

***MEADOW VIEW  
AT TWIN CREEKS***

*Community Development District*

*March 15, 2018*

# *Meadow View at Twin Creeks*

## *Community Development District*

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

*Phone: 904-940-5850 - Fax: 904-940-5899*

March 8, 2018

Board of Supervisors  
Meadow View at Twin Creeks  
Community Development District

Dear Board Members:

The Meadow View at Twin Creeks Community Development District meeting is scheduled for **Thursday, March 15, 2018 at 10:00 a.m.** at the offices of **Governmental Management Services, 475 West Town Place, Suite 114, St. Augustine, Florida 32092**. Following is the advance agenda for the meeting:

- I. Call to Order
- II. Public Comment
- III. Approval of Minutes of the February 15, 2018 Meeting
- IV. Consideration of Amenity Management Proposals
  - A. Evergreen Lifestyles Management
  - B. Riverside Management Services
  - C. Vesta Property Services
  - D. Melrose Lifestyle Services
- V. Assignment of the Partridge Welling Contract to the District
- VI. Ratification of Change Order No. 2 from Dicky Smith
- VII. Other Business
- VIII. Staff Reports
  - A. District Counsel
  - B. District Engineer – Consideration of Requisition Nos. 97-103
  - C. District Manager
- IX. Financial Reports
  - A. Balance Sheet & Income Statement
  - B. Consideration of Funding Request No. 23
- X. Supervisors' Requests and Audience Comments
- XI. Next Scheduled Meeting – April 19, 2018 at 10:00 a.m. at the offices of GMS
- XII. Adjournment

Enclosed for your review and approval is a copy of the minutes of the February 15, 2018 meeting.

The fourth order of business is consideration of amenity management proposals. Copies of the proposals as well as a summary of all of the proposals are enclosed for your review.

The fifth order of business is consideration of assignment of the Partridge Welling contract to the District. A copy of the assignment agreement is enclosed for your review and approval.

The sixth order of business is ratification of change order number two from Dicky Smith. A copy of the change order is enclosed for your review.

Enclosed under financial reports is the balance sheet and income statement and funding request number 23.

The balance of the agenda is routine in nature. Staff will present their reports at the meeting and additional support material, if any, will be presented and discussed at the meeting.

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (904) 940-5850.

Sincerely,

*James Oliver*

James Oliver

District Manager  
Meadow View at Twin Creeks  
Community Development District

## *AGENDA*



*Meadow View at Twin Creeks  
Community Development District  
Revised Agenda*

Thursday  
March 15, 2018  
10:00 a.m.

Governmental Management Services  
475 West Town Place  
St. Augustine, Florida 32092  
**Call In # 1-888-757-2790 Code 380298**  
[www.meadowviewattwincreeksbdd.com](http://www.meadowviewattwincreeksbdd.com)

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- IV. Consideration of Amenity Management Proposals
  - A. Evergreen Lifestyles Management
  - B. Riverside Management Services
  - C. Vesta Property Services
  - D. Melrose Lifestyle Services
- V. Assignment of the Partridge Welling Contract to the District
- VI. Other Business
- VII. Staff Reports
  - A. District Counsel
  - B. District Engineer
    - 1. Consideration of Requisition Nos. 97-113
    - 2. Consideration of Change Order No. 3 – Beacon Lake Amenity Center
    - 3. Consideration of Change Order No. 6 – Beacon Lake Phase 1
    - 4. Consideration of Change Order No. 7 – Beacon Lake Phase 1

5. Ratification of Change Order No. 2 – Beacon Lake Entrance

C. District Manager

VIII. Financial Reports

A. Balance Sheet & Income Statement

B. Consideration of Funding Request No. 23

IX. Supervisors' Requests and Audience Comments

X. Next Scheduled Meeting – April 19, 2018 at 10:00 a.m. at the offices of GMS

XI. Adjournment

## *MINUTES*

MINUTES OF MEETING  
MEADOW VIEW AT TWIN CREEKS COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Meadow View at Twin Creeks Community Development District was held on Thursday, February 15, 2018 at 10:00 a.m. at the offices of Governmental Management Services, 475 West Town Place, Suite 114, St. Augustine, Florida 32092.

Present and constituting a quorum were:

Bruce Parker	Chairman
Ben Bishop	Supervisor
Daniel Blanchard	Supervisor
Aaron Lyman	Supervisor

Also present were:

Jim Oliver	District Manager
Jere Earlywine	District Counsel (by phone)
Scott Lockwood	District Engineer
Ernesto Torres	GMS

The following is a summary of the discussions and actions taken at the February 15, 2018 meeting. A copy of the proceedings can be obtained by contacting the District Manager.

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Oliver called the meeting to order.

**SECOND ORDER OF BUSINESS**

**Public Comment**

There were no audience members in attendance.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the January 18, 2018 Meeting**

There were no comments on the minutes.

On MOTION by Mr. Blanchard seconded by Mr. Bishop with all in favor the minutes of the January 18, 2018 meeting were approved.

**FOURTH ORDER OF BUSINESS**

**Consideration of Quit Claim Deeds for  
Transfer of Properties to the CDD**

**A. Developer to CDD**

**B. HOA to CDD**

Mr. Earlywine stated as you all know we have our recorded plat now so what we're doing here is quit claiming over the property that needs to go to the CDD. We did one from the HOA as well because the plat language was unclear whether the HOA might have some rights so we quit claimed any interest either entity has so that we're sure the District will have those lots. There is a reservation of easement and the developer will still have the ability to come in and make improvements and do what they need to.

On MOTION by Mr. Bishop seconded by Mr. Blanchard with all in favor the quit claim deeds were approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Hughes Brothers Changes  
Orders Nos. 3-5**

Mr. Lockwood stated change order three is for Beacon Lake phase one regarding various items for the site work for the amenity center. Change order four is for sales trailer irrigation and other listed items. Change order five is for amenity center value engineering for civil work and some other minor items listed.

On MOTION by Mr. Lyman seconded by Mr. Parker with all in favor the Hughes Brothers change orders were approved.

**SIXTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

Mr. Earlywine stated we're still working on some amenity center rules and we should have those back for you at the next meeting.

**B. District Engineer**

**1. Consideration of Requisition Nos. 86-89 (A Bonds)**

Mr. Lockwood stated requisition number 86 is Ferguson Waterworks for \$1,400. Number 87 is for Universal Engineering Services. They did some work on retaining wall designs for \$4,500. Number 89 is for Dicky Smith's application payment for \$130,751.

**2. Ratification of Requisition No. 88**

Mr. Lockwood stated requisition 88 has been paid to Dicky Smith for payment application number four for the lake entrance in the amount of \$116,215.

**3. Consideration of Requisition Nos. 89-96 (B Bonds)**

Mr. Lockwood stated requisition 89B is for contractor payment application two. 90B is for the Hughes Brothers payment application 15 for phase one. Numbers 91 and 92 are to Basham & Lucas for design work. Numbers 93 through 96 are to ETM. The B bond requisitions total \$734,344.03.

The Board discussed the importance of having pay applications funded expeditiously. When necessary, Chairman or Vice Chairman can approve requisition processing with subsequent ratification by the Board at the next meeting. This will help ensure timely payments to vendors and contractors.

On MOTION by Mr. Bishop seconded by Mr. Parker with all in favor requisition numbers 86-89A and 89-96B were approved; requisition number was ratified.

**C. District Manager**

Mr. Oliver stated Blaz has received three proposals for management of the amenity center and I've provided him a spreadsheet showing him a comparison. They are reviewing that internally and we will bring something back to the Board in the near future. Mr. Parker requested a proposal be obtained from Vesta, also.

We will start the FY19 budget process soon so we will need to have some discussions on what you want the assessment levels to be.

**EIGHTH ORDER OF BUSINESS****Financial Reports****A. Balance Sheet & Income Statement**

Mr. Oliver stated there are no unusual variances.

**B. Consideration of Construction Funding Request No. 22**

Mr. Oliver stated funding request number 22 is in the amount of \$6,876.84

On MOTION by Mr. Parker seconded by Mr. Lyman with all in favor Funding Request No. 22 was approved.

**NINTH ORDER OF BUSINESS**

**Supervisors' Requests and Audience  
Comments**

There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – March 15, 2018  
at 10:00 a.m. at the Offices of GMS**

Mr. Oliver stated the next scheduled meeting is March 15, 2018 at 10:00 a.m.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Blanchard seconded by Mr. Parker with all  
in favor the meeting was adjourned.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman

## *FOURTH ORDER OF BUSINESS*



**Beacon Lakes  
Amenities Management Proposals**

Firms	Amenity Mgr (1)	Mgt Fee	Total Mgt	Lifeguards/Pool (2)	Local	Quality Clients (3)
Riverside Management Jacksonville	\$60,000.00	0	\$60,000	\$16	yes	yes
Evergreen Lifestyles M Jacksonville	\$55,250.00	\$15,600	\$70,850	\$12/\$13 + 30% = \$16.90	yes	yes
Melrose Lifestyle Servi Orlando	\$52,000.00	\$14,400	\$66,400	\$10/\$11 +30% = \$14.30	no	yes
Vesta Jacksonville	\$58,990	0	\$58,990	\$15.75	yes	yes

(1) 40 hour week/includes overhead

(2) Hourly cost for attendants at amenity center/pool deck/canoe launch

(3) Manages other communities with similarly high-end amenity centers

Equipment to be purchased or leased/installed

Fitness equipment

Kitchen appliances

Access control card system

Security camera/monitoring system

Furniture & fixtures (designer/decorator)

A/V equipment for media room

Pool deck furniture

Canoes & related equipment for canoe launch

Safety equipment to include automated defibrillator device, life vests, extinguishers, etc.

*A.*

January 12, 2018

The Meadow View at Twin Creeks Community Development District  
c/o Governmental Management Services, LLC  
Attn: James Oliver, District Manager  
475 W. Town Place, Suite 114  
St. Augustine, FL 32092

RE: RFP for Mgmt. Services of Amenity Center at Beacon Lake Residential Development, St Johns, FL

Dear Mr. Oliver,

Evergreen Lifestyles Management, LLC is pleased to submit its management proposal through this transmittal letter to Governmental Management Services in response to the above-referenced Request for Proposal (RFP) for Management Services of the Amenity Center at Beacon Lake Residential Development in St. Johns, Florida. Evergreen Lifestyles Management is a full-scale homeowner's association and facility management company headquartered in Jacksonville, Florida. We currently manage 90+ communities throughout the state of Florida (many of which are large scale master planned communities with wide-ranging amenities). We have extensive experience working with Governmental Management Services and various developer and builder clients in large master planned CDD run communities as the HOA and facility management group. A list of references can be provided upon request.

Our experience in these types of communities as well as our relationships with our developer, builder, and homeowner clients allow us to fully understand and appreciate the requirements under this RFP from both the governmental requirements associated with a community development district, to the importance of the community's amenities and their impact on homes sales, and finally the happiness and enjoy these facilities bring owners and their families living in the community.

Evergreen Lifestyle Management has successfully demonstrated that it is a trusted and reliable vendor and partner to our clients and we are tremendously proud of the impacts that we have made in each of our communities. We believe that our response and qualifications meet the requirements as called out in your RFP. Behind this letter you will find answers to your secondary questions as requested in your e-mail as well as a copy of our company information and our Beacon Lakes proposal and offering of services (services and pricing options can be found starting on page 24).

If there is further information needed or if you have questions about our proposal, please let me know and I would be happy to clarify or provide. My contact information is provided below. On behalf of Evergreen Lifestyles Management, thank you for giving us the opportunity to respond to this RFP and we look forward to hearing from you soon.

Sincerely,

Wesley F. Hunt, ESQ, LCAM, CMCA  
North Florida Regional Manager  
Evergreen Lifestyles Management  
(P) 904.955.0548  
(E) [Whunt@Evergreen-LM.com](mailto:Whunt@Evergreen-LM.com)

## ***Response to E-mail Questions***

Please find below Evergreen's answers to your request for additional information related to staffing and leasing of amenity center equipment.

### **1. Staffing Needs:**

- The staffing needs of your facility depend heavily on your overall vision of the amenity center and its intended uses. In all communities, the amenity center is designed for the use and enjoyment of all of the families living in the community and the continue evolution and upkeep up of the amenities is the number one long term priority of the community. However, at Evergreen, we also believe that the amenity center can be so much more. It is one of the best-selling tools for your community, the focal point of your entire development, and a meeting and show place for buyers, realtors, investors, residents, and builders. This is why we offer multiple options for staffing at our master planned facilities and we allow our clients to pick and choose positions depending on their vision and needs. These positions include:
  - o **Welcome Center / Lifestyle Director** – This position is designed to provide every visitor who stops at the amenity center that warm and welcoming feeling. The position's purpose is threefold: (1) Create an interactive and inviting atmosphere at the amenity center during peak business hours; (2) Develop and host resident events to create a feeling that the community and amenity center are alive with people and activities; and (3) Sell the community, amenities and Beacon Lake Lifestyle to prospective buyers by providing tours and information about the community and amenities. (This position does not sell or influence buyers to purchase from one builder or another. Their job is to hook the buyer on the community, amenities and lifestyle and then send them out into the community to visit with different builders and select their home.). This position usually works Tuesday through Saturday.
  - o **Facility Manager** – This position is similar to an onsite superintendent whose focus is the upkeep of the facilities, diagnosing amenity and common area needs and repairs, meeting with and soliciting proposals from vendors, attending board meetings to report on the state and needs of the facility or common areas, meeting with and managing all district hired vendors, responding to homeowner questions and concerns. This position usually works Monday through Friday.
  - o **Administrative Assistant / Facility Attendant** – This position is usually part-time and is used once the community has many closed homes. However, if our clients prefer the amenity center to be staffed 7 days a week, we will generally hire a part-time Administrative Assistant or Facility Attendant who acts a combination of the welcome center / lifestyle director and facility manager position two days a week. This position usually works on Sundays and Mondays.
  - o **Licensed Community Association Manager (LCAM)**. This position is used in our master planned communities when Evergreen manages either just the Homeowners Association or the Homeowners Association and the amenity facilities.

### **2. Leasing vs. Buying Athletic Equipment**

- In our experience, leasing the athletic equipment is more cost effective for a Developer when a community is first starting out and especially if the community is being built out over a long period of time (8+ years). The reason for this being that you can build the cost of the lease into your operating budget and spread it out over a number of years. As each home closes, they take on their portion of the lease cost. This also works in your favor 4 or 5 years down the road when half the community is yet to be built, but your gym equipment is starting to show signs of wear and tear. At that point, you can refresh the gym with updated or new equipment which will help keep the appeal of the amenity center for new buyers during the second half of development.

### **3. Leasing vs Buying Pool Furniture**

- We would recommend buying the pool furniture up front as quality pool furniture can last a decade or more if taken care of properly. We also work with companies across the state who can repair and strap pool furniture at a fraction of the cost of purchasing new pool furniture.

**4. Leasing vs. Buying Kayaks/Canoes**

- Our recommendation is that you purchase a handful of kayaks and canoes for the community and then provide storage for residents to store their own kayaks and canoes. We find that most people who enjoy kayaking and canoeing either own one or would purchase one if they had a place to store it close by where it is not taking up room in their garage. You could charge a nominal storage fee to cover the cost of locks or upkeep to the storage facility.

**5. Additional Information or Questions.**

- Please feel free to let us know if you have any other questions or concerns related to Beacon Lake development and the amenity facilities. We would also be happy to set up a meeting with you and your team to discuss any of the information provided in this RPF or other items that may come up. Thank you again for the opportunity!

