 Reimb for Security	Services					
		44.44.04.04.04.04.04.04.04.04.04.04.04.0					
(A44 m.d	tion dominantation for request)						
(Attach suppor	ting documentation for request.)						

### Governmental Management Services, LLC

1001 Bradford Way Kingston, TN 37763

### Invoice

Invoice #: 2332 Invoice Date: 5/28/24

Due Date: 5/28/24

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 5/23/24		594.00	594.00
RECEIVED MAY 28 2024			

Total	\$594.00
Payments/Credits	\$0.00
Balance Due	\$594.00

# Middle Village CDD

# Breakdown of Revenues 5,24,24

Deposit Date	Lessons	GMS 90%	Middle Village CDD 10%
5.24.24	\$ 660.00	\$ 594.00	\$ 66.00
Subtotal	\$ 660,00	\$ 594.00	\$ 66.00
Date	Ball/Racquet/Machine Rentals	GMS 20%	Middle Village CDD 80%
		\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -
Date	Miscellaneous	GMS 50%	Middle Village CDD 50%
5.24.24		\$ -	\$ -
Subtotal		\$ -	\$ -
Date	League Fees Fundraiser	G <b>M</b> S 0%	Middle Village CDD 100%
5.24.24	·		\$
Subtotal	\$0	\$0	\$ -
Total Revenues	\$ 660.00	\$ 594.00	\$ 66.00

From: Oakleaf Venues venuerentals@oakleafresidents.com Subject: MVCDD refund of deposit request - JULIENE CHARLES

Date: May 28, 2024 at 8:11 PM

To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



### Good evening, Todd,

Please make the following refund at your earliest opportunity:

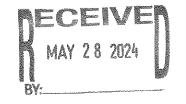
- REFUND FROM MVCDD for the following venue.
   LOCATION GRAND BANQUET (SATURDAY) 3:00 P.M. to 11:00 P.M.
   DATE OF VENUE MAY 25, 2024

  - RESIDENT JULIENE CHARLES ADDRESS 3855 CHASING FALLS ROAD, ORANGE PARK, FL 32065

  - AMOUNT OF REFUND \$500.00 BOOKING FEE/DEPOSIT was via MC(2004)
    - GRAND BANQUET:

    - DATED: 3/5/24 SEQ #: 2 BATCH #: 940

    - INVOICE#: 2 APPROVAL CODE: 04056M
    - AMOUNT: \$500.00



PAYMENT DAT	ESETTLEMENT (	DATEEVENT DAT	E DESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASHCREDIT CARD
03/05/24	03/05/24	05/25/24 JUL	IENE CHARLES - GB DEPOSIT	DEPOSIT \$	500.00	2004	MC-04056M

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

#### Thank you.

I will be out of the office MON 5/6/24 thru THUR 5/9/24 and THUR 6/13/24 thru FRI 6/14/24

Please email me or leave a detailed message at 994-779-4661 with the following information: NAME CONTACT NUMBER, ADDRESS, TYPE OF EVENT, NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity. Any messages left on the office phone will not be heard until I return to the office, repeat your name and number twice. Messages left on voice entail will be heard, however, only emergencies will be addressed until I return to the office. I am typically not on properly over the weekends. Since my time on property is divided between two Districts, appointments are recommended.

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

Governmental Management Services

#### www.OakLeatResidents.com

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

### Riverside Management Services, Inc.

475 West Town Place Sulte 114 St. Augustine, FL 32092

### Invoice

Invoice #: 345

Invoice Date: 5/23/2024

Due Date: 5/23/2024

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 - May 2024		2,812.50	2,812.50
MAY 23 2024  BY:			
Juny Lanhit 5-23-24			

Total	\$2,812.50		
Payments/Credits	\$0.00		
Balance Due	\$2,812.50		

### Riverside Management Services, Inc. 9855 Forith Mining Bivd. Building 300. Suite 305. Jacksonville. Fl. 32257

### Service Detail

Bill To: Middle Village CDD invoice Date: 5/21/24

Due Date: Upon Receipt

Amount Due: S 2,812.50

Description Amount

5/10/24 Pressure washed the exterior of the 9 2,812.50

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

amenity center

TOTAL AMOUNT DUE:

\$ 2,812.50

Should you have any questions, please contact Jerry Lambert @ (904) 268-7667 or jlambert@msnf.com

Remit Payment

From: Oakleaf Venues venuerentals@oakleafresidents.com Subject: MVCDD refund of deposit request - TIFFANY ZIEGLER

Date: May 28, 2024 at 8:27 PM

To: Todd Polvere tpolvere@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com Cc: Marilee Giles mgiles@gmsnf.com, Alison Mossing amossing@gmstnn.com



### Good evening, Todd,

Please make the following refund at your earliest opportunity:

- REFUND FROM MVCDD for the following venue.
   LOCATION PO PATIO (SATURDAY) 10:00 A.M. to 2:00 P.M.
   DATE OF VENUE MAY 25, 2024

  - RESIDENT TIFFANY ZIEGLER
  - ADDRESS 3862 CHASING FALLS ROAD, ORANGE PARK, FL 32065
  - AMOUNT OF REFUND \$100.00
  - MANON OF REPUND \$100,00
     BOOKING FEE/DEPOSIT was via CHECK drawn on NAVY FEDERAL:
     DATED: 4/29/24
     CHECK#: 169
     DEPOSITED: 1/30/24

    - AMOUNT: 100.00

DEG-	
MAY 28 2024	
	Nage of
34:	

PAYMENT DATE	SETTLEMENT	DATEEVENT	DATE D	ESCRIPTION	HOURS	AMOUNT	ELEC.	CHECK/CASH	CREDIT CARD
04/29/24	04/30/24	05/25/24	TIFFANY ZIEGLE	R - PO PATIO DEPOSIT	DEPOSIT	\$ 100.00		CK# 169	

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

#### Thank you.

I will be out of the office MON 5/6/24 thru THUR 5/9/24 and THUR 6/13/24 thru FRI 6/14/24

Please email me or leave a detailed message at 904-770-4661 with the following information. NAME. CONTACT NUMBER, ADDRESS, TYPE OF EVENT. NUMBER OF PARTICIPANTS EXPECTED, DATE OF PREFERENCE and EMAIL ADDRESS. I will respond at my earliest opportunity. Any messages left on the office phone will not be heard until I return to the office; repeat your name and number twice. Messages left on voice email will be heard, however, only emergencies will be addressed until I return to the office. I am typically not on property over the weekends. Since my time on property is divided between two Districts, appointments are recommended.

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

Governmental Management Services

### www.OakLeafResidents.com

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

AP300R *** CHECK DATES 05/01/2024 - 05/31/2024 *** MIDDLI BANK (	OUNTS PAYABLE PREPAID/COMPUTER CHECK LE VILLAGE-CAPITAL RESERVE C CAPITAL RESERVE	REGISTER RUN	6/01/24	PAGE 1
CHECK VEND#INVOICEEXPENSED TO DATE DATE INVOICE YRMO DPT ACCT# SUB	VENDOR NAME ST SUBCLASS	ATUS		CHECK AMOUNT #
5/10/24 00073 4/16/24 938548 202404 600-53800-64000 MAX ROLL - SHIPPING ERG	00 RC WIPING PRODUCTS	*	705.00	705.00 000666
5/10/24 00009 4/16/24 2316 202403 600-53800-64000 MAR REPAIR/REPLACEMENTS  GOT  5/10/24 00009 4/16/24 2315 202404 600-53800-64000		* 9		 9,141.08 000667
MAINTENANCE SUPPLIES	,,,	* 1	,409.10	
5/10/24 00039 4/11/24 04112024 202404 600-53800-64000 LIFEGUARD SUPPLIES	00	*	409.08	
5/10/24 00050 4/12/24 15063 202404 600-53800-64000 TENNIS AREA LEVELING		* 2	,925.00	
5/16/24 00054 5/09/24 80407797 202405 600-53800-64000		* 1	,061.75	
5/24/24 00074 4/10/24 22679491 202404 600-53800-64000 LIFEGUARDING	00	*	506.00	
5/24/24 00074 4/17/24 22681260 202404 600-53800-64000 LIFEGUARDING		*	184.00	
5/24/24 00041 4/25/24 TCE15889 202404 600-53800-64000 DOOR OPERATOR/CONTROL BOX	00 DASTAL ELEVATOR SERVICE CORP	* 2	,675.00	2,675.00 000674
5/24/24 00069 5/22/24 05222024 202405 600-53800-64000 SWIM LEAGUE FEES	RST COAST SUMMER SWIM LEAGUE	* 2	,875.00	2,875.00 000675
	TOTAL FOR BANK C	21		

MVIL MIDDLE VILLAGE OKUZMUK

21,891.01

TOTAL FOR REGISTER



19 Bennett Street • Lynn, MA 01905 1-800-225-9473 (WIPE) 781-593-4000 • Fax 781-593-4020 email: erc@ercwipe.com • www.ercwipe.com

Invoice Number	Page
938548	1
4/16/202	24

Bill-To #: 29121
OAKLEAF PLANTATION
370 OAKLEAF VILLAGE PARKWAY
ORANGE PARK, FL 32065

Ship-To #:
OAKLEAF PLANTATION
370 OAKLEAF VILLAGE PARKWAY
ORANGE PARK, FL 32065

Order No.	Customer P/O	Ship Via	Terms	Sales Rep
868730	MIDDLE BRANCH	ESTES EXPRESS-EXC	NET 30	SHOPPING CART

Item	Description	บ/พ_	Order	Ship	в/о	Net Price	Extended
EW3000MAX	MAX ROLL	CSE	10	10		57.5000	575.00
	Fracking/Pro #:0748099408		***				
	*****	1	1 1			**	
			Y WITHI			*	- Cura-
The same of the sa	A DECEMBER OF SECURITY OF SECU		LL MAJO	1	•	*	
	* VISA		1	I	VER 	*	
		T	N EXPRE	1 '	   Dav	*	
YAM Maria	() 7 2024 * PLEASE * -WE AL	I	1	1		*	
	* PLEASE		3	DQC 500 000 000	1	*	
10V		1	RMATION			*	
DE a communicación de	********		*****	*****	*****	4.5.5	
Code	to:						
Midd	le Village Repa	ir a	nd I	kepl	ace	ment	S
34-6(	0-538-64000		Liverage	a constant		- California de la Cali	
R/	GS • TOWEL	S	• P.	APE	ŧR V	VIPE	RS
	Thank You	For	Your	Busi	ress		
FINANCES CHARGES	OF 1.5% PER MONTH (18% PER ANNUM)	AT			S	ub Total:	575.00

FINANCES CHARGES OF 1.5% PER MONTH (18% PER ANNUM) WILL BE CHARGED ON INVOICES OVER 30 DAYS

ALL FEES AND EXPENSES INVOLVED IN THE COLLECTION OF PAST DUE ACCOUNTS OR BAD CHECKS WILL BE PAID BY THE CUSTOMER





Lynn MA 01905	Balance:	705.00
Please Remit To: 19 Bennett St	Deposits:	.00
DUE DATE: 5/16/2024	Shipping:	130.00
	Sales Tax:	.00
AT	Sub Total:	5/5.00

### Governmental Management Services, LLC

1001 Bradford Way Kingston, TN 37763

### Invoice

Invoice #: 2316 Invoice Date: 4/16/24

Due Date: 4/16/24

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, 2024		27,574.71	27,574.71
Code to:			
-Middle Village Facility Maintenance			
<del>2.320.572.466 - (\$4,833.33)</del>			
Middle Village Facility Maint. Contingency			
<del>-2.330.572.622 (\$416.67)</del>			
Middle Village Common Area Maint			
<del>2.320.572.46500 - (\$5,833.33)</del>			
_Middle Village Lighting repairs >			
<del>-2.320.572.??? -</del> (\$825.00)			
Middle Village Tennis Court Maint	Total		07 F7 1 74
<del>2.330.572.344 - (\$6.525.00)</del>	Total	<b>4</b>	27,574.71
L.OOD.OFE. JAHLE (AND MENTER)	Payments	/Credits	\$0.00
Middle Village Repair and Replacements	Balance D	ue 4	27,574.71
34.600.538.64000 - (\$9,141.08)		\$	9,141.08

### MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT MAINTENANCE BILLABLE HOURS FOR THE MONTH OF MARCH 2024

<u>Date</u>	Hours	Employee	Description
3/1/24	8	T.C.	Worked on spray feature, repair and change out netting
3/1/24	8	B.G.	Prepping shutters to be painted at tower slide
3/1/24	3.05	C.W.	Sanded slide wet and dry sand made it smooth, shock vac the paint chips
3/1/24	8	A.J.	Paint prep, repair childproof mesh
3/1/24	4	E.W,	Removed debris from all common areas
3/1/24	3.13	J.S.	Additional court maintenance
3/1/24	3.25	J.M.	Additional court maintenance
3/2/24	3.03	J.M.	Additional court maintenance
3/4/24	8	B.G.	Spray painting shutter at the tower slide
3/4/24	В	J.K.	Pressure wash slide tower and clean out, vacuum pool splash zone, clean up pool deck
3/4/24	7	C.W.	Moved clay from shop to tennis, cleaned shop and helped with heavy trash bags, tightened toilet seat
3/4/24	8	A.J.	Clean, prep, paint floors in restroom
3/4/24	3.83	E.W.	Removed debris from all common areas
3/4/24	2.95	J.S.	Additional court maintenance
3/4/24	4.33	J.M.	Additional court maintenance
3/5/24	3	T.C.	Fixed ladies breezeway bathroom tollet, changed spout, installed new soap dispenser in ladies
	_		breezeway bathroom, picked up supplies
3/5/24	8	B.G.	Spray painting shutters, gates, ralling and fence
3/5/24	7.8	J.K.	Pressure wash white fence on pool deck and started bricks
3/5/24	4	C.W.	Added pallet and put more clay, moved old pallets to pallet stack and organized them, pulled all painters tape
3/5/24	8	A.J.	Paint pool area
3/5/24	4	E.W.	Removed debris from all common areas
3/5/24	6.22	J.S.	Additional court maintenance
3/5/24	3.02	J.M.	Additional court maintenance
3/6/24	8	T.C.	Painted splash ground pool and pool deck buildings
3/6/24	8	B.G.	Painting shutter borders, cutting wood for bottom of post
3/6/24	5.63	J.K. A.J.	Pressure wash bricks on pool deck and peaks of the two buildings
3/6/24	6.07	E.W.	Finished painting and touch up pool house Removed debris from all common areas
3/6/24 3/6/24	3.93 3.03	J.S.	Additional court maintenance
3/6/24	3.9	J.M.	Additional court maintenance
3/7/24	8	B.G.	Cutting new wood for the slide pillars
3/7/24	8	J.K.	Paint blue on splash pool and tape
3/7/24	4	C.W.	Painted splash pool blue
3/7/24	8	A.J.	Prep and paint louvers on pool house
3/7/24	2.49	E.W.	Removed debris from all common areas
3/7/24	5	J.S.	Additional court maintenance
3/7/24	3.07	J.M.	Additional court maintenance
3/8/24	5	T.C,	Finished prepping for pool opening and cleaning up around pool decks, tube locks
3/8/24	8	B.G.	installing new wood for the slide pillars and painting it
3/8/24	4	J.K.	Clean out guard shack and clean up pool deck, pressure wash tables for pool deck, pressure wash slide for park
3/8/24	8	C.W.	Worked on pools, cleaned lifeguard shack, cleaned pools skimming and with hammerhead both big and splash,
			moved pallets, moved chairs off pool deck
3/8/24	2	A.J.	Prep for pool opening
3/8/24	3.78	E.W.	Removed debris from all common areas
3/8/24	3.27	J.S.	Additional court maintenance
3/8/24	2.98	J.M.	Additional court maintenance
3/9/24	5.03	J.M.	Additional court maintenance
3/11/24	4	T.C.	Working on gate locks
3/11/24	8	B.G.	Pressure washed lion fountain and six park benches, moved chairs from shop to landscaper yard, painted benches
			from lion fountain, swapped tables and chairs off pool deck to shop
3/11/24	8	C.W.	Pressure washed lion fountain and six park benches, moved chairs from shop to yard, painted benches, swapped
			tables and chairs off pool deck, moved old tables and chairs to shop
3/11/24	3.37	E.W.	Removed debris from all common areas
3/11/24	3.18	J.S.	Additional court maintenance
3/11/24	3.57	J.M.	Additional court maintenance
3/12/24	2	B.G.	Unclogged toilet at the men's bathroom at lifeguard shack, fixing damage gate lock
3/12/24	4	E.W.	Removed debris from all common areas

### MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT MAINTENANCE BILLABLE HOURS FOR THE MONTH OF MARCH 2024

<u>Date</u>	Hours	Employee	<u>Description</u>
3/12/24	5.12	J.S.	Additional court maintenance
3/12/24	3	J.M.	Additional court maintenance
3/13/24	8	B.G.	Removing old faded signs from the pool area, adjusting emergency exit doors
3/13/24	3.04	E.W.	Removed debris from all common areas
3/13/24	3.05	J.S.	Additional court maintenance
3/13/24	3.48	J.M.	Additional court maintenance
3/14/24	5	T.C.	Fixed safety switch on broken golf cart, set up CDD meeting
3/14/24	8	B,G,	Moved all scrap wood from maintenance shop to landscaper yard, disposed of old paint buckets, rearranged paints, stacked good wood to a better locations, rearrange all tools, clean up the shop
3/14/24	3.43	J.K.	Clean up dumpsters, acetone and chlorine wash benches by fountain
3/14/24	3	C.W.	Cleaned dumpster area, cleaned benches, blew leaves and debris off sidewalk at fitness center
3/14/24	3.6	E.W.	Removed debris from all common areas
3/14/24	5.1	J.S.	Additional court maintenance
3/14/24	3.02	J.M.	Additional court maintenance
3/15/24	8	B.G.	Installed a additional plate for the emergency door lock, rearranged all scrap from outside maintenance shop, blew leaves from shop driveway
3/15/24	4.04	E.W.	Removed debris from all common areas
3/15/24	8.73	J.S.	Additional court maintenance
3/15/24	3	J.M.	Additional court maintenance
3/16/24	2.5	J.M.	Additional court maintenance
3/18/24	2.3	E.W.	Removed debris from all common areas
3/18/24	3.78	J.S.	Additional court maintenance
3/18/24	2.98	J.M.	Additional court maintenance
3/19/24	4	T,C.	Painted spray feature, picked up supplies
3/19/24	7.88	J.K.	Paint splash pool blue on top and water play ground
3/19/24	7.88	C.W.	Paint spiash pool blue on bottom and cut in
3/19/24	3.83	E.W.	Removed debris from all common areas
3/19/24	5.4	J.S.	Additional court maintenance
3/19/24	3	J.M.	Additional court maintenance
3/20/24	8	T.C.	Painted spray feature
3/20/24	3,92	B.G.	Painting water park
3/20/24	3.18	J.K.	Paint red on splash pool Paint touch up blue and yellow roof on splash pool
3/20/24	8 4	E.W.	Removed debris from all common areas
3/20/24		J.S.	Additional court maintenance
3/20/24	3.03 3.07	J.M.	Additional court maintenance
3/20/24 3/21/24	4	T.C.	Painted on spray feature, picked up supplies
3/21/24	8	B.G.	Pressure washing roof at lifeguard shack, painting the from of shack building, painting at pool
3/21/24	7.93	J.K.	Touching up and finishing blue on top splash pool, pressure wash peak/roof of guard shack, painted around
3/2/1/24	7.00	<b>4</b> 77.4.	top shutter guard shack
3/21/24	8	C.W.	Touching up blue on splash pool, pressure wash peak/roof, paint white
3/21/24	4	E.W.	Removed debris from all common areas
3/21/24	5.12	J.S.	Additional court maintenance
3/21/24	3.65	J.M.	Additional court maintenance
3/22/24	2	T.C.	Clean and organized shop, picked up supplies
3/22/24	8	B.G.	Empty trash receptacles, installing eye hooks to all gate doors, installing lock plate to the gate door at the event center
3/22/24	7.5	J.K.	Put latches on gates, cleaned up piles of roots and sticks in tennis
3/22/24	4	E.W.	Removed debris from all common areas
3/22/24	2.98	J.S.	Additional court maintenance
3/22/24	3	J.M.	Additional court maintenance
3/23/24	2,78	J.M.	Additional court maintenance
3/25/24	6	T.C.	Repair lock on date, painting pool pavilion, picked up supplies
3/25/24	8	B.G.	Painting sidewall at entry fitness center, installing piece of tence by the emergency door exit, replacing old
	-		dog signs and no smoking signs
3/25/24	6	J.K.	Clean off roof at tennis and clean out gutters
3/25/24	3,9	E.W.	Removed debris from all common areas
3/25/24	3.02	J.S.	Additional court maintenance
3/25/24	3.02	J.M.	Additional court maintenance

### MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT MAINTENANCE BILLABLE HOURS FOR THE MONTH OF MARCH 2024

<u>Date</u>	<u>Hours</u>	Employee	Description
3/26/24	8	T.C.	Recovering tom patio chairs
3/26/24	8	B,G,	Replacing fabric on fifteen beach chairs, cleaned all frames
3/26/24	8	J.K.	Pulled out all broken pool chairs, replaced bottoms on broken chairs
3/26/24	7.9	C.W.	Cut bushes and tree limbs, started digging three foot hole by fifteen inches wide
3/26/24	4	E.W.	Removed debris from all common areas
3/26/24	6.07	J.S.	Additional court maintenance
3/26/24	3	J.M.	Additional court maintenance
3/27/24	8	T.C.	Recovering tom patio chairs, picked up supplies
3/27/24	8	B.G.	Replacing fabric on beach chairs
3/27/24	7.75	J.K.	Replaced more bottoms from broken chairs/faded color, replaced some of the faded ripped tops
3/27/24	7.73	c.w.	Started digging out trench eighteen inches deep have to dig out roots
3/27/24	4	E.W.	Removed debris from all common areas
3/27/24	3.35	J.S.	Additional court maintenance
3/27/24	3	J.M.	Additional court maintenance
3/28/24	6	T.C.	Recovering tom patic chairs, dug hole and trench for light pole
3/28/24	8	B.G.	Replacing fabric on chairs
3/28/24	8	J.K.	Replacing tops on pool chairs
3/28/24	8	C.W.	Cutting out roots and digging to eighteen inch and get all mud with shop vac
3/28/24	3.35	E.W.	Removed debris from all common areas
3/28/24	5.25	J.S.	Additional court maintenance
3/28/24	2.98	J.M.	Additional court maintenance
3/29/24	7.63	J.K.	Taking up fence digging, fixing up where pavers are going
3/29/24	3.65	c.W.	Removed debris from all common areas
3/29/24	3.05	J.S.	Additional court maintenance
3/29/24	3.22	J.M.	Additional court maintenance
3/30/24	2,5	J.M.	Additional court maintenance
TOTAL	688.6		
MILES	69	• !	*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0,445

### Governmental Management Services, LLC

1001 Bradford Way Kingston, TN 37763

### Invoice

Invoice #: 2315

Invoice Date: 4/16/24 Due Date: 4/16/24

Case:

P.O. Number:

### Bill To:

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

Description	Hours/Qty	Rate	Amount
Maintenance Supplies		1,409.10	1,409.10
Code to:			
Middle Village Repair and	Replac	emer	ts
34-600-538-64000			
MAY U.7. 2024			
	Total		\$1,409.10
	Paymen	ts/Credits	\$0.00
	Balance	Due	\$1,409.10