Sincerely,

Wesley F. Hunt, ESQ, LCAM, CMCA  
North Florida Regional Manager  
Evergreen Lifestyles Management  
(P) 904.955.0548  
(E) [Whunt@Evergreen-LM.com](mailto:Whunt@Evergreen-LM.com)

# HOA & AMENITY MANAGEMENT

*Beacon Lake*

JANUARY 2018

YOUR COMMUNITY.

YOUR HOME.

YOUR EVERGREEN.

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# YOUR COMMUNITY. YOUR HOME. YOUR EVERGREEN.

*In today's society it is said that we have forsaken the village for the metropolis, turning our neighbors into strangers, and losing the word "community" from our lexicon. We see things differently...*

## HISTORY

When founding Evergreen Lifestyles Management, golf icon MG Orender set out to create a different kind of Management Company. "Golf is more than just a game, it's a lifestyle. There's nothing like stepping onto a well-kept course to play a round with good friends on a beautiful day. That's the feeling we want to promote in every community we manage." The result has been tremendous growth and satisfaction to both our company and the communities.

*"Golf is more than just a game, it's a lifestyle. There's nothing like stepping onto a well-kept course to play a round with good friends on a beautiful day. That's the feeling we want to promote in every community we manage."*

## CULTURE

Within Evergreen communities we strive to foster a culture where neighbors know one another, are comfortable helping each other out, and extending an invitation. In order to successfully achieve this end, we first demonstrate these community values within our own company. Through an extensive support system everyone who works for or with Evergreen is given the tools needed to achieve excellence.

## APPROACH

Communication is the key to any successful relationship. For us, this old adage rings true from our corporate offices in Jacksonville to the neighborhoods of every community we manage. By bringing together the latest technology with the highest skilled individuals in the industry, Evergreen successfully caters to the complex needs of communities.

## SCOPE

Between Evergreen Lifestyles Management and Hampton Golf (sister company established in 1999) we have had over 16 years in facility management for clubhouses, on-site restaurants, and commercial retail management. Currently we manage more than 50 communities throughout Florida from Jacksonville to Miami, and everywhere in between. Over the next several years we have plans to expand throughout the Southern United States and beyond.



## OUR GREATEST ASSETS ARE THE MEN AND WOMEN WHO MAKE EVERGREEN WHAT IT IS TODAY.

*Within Evergreen communities, we strive to foster a culture where neighbors know one another, help each other out, and extend invitations to new comers. In order to achieve this, we first demonstrate these community values within our own company.*

### OUR INVESTMENT

Through an extensive support system, everyone who works for, or with Evergreen is given the tools needed to achieve excellence. Advancements in education, training, and certifications are paramount to maintaining the highest skilled staff available. For that reason we support, and encourage our entire staff towards a path of self-improvement.

### INTERNAL TALENT

The quality of any organization can be measured by the people who are a part of it. For this reason we set out to bring together the smartest, most innovative, and hardest working individuals we could find. The result is a management team like no other. With over 100 years of combined experience, the Evergreen Leadership Team is a powerhouse of talent.

## MG ORENDER

*Founder*

MG founded Hampton Golf in 1999 and Evergreen Lifestyles Management in 2010. His perspective as a successful multi-course operator lead to a greater perspective of lifestyle management and a pursuit to create places where residents could “live the good life.” MG still maintains a very active role in overseeing the vision of his companies and ensuring that the standard of excellence he set is consistently achieved. His passion extends beyond business to today’s youth, which is exemplified in his founding of, and continued activities with, Play Golf America. He was inducted into the PGA Golf Professional Hall of Fame in 2005.

## KRAIG CARMICKLE LCAM

*President & CEO*

Kraig has been in the community development field for more than a decade. He got his start in Arizona managing communities for Blandford Homes, Pulte Homes, and Meritage Homes and was quickly swept up by AAM to handle all of their Florida operations. After a few years, Kraig saw that to realize his full potential he needed to build his own company. This realization came in the form of a partnership with MG Orender and his fledgling management company, Evergreen Lifestyles Management. Since taking control, Evergreen has seen tremendous growth and earned a reputation for quality, consistency, and innovation.

## STACEY DURKES *Assistant Financial Controller*

Stacey has amassed over 17 years of accounting and finance experience (which includes three years in restaurant and hospitality, nine years in manufacturing, and five years in property management). She earned a Bachelors of Business Administration as well as a Masters in Accounting, in addition to currently preparing for the CPA exam. Stacey is married and has three children. Her hobbies include camping, hiking, hunting, fishing, cave exploring, reading and she also enjoys art.

## MANDY MORGAN LCAM, CMCA, AMS *Regional Manager of Central FL*

Mandy spent over 15 years within in the Finance Industry including several years spent as an Equities Trader on the London Stock Exchange. This wealth of experience made the transition into the lifestyle and community management industry seamless. Maintaining her diligent British work ethic, Mandy has set herself apart as someone who is able to surmount any obstacle and continuously motivate her team to do the same. She has successfully managed onsite communities of over 1,300 rooftops, as well as many smaller portfolio style properties, throughout Florida and South Carolina for the last 15 years. She volunteers at Give Kids the World with over 2,500 service hours to date.

## TYLER HEEL LCAM *Regional Manager of South FL*

As South Florida Regional Manager for Evergreen, Tyler has the responsibility of overseeing South Florida Operations and providing support for current managers and staff in the region. Tyler's passion is helping people make the most of the communities they live in and call home. He also is passionate about working with boards and developers to make their communities stand out above the rest. Tyler has an education background, including a master's degree, so its no wonder that he has a love for things that are neat and orderly. Tyler's experience includes portfolio community management and on-site master planned community management, as well as prior leadership roles in education. Born in Colorado and raised in Arizona, Tyler now resides in Fort Myers, Florida with his wife and two young children, where they enjoy the beach as much as possible.

## WESLEY HUNT J.D., LCAM *Regional Manager of North FL*

Wesley started his professional career as a Land Surveying, Civil Engineering, and Cartography Technician in Pennsylvania. It was during this time that he noticed a disconnect between those individuals in the field and the regulatory bodies who govern the industry. In order to bridge the gap, he moved to Jacksonville to attend law school where he also worked for the City of Jacksonville's Office of Ethics, Compliance, and Oversight. After completing his Juris Doctor, he was recruited by Hampton Golf to be a member of its in-house legal team. After earning his CAM License, Wesley was added to the Evergreen family and has since worked his way to oversee our North Florida communities.

## ANGELICA RICE *Director of Client & Homeowner Services*

Angelica has been in the customer service industry for over 25 years. She has lead customer service, training, and collection teams in Europe and throughout North America for a variety of companies ranging from ground-breaking start ups to fortune 500s. She currently heads several departments at Evergreen (Customer Service, Transfers, Collections, and Disclosures) and is known far and wide for her ability to ensure that any team she is a part of delivers best in class service.

## JENNIFER HURDLE *Customer Care Manager*

Born in Rota, Spain and raised in a military family, Jennifer brings a natural ability of adaptation and hospitality to the Customer Care Department. With more than 15 years of customer service experience as an agent, lead and supervisor, Jennifer has frontline hands-on experience on what it takes to provide world class customer service and she is passionate about delivering it. Her vision for Evergreen's Customer Care Department is to always be able to meet resident's needs and be renowned for great service and a positive experience.

## HUMAN RESOURCES

Our commitment to cultivating outstanding team members is what makes Evergreen an exceptional management company. By actively recruiting the best people in the hospitality and education industries, and training them to deliver excellent customer service, we are able to build strong teams that last. To foster that longevity we support our staff by celebrating their commitment, inspiring their creativity, and rewarding their performance. This department handles:

- Recruiting and Hiring
- Employment Policies and Procedures
- Job and Management Training
- Benefits Management
- Performance Reviews
- Termination and COBRA Compliance
- Drug-Free, Harassment-Free and OSHA Compliance

## COMPENSATION

Investing in our people translates into a low turnover rate, which helps keep things running smoothly for you. One of the ways we do this is through competitive salaries, health benefits, and employer matched retirement savings plans. We want staff choosing a career path, not just a job. We work very closely with the Community Association Institute (CAI) and local trade associations to calculate compensation averages for each position within an association. Just another way we keep a competitive edge and maintain longevity with great staff.

## STAFF DEVELOPMENT

Evergreen provides ongoing training and support via Evergreen Connect (online educational support). We also encourage all of our employees to seek further certification and ongoing education within the HOA & Club industry, proudly at our expense.

*“Our commitment to cultivating outstanding team members is what makes Evergreen an exceptional management company.”*

## THE ABILITY TO REACH A LIVE PERSON 24 HOURS A DAY, 7 DAYS A WEEK!

*Your personalized Customer Service Center provides state-of-the-art service and gives unparalleled depth of resources to your community. This frees your Community Manager from the mechanics of the business, giving them more time to serve each resident's unique needs and desires.*

### OUR PROCESS

By integrating the latest lifestyle and property management software, with 24-hour live call center agents, our community's residents are able to find satisfaction to their issues whenever is convenient to them. *Y se hablan espanol, tambien.* If, for whatever reason, the agent is unable to resolve the issue, our chain of management is always on call, all the way up to the CEO.

### STATISTICS

Customer Service Team consistently:

- Answers 98% of ALL calls within 15 seconds
- Maintains polished phone etiquette
- Handles maintenance and work order input
- Reviews Homeowner accounts
- Deals with data collection and verification
- Fields 21,000+ inbound calls per month
- 10,000+ outbound calls per month

## POWERFUL TOOLS THAT SEAMLESSLY CONNECT OUR BUSINESS TO YOURS

*Meet Evergreen Connect, an innovative tool that connects our team and helps bridge the communication gap between employees, vendors, and the residents we serve.*

### WORK ORDERS

Evergreen Connect enables our team to control, dispatch, and manage work orders easily. We decided to take back control of our production process by simplifying the paperwork that's holding us back and provide a customer experience that promotes communication and accountability.

Work orders can be created and assigned to the right people to get issues fixed and resolved in a timely manner. Everyone included in the work order circle, whether it be residents, board members, or vendors, are instantly notified of updates and can leave important information on the work order in a real-time environment.

## INNOVATION AND TECHNOLOGY CAN BE FOUND AT THE CORE OF OUR ABILITIES.

*Our residents love being able to manage their social lives on their own time, and in the comfort of their own home.*

### LIFESTYLE COMMUNITY WEBSITES

After dealing with, and picking apart, the available online management platforms, Evergreen came to the realization that the our best option was to create a new one. We hired in-house programmers and partnered them with the Evergreen Leadership Team to conceive a comprehensive and easy to use platform. The result is a fully customized website for each community we serve that addresses all of the aspects of living in and managing a lifestyle community. Within the website residents and boards have the ability to micromanage their lives and communities in real time, and more importantly, on their own time. Plus, there is no more getting stuck with the limitations of third party providers.

### FEATURES OF THE WEBSITES

- Publish association documents, financials, and newsletters
- Promote events and gatherings
- Collect RSVPs and process payments for tickets (even assign seating)
- Promote clubs and groups
- Connect with members and sign up new ones
- Online community directories
- Automatically update homeowner record with email address and phone numbers
- Association calendar
- Each resident can customize what is on their calendar
- Customized broadcast emails and messages
- Preferred interest group emails
- Automatically update homeowner record with email address and phone numbers
- Association photo galleries
- Board/committee member pages
- Board tasks/projects page

## WEBSITE ADMINISTRATION

Our entire online platform is managed in-house. The onsite community manager and lifestyles director, as well as anyone assigned, will have full administrative control of all online activity. They will also have 24/7 support from our IT team.

## HOA MANAGEMENT SOFTWARE

To manage the HOA side of things we have partnered with CINC Systems and seamlessly integrated their software with ours. Now residents and boards have real time access and accountability.

## VIOLATIONS/GRIEVANCES

We setup Violations/Grievance committees with CINC login credentials to view all violations within the community, including violation type and level of violation. The software gives the ability to see pictures taken by the compliance manager of the violation or grievance. On all violations, notes can be added by the manager, resident, or committee/board member. When the incident is resolved, the action is shown complete and the entire interaction is archived.

## FEATURES OF CINC

- Create security around documents to designate permissions to view documents (i.e. – grant permission for only the board to view financials)
- View real-time account status
- Make credit card and e-check payments (with AI partner bank)
- Submit and track work orders
- Submit and track ACC/ARC
- Review violations assessed to property
- View and comment on open violation reports
- View real-time aging reports
- View real-time accounts receivable and collection information
- Online review process of ACC/ARC submissions for ACC/ARC committee members
- Online invoice review/approval



## LIFESTYLE MANAGEMENT FOR THAT ONE-OF-A-KIND ATMOSPHERE TO KEEP YOU ENGAGED.

*A good Lifestyle Program will bring residents together in a way that results in a stronger community, a positive narrative, and a more profitable development.*

### LIFESTYLE DIRECTOR

Primarily responsible for identifying, coordinating, and marketing all resident programs. This includes recreational, social, cultural, educational, and entertainment designed to enrich the quality of life, and enhance the vibrancy of the community. Responsibilities encompass program development and participation, administration of chartered clubs, and overall program marketing.



### FITNESS & WELLNESS COORDINATOR

Reporting to the Lifestyle Director, the Fitness & Wellness Coordinator is responsible for developing, coordinating, and marketing community fitness and wellness programs. This includes evaluating fitness instructors as well as existing classes and programs. The coordinator will work closely with trade partners to offer health and fitness workshops and seminars to encourage a healthy lifestyle for all.

### LIFESTYLE ATTENDANTS

The Lifestyle Attendants work closely with the Community Manager and the rest of the Lifestyle Team to offer first class customer service to all residents. This individual plays a crucial role in supporting all aspects of the Lifestyle Program from sign up to clean up.

## 4 PART PROGRAM

Evergreen offers full service Lifestyle Program Management. These services include budgeting, planning and execution of events, organizing and working with resident clubs, conceiving and programming educational classes, as well as implementation and maintenance of world class fitness programs. The Lifestyle Programs are diverse and designed to specifically meet the needs of the residents on a per community basis. The major events are planned for an entire year with additional events offered throughout the year. Community input ensures the delivering of a vibrant and diverse set of programs.



## AMENITY CENTERS

A quality Lifestyle Program starts with a well managed amenity center. The Evergreen family of companies have over 16 years in facility management of clubhouses, onsite restaurants, and commercial retail management. Currently we manage over 20 large clubhouses, 12 onsite restaurants, and several onsite spas/cottages.

## LIFESTYLES NETWORK

Our Lifestyle Directors have access to a pool of knowledge spanning the network of communities we manage. They meet on a monthly basis, via teleconference, to share ideas and experiences. The directors also meet every other month, in person, to offer training and support. We make these training sessions detailed orientated, covering everything from developing and executing a relevant program, to following up with residents to gauge its effectiveness.

## GROUPS/ CHARTERED CLUBS

To enhance the Lifestyle Program of any community, resident involvement is key. Evergreen has guidelines in place for the administration of the “Club” approach. We will work closely with the Board of Directors to understand their vision and assist in setting the activities’ boundaries for these club activities.

## RESIDENT VOLUNTEERISM

Establishing a relationship with a social committee and encouraging volunteerism within the community is another great way to get residents involved throughout the year. We work with clubs and committees to foster participation and to facilitate a wide variety of programs, which in turn creates an environment residents call theirs proudly.