### MAINTENANCE BILLABLE PURCHASES

### Period Ending 4/05/24

DISTRICT	DATE	SUPPLIES	PRICE EMPLOYEE
MIDOLE VILLAGE	or to	Plate Man. Piles	2.28 T.C.
OAKLEAF	3/5/24 3/6/24	Plain Wax Ring BLK Nitrile Gloves 20pk	5.11 T.C.
	3/5/24	BLK Gloss Spray Paint (3)	34.43 T.C.
	3/6/24	Rust Remover Spray	7.41 J.S. 17.24 J.S.
	3/6/24 3/6/24	Rust Remover Bath Bondo Resin	17.24 J.S. 18.39 J.S.
	3/8/24	Stop Rust White	3.15 J.S.
	3/7/24	tot Paint Bucket (2)	5.01 J.S.
	3/1/24 3/7/24	Stud Cover 12-10g Phone Spice Connectors	2,52 J.S. 3.73 J.S.
	3/7/24	Plastic Putty Spreader	2.86 J.S.
	3/7/24	5" Diebie 220 G Disc 25pk	11.49 T.C.
	3/1/24 3/7/24	3"x 18" BOG Sanding Belt 5" Diablo 80G Disc 25ok	8.31 T.C. 11.49 T.C.
	3/7/24	4x3/8* Shedless Knit 3pk	6.52 T.C.
	3/7/24	36MM Frog Taps	4.88 T.C.
	3/7/24 3/7/24	Microfiber Towel 12pk Pro Microfiber Towel 8pk	7,48 T.C. 7,48 T.C.
	3/7/24	BLK Nitrile Gloves 40pk	10.21 T.C.
	3/1/24	Duracel AA Batteries 12pk	11.43 T.C.
	3/7/24 3/7/24	Pelican Liners Alburpose Masking Paper	2.76 T.C. 2.86 T.C.
	3/7/24	BLK Gloss Spray Paint (2)	22.95 T.C.
	3/8/24	Hollow Braid Rope 50' (2)	22,36 J.S.
	3/8/24	Hollow Braid Rope 100'	25.83 J.S. 9.19 T.C.
	3/8/24 3/8/24	Terry Towels 10pk PB Plaster	4.01 T.C.
	3/11/24	20th Veloro Strips	13.79 J.S.
	3/11/24	Maxblue 3" Tabs	91.43 T.C.
	3/13/24 3/13/24	Maxfit Pivot Holder Steel Screw Extractor	6.31 T.C. 1.89 T.C.
	3/13/24	Screw Extractor Set	6.66 T.C.
	3/13/24	Universal Joint 3/8" Drive	5.74 T.C.
	3/13/24 3/18/24	6" Longnose Locking Pliers Lattice	8.61 T,C. 28.73 T.C.
	3/16/24	ZEP Purple Degreaser	27.01 T.C.
	3/18/24	Compact Staple Gun	14.94 T.C.
	3/18/24 3/18/24	PW Hose 25' 3200PSt BLK Nitrillo Gloves 40pk	17.24 T.G. 12.64 T.C.
	3/18/24	1/2" Staples 625pk	2.29 T.C.
	3/18/24	Keys	11.42 T.C.
	3/19/24 3/19/24	Lattice (2) Set Your Dwn Combo Locks 1-1/2*	57.45 T.C. 21.15 T.C.
	3/19/24	13/18/26W Vert LED	17.22 T.C.
	3/21/24	1 Qt All Purpose Mixing Containers	6.27 T.C.
	3/21/24	Frog Tape	13.17 T.C. 5.49 T.C.
	3/21/24 3/21/24	Pelican Liners 3pk Carriage Bolt 1/4x2 50pc	5,49 T.C. 24,44 T.C.
	3/21/24	4x3/8" Shedless Knž 3pk	6.52 T.C.
	3/21/24	Trufuel 50:1	13.79 T.C.
	3/21/24 3/22/24	Flat Basic Brushes 5* 8 Hole Hook N Loop Pad	10.87 T.C. 12.54 T.C.
	3/22/24	Gate Leich	6.82 T.C.
	3/22/24	Deadboll Strike Bronze	10.10 T.C.
	3/22/24 3/25/24	6" Deco Gate Hook Eye Black (3) Gate Letch 2 Way	37.71 T.C. 80.42 J.S.
	3/25/24	Closed End Splice Connector 50pk	3.58 J,S.
	3/25/24	6in Decorative Gale Hook	37.71 J.S.
	3/25/24 3/25/24	Soffit Vent Stain 1280z	1.96 J.S. 52.88 T.C.
	3/25/24	Nylon Lock Nut 1/4-20 100pc	10.32 T.C.
	3/25/24	Hex Boil 1/4x3/4 (2)	0.37 T.C.
	3/25/24 3/25/24	Hex Nut 1/4 (2) Lock Washer 1/4 (2)	0.21 T.C. 0.41 T.C.
	3/25/24	Flat Washer 1/4 (4)	0.74 T.C.
	3/27/24	Bar Clamp 24x2-1/2 600lb	22.97 T.C.
	3/27/24 3/27/24	Set Your Own Combo Locks 1-1/2* 5 Gat Bucket	22.63 T.C. 5.15 T.C.
	3/29/24	Gas for Equipment	75.00 T.C.
	4/1/24	Maxblue 3" Tablets	28.74 J.S.
	4/1/24	1Qt Nox Container (3) Countersink Set	7.52 T,C. 15.74 T.C.
	4/1 <i>1</i> 24 4/1 <i>1</i> 24	Carbide Driff Bit Set	14.54 T.C.
	4/1/24	Carbide Tile/Stone Bit Set	14.66 T.C.
	4/2/24	1 1/2° Split Key Rings Jack Chains	2.27 J.S. 2.68 J.S.
	4/2/24 4/3/24	SS Cleaner and Polish	2.00 J.S. 10.33 T.C.
	4/3/24	Dawn Dish Soap (2)	7.98 T.C.
	4/3/24	15Qt Bucket	22,38 T.C.
	4/3/24 4/3/24	Clorox Lemongrass Disinfectant Spray Linen	7.26 T.C. 12.04 T.C.
	4/3/24	Microfiber Towel 8pk	7.46 T.C.
	4/3/24	Terry Towels 18pk	13.79 T.C.
	4/3/24 4/3/24	Pledge Lemon Windex Spray (2)	11.48 T.C. 8.28 T.C.
	4/3/24	Black Sharpie 12pk	15.49 T.C.
	4/4/24	Scaffold Platform with Wood	114,43 T.C.
	4/4/24 4/4/24	1Qt Nix Container (3)	7.62 T.C. 8.61 T.C.
	419124	BLK Nitria Gloves 20pk	
			TOTAL \$1,409.10

TOTAL \$1,409.10



Kiefer Aquatics The Lifeguard Store

903 Morrissey Drive Bloomington, IL 61701

P: (309) 451-5858 F: (309) 451-5959

### **Order Confirmation**

DATE

S.O. No.

04/11/2024

ORD001274450



Name / Address

Oakleaf Plantation Jay Soriano 370 Oakleaf Village Pkwy Orange Park, FL 32065 SHIP TO

GMS, LLC - Oak Leaf Plantation Jay Soriano 370 Oakleaf Village Pkwy Orange Park, FL 32065

Customer ID	)	P.O. No.	Terms	Rep	Order A	dministrator		Ship	Via
265527		JAY S APPROVED	NET 30	050	mkitzmiller			FEDEX_G	ROUND
Item			Descript	ion		Ordered	B/O	Price Each	Amount
LGSGTSRS	RISI	E GUARD TEE COLO	R: RED SIZE	E: SMALL		15		\$7.50	\$112.50
LGSGTSRM	RIS	E GUARD TEE COLO	R: RED SIZE	E: MEDIUM		5		\$7.50	\$37.50
LGSGTSRL	RIS	E GUARD TEE COLO	R: RED SIZI	E: LARGE		7		\$7.50	\$52.50
LGSGTSRXL	RISI	E GUARD TEE COLC	R: RED SIZE	: XLARGE		3		\$7.50	\$22.50
LGSGTSRXXL	RIS	E GUARD TEE COLO	R: RED SIZI	E: XXLARGE		2		\$7.50	\$15.00
LGS11GUR34	RISI 34	E GUARD POLY MB	BACK W/SHI	ELF BRA COLOF	R: RED SIZE:	6		\$35.00	\$210.00
LGS11GUR42	RIS 42	E GUARD POLY MB	BACK W/SHI	ELF BRA COLOF	R: RED SIZE:	2		\$35.00	\$70.00
LGS11GUR44	RIS 44	E GUARD POLY MB	BACK W/SHI	ELF BRA COLO	R: RED SIZE:	2		\$35.00	\$70.00
710AWLR	WA:	TERPARK GUARD H	IP PACK COI	OR: RED		14		\$7.84	\$109.76
120MM	RIS	E SOFT CASE POCK	ET MASK			13		\$7.25	\$94.25
Code	to	: Split 5	0/50						
Doub	le	Branch	Repa	ir/Rep	lacem	ent			
34.60	0.	53800.6	200				Sub	total	\$794.01
	J710001000010E00						Disc	ount	\$0.00

Middle Village Repair and Replacement phipping

34-600-538-64000

TEGETVE MAY 0.7 2024 ## \$0.00 Amount \$0.00 \$0.00 \$10 \$24.15 \$10.00 \$10 \$10.00 \$

\$409.08



### **Invoice**

Invoice #: 15063

Date: 03/13/24 Customer PO:

**DUE DATE: 04/12/2024** 

BILL TO

FROM

Oakleaf Tennis, Andy 845 Oakleaf Plantation Pkwy Orange Park, FL 32065 VerdeGo PO Box 789 Bunnell, FL 32110 Phone: 386-437-3122 www.verdego.com

DESCRIPTION

#14558 - Tennis area leveling

Provide Labor and equipment to lower area on North side of sidewalk in Tennis court area for pavers. Level and remove dirt/and debris.

Landscape Enhancement

\$2,925.00

**AMOUNT** 

Danascape Dinancement			
Disposal Fee (Other)	1.00	\$150.00	\$150.00
Irrigation Allowance (Kit)	1.00	\$125.00	\$125.00
sub: machine work (Sub)	1.00	\$2,650.00	\$2,650.00

**Invoice Notes:** 

Thank you for your business!

AMOUNT DUE THIS INVOICE

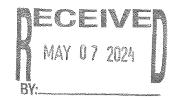
\$2,925.00

Please See Our Updated Remittance Information Remit to Address: VerdeGo Landscape PO Box 200341 Dallas, TX 75320-0341 ACH Account Information:
Bank Name: Wells Fargo Bank N.A.
Routing Number: 121000248
Account Number: 4945950657
Remittance Information:
AR@verdego.com

### Code to:

# Middle Village Repair and Replacements

34-600-538-64000





- My Account Number 846245 Currently Shopping As 845245 DOUBLE BRANCH Current Ship-To Address DOUBLE BRANCH 370 OAKLEAF VILLAGE PARKWAY ORANGE PARK, FL 32085
- Home
- Account
- Invoice History
- Invoice Detail

### Invoice Detail

Customer ID: 645245 Invoice Number: 804077972 Invoice Date: 5/9/2024 Order Number: 56192177 Purchasa Order: Lisa

Shipped To:

DOUBLE BRANCH 370 OAKLEAF VILLAGE PARKWAY

ORANGE PARK, FL 32065

Home Depot Pro Notes:

i\$7.95 Handling Charge

Delivery information for this invoice may be

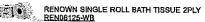
found at: www.HomeOepolPro.com/Institutional

#### Description I Item Number

RENOWN LNR 40X48 12MIC NAT REN14512-CA

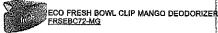


RENOWN LNR 40X48 .74MIL WHT REN24512-CA





RENOWN WAVE3D URNAL SCRN MAN



REN CONTROL RL TWL NAT WHT REN06133-WB



RENOWN GS MULTI-FOLD TOWEL NATURAL 9 1/182 REN08003-WB





PINE-SOL M/S CLNR 1440Z CL035418



ZURN HANDLE KIT B-50-A 835629 Old Ilem Number: 190181

Subtotal \$2,115.55 Shipping & Handling\$7.95 Tax \$9.00 Web Discount Invoice Total -\$0.00 \$2,123.50 Repair & Replacement

1320.572.63100

My Repair & Replacement

34.600.538.64000

Quantity Quantity Unit Ordered Shipped Price

\$61,07\$366,42

\$50.14\$300.84

\$68.04\$544.32

\$31.09\$186.54

\$38,87 \$233,22

\$79.39\$158.78

\$41.59\$83.18

\$5.03 \$45.27

\$19.54\$175.86

\$5.28 \$21.12

2

2

Back to Order History Save as PDF Print this page

Invoice Total\$2,123.50

\$1,061.75

Please split between both

DB 4 mil districts 50/50





\$2,123.50



Send Payment To:

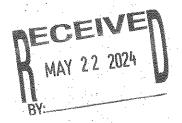
American Red Cross Training Services 25688 Network Place Chicago IL 60673-1256

i i je	(GEALL)
Invoice No:	22679491
Invoice Date:	04-10-2024
Customer Number:	P0041375
Org ID:	GMSLLCMIDDLE
Invoice Total:	\$506.00
Payment Terms:	NET 30
Due Date:	05-10-2024

GMS, LLC-MIDDLE VILLAGE CDD
ATTN:JAY SORIANO
370 OAKLEAF VILLAGE PKWY
ORANGE PARK FL 32065-4259

Want to help save lives Consider a New Year's resolution to give blood. Every two seconds, someone in the U.S. needs a blood transfusion - and one blood donation helps those in need.

ORDER	CESUMES DATE	DESCRIPTION	QUANTITY STUDENTNAME	TOTAL
O-0016908777	CLS-04743685 04-07-24	Lifeguarding-BL	11 Shannon Mullis	\$506.00
			Subtotal Payment	· · ·
			Sales Tax Invoice Total:	\$0.00



Thank you for supporting the American Red Cross! Visit us at www.redcross.org/TSBilling to learn how to read your invoice. For questions or to make a credit card payment, please call 888-284-0607. You may also email your questions to billing@redcross.org.

Hease detach this stud and include it with your pays



REMITTANCE STUB

Check enclosed \$\_\_\_\_\_

Customer Number: Org ID: Invoice No: Invoice Date: Amount Due: P0041375 GMSLLCMIDDLE 22679491 04-10-2024 \$506.00

> American Red Cross Training Services 25688 Network Place Chicago IL 60673-1256



### **Send Payment To:**

American Red Cross Training Services 25688 Network Place Chicago IL 60673-1256

GVAIL	
Invoice No:	22681260
Invoice Date:	04-17-2024
Customer Number:	P0041375
Org ID:	GMSLLCMIDDLE
Invoice Total:	\$184.00
Payment Terms:	NET 30
Due Date:	05-17-2024

**Training Services** 

GMS, LLC-MIDDLE VILLAGE CDD ATTN: JAY SORIANO 370 OAKLEAF VILLAGE PKWY ORANGE PARK FL 32065-4259 <u> Ֆիլթի (մակին) իրող Արիլի ՄԱՄ փորմ (Մերդաին)</u> թ

Want to help save lives Consider a New Year's resolution to give blood. Every two seconds, someone in the U.S. needs a blood transfusion - and one blood denation helps those in need.

CROER OFFERINGIE	DATE	J. J. PESCRIPTION	QUANTITY	INSTRUCTOR STUDENT NAME AND ADDRESS OF THE PROPERTY OF THE PRO	PERSONAL SESSION
O-0016919418 CLS-04719392	04-07-24	Lifeguarding-BL	4	Susan Raab	\$184.00
		NECEIVE		Subtotal Payment Sales Tax Invoice Total:	\$184.00 \$0.00 \$0.00 \$184.00

Code to:

## Middle Village Repair and Replacement

34.600.538.64000

Thank you for supporting the American Red Cross! Visit us at www.redcross.org/TSBilling to learn how to read your invoice. For questions or to make a credit card payment, please call 888-284-0607. You may also email your questions to billing@redcross.org.

American		REMITTANCE STUB
<b>Red Cross</b>		
	Gneck enclosed \$	
-t was \$1; sands was	D004427E	

Customer Number: Org ID: Invoice No: Invoice Date: Amount Due:

**GMSLLCMIDDLE** 22681260 04-17-2024 \$184.00

> American Red Cross **Training Services** 25688 Network Place Chicago IL 60673-1256

#### COASTAL ELEVATOR SERVICE CORP.

4801 Executive Park Court Suite 208 Jacksonville, FL 32216

CUSTOMER NO. DATE INVOICE NO. 601535 04/25/24 TCE15889001 AMOUNT DUE 2,675.00

INVOICE

PAYMENT DUE UPON RECEIPT

MAIL PAYMENT TO: Huddhalldaddlandalllandallandallandlandl

COASTAL ELEVATOR SERVICE CO P.O. BOX 730400

DALLAS 753730400

OAKLEAF PLANTATION

370 OAKLEAF VILLAGE PARKWAY

ORANGE PARK 320654259

ENCLOSE THIS COUPON WITH YOUR PAYMENT. MAKE CHECK PAYABLE TO: COASTAL ELEVATOR SERVICE CORP TO PAY YOUR INVOICES ONLINE, OR TO SET UP RECURRING PAYMENTS, PLEASE VISIT OUR PAYMENT PORTAL AT: HTTPS://OTIS.PAYINVOICEDIRECT.COM/

INVOICE

DETACH RETURN DOCUMENT ALONG PERFORATION

COASTAL ELEVATOR SERVICE CORP

\*\* INVOICE CHARGES \*\*

BUILDING REFERENCE OAKLEAF PLANTATION 845 OAKLEAF PLANTATION PK CUSTOMER NO. 601535

DATE 04/25/24 INVOICE NO. TCE15889001

ORANGE PARK

FL

32065 DATE OF SERVICE:

CALLER NAME: NICKI/PASS PROBLEM DESCRIPTION: EMERGENCY, ONLY ELEVATOR, 1

PASSENGER, STUCK ON FLOOR 1, TRAP TIME 7 MINUTES, PASSENGER WORKS IN BUILDING NO ONE ELSE IS ONSITE

04/13/24

WORK PERFORMED: TROUBLESHOOT CAR DOOR - DOOR CONTROL BOX

TECH DESCRIPTION: DOOR OPERATOR DEAD

MACHINE# : F60300

VEHICLE AND FUEL SURCHARGE: 225

STANDARD RATE :

CONTINUED ON NEXT PAGE

ANY QUESTIONS CONCERNING THIS INVOICE, CONTACT COASTAL ELEVATOR AT: (844-636-6847)

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

OVERDUE PAYMENTS SHALL BEAR AN INTEREST CHARGE OF THE OVERDUE AMOUNT CALCULATED FROM THE PAYMENT DUE DATE OF THE INVOICE AT THE RATE OF ONE AND ONE HALF PERCENT (1.5%) PER MONTH OR THE MAXIMUM RATE ALLOWED BY APPLICABLE LAW, WHICHEVER IS LESS. A PROCESSING FEE WILL BE APPLIED TO CREDIT CARD PAYMENTS.

### COASTAL ELEVATOR SERVICE CORP.

4801 Executive Park Court Suite 208 Jacksonville, FL 32216

DATE INVOICE NO. CUSTOMER NO. 04/25/24 TCE15889001 601535 AMOUNT DUE 2,675.00

INVOICE

PAYMENT DUE UPON RECEIPT

COASTAL ELEVATOR SERVICE CO P.O. BOX 730400

DALLAS 753730400

OAKLEAF PLANTATION 370 OAKLEAF VILLAGE PARKWAY

ORANGE PARK 320654259

TO PAY YOUR INVOICES ONLINE, OR TO SET UP RECURRING PAYMENTS, PLEASE VISIT OUR PAYMENT PORTAL AT:

MAKE CHECK PAYABLE TO: COASTAL ELEVATOR SERVICE CORP

INVOICE

ENCLOSE THIS COUPON WITH YOUR PAYMENT.

HTTPS://OTIS.PAYINVOICEDIRECT.COM/ DETACH RETURN DOCUMENT ALONG PERFORATION

COASTAL ELEVATOR SERVICE CORP \*\* INVOICE CHARGES \*\*

BUILDING REFERENCE

CUSTOMER NO. 601535

DATE 04/25/24 INVOICE NO. TCE15889001

2.5 HRS @ \$980.00/HR MECHANIC OVERTIME (2.0) = 245

Code to:

## Middle Village Repair and Replacement

34.600.538.64000

2,675.00 SUBTOTAL TAX .00 FREIGHT .00

TOTAL AMOUNT DUE

2,675.00

ANY QUESTIONS CONCERNING THIS INVOICE, CONTACT COASTAL ELEVATOR AT: (844-636-6847)

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

OVERDUE PAYMENTS SHALL BEAR AN INTEREST CHARGE OF THE OVERDUE AMOUNT CALCULATED FROM THE PAYMENT DUE DATE OF THE INVOICE AT THE RATE OF ONE AND ONE HALF PERCENT (1.5%) PER MONTH OR THE MAXIMUM RATE ALLOWED BY APPLICABLE LAW, WHICHEVER IS LESS. A PROCESSING FEE WILL BE APPLIED TO CREDIT CARD PAYMENTS.

### First Coast Summer Swim League - Invoice

Remittance to:

First Coast Summer Swim League, Inc.

Mailing address:

PO BOX 1623, Palatka, FL 32178

FEIN:

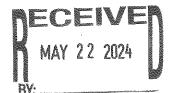
35-2796842

Club/Team: Oakleaf Orcas

Number of Participating Athletes: 115

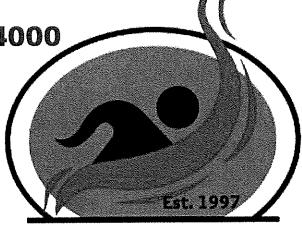
Dues: 115 x \$25.00 = \$2875.00

Code to:



Middle Village Repair and Replacement

34.600.538.64000



FIRST COAST SUMMER SWIM LEAGUE



### **RESOLUTION 2024-02**

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2024/2025 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors ("Board") of the Middle Village Community Development District ("District") prior to June 15, 2024, a proposed budget ("Proposed Budget") for the fiscal year beginning October 1, 2024 and ending September 30, 2025 ("Fiscal Year 2024/2025"); and

**WHEREAS**, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

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

- **1. PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2024/2025 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.
- **2. SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: August 19, 2024

HOUR: 6:00 p.m.

LOCATION: Plantation Oaks Amenity Center

845 Oakleaf Plantation Parkway Orange Park, Florida 32065

- **3.** TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT. The District Manager is hereby directed to submit a copy of the Proposed Budget to Clay County at least 60 days prior to the hearing set above.
- **4. POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post the approved Proposed Budget on the District's website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

- **5. PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.
- **6. SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.
  - 7. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 10TH DAY OF JUNE, 2024.

ATTEST:	MIDDLE VILLAGE COMMUNITY DEVELOPMENT DISTRICT
Secretary / Assistant Secretary	Chairperson / Vice Chairperson, Board of Supervisors

**Exhibit A:** Fiscal Year 2024/2025 Proposed Budget

# **Exhibit A**Fiscal Year 2024/2025 Proposed Budget

# Middle Village

Community Development District

Proposed Budget FY 2025

Presented by:



## **Table of Contents**

General Fund	1
General Fund Narratives	2-3
Recreation Fund	4
Recreation Fund Narratives	5-8
Debt Service Fund Series 2022/2018	9
Amortization Schedule 2022	10
Amortization Schedule 2018	11
Capital Reserve Fund	12
Reserve Study Funding Plan	13
Exhibit A	14
Assessments	15

### Middle Village

### **Community Development District**

### Proposed Budget General Fund

	Adopted Budget	Ac	tuals Thru	Pro	jected Next	Pro	jected Thru	]	Proposed Budget
Description	FY2024		4/30/24	Ę	Months	_	9/30/24		FY 2025
REVENUES:									
Special Assessments - On Roll	\$ 217,187	\$	213,082	\$	4,105	\$	217,187	\$	221,349
Interest income	2,000		667		300		967		1,000
Carry Forward Surplus	-		-		-		-		-
TOTAL REVENUES	\$ 219,187	\$	213,749	\$	4,405	\$	218,154	\$	222,349
EXPENDITURES:									
Administrative									
Supervisors Fees	\$ 12,000	\$	5,400	\$	5,000	\$	10,400	\$	12,000
FICA Expense	918		424		383		806		918
Travel per Diem	200		-		100		100		200
Engineering	7,000		483		6,518		7,000		7,000
Trustee Fee	19,000		15,000		-		15,000		15,000
Dissemination Agent	3,710		2,164		1,546		3,710		3,933
Assessment Roll Administration	8,003		8,003		-		8,003		8,483
Attorney	50,000		17,082		32,918		50,000		50,000
Arbitrage Rebate	600		-		700		700		700
Annual Audit	6,600		6,500		-		6,500		6,600
Management Fees	68,741		40,099		28,642		68,741		72,865
Information Technology	2,703		1,577		1,126		2,703		2,865
Telephone	300		160		140		300		300
Postage	600		364		236		600		600
Printing	2,000		272		1,729		2,000		2,000
Insurance General Liability	13,621		12,826		-		12,826		14,109
Legal Advertising	2,500		69		2,431		2,500		2,500
Other Current Charges	150		63		87		150		150
Office Supplies	200		5		195		200		200
Website Maintenance	2,385		1,391		994		2,385		2,528
Dues, Licenses & Subscriptions	175		175		-		175		175
Capital Reserve Funding	17,781		17,781		-		17,781		19,222
TOTAL ADMINISTRATIVE	\$ 219,187	\$	129,835	\$	82,745	\$	212,580	\$	222,349
TOTAL EXPENDITURES	\$ 219,187	\$	129,835	\$	82,745	\$	212,580	\$	222,349
Other Sources/(Uses)									
Interlocal Transfer In/(Out)	\$ -	\$	-	\$	-	\$	-	\$	-
TOTAL OTHER SOURCES/(USES)	\$ -	\$	-	\$	-	\$	-	\$	-
EXCESS REVENUES (EXPENDITURES)	\$ 0	\$	83,913	\$	(78,340)	\$	5,574	\$	0

### **Community Development District**

#### **Budget Narrative General Fund**

Fiscal Year 2025

#### **REVENUES**

#### Special Assessments-Tax Roll

The District will levy a Non-Ad Valorem assessment on all sold and platted parcels within the District in order to pay for the operating expenditures during the Fiscal Year.

#### Interest

The District earns interest on the monthly average collected balance for each of their investment accounts.

#### **Expenditures - Administrative**

#### **Supervisors Fees**

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated

\$200 per meeting in which they attend. The budgeted amount for the fiscal year is based on all supervisors attending 12 meetings.

#### **FICA Taxes**

Payroll taxes on Board of Supervisor's compensation. The budgeted amount for the fiscal year is calculated at 7.65% of the total Board of Supervisor's payroll expenditures.

#### Travel per Diem

These expenses represent supervisor's travel expenses to attend meetings.

#### **Engineering**

The District's engineering firm will be providing general engineering services to the District including attendance and preparation for monthly board meetings, review invoices, etc. England, Thims & Miller serves as the District's engineering firm.