## SWIMMING POOL MANAGEMENT

Evergreen understands the importance of pool safety and maintenance in your community. Evergreen lifeguards are certified in Lifeguarding, First Aid, the administration of Cardiopulmonary Resuscitation (CPR) and the use of Automated External Defibrillator (AEDs) through the Red Cross. Our lifeguards are required to renew their certification every two years and we encourage our lifeguards to attend continuing education seminars annually. When required, our lifeguards and community managers will also obtain the Pool/Spa Operators Certification (CPO) through the National Swimming Pool Foundation (NSPF). Evergreen currently employs 8 Certified Pool/Spa Operators in the state of Florida.



## FITNESS PROGRAM MANAGEMENT

The feeling of vitality and wellness are key components to living a happy and healthy lifestyle. Evergreen encourages all levels of participation in a community's fitness program. By utilizing the expertise of an onsite Fitness Coordinator, we are able to take these programs to the next level. The Fitness Coordinator will work with trade partners in the health and wellness arena to offer a variety of services that encourage a healthy way of life. By having an onsite coordinator, the residents can build better trust and understanding. Working directly under the Lifestyle Director, the Fitness Coordinator will assist in generating income from trade partners to supplement classes and facilities. We utilize a regular maintenance schedule to ensure all equipment and facilities remain in top working order.

## SOCIAL FUND ADMINISTRATION

Revenue generated from advertising and from trade partner promotions supplement the Lifestyle budget. The social elements are part of the overall operating budget. The Lifestyle Director, along with the Community Manager and corporate management, will work to identify a budget that offers a diverse program of events. Income and expenses will be administered by the corporate accounting team. The Lifestyle Director will be responsible for collecting income from the trade partners and approving expenses as they are needed.

**SPORTS**  
*Bellalago Amenity Center*

**VOLLEYBALL**  
**Mondays • 5pm**  
Two teams of two players or more on a sand court divided by a net. First team to 21 wins!

**SOCCER**  
**Thursdays • 6pm**  
Calling all soccer lovers! The object of the game is to score goals by kicking or heading the ball into the opponent's goal.

**FLAG FOOTBALL**  
**Wednesdays • 5pm**  
Flag football is a modified form of football in which ball carriers are downed by pulling off a marker or flag, loosely attached to a belt, rather than by tackling.

**BASKETBALL**  
**Thursdays • 5pm**  
Choose teams (3-on-3 or 5-on-5), beat the buzzer, and go for the win! Join us for a fun game of basketball.

**Fitness Classes**  
*Current Class Schedule are Posted in Bellalago Amenity Center on the Bellalago FTA.com Online*

**AQUA FITNESS**  
**Tuesdays & Thursdays • 10:30am**  
An excellent, low impact cardio and strength workout for people of all fitness levels. This class utilizes water weights, aqua gloves and pool noodles to achieve a unique total body workout. Swimming is not required.

**BARE BASICS**  
**Thursdays • 9am**  
This class is a unique blend of Yoga, Pilates, and barre all in one. Bare Basics will help improve your balance and flexibility while toning to create long lean muscles.

**BOOYALIVE**  
**Fridays • 8am**  
This is a fitness series designed for all fitness levels. The goals of this class are to train the body to move more efficiently, increase core strength, improve flexibility and to develop speed, power and agility.

**BOOTCAMP**  
**Mondays & Wednesdays • 7am**  
**Thursdays • 8am**  
Incorporates interval training for a high intensity workout that will challenge and help you build strength, endurance and speed.

**CARDIO BALLROOM**  
**Fridays • 10:15am**  
Partner-free, dance-based fitness class that brings you easy, fun dance moves from Cha-Cha-Cha, Disco, Jive, Merengue, Paso Doble, Quick Step, Salsa and Samba. This class will help you stay fit, learn to dance and have a great time.

**CARDIO KICKBOXING**  
**Wednesdays • 5:30pm**  
A cardiovascular workout consisting punches and kicks with athletic drills designed to improve strength, aerobic fitness, speed, flexibility, coordination and balance!

**POWER HOUR**  
**Mondays • 7pm**  
This total body conditioning workout strengthens all your major muscle groups by utilizing barbells and weight plates for squats, lunges, presses, lifts and curls. It also targets all the abdominal muscles to tighten, tone, and strengthen the core.

**STREET BEATS**  
**Mondays • 6pm**  
Unique and different from every other workout you've tried before! This class combines the energizing beat of the drum and the music of the streets that will get your feet stomping and your body moving!

**TAI CHI**  
**Wednesdays • 10:15am**  
This class incorporates breathing, good posture, and slow movements to improve balance and coordination.

**TRX**  
**Wednesdays • 6:30pm**  
**Saturdays • 8:45am**  
This class combines the TRX Suspension Trainer and the TRX Rip Trainer in one full body workout combining body weight exercises, rotational movements and heart pounding cardio.

**VOGALATES**  
**Tuesdays • 6pm**  
This class incorporates breathing, good posture and movement that blends yoga and Pilates to build strength and flexibility.

**YOUTH JIUJITSU**  
**Saturdays • 1pm**  
Children ages 6 and up. This class is an excellent balance of mental and physical techniques using the discipline of the martial arts.

**ZUMBA**  
**Mondays & Wednesdays • 8pm**  
**Tuesdays • 7pm / Saturdays • 8:30am**  
This dance-based fitness class incorporates Latin and International music and dance. It offers a balanced blend of cardio and muscle toning benefits.

**ZUMBA STEP**  
**Thursdays • 7pm**  
This combines the awesome toning and strengthening power of Step Aerobics with the fun fitness-party that only Zumba® brings to the dance-floor. Zumba Step® increases cardio and calorie burning, while adding moves that define and sculpt your core and legs.

## RESIDENT COMMUNICATIONS

Communication is key to the success of any community association. We utilize the latest technology to reach residents with all areas of association business. Weekly e-blasts, newsletters, flyers around the facility, and bulletin boards are all used to reach the community in a timely manner. Evergreen offers weekly e-blasts from the Community Manager as well as Lifestyle updates every week to keep residents involved. The Lifestyle website is fully mobile and can easily be accessed via a tablet or smart device. The community newsletter can also be published to the Lifestyle website.

*"Ad revenues received from a newsletter offset costs such as monthly events and future newsletters."*

## COMMUNITY NEWSLETTER

The community newsletter is an invaluable piece of the network of communication within a community. We create professional quality newsletters customized, developed, and published on a quarterly, bi-monthly, or monthly basis (depending on the needs of your community). Our design team takes the creation of these to the next level, resulting in residents being more engaged, informed, and connected to the place where they live. We work with a company that offers the administration of the newsletter advertising program, which frees up the Lifestyles Director to focus on their programs. Once the layout and graphics have been completed for each publication, a proof is provided to the Lifestyles Director and Community Manager for approval. The ad revenue is then able to offset the cost of the publication.

## AMENITY CENTER FRONT DESK ADMINISTRATION

The Front Desk Services are, often times, the first impression people get of the community. Because of this, customer service is top priority when training this position. It is also critical to get the right policies and procedures in place from the very beginning. They will be able to assist any resident that does not have access to available online platforms. We train our staff on all relevant systems to allow them to assist the residents with all their association needs.




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*“The Front Desk Services are, often times, the first impression people get of the community... It is also critical to get the right policies and procedures in place from the very beginning.”*

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## AMENITY CENTER SCHEDULING AND PRIVATE USE ADMINISTRATION

There needs to be a hierarchy in place for prioritizing use of the space available for private rentals, giving the Board and Association precedence. We will work with the various clubs and committees to establish use on a regular basis organized through a room schedule calendar. This is then published on the website so residents can see when each space is booked. The Lifestyles Director will administer this program and approve rental requests. The income generated from any private booking can be used to offset operating expenses, and a portion can be used to subsidize programs.

## AMENITY CENTER EVENT SET UP

The Lifestyles Director will work with the onsite maintenance team to ensure the correct setup for any events that are planned. From time to time this may require working with an outside vendor, if the events are on a larger scale.



## WE WORK HARD SO YOU DON'T HAVE TO.

*Whether full service or customized from our menu of services, you can rest assured that your community will be getting a management program built just for you.*

### HOA MANAGEMENT STRUCTURE

Good management all starts with assigning the right manager for you. That begins with learning the specific nuances and challenges your community presents. Once we have a clear picture, we are able put together a team that will serve your community in a way that benefits everyone. A typical community would include the following staff roles:

#### COMMUNITY MANAGER

The Community Manager's main focus is delivering a first-class service to the Association, and working closely with the Board to enforce the Rules and Regulations as outlined in the Governing Documents. The manager provides leadership and support to all onsite staff including Maintenance, Lifestyle, and Community Standards. Strong management skills, customer service skills, and supervisory skills are required, along with the CMCA certification and 5+years' experience managing a community.

#### ADMINISTRATIVE ASSISTANT

The Administrative Assistant offers admin support services to the Community Manager and other onsite personnel. This role requires a very organized and detail orientated person.

#### MAINTENANCE MANAGER

The Maintenance Manager is responsible for working with vendors and onsite maintenance tech to ensure the amenity and community common areas are maintained to the highest standard. This person works on preventative maintenance and oversees the janitorial/housekeeping functions.

#### MAINTENANCE TECHNICIAN

The Maintenance technicians report to the Maintenance Manager and work to ensure all maintenance needs are met within the amenity center and surrounding common areas.

### COMMUNITY STANDARDS MANAGER

The Community Standards Manager is primarily responsible for ensuring the Association Governing Documents and Residential Design Guidelines are upheld within the community through active enforcement and community education. This person will manage and oversee Compliance Coordinators within this position. They also provide both customer service and education to residents and contractors in respect to compliance and the Design Review Committee submittal process. This ensures overall success in maintaining the community standards.





## GOVERNANCE & COMMUNITY STANDARDS

We utilize the latest technologies when rolling out a mobile compliance platform. The benefits of a well designed and implemented mobile compliance program are compelling both in terms of time savings for a Community Manager, and improved service to homeowners. When implemented correctly, a Community Standards Manager will be able to easily and quickly capture all of the information for a violation while on location. This eliminates having to take notes and pictures on site and then having to transcribe and upload them when returning back to the office.

Perhaps more importantly, it allows the data to be captured when it is fresh in the manager's mind. The system requires that all critical information is entered and archived. This results in better quality information and eliminating the need to revisit the site to gather information that was missed initially. Since the data is captured while the Community Standards Manager is still on site, it allows the compliance process to start immediately. Letters to homeowners can begin to be generated, pictures of the violation can be made available on the website, and the time it takes from when a violation is recorded to when the homeowner knows about it is reduced significantly. The end result is a homeowner receiving a notice about a violation that is higher quality, in less time, with less effort by the manager.

The Community Standards Manager will review homesites for Rules/Covenant Violations. The manager will inspect for rules enforcement and maintenance issues, as well as violations recorded, corrective actions recommended, and follow through to resolution based on procedures established by the Association. The inspections are performed as required by the Community Documents. The manager will also monitor homes for sale and ensure violations and delinquencies are identified in the required Re-Sale Packet. In addition, the manager will maintain records of homes being leased/rented.

## COMPLIANCE

Evergreen takes compliance very seriously. We insure, to the highest standard, that we are always compliant with federal and state laws, including active adult communities, by following the HOPA guidelines. Evergreen has general counsel in-house to support Regional Directors on any matters of compliance. Onsite managers are trained and regularly updated on compliance with federal and state statutes as well.



## ARCHITECTURAL REVIEW ADMINISTRATION (ARC)

We process and track all ARC Applications. Once an ARC is received and logged, all ARC requests are date stamped. The applications are then reviewed for completeness and compliance. Evergreen staff will next submit the application with a management summary to the ARC Committee for review. We track the ARC Application to ensure a response is offered within the specified time requirement. Management will then send follow-up written communication, with the Committee's decision, within the required number of days, as established by the Board or Governing Documents, to the homeowner. The progress of the project is tracked with inspections to ensure compliance to the approved application. Lastly, Evergreen communicates to the ARC Committee & Board when the project is completed, and then archives the whole process.

## CONTRACTORS AND VENDORS

Evergreen will provide contractor supervision and review. This includes obtaining estimates for Association maintenance items, negotiating best prices and present estimates for review by the Board. We will help review and prepare contracts between the Association and the vendor, oversee and manage all contractors, and inspect all work prior to the payment being issued. In addition, Evergreen will maintain accurate records of all contracts and payments, seek approval of the Board for changes in the scope of work or costs, and ensure major issues are documented and reported to the Board on a timely basis, along with a recommended course for corrective action.

## RECORD KEEPING

Evergreen maintains all official association records including:

- Meeting Minutes
- Financial Reports
- Contracts & Agreements
- Homeowner Correspondence (filed by unit/lot)
- Current Owner Listing & contact information
- Owner collection & violation notifications
- Collection referrals & subsequent attorney communication





## GATE HOUSE ADMINISTRATION

We will evaluate the existing contracts in place and do a cost comparison analysis against other potential vendors. For development we outline the current modules available and identify the best one to fit your community's needs and budget. An example of forward thinking at the Gate House is the use of a virtual guard system, which will reduce the cost of manning the gates, and could be used in conjunction with a roving patrol service throughout the community.



## VENDOR ID PROGRAM

For the safety and security of our residents and guests, each community will have the opportunity to implement a SAFE Communities program for the background screening and driver's license status of all vendors who wish to enter the property at NO cost to the community. A vendor is defined as anyone providing a service for a fee. Once screened, each vendor will carry the SAFE Communities Vendor ID card. This card is accepted by communities and employers throughout the area. This program gives peace of mind that vendors working in the community have been pre-screened.



The SAFE Communities Vendor ID card expires 12 months after it is issued and must be reapplied for. Vendors may apply for this ID online at [www.SafeVendor.net](http://www.SafeVendor.net). They submit a headshot photo and photo of a qualifying government ID.

In order to qualify and receive the SAFE Communities Vendor ID, an applicant must not have been convicted of any of the following crimes in the past five years: Robbery; Burglary; Theft; Aggravated Crimes of Violence; Sex Offense (No Sexual Offender/Predator Status); or Dealing in Stolen Property.

Safe Communities does not conduct immigration or work status screening. However, once approved, this ID will allow vendors access to all communities who have adopted the program without any additional fees. A state driver's license check will also be conducted. This will not affect the issuance of the ID. However, the applicant's driver's license status will be printed on the ID card. Those vendors without a "Driver" status will not be permitted to operate a motor vehicle on community property.

## MAINTENANCE

A goal for any Association is to decrease maintenance expenses. Evergreen monitors the Facilities and Common Areas for maintenance issues, recommends corrective actions as needed, carries out Board decisions to correct outstanding issues, and reports grounds status to the Board monthly. The typical goals and objectives for our maintenance program include:

Maximum production at the lowest cost, the highest quality, and within optimum safety standards

- Identify and implement cost reductions
- Provide accurate equipment maintenance records
- Collect necessary maintenance cost information
- Optimize maintenance resources
- Optimize capital equipment life
- Minimize energy usage



## STAFFING OPTIONS

Staffing is an important component of any maintenance organization. Having a complete in-house maintenance staff is a common approach in most large Master Planned Associations over 2,000 doors. Under this approach, the technicians who perform maintenance are direct employees of the Association or Management Company. The goal of an In-House Maintenance Team is to have the skills/education to do all maintenance in house vs. contracted support. Combined in-house/contract staff is a common approach to associations with less staff around the community.