#### **Trustee Fees**

The District 2018/2022 Bond Series trustee fees is based on the agreement between Hancock Bank and the District.

#### Dissemination Agent

The District is required by the Security and Exchange Commission to comply with Rule 15(c)(2)-12(b)(5), which relates to additional reporting requirements for un-rated bond issues.

#### Assessment Roll Administration

GMS SF, LLC provides assessment services for closing lot sales, assessment roll services with the local Tax Collector and financial advisory services.

#### Attorney

The District's legal counsel will be providing general legal services to the District including attendance and preparation for monthly meetings, review operating and maintenance contracts, etc. Kutak Rock LLP serves as the District's legal counsel.

#### Arbitrage Rebate

The District is required to annually have an arbitrage rebate calculation on the District's Series 2018/2002 Bonds. Grau & Associates serves as the District's independent certified public accounting firm to calculate the rebate liability and submit reports to the District.

### **Annual Audit**

The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting Firm. Grau & Associates currently serves as the District's Independent Auditor.

#### **Management Fees**

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services, LLC. The budgeted amount for the fiscal year is based on the contracted fees outlined in Exhibit "A" of the Management Agreement.

#### **Information Technology**

Represents costs related to the District's information systems, which include but are not limited to video conferencing services, cloud storage services and servers, security, accounting software, etc.

#### Telephone

New internet and Wi-Fi service for Office.

#### Postage

Actual postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence.

## **Community Development District**

### **Budget Narrative General Fund**

Fiscal Year 2025

### **Expenditures - Administrative (continued)**

#### **Printing**

Copies used in the preparation of agenda packages, required mailings, and other special projects.

#### **Insurance General Liability**

The District's General Liability & Public Officials Liability Insurance policy is with Florida Property Alliance Preferred (FPA). FPA specializes in providing insurance coverage to governmental agencies.

#### **Legal Advertising**

The District is required to advertise various notices for monthly Board meetings and other public hearings in a newspaper of general circulation.

#### **Other Current Charges**

This includes monthly bank charges and any other miscellaneous expenses that incur during the year.

#### Office Supplies

Supplies used in the preparation and binding of agenda packages, required mailings, and other special projects.

#### **Website Maintenance**

Represents the costs associated with monitoring and maintaining the District's website created in accordance with Chapter 189, Florida Statutes. These services include site performance assessments, security and firewall maintenance, updates, document

#### **Due, Licenses & Subscriptions**

The District is required to pay an annual fee to the Florida Department of Commerce for \$175.

#### Reserve

Established to maintain community service levels at present standards for fiscal year.

# Middle Village Community Development District Proposed Budget

**Recreation Fund** 

		Adopted Budget	A	ctuals Thru	Pr	ojected Next	Pro	ojected Thru	1	Proposed Budget
Description		FY2024		4/30/24		5 Months		9/30/24		FY 2025
•								· ·		
REVENUES:										
Special Assessments - Tax Roll	\$	1,975,385	\$	1,938,048	\$	37,337	\$	1,975,385	\$	2,159,600
Interest Income	•	5,000	-	10,066	•	3,500	•	13,566	•	5,000
Miscellaneous Revenue		3,000		-		1,500		1,500		1,000
Amenities Revenue		100,000		72,828		27,172		100,000		100,000
Cost Share Revenue-South Village		33,063		36,022		-		36,022		36,022
TOTAL REVENUES	\$	2,116,448	\$	2,056,965	\$	69,509	\$	2,126,474	\$ :	2,301,622
EXPENDITURES:										
Administrative										
Management Fees - On Site Staff	\$	336,461	\$	196,269	\$	140,192	\$	336,461	\$	356,649
Insurance		84,897		87,100		-		87,100		96,279
Other Current Charges		6,000		3,158		2,842		6,000		6,000
Permit Fees		1,650		-		1,650		1,650		1,650
TOTAL ADMINISTRATIVE	\$	429,008	\$	286,527	\$	144,684	\$	431,211	\$	460,578
Operations & Maintenance										
Common Area Maintenance										
Security	\$	136,335	\$	101,701	\$	34,634	\$	136,335	\$	136,335
Security Clay County Electric		44,627 20,000		20,994 8,116		23,633 11,884		44,627 20,000		47,304 20,000
Streetlighting		35,000		17,158		17,842		35,000		35,000
Irrigation Maintenance		5,000		9,781		5,000		14,781		5,000
Landscape Maintenance		524,770		298,960		225,810		524,770		557,230
Common Area Maintenance		70,000		37,111		32,889		70,000		80,000
Lake Maintenance		22,000		11,158		10,842		22,000		25,000
TOTAL COMMON AREA MAINTENANCE	\$	857,731	\$	504,978	\$	362,534	\$	867,512	\$	905,868
Recreation Facility										
Associated Charles	¢	176,000	¢	E0 204	d.	116.606	¢.	176,000	d.	100.000
Amenity Staff Janitorial	\$	176,000 58,300	\$	59,394 28,408	\$	116,606 29,892	\$	176,000 58,300	\$	190,000 59,500
Telephone		12,000		8,614		3,386		12,000		18,000
Electric		75,000		26,970		48,030		75,000		75,000
Water / Sewer		40,000		22,442		17,558		40,000		45,000
Gas/Heat (Pool)		20,000		10,276		9,724		20,000		20,000
Refuse Service		35,000		24,532		10,468		35,000		35,000
Pool Maintenance & Chemicals		38,000		27,608		10,392		38,000		43,000
Cable		8,000		4,367		3,633		8,000		8,000
Special Events		5,000		3,282		1,718		5,000		10,000
Office Supplies and Equipment		1,500		454 27.061		1,046		1,500		1,500
Facility Maintenance - General Facility Maintenance - Preventive Contracts		58,000 15,950		27,061 2,347		30,939 10,000		58,000 12,347		65,000 15,950
Facility Maintenance - Preventive Contracts Facility Maintenance - Contingency		5,000		2,347		2,503		5,000		7,500
Elevator Maintenance		10,000		479		9,521		10,000		10,000
Recreation Passes		4,000		1,624		2,376		4,000		4,000
Lighting Repairs		10,000		4,308		5,692		10,000		12,000
Tennis Court Maintenance		62,000		45,961		16,039		62,000		65,725
Capital Reserve		195,959		195,959				195,959		250,000
TOTAL RECREATION FACILITY	\$	829,709	\$	496,584	\$	329,522	\$	826,106	\$	935,175
TOTAL EXPENDITURES		2,116,448	\$	1,288,089	\$	836,740	\$	2,124,829	\$	2,301,621
EXCESS REVENUES (EXPENDITURES)	\$	-	\$	768,876	\$	(767,231)	\$	1,645	\$	0

### **Community Development District**

#### **Budget Narrative Recreation Fund**

Fiscal Year 2025

#### **REVENUES**

#### Special Assessments-Tax Roll

The District will levy a non ad-valorem special assessment on all assessable property within the District to fund all of the Recreational Operating Expenditures for the fiscal year.

#### Interest Income

The District will have funds invested in a money market fund with Hancock Bank. The amount is based upon the estimated balance invested throughout the year.

#### Miscellaneous Revenue

Any Revenues not mentioned above.

#### **Amenities Revenue**

- · Income received from resident/non-resident rental of Grand Banquet Room, Furniture and Grand Lawn.
- · Income from proceeds from access cards.
- · Income earned from the sales of vending items.
- · Income received from the non-resident user fee for the Recreation Facility.
- $\cdot\,$  Income received from tennis lessons, ball machine rental, and equipment repair.

#### Cost Share Revenue-South Village

 $The \ District \ has \ entered \ into \ a \ Cost \ Share \ Agreement \ with \ the \ South \ Village \ Community \ Development \ District \ to \ fund \ a \ portion \ of \ the \ Landscape \ Maintenance \ Cost \ of \ the \ District.$ 

#### **Expenditures - Administrative**

#### Management Fees - On Site Staff

The District has contracted with Governmental Management Services, LLC ("GMS") for the supervision and on-site management of the District's amenities. The responsibilities include management of District maintenance contracts, scheduling special events, management of District employees, rental of facilities, scheduling of special events, resident inquiries and other maintenance related items. The District shares the cost of a community manager, aquatics director, fitness center/access director, rental coordinator and administrative assistant with the Double Branch Community Development District.

#### Insurance

The District's Property Insurance policy is with Florida Property Alliance (FPA). FPA specializes in providing insurance coverage to governmental agencies.

#### Other Current Charges

 $This includes \ monthly \ bank \ charges \ and \ any \ other \ miscellaneous \ expenses \ that incur \ during \ the \ year.$ 

#### Permit Fee

Costs of various occupational licenses and pool permits.

Description	Annual
Competition Pool Permit	\$ 300
Lap Pool Permit	300
Spray Pool Permit	175
State Public Broadcast	 850
Total	\$ 1,625

#### Expenditures - Common Area Maintenance

#### Security

The District will have a contract with Allied Universal Security, a security company to provide Athletic Center and Common area security services and a roving guard.

Description	Monthly			Annual
Security Contract	\$	10,833	\$	130,000
Contingency/Extra Coverage		528		6,335
Total	\$	11,361	\$	136,335

#### **Security Clay County**

The District will contract with off-duty Clay County Officers 24 hours/week random patrols (cost split 50/50 with Double Branch).

## **Community Development District**

#### **Budget Narrative Recreation Fund**

Fiscal Year 2025

#### **Expenditures - Common Area Maintenance (continued)**

#### Electric

The cost of electricity provided by Clay Electric Cooperative, Inc. for signage lighting, entry feature lighting, landscape lighting, etc.

Account #	Description	Monthly	Annual
6082986	885 Misty Oak Drive	\$ 43	\$ 521
6144521	384 Oakleaf Plantation Blvd	108	1,299
6177042	726-1 Chestnut Chase Drive	55	658
6214282	707 Oak Leaf Plantation Pkwy	100	1,197
6411763	4222-1 Plantation Oaks Blvd	351	4,215
7131568	893-1 Cardinal Hills Street	43	519
7131600	508-1 Chestwood Chase Drive	44	533
7131634	3215-1 Live Oak Hollow Drive	46	555
7131642	1016-1 Oakleaf Plantation Parkway	45	535
7131691	1225-1 Deerview Lane	44	533
7138258	3786-1 Timberline Drive	44	531
7709488	711-1 Oak Leaf Plantation	74	890
7778707	4219-1 Planation Oaks Blvd	111	1,335
8339848	1097-1 Oakleaf Plantation U/G	52	621
8455321	713-1 Oakleaf Plantation Pkwy	59	708
8455347	573-2 Oakleaf Plantation Pkwy	141	1,694
	Contingency	 305	3,654
	Total	\$ 1,667	\$ 20,000

#### Streetlighting

The cost of roadway lighting provided by Clay Electric Cooperative, Inc.:

Account #	Description	Monthly	Annual
6301196	Westside of Brannanfield	\$ 2,809 \$	33,792
	Contingency	 101	1,208
	Total	\$ 2 910 \$	35 000

#### **Irrigation Maintenance**

Miscellaneous irrigation repairs and maintenance incurred by the district.

#### Landscape Maintenance

The District has contracted with Verdego to provide landscaping and irrigation maintenance services to all of the common areas within the District as well as the Amenity Center.

Description		Monthly	Annual		
Landscape Contract	\$	46,436	\$	557,230	

#### Common Area Maintenance

Represents the estimated day-to-day maintenance of the Districts common areas. Services include:

-Pressure washing of District fences, entrance signage and pillars, pool areas, tennis facilities, gazebos, amenity center, field house, parks, park equipment and sidewalks. The estimated annual amounts for these services are based upon contractor proposals.

The estimated cost for the following is based upon past history and current hourly rates:

- -All common area easements and park litter clean up
- -Storm sewer grate inspections and cleaning
- -Removal of unauthorized signage and maintenance of community signage
- -Traffic/car accident clean up
- -Inspections and repairs to all park equipment such as playground, picnic tables and benches.
- -Lake inspections and cleanup

#### Lake Maintenance

The District has contracted with The Lake Doctors to provide monthly water management services and annual carp as needed per the contract to the 13 lakes within the District. Contingency includes monthly lake inspections and clean-up of outfall structures and barriors

Description	Monthly			Annual
Lake Maintenance Contract	\$	1,917	\$	23,000
Contingency		167		2,000
Total	\$	2,083	\$	25,000

## **Community Development District**

## **Budget Narrative Recreation Fund**

Fiscal Year 2025

#### **Expenditures - Recreation Facility**

#### **Amenity Staff**

The District pays direct salaries for one front desk staff at the fitness center and to provide lifeguard services from District employees during pool operating season, Mid-March through October.

#### Ianitorial

The District has contracted with Riverside Management Services, LLC to provide janitorial services and scheduled carpets cleanings to the District. Janitorial services are being provided seven days a week and carpets will be cleaned 9xs a year unless otherwise needed. Supplies will be purchased directly from ERC Wiping Products and Supplyworks.

Description	Monthly			Annual
Janitorial Contract	\$	4,125	\$	49,500
Contingency		167		2,000
Supplies		667		8,000
Total	\$	4.958	\$	59.500

#### Telephone

The Amenity Center currently pays AT&T for 2 phone lines. The amounts are based upon the following:

Description	Monthly			Annual		
ATT Telephone Contract	\$	1,200	\$	14,400		
Contingency		300		3,600		
Total	\$	1.500	\$	18.000		

#### Electric

Cost of electric billed to the District by Clay Electric for the Amenity Center.

Account #	Description	Monthly	<b>Annual</b>
6301188	845 Oakleaf Plantation Pkwy	\$ 2,682	\$ 40,800
8353831	853 Oakleaf Plantation Pkwy (Pool)	1,803	28,200
	Contingency	 500	6,000
	Total	\$ 4 985	\$ 75 000

#### Water/Sewer

Cost of water and sewer service from JEA and Clay County Utility Authority for the Amenity Center.

Account #	Description	Monthly	Annual
94337379	845 Oakleaf Plantation - Water	\$ 414	\$ 4,968
94337379	845 Oakleaf Plantation - Sewer	790	9,480
514013067	845 Oakleaf Plantation - Pool	 225	2,700
	Total JEA	\$ 1,429	\$ 17,148
A00011541	3214-1 Tower Oaks Drive Rec	\$ 1,175	\$ 14,100
A00013767	701-1 Turkey Point Drive Rec	29	348
A00013768	878-1 Songbird Drive Rec	31	372
A00013769	738-1 Chestwood Chase Drive	31	372
A00014209	3214-2 Tower Oaks Drive Rec	26	312
A00016729	1089 Oakleaf Plantation Pkwy	328	3,936
A00016730	1092 Oakleaf Plantation Pkwy	136	1,632
A00016858	3713-1 Chasing Falls Rd Rec/Irrig	26	306
A00016856	533-1 Southwood Way Irrig	37	442
A00016857	533-2 Southwood Way Rec/Irrig	 86	1,032
	Total CCUA	\$ 1,904	\$ 22,852
	Contingency	 417	5,000
	Total Water/Sewer/Reclaim	\$ 3,750	\$ 45,000

#### Gas/Heat (Pool)

Cost of gas to heat the pool water during wintertime. The District uses Wilford Propane Gas as a gas supplier.

#### **Refuse Service**

The District receives Refuse removal service from Southland Waste Service for the Amenity Center. Two dumpsters during busy summer months (June-Aug).

### **Community Development District**

#### **Budget Narrative Recreation Fund**

Fiscal Year 2025

#### Expenditures - Recreation Facility (continued)

#### **Pool Maintenance & Chemicals**

The District currently has a contract with Poolsure to supply chemicals and chemical feeders for the Amenity Center pools. The District is contracted with RMS for the cleaning, water testing, and treatment of the Amenity Center pools. During summer months, district employees will help with basic poolside cleaning such as brushing, skimming, and tile cleaning. Additionally, GMS staff handles the annual maintenance projects on the pool and deck features. The amount is based upon the following:

Description	Monthly	Annual
Pool Maintenance/Chemicals	\$ 2,917	\$ 35,000
Contingency	 667	8,000
Total	\$ 3.583	\$ 43.000

#### Cable

The District currently uses Comcast for cable services.

Description	Mo	nthly	<b>Annual</b>
Tennis	\$	95	\$ 1,136
Fitness		572	6,864
Total	\$	667	\$ 8,000

#### **Special Events**

Monthly events and organized functions the Amenity Center Director provide for all residents of Oakleaf Plantation.

#### Office Supplies & Equipment

Office supplies for the Amenity Center.

#### **Facility Maintenance-General**

 $Represents\ estimated\ cost\ for\ general\ maintenance\ throughout\ the\ District\ based\ upon\ historical\ cost.$ 

#### **Facility Maintenance-Preventative Contracts**

Cost of routine repairs and maintenance.

#### **Facility Maintenance-Contingency**

Represents estimated amount based upon historical cost for fence repairs, graffiti clean-up, signage repairs, wall cap replacements and damaged park equipment.

## **Elevator Maintenance**

The District has a contract with Coastal Elevator Service for the maintenance of the Amenity Center Elevator as well as the annual state inspection.

Description	Monthly	Annual
Contract	\$ 725	\$ 8,700
Inspection	-	250
Contingency	 88	1,050
Total	\$ 813	\$ 10,000

### **Recreation Passes**

Entry cards are issued to all CDD residents for facility access. Recreation Passes include the cards, ribbon, cleaner, guest cards etc.

### Lighting Repairs

Represents costs for fixtures, bulb and ballast, replacement, and electrician labor based upon past history.

## Tennis Court Maintenance

Represents cost of clay replacement and installation (twice per year), irrigation and equipment repairs, drainage cleaning/repairs.

#### Capital Reserve

Money set aside for future replacements of capital related items and operating capital.

## **Community Development District**

## **Proposed Budget**

 $Debt\,Service\,Series\,2018A-2\ and\ 2022\ Special\,Assessment\,Refunding\,Bonds$ 

Description	Adopted Budget FY2024			Actuals Thru 4/30/24		Projected Next 5 Months		Projected Thru 9/30/24		Proposed Budget FY 2025
REVENUES:										
Special Assessments-On Roll Interest Earnings Carry Forward Surplus <sup>(1)</sup>	\$	1,772,220 10,000 317,123	\$	1,712,935 29,217 273,540	\$	28,420 10,000	\$	1,741,355 39,217 273,540	\$	1,772,172 10,000 296,093
TOTAL REVENUES	\$	2,099,343	\$	2,015,692	\$	38,420	\$	2,054,112	\$	2,078,265
EXPENDITURES:										
Series 2022										
Interest 11/1	\$	200,884	\$	200,884	\$	-	\$	200,884	\$	189,938
Interest 5/1		200,884		-		200,884		200,884		189,938
Principal 5/1		1,130,000		-		1,130,000		1,130,000		1,153,000
Series 2018A-2										
Interest 11/1		50,625		50,625		-		50,625		47,500
Interest 5/1		50,625		-		50,625		50,625		47,500
Principal 5/1		125,000		-		125,000		125,000		135,000
TOTAL EXPENDITURES	\$	1,758,019	\$	251,509	\$	1,506,509	\$	1,758,019	\$	1,762,876
Other Sources/(Uses)										
Interfund transfer In/(Out)	\$	-	\$	-	\$	-	\$	-	\$	-
TOTAL OTHER SOURCES/(USES)	\$	-	\$	-	\$		\$	-	\$	-
TOTAL EXPENDITURES	\$	1,758,019	\$	251,509	\$	1,506,509	\$	1,758,019	\$	1,762,876
EXCESS REVENUES (EXPENDITURES)	\$	341,324	\$	1,764,182	\$(	1,468,089)	\$	296,093	\$	315,389
(1) Carry Forward is Net of Reserve Requirement						Interest D	ue 1	· ·	\$	222,002

# Middle Village Community Development District

## AMORTIZATION SCHEDULE

## $Debt\,Service\,Series\,2\,0\,2\,2\,Special\,Assessment\,Refunding\,Bonds$

Period	Outstanding Balance		Coupons	Principal	Interest	Annual Debt Service
11/01/24	\$	14,396,000			\$ 189,938	\$ 1,532,876
05/01/25		14,396,000	2.0922%	1,153,000	189,938	
11/01/25		13,243,000			177,877	1,533,753
05/01/26		13,243,000	2.2215%	1,178,000	177,877	
11/01/26		12,065,000			164,792	1,534,584
05/01/27		12,065,000	2.3474%	1,205,000	164,792	
11/01/27		10,860,000			150,649	1,535,298
05/01/28		10,860,000	2.4631%	1,234,000	150,649	
11/01/28		9,626,000			135,452	1,535,903
05/01/29		9,626,000	2.5634%	1,265,000	135,452	
11/01/29		8,361,000			119,238	1,536,476
05/01/30		8,361,000	2.6548%	1,298,000	119,238	
11/01/30		7,063,000			102,008	1,537,017
05/01/31		7,063,000	2.7417%	1,333,000	102,008	
11/01/31		5,730,000			83,735	1,538,470
05/01/32		5,730,000	2.8224%	1,371,000	83,735	
11/01/32		4,359,000			64,387	1,539,775
05/01/33		4,359,000	2.8925%	1,411,000	64,387	
11/01/33		2,948,000			43,981	1,539,962
05/01/34		2,948,000	2.9549%	1,452,000	43,981	
11/01/34		1,496,000			22,528	1,541,057
05/01/35		1,496,000	3.0118%	1,496,000	22,528	
Total			\$	14,396,000	\$ 2,509,170	\$ 16,905,170

# Middle Village Community Development District

## AMORTIZATION SCHEDULE

## $Debt\,Service\,Series\,2\,0\,18A-2\,Special\,Assessment\,Refunding\,Bonds$

Period	(	Outstanding Balance	Coupons	Principal Interest		Α	nnual Debt Service	
11/01/24	\$	1,900,000	5.000%		\$	47,500	\$	47,500
05/01/25		1,900,000	5.000%	135,000		47,500		
11/01/25		1,765,000	5.000%			44,125		226,625
05/01/26		1,765,000	5.000%	140,000		44,125		
11/01/26		1,625,000	5.000%			40,625		224,750
05/01/27		1,625,000	5.000%	145,000		40,625		
11/01/27		1,480,000	5.000%			37,000		222,625
05/01/28		1,480,000	5.000%	155,000		37,000		
11/01/28		1,325,000	5.000%			33,125		225,125
05/01/29		1,325,000	5.000%	160,000		33,125		
11/01/29		1,165,000	5.000%			29,125		222,250
05/01/30		1,165,000	5.000%	170,000		29,125		
11/01/30		995,000	5.000%			24,875		224,000
05/01/31		995,000	5.000%	180,000		24,875		
11/01/31		815,000	5.000%			20,375		225,250
05/01/32		815,000	5.000%	190,000		20,375		
11/01/32		625,000	5.000%			15,625		226,000
05/01/33		625,000	5.000%	200,000		15,625		
11/01/33		425,000	5.000%			10,625		226,250
05/01/34		425,000	5.000%	205,000		10,625		
11/01/34		220,000	5.000%			5,500		221,125
05/01/35		220,000	5.000%	220,000		5,500		225,500
Total			\$	1,900,000	\$	617,000	\$	2,517,000

# Middle Village Community Development District

## **Proposed Budget** Capital Reserve Fund

Description	Adopted Budget FY2024		A	Actuals Thru		Projected Next		Projected Thru		Proposed Budget FY 2025	
REVENUES:				1,00,21		5 Months		2700721		112020	
Transfer In from General Fund Transfer In from Recreation Fund Interest Carry Forward Balance	\$	17,781 195,959 15,000 1,537,848	\$	17,781 195,959 20,870 1,224,558	\$	10,000	\$	17,781 195,959 30,870 1,224,558	\$	19,222 250,000 15,000 781,124	
TOTAL REVENUES	\$	1,766,588	\$	1,459,168	\$	10,000	\$	1,469,168	\$ :	1,065,346	
EXPENDITURES:  Capital Outlay  Repairs & Replacements	\$	688,044	\$	144,803	\$	543,241	\$	688,044	\$	250,000	
TOTAL EXPENDITURES	\$	688,044	\$	144,803	\$	543,241	\$	688,044	\$	250,000	
Other Sources/(Uses)											
Transfer in/(Out)	\$	-	\$	-	\$	-	\$	-	\$	-	
TOTAL OTHER SOURCES/(USES)	\$	-	\$	-	\$	-	\$	-	\$	-	
TOTAL EXPENDITURES	\$	688,044	\$	144,803	\$	543,241	\$	688,044	\$	250,000	
EXCESS REVENUES (EXPENDITURES)	\$	1,078,544	\$	1,314,365	\$	(533,241)	\$	781,124	\$	815,346	

## **Community Development District**

## **Reserve Study Funding Plan**

(Next 5 Years)

Fiscal Year	Beginning Balance	Add Funding	Add Interest	Less Expenditures	Ending Balance (budget)	Planned Balance (Study)	% of Planned	Replaceme nt Cost (Study)
2023	\$1,225,320	\$264,167	\$22,163	(\$279,759)	\$1,231,892	\$1,683,563	73%	\$3,193,245
2024	\$1,231,892	\$266,557	\$15,000	(\$688,044)	\$825,405	\$1,865,281	44%	\$3,384,839
2025	\$825,405	\$269,222	\$15,000	(\$250,000)	\$859,627	\$2,031,678	42%	\$3,554,081
2026	\$859,627	\$271,914	\$3,497	(\$322,311)	\$812,727	\$2,195,262	37%	\$3,696,244
2027	\$812,727	\$274,634	\$9,264	(\$48,047)	\$1,048,578	\$2,255,886	46%	\$3,807,132