## FINANCIAL MANAGEMENT

Evergreen's accounting team utilizes a well-established system for managing the accounting practices of our communities. Our approach to risk management, insurance, licensing, and other government requirements are tracked and managed daily to ensure the community remains compliant with all regulations, and is protected at all times. We handle everything from owner assessments, financial reporting, and annual budget preparation, to billing, payroll, invoices, audits, taxes and more.

## AUDIT AND TAXES

Our accounting team assists the Association's Accountant in performing audits and tax returns. We also ensure the Board's direction on Association investments are carried timely.

## INSURANCE ADMINISTRATION

We work with local association trades on bidding out association insurance yearly to get the best coverage at the best price. Our Regional Manager supports your Community Manager in getting the correct insurance for the community.

## OWNER ASSESSMENTS

We send coupon books to all Owners via Letterstream, administer and track timely collection of assessments, and deposit funds in the Association accounts in a timely manner. Evergreen also handles sending late notices to Owners, as required per documents. All delinquent accounts are reported to the Board of Directors, and a collection letter schedule, based on the Collection Resolution currently in place, is followed. We send delinquent Owners to the Association's Attorney for collection, document correspondence and actions regarding collections, and report status to the Board in a monthly Management Report.

## DELINQUENCY MANAGEMENT

With our management software, your Board is able to track all delinquencies and balances with live data from the Association's collection attorney and Evergreen's Homeowner Account Manager. This enables everyone to stay in the loop instead of waiting for a monthly delinquency report.

## FINANCIAL STATEMENT REVIEW AND REPORTING

Every month, the completed financials are sent to the Board of Directors with a detailed variance report. The Regional Manager, Property Accountant, and Community Manager schedule a monthly call with the Board to go over financials.

The accounting team provides the Board with financial reports including (but not limited to):

- Balance Sheets
- Income Statements
- General Ledgers
- Accounts Payable Details
- Summary of Budget vs. Actual
- Aged Owner Reports (Delinquent Payments)
- Bank and Certificate of Deposit Statement Reconciliations

## ANNUAL BUDGET PREPARATION

The Regional Manager and Property Accountant work with the Community Manager and Board of Directors to prepare the annual budget. We assist the Board in preparation by using comparatives, history, and the Board's plans for projects in the upcoming year to create a budget and assessment recommendation.

## INVOICE PROCESSING

The Regional Manager, Community Manager, Maintenance Manager, and Lifestyles Director are the only people approved to submit invoices. The Invoices are submitted into the system, which automatically enters invoices into the AP module on a daily basis. At that point the invoices must go through an approval process to verify all information is correct prior to being paid out. With CINC Systems the Board has full access to approve or hold all invoices before checks get cut at the Evergreen corporate office.

## LOCKBOX AND BANK OPTIONS

Banking with Mutual of Omaha provides bank accounts for Operating, Operating Reserve, Replacement Reserve, and Certificates of Deposit. An online capability for paying monthly or quarterly assessments is provided, however if the Owner prefers to send checks, they may do so using a coupon/envelope provided. When payments are received by 2pm, they are processed the same day. These payments are processed and sent via lockbox to the Management Company where they are automatically applied to the Owners accounts. This is a free service when paid by a physical check, electronic funds transfer or a deduction from a bank account. There is a service charge paid to the bank when paying by credit card. There are currently no monthly bank fees, lockbox fees, return check fees, or stop payment fees. Copies of checks are stored online.



## OUR COMMITMENT AND COMPETENCE IS REFLECTED IN THE WORDS OF THOSE WE SERVE...

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Just wanted to put in writing what I keep telling you in person GREAT JOB. We have been here one year on Friday and have seen incredible changes since you and Evergreen took over. Your progress with Girard is amazing and has everyone talking in a positive way. I have been on the landscape committee and heard all the bad, ugly, and now almost all "good" comments.

Your monthly coffee's are creating a cohesive atmosphere and your response to the long list of resident requests keeps getting shorter. You have succeeded in calming even the most alarmed and armed residents. There are also less rumors and more truth thanks to your open door policy. Your speech about the staff getting on the team or not being here was excellent and there has been a noticeable change in the clubhouse.

Carlin is doing a super job. Her sock hop was one of the best things at Vitalia It was well planned and well run with a great DJ and her Root Beer Floats that we are still talking about. I know this is just the first of many successful parties. Best of all we now have a realistic working back gate finally. Now if we can just get the lights in the big room done as you hope, you may have filled our wish list.

— JOANNE BOULIN

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We're thrilled to work in partnership with ELM. Their staff treat us with respect and kindness. We feel like we're part of the family. We love our partnership with ELM. Their properties are a pleasure to work on, and their staff always show us respect and kindness. We have worked with Evergreen staff for some time now, and can't speak highly enough of them. It's a great partnership. It's a pleasure to work for a company that values our services and treats us as friends.

— KIM BEATY, OWNER, CLEANWISE

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I would like to commend Tyler on his diligence and professionalism in handling the problems that arise in the community. He has always been a professional and has extensively helped with issues involving our community service providers. Tyler's updates are a welcome part of the community.

— JOSEPH KENNERY

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Evergreen is not only my passion but it is where I hope to retire from. Evergreen is a company full of passionate and compassionate people that truly make it a joy to work with. It is an exciting place to work and watch our family grow by leaps and bounds!

— ANGELICA RICE, EVERGREEN EMPLOYEE

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We want to thank you all for putting together an outstanding New Year evening! Great enthusiasm and positive feedback! We arrived at 9:30 pm. We were impressed and enjoyed the evening! Everybody had such a great time that we are still talking about how great the evening was! She was great! Thank you all again!

— MAYOR FRANK & SUE CATAPANO

## TESTIMONIALS

First, thank you for the cordial discussion we had today. You bring fresh ideas, professionalism and caring attitude to our Community. You took your time and energy to answer questions and take care of us and it was appreciated. I only wish we had you on board years ago here. Keep up the good work.

– KENT CARLYLE

We are so fortunate to have such an efficient company such as 'Evergreen Lifestyles Management' associated with Vitalia in Tradition. They are there whenever there is a question or complaint. Issues and problems are always handled quickly and Tyler Heel, manager of Evergreen Lifestyles, will personally be in touch with the homeowner to make sure any problem is taken care of to their satisfaction. Thank you very much Tyler Heel and Company!

– CAROL SANTA BARBARA

My husband Rob and I are closing on our beautiful new home. From all the additional communication we have received, you and your team are without a doubt - the "Top Rated HOA in the Lakeland area", and are on-site and available to support home owners, a great percentage of the time. I truly look forward to getting involved in this exceptional community! We are so impressed with this area ... and can't want to call "Terra Largo" home!!!

– NANCY NICHOLSON

I deal with many management companies and I must say you are by far the best , you really know how to hold the community together ( I don't know how you do it ) . You always have a smile on your face. I never seen you upset. I would rate your management company five stars because of you. Thanks for everything you do.

– JOHN PATAT, OWNER, QUARRY

It's been an exciting change and certainly challenging at the same time. Honestly Mary, I don't just throw out compliments just to do so...you have been hands down the best property manager I've ever worked with in my 11 years with Pulte. You are an absolute asset to Evergreen and I know they know that.

– JUSTIN K. WOOD, GENERAL SITE MANAGER, PULTE HOMES

The management team at Evergreen Lifestyle Management (ELM) addresses every concern so residents can enjoy the community as a whole. The management team at ELM also works seamlessly to provide the best service to residents and address every concern. They bring structure and focus to the task at hand and always with a smile. ELM has proved to be an asset in serving the needs of The Plantation community and continue in their efforts to set the standard for excellence.

– LINDA QUICK, COMMUNITY RESIDENT OF THE PLANTATION

Even though we are a relatively new community association at The Quarry in Naples we are quite pleased to have Evergreen Lifestyles Management (ELM) in our corner. Their leadership is strong and involved which makes our property manager stronger. Property management is only as good as the results that are produced..... ELM produces. ELM is a dedicated and committed company that communicates well. They have worked hard to organize and enhance our community. They not only look after the property to make sure it is properly maintained but they provide timely and accurate accounting services. The system they provide makes tracking our finances easy. The reports are easy to review and ensure proper reconciliation of all accounts, balances and budget variances.

– E. DAVID THOMAS, PRESIDENT, QUARRY COMMUNITY ASSOCIATION

# BEACON LAKE

ATTN: Board of Directors

January 12, 2018

Thank you for inviting Evergreen Lifestyles Management to provide a professional management proposal. We are excited about the prospect of serving this community. Our proposal has been prepared to demonstrate Evergreen Lifestyles Management's commitment to providing the highest degree of customer service, financial accuracy, administrative efficiency, and a lifestyle that homeowners can be glad to call home. With a thorough evaluation, we propose the following for your review:

## OPTION 1

<b>Management</b> <i>Services include onsite Welcome Center Role, Lifestyle Programs, and Facility Attendant Role. Staffed 7 days a week.</i>	\$1,300 / month + Cost of Payroll (below)
<b>Welcome Center/Lifestyle Director/Club Attendant</b> <i>Full time: 9am-5pm or 10am-6pm, Tuesday through Saturday</i>	\$40-\$45K Salary + 30% for payroll burden which covers taxes, benefits, payroll processing, etc.
<b>Facility Attendant</b> <i>Part time: Sunday and Monday</i>	\$12-\$13/hour + 30% for payroll burden which covers taxes, payroll processing, etc.

## OPTION 2

<b>Management</b> <i>Services include the onsite Welcome Center/sales role, Lifestyle Programs, Facility Management, Vendor and Common Area setup and management. Staffed 6 days a week.</i>	\$1,300 / month + Cost of Payroll (below)
<b>Welcome Center/Lifestyle Director/Club Attendant</b> <i>Full time: 9am-5pm or 10am-6pm, Tuesday through Saturday</i>	\$40-\$45K Salary + 30% for payroll burden which covers taxes, benefits, payroll processing, etc.
<b>Onsite Facility, Common Area &amp; Vendor Manager</b> <i>Full time: 9am-5pm, Monday through Friday</i>	\$40-\$45K Salary + 30% for payroll burden which covers taxes, benefits, payroll processing, etc.
<b>Optional: Facility Attendant</b> <i>Option to add a part-time attendant if need for 7 day coverage.</i>	\$12-\$13/hour + 30% for payroll burden which covers taxes, payroll processing, etc.

## OPTION 3

<b>All-Inclusive HOA, Lifestyle, Facility and Vendor Management with Onsite CAM*</b> <i>Services include Full HOA Services + Lifestyles + Facility &amp; Vendor Management. Staffed 7 days a week. Onsite CAM: 9am-5pm, Tuesday through Saturday.</i>  <i>*Benefit is one Management Company and contact for all residents, builders, developer and vendors to go to when there is an issue in the community.</i>	\$900 / month (Facility Management) + \$1,000 / month up to 100 closed homes and then it switches to \$10 per closed home (HOA Management Fee) + Cost of Payroll for one (1) onsite Full Time Licensed CAM with Facility Management and a Lifestyles background and one (1) Part Time Facility Attendant + 30% for payroll burden which covers taxes, benefits, payroll processing, etc.
<b>Facility Attendant</b> <i>Part time: Sunday and Monday</i>	\$12-\$13/hour + 30% for payroll burden which covers taxes, payroll processing, etc.

## FACILITY AND ASSOCIATION MANAGEMENT SCOPE OF SERVICES

While evaluating your community, we've identified specific items we would like to include in our standard scope of services. We feel these additional items would greatly benefit your community and attend to the communities' unique set of demands.

- Amenity Consulting & Design
- Vendor & Contract Management
- General Facility Maintenance
- Janitorial and Facility Upkeep
- Welcome Center Management
- Community Lifestyle Programs
- Monthly Drive Thru of Community
- HOA Compliance
- Attendance at Board & Committee Meetings

## STANDARD MANAGEMENT SERVICES

- Faxes
- File Folders
- Office Supplies (at cost if applicable)
- Reminder Letters
- After-hours Emergencies
- Interfacing with Attorneys for Collection Matters
- Storage of Records
- Bank Charges
- Violation and Compliance Letters\*
- Litigation/Attorney Interface
- Tracking Board Meeting Minutes & Resolutions
- Track Recorded Deeds
- Maintenance of Association Corporate Records
- Board & General Correspondence\*
- Coordination of Maintenance & Repairs
- Oversight of Landscape & Irrigation Maintenance within Common Areas and Individual Lots
- Oversight of Any Additional Home Specific Services Paid Through and Managed by the Association
- Prepare Bid Specifications
- Securing Competitive Bids
- Assist BOD in Enforcing Community Governing Documents
- Manage Vendors & Contractors
- Manage Insurance Coverage
- Process Architectural Requests
- CINC Software System
- Coordinate Board & Annual Meetings\*
- Committee Assistance
- Coordination of Homeowner Mailings\*
- Board Training
- Quarterly Topical Board Training
- Reminder Letters (Late Notice)
- Coordination of Vendor Emergency Contacts
- Cell Phone Access
- Website Preparation Hosting
- Accounting
- Degreed Property Accountants
- CPA/MDA Financial Statement Oversight
- No Bank Charges
- Weekly Invoice Review & Payment
- Coordinate & Manage Reserve Study
- Coordinate Tax Returns
- Annual Florida Division of Corporation Filings
- Review & Payment of Property Taxes
- Coordinate Annual Audit, Review or Compilation
- Maintain Bank Accounts
- Assess Late Charges, Fines
- Secure Lockbox Processing for Assessments
- Daily Lockbox Processing for Receipts
- Financial Statements
- Daily Lockbox Posting to Owner Accounts
- Indexed/Searchable Electronic Financial Statements
- Balance Sheet
- Income/Expenses/Budget Comparison Report
- Delinquency Reports
- General Ledger
- Cash Receipts/Disbursements
- Electronic Copies of All Invoices & Checks
- Annual Budget Preparation
- Reserve Statements
- Variance Reporting
- Full Supporting Documents
- Bank Statements
- Auxiliary Schedules
- Monthly Sales & Use Tax Filing



YOUR COMMUNITY.  
YOUR HOME.  
YOUR EVERGREEN.



**EVERGREEN**  
LIFESTYLES MANAGEMENT



*10401 Deerwood Park Blvd.  
Suite #2130  
Jacksonville, FL 32256*

*Phone: (877) 221-6919  
Email: [info@evergreen-lm.com](mailto:info@evergreen-lm.com)*

*B.*



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# RIVERSIDE MANAGEMENT SERVICES

## Company Profile

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**9655 Florida Mining Boulevard West,  
Building 300, Suite 305  
Jacksonville, Florida 32257  
(904) 288-7667  
[www.riversidemgtsvc.com](http://www.riversidemgtsvc.com)**

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## OFFICE LOCATIONS

### OPERATIONS:

9655 Florida Mining Boulevard West  
Building #300, Suite 305  
Jacksonville, Florida 32257  
(904) 288-7667

### CORPORATE:

1001 Bradford Way  
Kingston, Tennessee 37763  
[www.riversidemngtsvc.com](http://www.riversidemngtsvc.com)



**Riverside  
Management  
Services, Inc.  
provides  
various levels  
of service  
in the tri-  
county area  
of Clay, Duval  
and St. Johns.**

## INTRODUCTION

*Riverside Management Services, Inc. (RMS) was established in June 2009 to provide dependable, comprehensive and cost effective maintenance services for master planned residential communities in the greater Jacksonville area on a reliable, timely and professional basis.*

The personnel involved in RMS have decades of experience in all aspects of property management. RMS has approximately 50 full-time and part time employees (further detailed in the organizational chart on page 12). The operations office is centrally located at the intersection of I-95 and southern part of I-295 for efficient access to all our clients in the Jacksonville area. The corporate office is located in the Knoxville, Tennessee area.

We currently provide various levels of service in the tri-county area of Clay, Duval and St. Johns. The various services provided by RMS include (but are not limited to) contract administration and inspection, maintenance bid document preparation, janitorial, pool maintenance, amenity center management, special event hosting, lifeguarding, pool attendants, residential and commercial pressure washing, painting, trash removal, electrical, welding, restoration of facilities and equipment, and more. The wide range of services detailed in this company profile makes RMS the most complete, reliable, professional and cost-effective choice for maintenance services for communities in the tri-county area.





## SERVICES

*The following is a general description of the various services provided by RMS, which can be customized to meet the demands and requirements of each community.*

### **Field Operations**

Most communities contract with outside organizations to perform certain maintenance responsibilities along with other field operations that require oversight and direct management. The contracts are generally complicated and detailed, requiring a certain level of administrative expertise in order to ensure the services contracted for are being performed. RMS has the experienced personnel to provide what we refer to as Field Operations, which includes but is not limited to the following services:

- Landscape maintenance
- Lake maintenance
- Utility accounts
- Field operations budget
- Site inspections
- Monthly common area light inspections
- Meeting with contractors/service providers
- Attend District Board of Supervisors meetings
- Provide an Operations Memorandum outlining all field related activity
- Prepare maintenance plan for any future District infrastructure
- Communicate with residents regarding District related issues.
- Provide proposals for District maintenance services and repairs
- Develop, prepare and conduct bidding process for maintenance services required by client.



Depending on the needs and desires of the community, services will be tailored to not only meet but exceed those expectations. Capital/Projects Management pricing and proposals can be provided based upon each individual project.

## Facility Manager/Lifestyle Director

The Facility Manager/Lifestyle Director shall have the responsibilities of overseeing all amenity facilities, overseeing direct service vendors, interacting with residents, prospective residents and their guests, social event execution, and promoting clubs and marketing. RMS has the ability to create a unique schedule to accommodate the needs of each community, which will include the following:



- The Facility Manager/Lifestyle Director is the liaison for the Community Development District Board of Supervisors and will attend all District meetings.
- The Facility Manager/Lifestyle Director will prepare a monthly Manager's Report detailing all activity such as all social events, clubs, upcoming events, resident concerns, information regarding completed and planned maintenance projects, etc.
- The Facility Manager/Lifestyle Director's primary area of responsibility will be management of District owned amenities and recreational facilities, to include the planning and execution of social events, programming of resident services, camps, and facility rentals.

- Respond to all resident questions and concerns regarding the District in a timely and professional manner.
- Maintain a professional relationship with all residents, welcoming and educating new homeowners, issuing access cards, updating resident information, supervising staff members, monitoring facility usage and rentals.
- Responsible for updating and maintaining District communications platforms, to include the community website, Smartphone/tablet apps, marquee board, E-blasts and monthly newsletter.



- Coordinate with Operations Manager to ensure all District contracts such as pool maintenance, landscape, janitorial, security, pest control, etc. are in compliance with contract specifications.
- Inspect Amenity Center and common areas for lighting, debris removal, pest control, signage and fencing for necessary maintenance. Inspections include recommendations to improve safety and minimize potential hazards in order to prevent accidents from occurring
- Coordinate with maintenance staff and the Operations Manager regarding current and upcoming projects based upon inspection reports.
- Inventory cleaning products, paper products, office and first aid supplies.
- Coordinate, organize, and promote all social events and activities throughout the year. Administer rental program of District Facilities for private parties, social events and clubs.

*continued on page 6*





*continued from page 5*

- Hires and trains all seasonal counselors/volunteers, implements an “in-service” program that includes a review of the EAP (Emergency Action Plan), CPR, First Aid, AED device, facility safety, crisis plan and customer service procedures.
- Educate staff members, lifeguards, security guards, residents, prospective residents and public on District policies and procedures.
- Prepare report for recommendations regarding modifications/updates to the policies and procedures as needed.
- Interactions regarding budgeting, maintenance recommendations, social event recommendations, coordination and communication with the Board of Supervisors and others.
- Process any insurance claims and related repair work.
- Provide recommendations for annual budget, marketing social events, promoting community clubs, etc.
- Responsible for sending CDD information for website updates and maintaining a community social event calendar.
- Interface with vendors for repairs, billing, payments and approve certain invoices.
- Design, promote and implement recreational programs. Recreational Programming is a critical component to satisfying every community. Input from the Board of Supervisors and residents will be sought regarding the selections of activities, clubs, etc.
- Youth activities will include, but are not limited to summer camp, teen scene and numerous sports leagues. Adult activities can include trivia, group fitness classes, aqua aerobics, themed dinners, and more.
- RMS will also facilitate clubs such as fitness clubs, book clubs, coffee clubs, etc.

*Additional staffing, organizing, purchasing, planning, set up and cleaning for special events and facility rentals shall be invoiced at \$25.00 per hour.*

# SOCIAL EVENTS

Social events are for all residents and open to the public, and a critical component to the success of every community. Various types of classes and recreational programs can be offered during the week and weekends to satisfy everyone. Below are some examples of events currently provided at other communities.



## Fall Festival

A fall celebration featuring hayrides, craft tables, carnival games, contests, bounce houses and other activities.

## Winter Celebration

A holiday celebration including pictures with Santa, trolley rides, holiday decorations, cookies, hot chocolate and coffee.



## Spring Fling

Easter egg hunt, pictures with the Easter bunny, and a petting zoo. Bounce house, dunk tank, etc. can also be provided.

## Ice Cream Social

Ice cream and beverages with contests, raffles and games.



## Kids Night Out/Teen Scene

DJ, games, food, drinks and more!

## Dive-in Movie

Enjoy a movie by the pool! Snacks and beverages will be served while you sit back, relax & enjoy the show.

## Summer Camp

Each week features an array of art activities, sports, games and a field trip. Campers are provided a t-shirt, daily snacks and extended care. A similar camp can also be provided during Spring & Winter Breaks.

# Clubs, Classes & More!

- 5k & 10k Races
- Annual Corn Hole Tournament
- Memorial Day BBQ
- Lifeguard Classes
- Fourth of July Celebration
- Tiny Tots Soccer
- Spring/Fall Soccer Programs
- CPR, First Aid & AED Class
- Kentucky Derby Party
- Community Garage Sales
- Veteran's Day Camp & Party
- President's Day Camp
- Food Truck Fridays

- Super Bowl Party
- Polar Plunge/Chili Cook-off
- Tutoring
- Spring Break Kick-off Party
- Jaguar Game Party
- Painting with a Twist
- Family Camp-out Night
- Farmer's Market
- Cooking Classes
- Wine Down Wednesday
- Live Music
- Zumba/Karate Classes
- Thursday Trivia

- Local Business Marketing Day
- Glow in the Dark Halloween Egg Hunt
- Labor Day Luau
- Cinco de Mayo Fiesta
- St. Patty's Day Celebration
- Blues/Jazz Festival
- Community Block Party
- Comedy Night
- Wii/Xbox Competitions
- Lantern Festival
- Monthly Awareness Highlight
- Crossfit/Boot Camp



## Pool Maintenance

RMS has over six certified pool operators qualified to provide commercial pool maintenance services. Services are customized to meet each clients needs based upon seasonal factors and usage. Generally the services include the following:

- Service 3 days per week (Summer Months)
- Service 2 days per week (Winter Months)
- Pool vacuuming and Skimming
- Brushing tiles
- Pool and equipment inspections
- Cleaning of filters
- Chemical balance (Chlorine, PH, Alkalinity, Sequestriant)
- Blow off pool deck
- Chemicals provided by client
- Emergency call out services to be invoiced separately

## LIFEGUARDING



RMS Lifeguards are American Red Cross certified in Lifeguarding, Water Park Lifeguarding, CPR, First Aid and AED for Adults, Infants and Children. For best results, RMS lifeguards shall be at least 16 years of age and perform standard duties associated with an aquatic facility. The District will only be invoiced for actual hours of service.

### A. Responsibility:

- The primary responsibility of our lifeguards is to prevent drowning and other injuries from occurring through continuous surveillance, eliminating hazardous behaviors, enforcing facility rules and regulations, recognizing and responding quickly to emergencies and working as a team with facility staff and management.
- RMS Lifeguards will be “Rescue Ready” at all times and report unsafe conditions.
- Complete daily pool logs, equipment checklist and necessary forms that correspond with daily activities and incidents.



- Complete required in-service training to review EAP, CPR, First Aid, AED and all rescue procedures.



- Straighten pool deck furniture, wipe tables, removing debris from pool deck area and walkways, replacing trashcan liners (as time permits) and maintaining restroom cleanliness and supplies, are all secondary responsibilities.

*Continued on page 9*



- Lifeguards shall be visited frequently by the Aquatics Director and/or Supervisor. Other secondary responsibilities of lifeguards include but are not limited to:
  - Cleaning pool tiles as time permits
  - Inspecting and maintaining First Aid supplies
  - Inspecting the slide and slide structure before opening pool
  - Testing pH and chlorine levels to maintain Health Department Requirements (Twice daily)
  - Skimming pool



## B. Staffing Approach

- The Water Slide, it will be opened and closed at the desired times set by the Board of Supervisors.
- In the event of inclement weather, staff will follow and enforce District policies. If the weather is predicted to persist throughout the day, the Facility Manager shall direct staff accordingly. If the Facility Manager is not on-site, the Aquatic Supervisor will be contacted.
- At any time the Board of Supervisors would like to adjust the hours and/or days of service, RMS respectfully requests a two-week notice to modify the schedule.
- Additional lifeguard/deck monitor services can be provided at \$16.00 per hour.



## C. Schedule

- RMS understands the need for flexibility in order to meet the needs of each community and will provide the necessary staffing in order to provide the services based upon the operating hours of the community.
- RMS can assist the community in developing operating hours based upon schedules established by similar communities in the area.
- Three (3) lifeguards and one (1) Head Lifeguard/Supervisor will be on-site Fridays during St. Johns County Summer Break. *Hours TBD.*
- Three (3) lifeguards and one (1) Head Lifeguard/Supervisor will be on-site Saturdays and Sundays during St. Johns County Summer Break. *Hours TBD.*
- Three (3) lifeguards and one (1) Head Lifeguard/Supervisor will be on-site for Memorial Day, July 4<sup>th</sup> and Labor Day. *Hours TBD.*



## Maintenance Personnel

Every community has continuous needs for various maintenance requirements throughout the year. One of the many questions a community may ask is, “who will perform the maintenance service, how much it will cost and when will it be completed?”

RMS has a strong team of experienced, dedicated and hard working maintenance personnel with the ability to timely respond to most all maintenance issues throughout the community on a cost effective basis. Some of the services include but not limited to the following:

- Light inspections and replacements
- Property inspections and trash removal
- Inspect and remove debris from lakes and outfall structures
- Inspect and clean pet receptacles
- Wildlife relocation program
- Paint facilities
- Refurbish spray ground & playground equipment
- Fence repairs
- Grinding of sidewalks (trip hazards)
- Fitness equipment preventive maintenance



## General Provisions

- RMS shall provide, at no cost to the District, company uniforms to all personnel providing maintenance services.
- Additional staffing can be provided at \$35 per hour.
- Costs incurred by RMS due to emergencies or unscheduled visits (i.e. vandalism, Acts of God, unsafe conditions, etc.) shall be invoiced at \$35 per hour, plus materials and mileage reimbursement. *Minimum of one (1) hour charge.*





## Pressure Washing

RMS has state-of-the-art equipment for pressure washing sidewalks, pool decks, buildings, fencing and other structures throughout a community. This is very beneficial to communities subject to vandalism and the quick response time to remove the damage created, as well as for facility preventative maintenance.

## Electrical

RMS has a priority subcontract with a licensed electrical contractor for immediate response to electrical

problems throughout any community.

## Janitorial

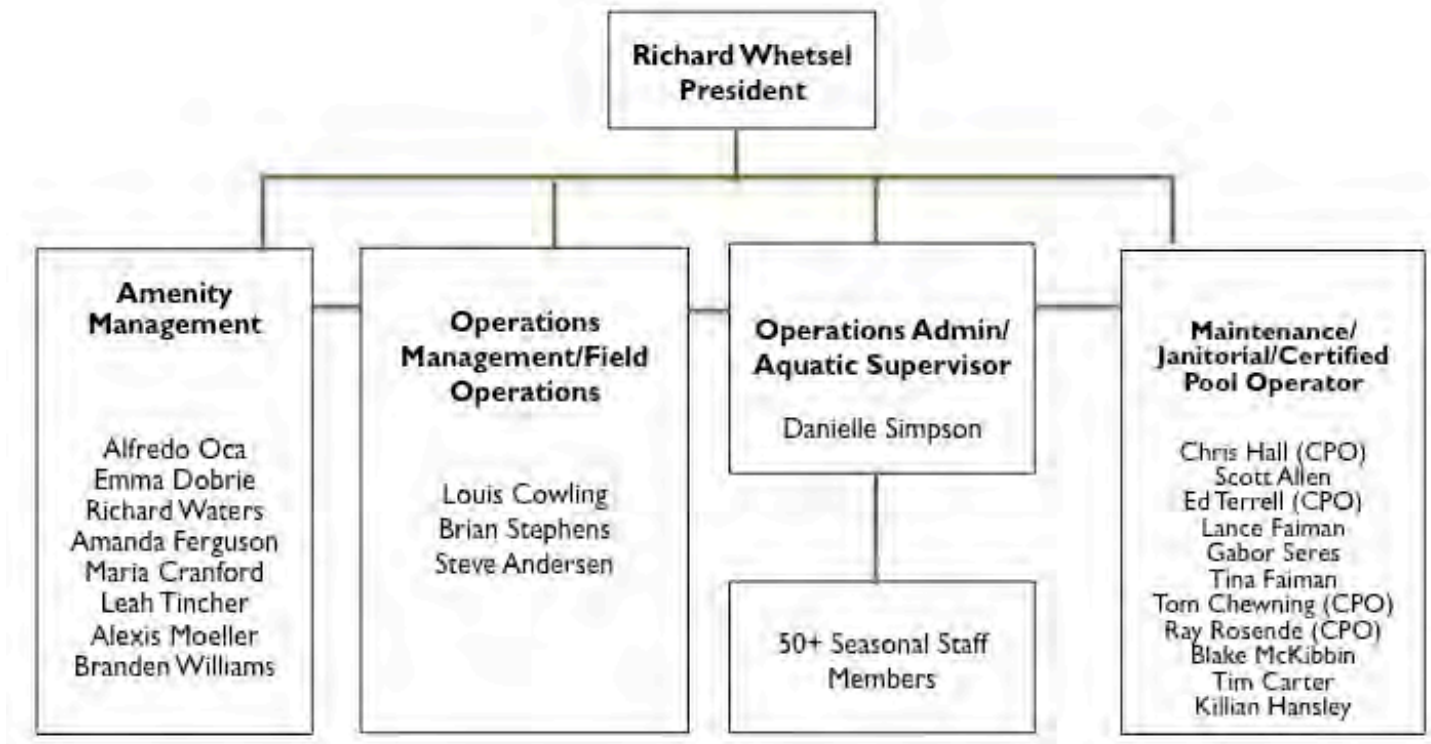
RMS has reliable and dependable personnel providing janitorial services customized for each client based upon seasonal changes and level of use.