## Community Development District Exhibit "A"

## **Allocation of Operating Reserve**

Allocation of Operating Reserves		
Estimated Funds Available		
General Fund - Beginning Fund Balance - 10/1/23	\$	188,617
Recreation Fund - Beginning Fund Balance - 10/1/23	Ψ	991,190
Estimated General Excess Revenues - Fiscal Year 2024		5,574
Estimated Recreation Excess Revenues- Fiscal Year 2024		1,645
Total Estimated Operating Funds Available - 9/30/2024	\$	1,187,025
Allocation of Funds Available		
General Fund Operating Reserve - First Quarter Operating Capital Recreation Fund Operating Reserve - First Quarter Operating Capital	\$	50,782 512,905
Total Reserve	\$	563,687
Total Working Capital Surplus	\$	623,338
Capital Reserve- Beginning Fund Balance - 10/1/23	\$	1,224,558
Projected Capital Excess Revenues - Fiscal Year 2024		-443,434
Total Estimated Reserve Funds Available - 9/30/24	\$	781,124
Capital Projects Reserve General Fund Reserve	\$	250,000 19,222
Total Funding FY 2024	\$	269,222
Total Estimate Reserve Fund Balances - 9/30/24		1,050,346

# Community Development District Non-Ad Valorem Assessments Comparison 2024-2025

Neighborhood	0&M	Recreatio n O&M	Bonds 2018/22 Units	Annual Maintenance Assessments							Annual Debt Assessments		
				FY 2025		FY 2025 FY 2024		Increase/ (decrease)		FY 2025	FY2024	Increase/ (decrease)	
				0&M	Rec Center	0&M	Rec Center						
Single Family	1,059	1,059	1,053	\$88.13	\$859.89	\$86.33	\$783.71	\$77.99	9.16%	\$851.86	\$851.86	\$0.00	
Multi Family	1,047	1,047	1,274	\$68.20	\$665.41	\$66.80	\$606.46	\$60.35	9.16%	\$609.16	\$609.16	\$0.00	
High Density MF	228	228	0	\$62.16	\$606.51	\$60.89	\$552.78	\$55.01	9.16%	\$0.00	\$0.00	\$0.00	
High Density MF&Aqutics	704	704	0	\$53.07	\$517.74	\$51.98	\$471.87	\$46.96	9.16%	\$0.00	\$0.00	\$0.00	
Commercial/Office	330,000	330,000	320,900	\$0.06	\$0.57	\$0.06	\$0.52	\$0.05	9.16%	\$0.66	\$0.66	\$0.00	
Total	333,038	333,038	323,227										







May 29, 2024

Courtney Hogge Governmental Management Services 475 West Town Place, Suite 114 St. Augustine, FL 32092 P: (865) 238-2622 chogge@gmsnf.com

Re: Proposal for Professional Engineering Services

Project Name: Middle Village CDD

Project No.: 24016.00

Dear Courtney:

Founded in 2005, **Matthews | DCCM** is the largest civil engineering firm based in St. Johns County, offering full-service civil and land development engineering services, roadway design, and landscape architecture throughout Northeast Florida. We proudly serve a wide range of public sector and private clients and have earned a solid reputation as a local leader for providing high-quality, innovative engineering solutions delivered timely and cost-effectively.

Staying true to our mission, Engineering Better Communities, our team takes an innovative approach to every project, creating thoughtful designs that balance functionality while preserving the often historic and ecosensitive quality of the communities we serve. Our engineers go beyond the rudimentary requirements of a job and intentionally seek ways to optimize a project's usability, convenience, and aesthetics while reducing environmental impact. From conception to completion, we partner closely with and work alongside our clients through each step of the process to successfully bring their vision to reality. Matthews | DCCM continues to receive national, state-wide, and local awards for being among "Best Places to Work" and a "Hot Firm" for growth.

We are pleased to offer you this proposal to provide professional engineering services for the Public Facilities Report for the Double Branch CDD (Project) located at located at 370 Oakleaf Village Parkway in Orange Park, Florida.

Matthews | DCCM proposes to furnish professional services as described in "Exhibit A, Scope of Work," and per "Exhibit B, General Terms & Conditions," which are attached hereto and made a binding part hereof by this reference, for an estimated fee of **3,500**, plus direct reimbursable expenses. If these terms are agreeable, please sign and return the attached "Exhibit C, Contract Agreement."

We appreciate your consideration of our firm to provide these important services. Do not hesitate to contact us if you have any questions. We look forward to partnering with you and having our dedicated team of industry experts help make your project a success.

Sincerely,

Matthews | DCCM

Alex Acree, PE

Vice President of Production

## EXHIBIT A SCOPE OF WORK

## II - Public Facilities Report

Every 7 years, Chapter 189.08 requires that each independent special district shall submit to each local general-purpose government in which it is located public facilities report and an annual notice of any changes. The public facilities report shall specify the following information:

- (a) A description of existing public facilities owned or operated by the special district, and each public facility that is operated by another entity, except a local general-purpose government, through a lease or other agreement with the special district. This description shall include the current capacity of the facility, the current demands placed upon it, and its location. This information shall be required in the initial report and updated every 7 years at least 12 months before the submission date of the evaluation and appraisal notification letter of the appropriate local government required by s. 163.3191. The department shall post a schedule on its website, based on the evaluation and appraisal notification schedule prepared pursuant to s. 163.3191 (5), for use by a special district to determine when its public facilities report and updates to that report are due to the local general-purpose governments in which the special district is located.
- (b) A description of each public facility the district is building, improving, or expanding, or is currently proposing to build, improve, or expand within at least the next 7 years, including any facilities that the district is assisting another entity, except a local general-purpose government, to build, improve, or expand through a lease or other agreement with the district. For each public facility identified, the report shall describe how the district currently proposes to finance the facility.
- (c) If the special district currently proposes to replace any facilities identified in paragraph (a) or paragraph (b) within the next 10 years, the date when such facility will be replaced.
- (d) The anticipated time the construction, improvement, or expansion of each facility will be completed.
- (e) The anticipated capacity of and demands on each public facility when completed. In the case of an improvement or expansion of a public facility, both the existing and anticipated capacity must be listed.

Fees for Public Facilities Report services will be billed on a time and materials (T&M) basis, with an initial estimated fee of \$3,500, and in accordance with Exhibit B, General Terms & Conditions, plus direct reimbursable expenses.



### **FEE SUMMARY**

The following list summarizes costs associated with work items as described in Exhibit A, Scope of Work.

I – Engineering Services (T&M)
II – Public Facilities Report \$ 3,500 (T&M)

Total Estimated Cost: \$ 3,500, plus direct reimbursable expenses

Matthews | DCCM will initiate services on this project immediately following receipt of the fully executed contract, included as Exhibit C, and the following additional data, which will be provided by the project client:

- a) Survey of the project site in state plane coordinates provided in AutoCAD format depicting boundary, topography, utility, tree inventory, and jurisdictional wetland lines.
- b) Survey must also note conversion factor to NGVD 29 datum.
- c) Topography must be correlated to the U.S. Geological Survey (USGS) NAVD88 datum for the site as well as for adjacent lands, including adjacent access roads, to reflect conditions that will affect the site design.
- d) Drawing file to include a minimum of two elevation benchmarks, and topographic surface (TIN) and/or point file.
- e) Tree inventory to include tree species, size (DBH) in a numbered and tabulated format.

Matthews | DCCM will assist in acquiring the above information if requested in writing. These services will be billed on a time and materials (T&M) basis in accordance with Exhibit B, General Terms & Conditions, plus direct reimbursable expenses.

Services or work items not specifically set forth in this proposal are excluded. Should additional scope be requested by the Project Client, a change order for the additional services will be negotiated, and a change order proposal outlining costs will be fully executed before the additional work shall commence.



General Terms & Conditions.

Proposal – 24016.00 May 29, 2024 Page 4

# EXHIBIT B GENERAL TERMS & CONDITIONS Revised: 08/22/2023

a) Scope of Work. The Scope of Work details the services Matthews | DCCM is agreeing to provide along with the associated costs for these services and assumes normal engineering and design services along with up to up to two submittals. Additional submittals, work performed outside the scope of services detailed in this proposal, or changes due to requests or revisions from the Client or any government agency will require a signed Change Order that defines the additional scope and billing terms PRIOR to the out-of-scope work commencing. Costs will be based on the current schedule of fees/rates or renegotiation of this Agreement to the satisfaction of both parties. Unless specifically noted otherwise, service fees proposed in this Agreement exclude costs for the following fees and work types, but are not limited to: all permit application and governing agency fees, consumptive use permitting, wetlands mitigation, threatened/endangered species studies, geotechnical studies, traffic studies, shared parking studies, landscape architecture, irrigation designs, site lighting, structural/MEP engineering, architecture, agency construction inspection and as-built reviews, impact and clearance sheet fees, construction

b) **Estimates.** The rates quoted in this proposal are good for 90 days. If a signed contract is not executed within this 90-day period, lump sum amounts will be revised, and time and material billing rates will change to reflect Matthews | DCCM's standard hourly rates in effect at the time the contract is signed and executed. Current billing rates are listed in bullet 'g' below. All billing rates are subject to change according to our annual billing rate increases. For lump sum contracts lasting more than a year, Matthews | DCCM reserves the right to adjust the lump sum contract amounts in accordance with the annual bill rate increase. Prior to any such rate changes, Matthews | DCCM will provide the Client with a 30-day notification of any rate changes.

stakeout, other inspection services, other subconsultant fees, and reimbursable items as outlined in

- c) **Documents**. All plans, drawings, reports, information, etc. prepared or assembled by Matthews | DCCM's data creator [Engineer] under this Contract are for the Client's use in completing scope of work identified for use on the Project. The Client further agrees that they shall not be made available to any individual or organization for any other use, or reuse by others, without the prior written approval of Matthews | DCCM.
- d) Compensation & Payments. The Client agrees to pay Matthews | DCCM the compensation for its services as described under Scope of Services of this Agreement, with hourly rates computed based upon the established billing rates. Billing occurs monthly and is based on documented project progress. Payments may be made by check, ACH deposit, or credit card (a 3.5% transaction fee is assessed for credit card payments). Payment is due upon receipt of the invoice. DELAYS IN MAKING PAYMENTS WILL CAUSE DEFINITE DELAYS IN PROJECTS BEING COMPLETED.
  - PAYMENTS NOT RECEIVED WITHIN 30 DAYS OF THE INVOICE DATE ARE CONSIDERED DELINQUENT AND ALL SUBMITTALS WILL BE PUT ON HOLD FOR THE CLIENT'S PROJECTS UNTIL FULL PAYMENT IS RECEIVED.
  - Interest at the rate of 1.5% per month (or 18% per annum) will be added to any unpaid balance
    after 30 days from the invoice date. All work will cease until full payment is received, and the
    project will be delayed with new milestone dates being reassigned once payment in full is received.
  - Delinquencies lasting more than 70 days will result in a Claim of Lien recorded against the property.



- Invoice balances aged over 90 days will incur a reinstatement fee of 15% of the total outstanding invoice balance. This reinstatement fee must be paid in full in addition to the full outstanding invoice balance in order for Matthews | DCCM to resume work on the project.
- Matthews | DCCM will stop all work and hold submittals in the case of a bounced check until a replacement check has cleared the bank.
- The Client will be responsible for payment of any legal, collection, application, and permitting fees.
   Clients are responsible for paying application and permit fees prior to Matthews | DCCM making submittals.
- Subcontractor services and fees paid by Matthews | DCCM on behalf of the client will include a 15% surcharge. Services performed by Project staff on a time and materials basis will be billed at the hourly rates listed herein.
- e) **Certification.** Represented by a signed or sealed statement of a professional landscape architect or engineer means that services performed were based upon his/her knowledge, information, and belief in accordance with commonly accepted procedures and applicable standards of practice but is not a guarantee or warranty.
- f) **Work Performed.** All plans, designs, and documents will be prepared consistent with normal professional standards of care but does not guarantee success, approval, or issuance of permits. Matthews | DCCM will not accept back charges on corrective action without written agreement of both parties.
- g) Billing Rates. Below are the current billing rates. Billing rates are revised annually.