### Our services include:

- Service 2 times per week (annually)
- Sweep and mop tiled areas as necessary
- Clean restrooms, sinks, mirrors, fixtures, toilets and urinals
- Clean interior windows, baseboards, wipe down walls and doors
- Clean and sanitize fitness equipment
- Remove debris and replace trashcan liners
- Restock supplies, paper products, etc. as needed
- Straighten deck furniture and blow off patio/deck
- Pick up trash and debris from the amenity and pool areas



## KEY PERSONNEL



The various services previously detailed are provided by a strong team of employees and partners with decades of experience. The RMS organizational chart above reflects the personnel by department area.

### ***Rich Whetsel - President***

Rich has more than 10 years experience in property management for master planned communities in the Jacksonville area. As the leader of the RMS team, he has been responsible for developing the business plan and growing the business from the ground up to over 50 employees responsible for managing some of the premier communities in Northeast Florida.

### ***James A. Perry, C.P.A. – Vice President***

Jim Perry is the managing director for GMS in the Northeast Florida Region. Mr. Perry graduated from the University of Central Florida with a Bachelor of Business Administration Degree in Accounting and from the executive development program of the University of Pennsylvania-Wharton. Mr. Perry has extensive experience with Community Development Districts, local governments, utilities, development and construction. Mr. Perry has served in senior financial positions with fortune 100 companies as well as with the largest governmental utility provider in Northeast Florida.

### ***Darrin Mossing – Vice President and Chief Financial Officer***

Darrin Mossing is also President of Governmental Management Services (GMS), a family of related companies responsible for the management of over 120 Community Development Districts, Property Owner Associations, various Special Taxing Districts and Special Purpose Entities. Mr. Mossing has a Bachelor's Degree in Accounting from Ohio University and has worked in the property management business for over 26 years.

***Kelly Adams – Accountant***

Kelly has been with the RMS organization since the establishment date. Kelly provides all the financial reporting services for RMS including payroll, accounts payable, bank reconciliations, financial reporting and tax returns. Her office is located in Kingston, Tennessee. Kelly has over 20 years of financial reporting experience.

***Danielle Simpson – Administrator***

Danielle has been with the RMS organization since the establishment date. Ms. Simpson is the Operations Administrator, Supervisor and Director of Aquatics for RMS. She has a bachelor's degree from Arizona State University. She is a NSPF Certified Pool Operator and American Red Cross Lifeguard Instructor. She trains and manages Amenity Managers, Facility Attendants and Deck Monitors. Her other responsibilities include coordination of special events, establishment of aquatic budgets, establishes and enforces community policies and training personnel.

***Brian Stephens - Operations Manager***

Mr. Stephens oversees the daily operations of multiple Community Development Districts. Mr. Stephens has extensive experience in the field of landscaping and irrigation and holds a Florida Chemical Applicators license. His key responsibilities include monthly reporting to a Board of Supervisors, budgeting, acquiring proposals, contractor management and maintenance related projects. Along with these responsibilities, he has overseen Amenity Facilities, grounds improvements and oversight of vendor contract specifications. He takes initiative and is able to accurately plan future projects for District infrastructure.

***Steve Andersen – Operations Manager***

Steve joined the RMS organization shortly after the

establishment date and oversees four Community Development Districts that range in size from 600 to 2,900 acres, including residential and commercial property, and over 15,000 residents. He oversees day-to-day operations and budgeting. He has developed strong partnerships and a positive rapport with residents, vendors and clients. He possesses a high level of skill in contract negotiation, project estimating, document preparation, State and Federal regulations, material purchasing and site management. He has a Bachelor of Science Degree in Business Management from the University of Nebraska. Mr. Andersen was a Navy officer for 23 years and oversaw numerous organizations with numerous employees and multi-million dollar budgets. Prior to joining the RMS team, Steve spent many years working as construction manager for East West Partners, a large multi-state residential and commercial developer, and was responsible for projects in excess of \$100 million. Steve's skills, experience and knowledge of all aspects of property management are a tremendous asset to Riverside Management Services.

***Louis Cowling – Operations Manager***

Louis has been with the RMS organization since the establishment date. He oversees several Community Development Districts in the North Florida area. These are primarily residential communities ranging from 680 to 2,000+ housing units, some to include commercial components. Mr. Cowling has a Bachelor's Degree in Landscape Architecture from Louisiana State University and experience in real estate development construction. Prior to joining RMS, Louis worked for a major Florida residential and commercial developer responsible for premier communities such as Bartram Springs and Aberdeen. His main responsibilities include reporting to each Board of Supervisors, budgeting, procuring proposals, contractor oversight, approving invoices, utility monitoring and making sure the properties are in the best condition possible. Along with these responsibilities, he has overseen Amenity Facilities, grounds improvement and repairs for the Board of Supervisors on projects ranging from minor light replacements to full remodeling and painting of facilities. He takes possession of requests and monitors all work through completion.

*"Coming together is a beginning. Keeping together is progress.*

*Working together is success."*

Prepared by Riverside Management Services

Henry Ford



***Amanda Rentsch – Amenity Manager***

Amanda has worked in the Community Development District business for 12 years. For the first 10 years with Governmental Management Services, she performed District Recording Secretary services, which included transcription of Board of Supervisors meetings, preparation of agenda packets for transmittal to the Board and staff, maintained “Record of Proceedings,” complied with administrative statutes and properly noticed public meetings in accordance with Florida Statutes. For the last two years, Amanda has been serving in the Field Operations department as an Amenity Center Manager at Pine Ridge Plantation CDD. Amanda specializes in clubhouse facility management, providing resident assistance, supervision of day to-day vendor contracts, planning and executing special events for the community, obtaining proposals and working with staff on each Fiscal Year budget.



***Leah Tincher – Facility Manager***

Leah Tincher has management and customer service experience in the Aquatics and Recreation/Event Planning fields. Leah has a Masters of Education degree from Indiana University and began her career as a teacher in 1997. As a teacher, Leah taught all ages and served as an Athletic Director Assistant where her interests in teaching physical education and swimming excelled. She was also awarded the “Providence Teacher of the Year” on two separate occasions during her teaching career. She continued her aquatic interest in aquatics as a Pool Manager and Activities Director at the Jacksonville Golf and Country Club where she was responsible for the oversight of the swim team, social event planning, clubs and aquatic facility for eight years. She then pursued a more challenging level of Management and has been a Facility Manager/General Manager for the past four years. She has extensive experience in budget managing, daily facility operations, event planning and execution, aquatic supervision, contract management and marketing.

***Freddie Oca - Amenity Manager***

Freddie began working at RMS in July 2013. He coordinates the smooth functioning of the amenity building and grounds, as well as working with event logistics and setup. His responsibilities have continually shifted in response to the needs of the community. Freddie’s background includes management positions in both large and small companies and he has spent over 15 years as a competitive flag football player all over the state of Florida. Citibank recognized him for logging in over 250 volunteer hours at his local YMCA.

***Emma Dobrie - Facility Manager***

Emma Dobrie began her employment with Riverside Management Services as a Facility Attendant, and after several months of hard work and dedication she was promoted to a Facility Manager. Emma previously worked for Florida State College of Jacksonville as the Social Program Director and Assistant to the Student Liaison Department Head. Her main responsibilities included daily interactions with the student body, social event planning and execution and administrative duties. Emma coordinated numerous social events with 400-600 participants per event and managed the social events budget of \$38,500 per year. Emma has a lively personality with a creative outlook for events and has established a professional relationship with residents, guests and vendors.



## CLIENT LISTING

<b><i>County</i></b>	<b><i>Community</i></b>
Clay	Azalea Ridge Eagle Harbor Oakleaf Plantation – Double Branch CDD Oakleaf Plantation – Middle Village CDD Pine Ridge Plantation Rolling Hills
Duval	Bartram Springs Tison's Landing Wynnfield Lakes Queen's Harbour Yacht & Country Club
St. Johns	Aberdeen Bannon Lakes Heritage Park Rivertown St. Johns Golf & Country Club



## REFERENCES

1. Douglas G. Maier  
Tison's Landing Developer/Vice Chair  
(904) 821-8188  
[dougmaier@comcast.net](mailto:dougmaier@comcast.net)
2. Zenzi Rogers  
Former Wynnfield Lakes Chairperson  
(904) 237-1625  
[zenzirogers@lennar.com](mailto:zenzirogers@lennar.com)
3. Cindy Nelsen  
Double Branch Vice-Chairman  
[bcnelson@comcast.net](mailto:bcnelson@comcast.net)
4. Sarah Gabel Hall  
Durbin Crossing Supervisor  
(904) 234-1111  
[sarahgabelhall@hotmail.com](mailto:sarahgabelhall@hotmail.com)
5. Kevin Colcord  
Bartram Springs Chairman  
(904) 451-6808  
[kevin@sundancersigngraphics.com](mailto:kevin@sundancersigngraphics.com)
6. Bob Salser  
Queen's Harbour Yacht & Country Club Supervisor  
(904) 312-2293  
[rsalser327@aol.com](mailto:rsalser327@aol.com)



# PRICING SUMMARY

	<u>Monthly Amount</u>	<u>Annual Amount</u>
A. Facility Manager/Lifestyle Director – <i>(F/T Salaried Position)</i>	\$5,000.00	\$60,000.00
B. Assistant/Weekend Manager – <i>(P/T Hourly Position)</i>	\$2,166.67	\$26,000.00
C. Lifeguards/Pool Attendants – <i>(Based upon 4 guards at \$16/hr each)</i>		\$48,000.00
<ul style="list-style-type: none"> <li>• From St. John’s County Spring Break through September</li> <li>• Includes Memorial Day, July 4<sup>th</sup> and Labor Day</li> <li>• Specific schedule to be determined by Board of Supervisors</li> </ul>		
D. Canoe Launch Attendant – <i>(Based upon 1 attendant at \$16/hr)</i>		\$27,253.33
<ul style="list-style-type: none"> <li>• From March through September</li> <li>• 7 days per week / 8 hours per day</li> <li>• Specific schedule to be determined by Board of Supervisors</li> </ul>		
E. Janitorial Services – <i>Upon Request</i>		
F. Pool Services – <i>Upon Request</i>		
G. Operations Manager – <i>Upon Request</i>		
H. Special Event Planning – <i>Upon Request</i>		

**TOTAL:**

\$161,253.33
--------------

## **General Provisions**

- RMS shall provide, at no cost to the District, company uniforms to all personnel providing services.
- Reasonable reimbursement for the expense of copies, office supplies and mileage.

The pricing above includes social security and Medicare taxes, federal and state unemployment tax, worker’s compensation insurance, paid vacation, paid sick leave, employee prescreening (drug and background check), payroll processing, administrative costs and health insurance single standard for full-time employees.

*C.*

Proposal For

***Amenities & Lifestyle Management Services***

On behalf of

**Meadow View at Twin Creeks  
Community Development District**



Submitted By



Blaz Kovacic,  
Vice Chairman,  
Meadow View at Twin Creeks Community Development District  
BBX Capital Real Estate  
401 East Las Olas Boulevard, Ste. 800  
Ft. Lauderdale, Florida 33301

February 19, 2018

Subject: Proposal for Amenity Management Services at Beacon Lake

Dear Mr. Kovacic,

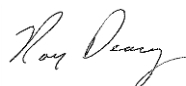
Thank you for the opportunity to respond to Meadow View at Twin Creeks Community Development District's Request For Proposals for the management of Beacon Lake's Clubhouse and related amenities. Vesta's enclosed Proposal seeks to match BBX Capital Real Estate's own commitment to (1) fulfil your homebuyers' personal dreams for an exceptional lifestyle at Beacon Lake, and (2) "get it right" by determining the optimal way of managing and programming the District's amenities.

To those ends, we've provided a wealth of information that shows Vesta's passion, experience, expertise, and flexibility, to help you make the right decision for the District and its residents. Just as your Lake House Amenity and Fitness Center is designed to expand and grow along with the community, so too with our recommended amenities management, staffing, and maintenance levels for Year 1, as shown in Vesta's Proposed Pricing Structure beginning on Page 18.

Our Lifestyle Programming experience includes serving several different waterfront accounts and activities in Florida, as well as a nearby community with a culinary kitchen (or as affectionately called by the residents, "The Tavern.") You can gain a glimpse of Vesta's commitment to providing the Beacon Lake residents with an escape to "paddle-friendly living" by using the following link: <https://www.dropbox.com/s/daemde7ijajtc dh/Beacon%20Lake.mp4?dl=0>

As a Jacksonville-headquartered, statewide company with over 25 years of experience, Vesta desires to be a long-term, local partner of yours who provides specialized amenity management services to help drive home-sales and make Beacon Lake a truly exceptional, resort-style community for generations in Northeast Florida. In the meantime, thank you for your consideration of Vesta and we wish you continued success with the launch of this special community.

Sincerely,



Roy Deary  
President,  
*Amenities & Lifestyle Division*  
Vesta Property Services, Inc.





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## **I. Executive Summary: Vesta's Value to Meadow View at Twin Creeks CDD & Beacon Lake**

Vesta believes that the District should strongly weigh which respondent to its RFP offers the District the best value proposition. Vesta's is to provide Meadow View at Twin Creeks Community Development District with the ideal combination of the following key features:

- Quality-Service & Flexibility in Our Proposed Staffing Levels.
- Unrivaled Experience, Expertise and Depth of Local Resources to Support the On-Site Staff.
- Competitive Pricing & the Efficiency of Bundled Services and "One-Stop Shopping."

Our enclosed Proposal explains in detail each of these features of our value proposition. By selecting Vesta, the District will save time, money, and lower its risk while increasing people's enjoyment and satisfaction in living in Beacon Lake. The following summarizes how all of this will result from Vesta's value proposition for the District:

- The District will save time by being able to purchase and fulfill all of its amenity-and-lifestyle management needs from one provider, Vesta, rather than multiple vendors.
- The District will save money with Vesta by agreeing to a cost-effective and efficient level of operation during Year 1 (for a 6-days/week operation *which would save 15%* vs. our 7-days/week fee), and then expanding and growing that operation over time, along with the community's growth. (And Vesta will ensure your confidence and peace-of-mind that, when combined with our experience, expertise, and depth of resources, such an efficient on-site operation will be very effective on Day 1 and throughout Year 1.)
- The District will lower its risk by being able to rely on Vesta as the most experienced company with the highest levels of specialized expertise available to Beacon Lake. (We know the questions to ask, the challenges to anticipate, and the solutions to provide before we begin, due to our quarter-century of successful experience in this business.)
- The District will experience the highest levels of enjoyment and satisfaction by benefitting from Vesta's combination of amenities management experience, our expertise in lifestyle curation and creating a lasting sense of community and connections for the residents, and our ability to assist District Staff in enabling Board Members to focus on their higher-value responsibilities for the District rather than be pulled into day-to-day operational matters.

The thrust of this material states Vesta's value to the District in terms of our experience, expertise, available resources, proposed scope-of-service, and the two different Options of our Proposed Pricing structure. Vesta is eager to deliver this value to Meadow View at Twin Creeks Community Development District and enable *Beacon Lake* to thrive as the area's "One-Of-A-Kind Community" that features a unique, "homey-neighborhood" feeling, opportunities for a vast array of recreation and relaxation options for all ages and interests, and expert lifestyle management services on behalf of its residents.

## **II. Proposal for Amenities & Lifestyle Management Services**

### **A. Introduction**

#### **1. Overview:**

Vesta believes that the Board should strongly consider which Proposer offers Meadow View at Twin Creeks Community Development District the best value. Vesta will provide the District with the best combination of the following features:

- a. Quality-Service & Flexibility in Our Proposed Staffing Levels.
- b. Unrivaled Experience, Expertise & Depth of Local Resources to Best-Support the On-Site Staff.
- c. Competitive Pricing & the Efficiency of Bundled Services and “One-Stop Shopping.”

Before detailing below how Vesta addresses each of these features of our value proposition for Beacon Lake, here are some “good-to-know” facts about Vesta:

- a. We’ve been in business since 1993 and are headquartered in Jacksonville, Florida.
- b. We have offices statewide to support over 550 managed-communities.
- c. We have over 1,200 employees statewide, including over 350 in Northeast Florida.
- d. We provide Amenities & Lifestyle Management; Community Association Management; and Financing of community assets for developers (and residents “post-turnover.”)
- e. We’ve specialized in serving Community Development Districts continuously since 1997.

#### **2. List of Available Services:**

Unlike any other firm in our industry, Vesta has decades of experience providing a diverse set of contracted services for planned-communities. Our main services include:

- a. Amenity Facilities Management & Staffing (Clubhouses, Recreation Facilities, Amenity Centers, Aquatics Facilities / Waterparks, Fitness Facilities, and Tennis Complexes)
- b. Association Management (including a wide range of management and accounting services)
- c. Lifestyle Programs (Resident Activities; Recreation, Athletics; Spa and Wellness services)
- d. Field Operations Management (Oversight of common areas, including Landscaping and Pond maintenance service-providers)
- e. Facilities Maintenance (Swimming Pools, Tennis Courts, Fitness Equipment, General Facility Maintenance and Repair, and Janitorial / Housekeeping services)
- f. Food & Beverage Management (Turn-key Operation of full-service establishments)
- g. Event Management (Carrying out dynamic Special Events for the entire community)
- h. Community Transportation (Turn-key operation of bus, coach, and shuttle transportation services within select planned-communities)





**B. Vesta's Value Proposition for Meadow View at Twin Creeks CDD and Beacon Lake:**

The following is Vesta's detailed explanation of our Proposed value proposition. We offer:

**1. Quality-Service & Flexibility in Our Proposed Staffing Levels**

As part of our Proposal and the value we will provide, Vesta recommends the utilization of each of the positions listed below on Day 1 of the amenities operation, accompanied by the scope-of-service listed for each. However, we are flexible as to the exact level of service for each in terms of the number of hours required. (This flexibility is reflected in our Pricing structure on Page 18.)

Vesta's proposed scope-of-service will be carried out by experienced, skilled Vesta-associates (not sub-contractors or Temp-Staff) who will be closely overseen and supported by our management team and additional resources. The following is a list of these key positions, accompanied by Vesta's detailed **Scope-of-Service**, that it proposes for the District's amenities operation and overall lifestyle programming:

**a. Amenity Manager / Lifestyle Director**

The Amenity Manager / Lifestyle Director (Vesta is flexible on the title and will utilize whatever the District prefers) is the driver of the Amenities Operation and Lifestyle Program's success for Beacon Lake. As described below, the role entails a whole lot more than providing a full calendar of popular and successful activities for the residents, as important as that is.



The Amenity Manager / Lifestyle Director's primary responsibilities shall include:

1. Create a warm and welcoming first impression. Recognizing that staff is an extension of the sales team, the Amenity Manager and all personnel will act as enthusiastic ambassadors of Beacon Lake.
2. Provide a memorable experience for all residents, prospective residents and sales staff.
3. Ensure that all residents and guests are treated in a friendly, courteous, and respectful manner.
4. Design, promote and execute community events and ongoing activities.
5. Provide creative activities for the residents, taking into consideration trends in the industry.
6. Deploy all means of communication including social media to help promote the overall lifestyle and specific activities within the community.
7. Survey the community and create ongoing activities and programs based on the current needs and requests of the residents.

8. Provide information to the community through a newsletter and/or “e-blast” system to promote activities and enhance the residents’ understanding of key facility policies and procedures
9. Train/supervise Amenity Center staff. Hold all staff accountable to a high level of patron service.
10. Enforce District Rules and Policies.
11. Monitor the use and condition of the Amenity Center and equipment.
12. Provide professional interaction and coordination with other outside entities such as property management, landscapers and other District/community service-providers.
13. Hold maintenance staff to a high degree of quality and efficiency. Direct staff accordingly.
14. Ensure that all recreation facilities are kept in pristine condition.
15. Remedy facility repair needs in a timely and efficient manner on behalf of the District.
16. Ensure timely communication with residents and District Staff regarding issues that may result in a disruption in amenities usage and/or service-delivery for the residents.
17. Provide concise, professional updates at each District Board Meeting, to include key expenditures, progress on lifestyle development, specific opportunities/concerns/challenges, and suggestions for improvement.

**NOTE:** Due to our depth of quality personnel, Vesta has already identified and prepared an experienced individual who would be a great fit for the Amenity Manager role at Beacon Lake.

Included in our Lifestyle Programming capabilities is our hands-on experience at Artisan Lakes (in nearby Nocatee), where Vesta provides themed-events and cooking instruction for the residents in their Culinary Kitchen and Tavern (shown below.)



**b. Guest Services Assistants**

The Guest Services Assistant’s primary responsibility is to cater to the needs of residents using the amenities, as well as enable the Amenity Manager to focus on some additional responsibilities when there is overlap between the two positions on a given day.

**The duties typically include:**

- Courteously answering the telephone, email inquiries, and handling other forms of communication with residents.
- Signing up residents for programs and events, as well as Facility Rentals (if policies permit.)
- Providing residents with any necessary recreation equipment, such as kayak paddles, etc.
- Fulfilling additional cleaning tasks when needed and able.\



In addition, the deployment of Guest Services Assistants can enable an additional day per week of Amenities Staffing during Year 1 if the District desires a “relatively-lean” operation during the first year. (See “Pricing Structure” enclosed for further details.)

**c. Maintenance Services**

Vesta has a lengthy history of providing excellent facility maintenance services on behalf of a variety of communities throughout Florida. We do so with our own tight-knit team of quality employees. Due to our decades of operating in this manner, our communities consistently enjoy:

- Cleaner facilities.
- Less “down-time” waiting for contractors to show up.
- No “finger-pointing” between management and outside vendors.
- Greater control of maintenance personnel’s schedules, work-habits, appearance, etc.
- Greater efficiency and flexibility in the deployment of personnel by being able to respond to the most pressing needs and opportunities each day.

Vesta’s Facility Maintenance services are recognized statewide for the quality-of-work and cost-effectiveness that we provide. We can effectively meet the needs of the following three, main maintenance services (Swimming Pools, General Facilities Maintenance, and Janitorial Maintenance) with our own, on-site team. These Vesta employees are typically dedicated to a specific facility to capitalize on our team’s valuable knowledge-base and familiarity with the specific needs and unique features and challenges of each location.



**(1) Swimming Pool Maintenance**

1. Check pool water quality and complete equivalent to *DH Form 921 3/98 Swimming Pool Report*, as required by Chapter 64E-9.004(13), FAC, per site visit.
2. Conduct necessary tests for proper pool chemicals as required to maintain water quality levels within requirements of Chapter 64E-9.004(d).
3. Operate filtration and recirculation systems, backwashing as needed. Clean all filters and

- strainers on a regular basis.
4. Maintain pool at proper water level and maintain flow and filtration rates.
  5. Inspect valves for leaks, as well as other components.
  6. Coordinate delivery and service from pool chemical provider.
  7. Remove all stains inside the pool.
  8. Manually skim, brush and vacuum pools as needed.
  9. Straighten pool furniture.
  10. Clean all waterline tiles.
  11. Advise District Management of any necessary repairs, cleaning, or replacement items required due to “normal wear & tear,” “acts of God,” or vandalism.

**NOTE:** Scope-of-service excludes the provision of pool chemicals, which are usually handled as a separate agreement directly between the vendor and the District.

**(2) General Facilities Maintenance**

1. Maintain the cleanliness of all outdoor structures.
2. Regularly remove debris and trash in-and-around the facility.
3. Maintain the cleanliness of soffits, ceiling fans, light fixtures and all outdoor ceiling surfaces.
4. Blow off entire pool deck, tennis courts and all entryways, as needed.
5. Remove spider webs, wasps’ nests, mud daubers, etc.
6. Spot pressure wash pool deck and walkways as needed.
7. Regularly inspect and clean playground equipment, umbrellas and permanent shade structures.
8. Rake beach area, as needed.
9. Provide simple repairs, as able.
10. Address safety hazards immediately.
11. Maintain an up-to-date equipment manufacturers manual and warranty information.
12. Work with appropriate professionals in overseeing the amenity building’s various systems.
13. Inform the District Manager of any needed or anticipated facility repairs.
14. Maintain tennis courts (remove debris), windscreens and nets. (We are currently assuming that the tennis courts will NOT be clay or Har-Tru Courts, which require additional, regular maintenance (daily brushing, rolling and lining of all courts; monitoring of irrigation system, removing and applying clay surface material as needed, etc.)



**(3) Janitorial Services**

1. Maintain general appearance of all indoor spaces by vacuuming carpet, dusting of all fixtures, mopping floors, cleaning windows, bathrooms, counters and tiled areas.
2. Clean all windows, window ledges and blinds.
3. Clean all bathrooms. Regular service includes cleaning of all toilets, bases behind toilets, counters, mirrors and shower stalls. Soap dispensers shall be cleaned and filled when necessary. All paper product dispensers shall be restocked as needed.

4. Dust all indoor areas including air vents, furniture bases, shelves, picture frames, counter tops, tables, televisions and all other indoor fixtures.
5. Straighten all furniture and fixtures.
6. Remove all interior trash.
7. Sweep and damp mop all hard surface flooring.
8. Vacuum all carpeted areas and entry mats.
9. Maintain orderly storage closets

## **2. Unrivaled Experience, Expertise and Depth of Local Resources to Best-Support Beacon Lake's On-Site Amenities Staff and Success**

No other company rivals Vesta's quarter-century of experience and expertise as a statewide specialist in planned-community operations and amenity services or our depth of resources that are based in our Jacksonville, minutes away from Beacon Lake:

- Our professional and experienced Accounting, HR, Marketing, & IT Teams.
- Our Area General Managers who oversee each client-community, provide further support for our on-site personnel, and bring decades of industry experience to their roles.
- Our Executive Leadership Team with over 170 years of combined, hands-on experience in our industry. (Bios are in Exhibit A beginning on Page 19.)

Vesta manages and/or staffs the amenities of a majority of the premier, lifestyle-focused communities surrounding Beacon Lake:

- *Aberdeen*
- *Artisan Lakes* (in Nocatee)
- *Bartram Springs*
- *Celestina*
- *Durbin Crossing*
- *Heritage Landing*
- *Johns Creek*
- *Julington Creek Plantation*
- *Markland*
- *MuraBella*
- *RiverTown*
- *Shearwater*

Another valuable aspect of our "depth of local resources to support the on-site staff" includes being able to tap into this workforce of over 300 associates - all within minutes of Beacon Lake - to allow for Paid Time Off for the staff, help with emergencies and sudden staff shortages, provide extra help for events and maintenance projects, etc. (No other company can match this capability in Northeast Florida or elsewhere.)





Especially-relevant to Beacon Lake's unique design and features, Vesta has also enjoyed a long history of providing watercraft services throughout Florida, including:

- Kayaks on the Atlantic Ocean at Ponte Vedra Beach's *Cabana Club*
- Paddle Boats on a large community lake in Orlando's *Vista Lakes*
- Kayaks on a 70-mile community lake in Tampa's *Lucaya Lake Club*
- Kayaks on the St. Johns River in Northeast Florida's *RiverTown*

Also, Vesta still serves our very-first and largest community, Kings Point Delray Beach with over 13,000 residents, with whom we began over 25 years ago!

Ten of the following eleven References are located within fifteen minutes of Beacon Lake; all eleven are listed below to further illustrate our unique experience and expertise:

1. ***Aberdeen CDD*** / Northeast Florida (2008 – present)

Project Type/Description: 1,650+ single-family and multi-family homes

Scope of Services: Amenity Mgt., Maintenance Svs., Lifestyle Programs, and Lifeguard Services



2. **Bartram Springs CDD** / Northeast Florida (2005 to present)

Project Type/Description: Built-out community of 1,300 homes (mostly single-family)

Scope of Services: Amenity Management, Maintenance Services, and Lifestyle Programs.



3. **Celestina HOA** / Northeast Florida (2016 – present)

Project Type/Description: Community of 2,600 homes, near build-out.

Scope of Services: Amenity Mgmt., HOA Mgmt., Maintenance Services, & Lifestyle Programs





4. ***Durbin Crossing CDD*** / Northeast Florida (2008 – present)

Project Type/Description: Community of 2,600 homes, near build-out.

Scope of Services: Amenity Management, Field Operations Management, Maintenance Services, Lifestyle Programs, Lifeguard Services, and Facility Monitoring.



5. ***Grand Haven CDD*** / Northeast Florida (2007 – present)

Project Type/Description: Community of 1,900 homes; near build-out.

Scope of Services: Amenity Management, Restaurant & Bar Turn-key Operation, Maintenance Services, and Lifestyle Programs



6. ***Heritage Landing CDD*** / Northeast Florida (2006 – present)

Project Type/Description: 1,250 single-family and multi-family homes (fully built-out)

Scope of Services: Amenity Management, Field Operations Mgt. and Maintenance Services, Lifestyle Programs, Lifeguard Services, and Facility Monitoring.



7. ***Julington Creek Plantation CDD*** / Northeast Florida (November 2016 – present)

Project Type/Description: 5,800 homes (fully built-out)

Scope of Services: Amenity Management, Field Operations Mgt. and Maintenance Services, Lifestyle Programs, Lifeguard Services, and Turn-key Café Operation.





8. **Mattamy Homes (RiverTown) Rivers Edge CDD** / NE Florida (March, 2015 – present)

Project Type/Description: Planned-community of 4,000 homes at build-out, featuring multiple amenity centers including kayak launches, and a full-service café beginning in March of 2018.

Scope of Services: Amenity Management, Maintenance Services, & Lifestyle Programs.



9. **Southaven CDD (Markland)** / Northeast Florida (2016 – present)

Project Type/Description: 400 homes at build-out

Scope of Services: Amenity Management, Maintenance Services, and Lifestyle Programs



10. **Turnbull Creek CDD (MuraBella)** / Northeast Florida (2007 – present)

Project Type/Description: 950 single-family homes (fully built-out)

Scope of Services: Amenity Management, Field Operations Mgt. and Maintenance Services, Lifestyle Programs, Lifeguard Services, and Facility Monitoring.



11. **Trout Creek CDD (Shearwater)** / Northeast Florida (2016 – present)

Project Type/Description: 2,000 + single-family homes at build-out

Scope of Services: Turn-key operation of the “Kayak Club’s” water park including Lifeguard Services and Maintenance Services for waterslide, lazy river, and Junior Olympic Pool.



### **3. Competitive Pricing & the Efficiency of Bundled Services and “One-Stop Shopping”**

Before providing our Pricing structure below, it should be noted that Vesta’s lengthy experience and comprehensive expertise enables us to offer communities a wide-array of services under one company umbrella. It’s been stated repeatedly by developers and the Boards of Community Development Districts and Homeowners Associations that they prefer to deal with fewer - rather than more - vendors and service-providers.