Personnel Classification	Rate Range
PRINCIPAL/SENIOR LEADS	
Principal	\$365.00
VP	\$275.00 - \$300.00
Division Lead	\$260.00 - \$285.00
Program Manager	\$240.00 - \$265.00
SENIOR PROFESSIONAL	
Senior Professional Engineer	\$200.00-\$270.00
Senior Planner	\$210.00 - \$230.00
Senior Landscape Architect	\$220.00 - \$260.00
Senior Construction Inspector	\$195.00-\$210.00
PROFESSIONAL	
Professional Engineer	\$230.00 - \$240.00
Project Engineer	\$160.00-\$190.00
Planner	\$160.00-\$190.00
Landscape Architect	\$170.00 - \$190.00
Construction Inspector	\$170.00 - \$180.00
DESIGNER	
Senior CAD Designer and Senior Engineering Tech	\$180.00 - \$200.00
Senior Landscape Designer	\$180.00 - \$200.00
CAD Designer and Engineering Tech	\$130.00 - \$170.00



Proposal – 24016.00 May 29, 2024

Page 6

SUPPORT STAFF	
Controller	\$150.00 - \$200.00
Graphic Designer	\$100.00 - \$140.00
Senior Graphic Designer	\$140.00 - \$180.00
Project Administrator and Project Coordinator	\$95.00 - \$120.00
ARCHITECTURE	
Project Manager, Architect	\$200.00 - \$255.00
Project Architect	\$170.00 - \$190.00
Project Coordinator, Architect	\$140.00 - \$170.00
Intern Architect	\$115.00-\$140.00
CA, Architect	\$220.00 - \$240.00
Specifications Writer	\$220.00 - \$240.00
SURVEYING	
Project Director, Survey	\$215.00 - \$245.00
Senior Surveyor	\$170.00 - \$200.00
Senior GIS Enterprise Administrator	\$170.00 - \$200.00
Project Surveyor	\$155.00-\$185.00
Project GIS Developer, Survey	\$155.00-\$185.00
Staff Surveyor	\$135.00 - \$165.00
Staff GIS Analyst	\$135.00-\$165.00
Four Man Field Crew	\$215.00-\$245.00
Three Man Field Crew	\$195.00-\$215.00
Two Man Field Crew	\$170.00 - \$200.00
One Man Field Crew	\$150.00-\$180.00
One Man Crew (GPS/RTK)	\$200.00 - \$230.00
Two Man Crew (GPS/RTK)	\$215.00 - \$245.00
CADD Technician, Survey	\$115.00 - \$145.00
GIS Technician	\$115.00 - \$145.00
Field Technician, Survey	\$95.00 - \$125.00

- h) **Reimbursable/Direct Expenses.** Unless specifically stated, direct expenses will be billed in addition to our lump sum fees. Examples of expenses include, but are not limited to:
  - Mileage will be billed per current IRS rates.
  - Production costs will be billed at the following rates:
    - o Paper copies:
      - 8½"x11" B&W \$0.27 each
      - 8½"x11" Color \$0.50 each
      - 11"x17" B&W \$0.55 each
      - 11"x17" Color \$0.88 each
    - o Plots 24" x 36":
      - Black line plots \$2.20 each
      - Color plots \$55.00 each
      - Mylar \$44.00 each
    - o Binding: \$5.50 per book
    - o Foam Board Mounted Color Plots: \$71.50 each
    - o CD containing project data (i.e., CAD files, photographs, documents, etc.): \$13.20/each



The following will be billed at cost plus 15%:

- Travel and hotel expenses
- Shipping and delivery, including UPS shipping and courier services
- i) **Compliance.** All work will be performed in accordance with appropriate city, county, and state or other governmental regulations.
- j) **Transfer or Termination.** The Client or Matthews | DCCM may terminate this Agreement by notifying the other party in writing. Termination will become effective one (1) calendar day after receipt of the termination notice. Irrespective of which party shall initiate termination or the cause therefore, the Client shall, within thirty (30) calendar days of termination, remunerate Matthews | DCCM for services rendered and costs incurred, in accordance with Matthews | DCCM's prevailing fee schedule and expense reimbursement policy. Services shall include those rendered up to the time of termination, as well as any travel or demobilization costs associated with termination itself.
- k) Retainer. If a retainer is required, it will be kept for the duration of the Project and applied to the final invoice. Any remaining balance after applying the retainer will be refunded to the Client. At the completion of the Project, if no monies are remaining due in which to apply the retainer, Matthews | DCCM will refund the full retainer amount.
- l) Supplemental Owner's responsibilities Surveying Services.
  - If an owner / client elects to contract directly with the surveyor, it must be understood surveys directly affect the accuracy and quality of the engineering design. Therefore, Owners / Clients that choose to contract directly with the surveyor are responsible for the following:
  - Obtaining a detailed survey scope from Matthews | DCCM to provide to the surveyor that describes in detail what Matthews | DCCM requires of the surveyor in order to correctly complete the engineering services for the project.
  - Providing Matthews | DCCM with the surveyor's service agreement to review and approve prior to engagement of the surveyor to ensure the surveyor's service agreement includes the items outlined in the survey scope provided by Matthews | DCCM.
  - Agreeing work from Matthews | DCCM will not commence until a complete survey is provided to Matthews | DCCM.
  - Providing Matthews | DCCM the signed and sealed copies of the survey documents prior to the production of final construction plans.
  - Agreeing changes to the scope of design services may require additional survey information and deliverables resulting in modification to the scope of the survey, thus requiring the owner/client to contract with the surveyor for additional required services
  - Agreeing the schedule of completion for engineering design is directly affected by the receipt of the accurate and complete survey deliverables.
  - Alternatively; Agreeing if Matthews | DCCM is supplied with previously surveyed information, additional or updated survey information prior to commencement of engineering services may be required. The owner/client takes responsibility and liability for the supplied survey being a correct representation of the current existing conditions of the project site.
- m) **Liability.** Any claims made by the Client for losses, injuries, expenses, or damages shall not exceed the total fee of the project and shall include, but is not limited to, negligence, errors, omissions, strict liability, breach of contract, or breach of warranty.



n) **Terms Acceptance**. Regardless of if this proposal is signed, the verbal or written acceptance, approval, notice to proceed, or request for services performed by Matthews Design Group, LLC (Matthews | DCCM) constitutes acceptance of the prices and terms contained in this proposal and agreement to pay for services rendered by Matthews | DCCM.

PURSUANT TO FLORIDA STATUTES, SECTION 558.0035, AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.



## EXHIBIT C CONTRACT AGREEMENT

Upon acceptance, please sign, date, and return this Agreement to our office. We will return a fully executed copy of this Contract Agreement for your file, which will serve as Authorization to Proceed with services as outlined in Exhibit A, Scope of Work.

The undersigned have executed this Agreement on the day and year set forth below.

Alex R. Acree, F 7 Waldo Street St. Augustine, F 904.826.1334 Alex@MDGinc.	atthews   DCCM PE, Vice President of Production FL 32084	Date
Authorized Sigr	nature	Date
Courtney Hog	ge	
Name, Title		
On Behalf of	GMS-NF	
	Company/Client Name	
Billing Contact_	Courtney Hogge	
Billing Email Ad	chogge@gmsnf.com dress	
Additional Billir	ng Email Address (Copy to)chogge@	gmsnf.com
Billing Address	Billing Address	
	Address	
	City, State, zip Code	
D:II: DI N	City, State, Zip Code Phone No.	
Billing Phone N	0	
ARA/kb 24016asp1		



## **DocuSign**

## **Certificate Of Completion**

Envelope Id: 6CFF45579D144C77937D61C5D1240BA3

Subject: Proposal from Matthews | DCCM: 24016.00 - Middle Village CDD

Source Envelope:

Document Pages: 9 Signatures: 0
Certificate Pages: 5 Initials: 0

AutoNav: Enabled

Envelopeld Stamping: Enabled

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Sent

Envelope Originator: Matthews | DCCM PO Box 3126 PO Box 3126

St. Augustine, FL 32085 accounting@mdginc.com IP Address: 50.204.239.74

Sent: 5/29/2024 11:11:46 AM

Viewed: 5/29/2024 11:12:27 AM

### **Record Tracking**

Status: Original Holder: Matthews | DCCM

5/29/2024 10:56:49 AM accounting@mdginc.com

Signature

Location: DocuSign

**Timestamp** 

### **Signer Events**

Courtney Hogge chogge@gmsnf.com

**GMS-NF** 

Security Level: Email, Account Authentication

(None)

**Electronic Record and Signature Disclosure:** 

Accepted: 5/29/2024 11:12:27 AM ID: 7905bb90-6712-4971-980a-24ce8591e0ab

Alex Acree

accounting@mdginc.com

Security Level: Email, Account Authentication

(None)

## Electronic Record and Signature Disclosure:

Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp	
Editor Delivery Events	Status	Timestamp	
Agent Delivery Events	Status	Timestamp	
Intermediary Delivery Events	Status	Timestamp	
Certified Delivery Events	Status	Timestamp	
Carbon Copy Events	Status	Timestamp	
MDG project file saprojectfile@mdginc.com	COPIED	Sent: 5/29/2024 11:11:44 AM	
Security Level: Email, Account Authentication (None)			
Electronic Record and Signature Disclosure:			

COPIED

Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:

Accepted: 7/22/2021 7:44:29 AM

Not Offered via DocuSign

Alex Acree

alex@mdginc.com

ID: ea089f19-0c6b-4d97-9912-80c4150b891f

Sent: 5/29/2024 11:11:45 AM

Witness Events	Signature	Timestamp			
Notary Events	Signature	Timestamp			
Envelope Summary Events	Status	Timestamps			
Envelope Sent	Hashed/Encrypted	5/29/2024 11:11:44 AM			
Payment Events	Status	Timestamps			
Electronic Record and Signature Disclosure					

#### ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Matthews Design Group (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

## **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

## Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

## Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us

## All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

## **How to contact Matthews Design Group:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: danielle@mdginc.com

## To advise Matthews Design Group of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at danielle@mdginc.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

## To request paper copies from Matthews Design Group

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to danielle@mdginc.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

## To withdraw your consent with Matthews Design Group

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to danielle@mdginc.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

## Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <a href="https://support.docusign.com/guides/signer-guide-signing-system-requirements">https://support.docusign.com/guides/signer-guide-signing-system-requirements</a>.

## Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Matthews Design Group as described above, you consent to
  receive exclusively through electronic means all notices, disclosures, authorizations,
  acknowledgements, and other documents that are required to be provided or made
  available to you by Matthews Design Group during the course of your relationship with
  Matthews Design Group.





## Middle Village Community Development District (CDD)

845 Plantation Oaks Parkway, Orange Park, FL 32065 904-375-9285; manager@oakleafresidents.com

## Memorandum

Date: May 2024

To: Board of Supervisors

From: GMS – OakLeaf Operations Manager

## **Community:**

## **Special Events**

- o Report Dive- In movie at DB, School's Out party at the pools
- o Upcoming Dive- In movie at MV

## **Aquatics**

- Pools are on full operating schedule as of Memorial Day Weekend
- Oakleaf Recreational Swim Team largest on record- 2 home swim meets this year
- Weekend aqua aerobics at DB on Saturdays

## **Amenity Usage**

- Total Facilities Usage 6922
- Average daily usage –223

### Card counts:

MV Owners	49	
MV Renters	61	
MV Replacements	29	
MV Updated	4	

Total cards printed:290 (both districts)

### **Rentals**

- 13 of 31 days rented in May ,4 of 4 weekends rented
- 17 Grand Ballroom rentals, 5 Grand Lawn rental,4 Bridal Suite rentals ,10 patio rentals
- 38 tours (approx. 89 hours)/114 hours used for scheduling, administrative, etc.

## Middle Village Community Development District (CDD)

845 Plantation Oaks Parkway, Orange Park, FL 32065 904-375-9285; manager@oakleafresidents.com

### Memorandum

## **Operations: Open Items**

- Update on fencing/gate operating procedures
- Update of column work on Deerview
- Discussion of painting at Amenity Center quotes
- Discussion of purchase of "old" playground structure quotes

## **MAINTENANCE**

- Work on budgetary Item coordinate concerns for increases on recreation lines with District manager and District Accountant
- Touch up painting on Black Railings at Grand banquet
- Coordinate repairs of items at Fitness Center Arc Trainer motor ordered
- Replace cargo netting on Sprayground along with all hardware
- Pressure wash underside of Spray Ground fixture
- Coordinate prep work for tennis paver areas (enhancements)
- Finalize east patio subbase work for Pavers at Tennis area
- Inspect sidewalk areas for future repairs (cutting and grinding)
- Pressure wash pool deck areas throughout amenity center Pools
- Coordinate repairs to multiple tiles at Adult/Lap Pool
- Touch up painting on decorative street poles in neighborhood (ongoing)
- Repair multiple low paver spots
- Pressure wash gazebos at grand lawn walkway
- Pressure wash Tennis Building, and Tennis viewing area
- Move trashcans at Grand Lawn area
- Inspect Spayground for leaks need second inspection on specialty lines
- Inspect and Diagnose loose diving blocks at adult / lap pool
- 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 5/08 Forest Brook, Creekview, Oakpoint, and Timberlake completed 5/22

## **Landscaping**

Monthly report for May submitted and filed at Operations office