Vesta has taken this desire of the marketplace to heart, so we offer the majority of community operations services needed by the District. (The few exceptions include landscape maintenance services and maintenance of storm-water retention ponds.) As shown in the above Scope-of-Services section, the services proposed by Vesta are:

- Amenities Management & Staffing
- Lifestyle Programming for a wide-array of creative residents’ activities and events
- Amenities Maintenance (consisting of pool maintenance, general facilities maintenance, and janitorial maintenance.)

We will submit a monthly invoice for all services, enabling the District’s efficient review and processing. (All invoices will be accompanied by the related back-up detail when appropriate, such as for reimbursement for supplies purchased for community events, etc.)

As the community grows over time, Vesta’s services are fully able to expand along with the community’s needs, by providing such services as a part-time or full-time, on-site Field Operations Manager (if desired by the District), a turn-key Food & Beverage operation (if warranted), Association Management for the community’s HOA, and other services. When the needs arise, Vesta stands ready to continue to enable the District to have fewer - not more - service-providers.

#### **a. Pricing for Amenities & Lifestyle Management Services**

Fees shown below are for a twelve (12) month-period, they include a “turn-key” approach to providing these services, and they also include:

- Providing internal payroll services, workman’s compensation insurance, benefits, etc.
- Comprehensive recruiting, training, annual performance reviews, and long-term development of the staff (all of which is overseen and supported by Vesta’s Jacksonville-based, Human Resources Department.)
- Vesta’s oversight & support for all Amenities personnel, provided by Vesta’s team of Area General Managers with decades of experience and success in our industry and company.

### **OPTION 1: 7 Days/Week Staffing**

Service	Hours/wk.	Annual Fee
Amenity Mgr./ Lifestyle Dir.	40*	\$58,990.00
Guest Services Assist.	16**	\$19,525.00
General Facilities Maintenance & Janitorial	18	\$21,530.00
Pool Maintenance	***	\$17,600.00
<b>Total</b>		<b>\$117,645.00</b>

\***Amenity Mgr.** can work either 5 days/week x 8 hrs./day; **OR** 6 days/week x 6.66 hrs./day

\*\***Guest Services Assistants** would be scheduled to work either the 2 days not worked by the Amenity Mgr. **OR** the 1 day not worked by the Amenity Mgr. + 1 day overlapped with the Amenity Mgr. to better free-up the Manager for additional responsibilities (attending meetings with vendors & others, etc.)

\*\*\***Pool Maintenance** includes three (3) service-visits/week.

### **OPTION 2: 6 Days/Week Staffing**

#### **(Vesta's recommendation for Year-1 of the Operation)**

Service	Hours/wk.	Annual Fee
Amenity Mgr./ Lifestyle Dir.	32*	\$47,895.00
Guest Services Assist.	12**	\$14,645.00
General Facilities Maintenance & Janitorial	16	\$19,375.00
Pool Maintenance	***	\$17,600.00
<b>Total</b>		<b>\$99,515</b>

\***Amenity Mgr.** can work either 4 days/week x 8 hrs./day **OR** 5 days/week x 6.4 hrs./day

\*\***Guest Services Assistants** would be scheduled to work 2 x 6.0 hrs./day.

\*\*\***Pool Maintenance** includes three (3) service-visits/week, as noted above.

**NOTE:** Vesta would be very happy to provide either level of service outlined in the two “Options” shown above, as both would prove effective and successful. While “Option 1” is our Response to the District’s Request, your stated willingness to possibly consider other alternatives is the reason we’ve shown and recommended “Option 2, based upon the expectation that the level of home-ownership in Year-1 will allow this level of service, without any negative effects for the Residents.



### **III. Recommendation on Purchase vs. Lease of the Recreation & Amenities Equipment:**

In our experience, Districts usually have the means to fulfill its equipment needs by a purchase and thus avoid the additional interest expense associated with lease agreements. Should the District purchase the Fitness equipment, we advise Districts to have a separate contract with a local provider for periodic inspections and preventative maintenance that will enhance the long-term life of the equipment, which further eliminates the need to consider the option to lease.



Also, an experienced amenities management and maintenance provider like Vesta can also ensure that the amenities equipment is properly utilized by the residents and well-maintained, thus further extending its lifespan.

## **IV. Addenda:**

### **A. Executive Leadership Team**

Vesta's leadership team is comprised of top-level executives in all areas of real estate, including land planning; property development and management; property acquisition and disposition; real estate litigation and risk management; crisis management; real estate-focused media relations; sales and marketing; amenity development, finance, and management; asset preservation and maintenance; and commercial real estate development. Together, the team brings more than 170 years of combined, senior-level experience in the industry to serve our clients.



#### **J. Frank Surface, Chairman and CEO**

Mr. Surface has been Chairman and Chief Executive Officer of Vesta for over 16 years, when the company has acquired or financed over \$250 million of recreational amenities. He has extensive experience in financing commercial and real estate transactions and in the merger-and-acquisition business, specializing in these areas for many years in his practice of law with a major statewide law firm. Frank held executive management positions with several companies and has served on the board of a number of businesses, educational institutions, government agencies and other not-for-profit entities. He chaired several public companies, including one listed on the New York Stock Exchange, and entities and task forces established by the state of Florida and local governments, including an urban redevelopment company, a technology-and-innovation corporation, a mortgage lending task force, and a mass transit committee. Frank holds a Bachelor of Science degree with attainments from Washington and Lee University and a Juris Doctor degree from the University of Florida.



#### **Michael D. Hyman, President**

Michael D. Hyman has served as Vesta's President for the past 20 years. With more than 30 years of experience in residential and commercial property management, Mike oversees the management and amenity services for all large-scale residential communities for Vesta properties. He also had the day-to-day management responsibility for the company's largest community, with 13,000 residents. As the company has grown and expanded the services it provides, Mike is focused on integrating those services into existing and new business opportunities. Previously, he was elected to the West Palm Beach City Commission and served as mayor there. He was the city's Director of Planning, Zoning and Community Development prior to running for public office. He has an undergraduate degree in Construction Technology and is a graduate of Purdue University with a Master's Degree in Transportation and Urban Planning.



**Ginger Anzalone, President, West-Central Region of Amenities Division; Vice President, Marketing / Communications**

Ginger manages multiple facilities and provides consultation and direction for operational efficiencies, feasibility, programming and maintenance, personnel management, and budgetary supervision for our Amenities Division's West-Central Region. She has over 18 years of experience as an Active Adult program specialist involving full Food & Beverage operations, contracted entertainment, spa and fitness operations, online visibility, and marketing services. Ginger also has vast experience in large clubhouse development, program design, and implementation. She serves the dual role of Vice President of Marketing and Communications for Vesta, overseeing the development of corporate websites, social media, and collateral materials.



**Daniel P. Armstrong, Vice President, Finance & Administration**

Dan oversees the financial and administrative functions of the Vesta corporate entity, and holds a similar liaison-role to the Boards and Committees that serve many of our clients. His career path has included the performance, oversight, and delivery of accounting, administrative services, and financial reporting for a broad range of entities, from large corporations following SEC requirements, to the not-for-profit associations, social clubs and trusts which serve many of our clients, and even special-purpose entities that provide turnkey financing to associations purchasing their related facilities. Armstrong started as a Florida Certified Public Accountant at the then-"Big 6" firm Deloitte & Touche in 1993, where he specialized in the audits of publicly traded and real estate clients. Dan next headed the internal audit department for Koger Equity, a NYSE-traded REIT, before coming to Vesta's predecessor, Community Resource Systems, Inc., as Controller in 2001.



**Roy Deary, President, *Amenities & Lifestyle Division***

Since founding Amenity Companies in 1994, Roy has amassed decades of experience in planned-community operations and services throughout Florida and has been a pioneer in serving Community Development Districts since 1997. Roy brought his companies to Vesta in 2011 and then helped oversee Vesta's property management division from 2012-2014. He now leads Vesta's Amenities & Lifestyle Division, joined by an excellent team of general managers and hundreds of outstanding associates in managing, maintaining, and programming dozens of first-class community amenities for planned-communities throughout Florida. Roy was a Florida high school state swimming champion, competed in the NCAA men's swimming championships and the 1984 U.S. Olympic Trials, and has a Bachelor of Science in Business Administration from the University of Arkansas.



**Bob Stevens, President, *Community Management Division***

Bob leads Vesta's statewide Community Management Division, which is experiencing significant growth. He brings over 20 years of senior-level leadership and management experience from a Fortune 100 company and several mid-sized companies. In addition to his community management expertise, Bob worked for over 10 years for two large Florida developers in operational leadership roles. He was responsible for representing the developer on dozens of association boards, as well as profit and loss accountability for residential sales, new home construction, and amenities management for some of the largest and most prestigious master planned communities on the West Coast of Florida.



**Lisa Manzione, President, Southeast Region, Amenities Division**

Lisa has over 20 years' experience in accounting and finance, and in addition to her role as the head of Vesta's Southeast Region of our Amenities Division, she provides financial oversight and management of a property with 7,200 condominiums and a \$16 million annual operating budget located in Delray Beach, Florida. She manages an operation of 125 on-site employees, including accounts payable, entertainment and lifestyle, property management, maintenance, housekeeping, security, transportation, and golf employees. As a licensed Community Association Manager (CAM), Lisa works closely with community organizations, including the board of directors, and all other on-site committees.



**David Surface, Vice President, Business & Corporate Development**

As Vice President, Business & Corporate Development, David is responsible for Vesta's strong growth through acquisitions and strategic partnerships. His career experience includes all aspects of real estate, both commercial as well as residential. Prior to joining Vesta, David was managing partner for a real estate finance, management, and brokerage company serving institutional clients. Included in his responsibilities for Vesta is the oversight of our staffing contract with a large municipality in South Florida. David's leadership of Corporate Development also includes recently heading special projects such as optimizing Vesta's IT platform.

**B. List of Current Amenity/Lifestyle Management Contracts:**

1. Aberdeen CDD
2. Anthem Park CDD
3. Artisan Lakes HOA
4. Bartram Springs CDD
5. Brandy Creek CDD
6. Bridgewater at Viera HOA
7. Celestina HOA
8. Concord Station CDD
9. Dupree Lakes CDD
10. Durbin Crossing CDD
11. Fleming Island Plantation CDD
12. Glen St. Johns CDD
13. Grand Haven CDD
14. Heritage Isle HOA
15. Heritage Landing CDD
16. High Vista Amenity Assoc.
17. Julington Creek Plantation CDD
18. Kings Point Delray Beach HOA
19. Kings Point Sun City Center HOA
20. Lakeside Plantation CDD
21. LakeShore Ranch CDD
22. Southaven CDD (“Markland”)
23. Renaissance at West Villages HOA
24. Rivers Edge CDD (“RiverTown”)
25. Trails CDD
26. Trout Creek CDD (“Shearwater”)
27. Turnbull Creek CDD (“MuraBella”)
28. Twin Creeks CDD
29. Westlake HOA
30. Westshore Yacht Club HOA





*D.*



November 6, 2017

Blaz Kovacic  
Director, Planning  
BBX Capital

Sent via Email

Dear Mr. Kovacic,

Thank you for the opportunity to share some information on how The Melrose Corporation can assist Beacon Lake Community Association, Inc. to reach the goals you have envisioned. Our management approach has been fine-tuned over many years to incorporate best practices through research, application, and economies of scale.

The Melrose Management Partnership, our association management arm, has been successfully managing associations since 1992. Today, we manage over 120 associations with a staff of over 50 employees in eight offices throughout the state of Florida. Our corporate goal is not to become the largest management company in the nation or even in the state, but, more importantly, to be the best at what we do. We firmly believe that our firm's current stature exemplifies our success in having met that goal, time and time again.

Melrose Lifestyle Services was founded in 2014 in response to increased demand from our clients. Our Lifestyle, Amenity and Event Management Services are appealing to developers because of the additional marketing benefits they can provide. Led by our Director of Lifestyle Services, Bill Fife, we work closely with developers and their sales teams to assist their goal of selling lots/homes in the community. Programs and events are specifically designed and tailored to the home buying demographics that you intend to attract. With our fully customized plans, we have the flexibility to ramp up our services as more roofs are sold in your community which can offset some initial expenses to the developer.

We look forward to the opportunity to work with BBX Capital on the Beacon Lake project. Please visit [www.melrosecorporation.com/beacon-lake](http://www.melrosecorporation.com/beacon-lake) for information on our services as well as a HOA proposal for Beacon Lake, and a Lifestyle/Amenity Management proposal for the Meadow View at Twin Creek CDD. Should you have any questions, feel free to give me a call. I can be reached at (407) 581-3333.

Sincerely Yours,

Bill Fife  
Director of Melrose Lifestyle Services



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## THE ADVANTAGES OF A MELROSE + BEACON LAKE PARTNERSHIP

### A MULTI-LAYERED APPROACH TO MANAGEMENT

A partnership with Melrose is a partnership with an entire team of professionals committed to one goal — serving your community. Our back office support team and full service accounting department work with the Beacon Lake management and lifestyle teams to provide continuous support. Beacon Lake will also receive support from our marketing department, Regional Manager, Vice-President, Katherine Montgomery, and President, Jack Hanson.

### EXPERTISE FROM A DEVELOPER PERSPECTIVE

The Melrose senior management team brings vast development expertise from their years of working for some of Florida's top Developers. President and Founder Jack Hanson spent many years working in the land development field throughout Florida before recognizing the need for a management company that understands the Developer's viewpoint. Our unique perspective stems from our years in the development industry and provides us with insight that differentiates Melrose from the competition.

### EVENTS AND ACTIVITIES TO ATTRACT YOUR TARGET DEMOGRAPHICS

We will work with your sales team to create a lifestyle program that targets the demographics you are looking to attract. This program will draw prospects to the community while staying within your budget.

### BUDGET AND CASH FLOW PROJECTIONS

We equip you with detailed budgets and cash flow projections to aid in your internal budgeting process for deficit funding. Our cash flow projections are based on your anticipated pace of sales and can be adjusted based on market changes.

### TOOLS TO HELP KEEP SALES MOVING

We provide handout material for your sales team to distribute to residents, allowing them to avoid disruptions from HOA-related questions and stay focused on their main task — selling homes.

### CREATING A "WORD-OF-MOUTH" COMMUNITY

Residents and guests will be eager to share their experiences and the great time they are having at Beacon Lake with friends and family members. Our lifestyle services team works to create this positive word-of-mouth reputation for the community throughout the year.

### A FULLY CUSTOMIZED SOLUTION TAILORED TO YOUR COMMUNITY

Every community is unique, which is why we don't believe in big-box management solutions. We will tailor our management and lifestyle services to Beacon Lake, ensuring the Developer's vision for the project is fully realized. Our flexibility allows us to easily adapt to inevitable market fluctuations.

### WEBSITE PORTAL WITH ONLINE TICKETING SYSTEM INTEGRATION

Communication is key in Association Management. We provide each of our communities with their own (free) website and backend portal in an effort to promote efficient communication. Integrated within the website is our online ticketing system that tracks each homeowner inquiry all the way to completion.

## ABOUT MELROSE

The Melrose Management Partnership provides professional on-site and portfolio management for resident and developer controlled Community Associations. The key to our success lies in our strong commitment to client satisfaction with experienced, trained personnel. We are pleased to have the opportunity to share some additional information about our company as we hope to secure a partnership with Beacon Lake Community Association.

## COMPANY HISTORY

The Melrose Management Partnership, founded in 1992, serves as the Association Management arm of The Melrose Corporation. We are consistently ranked amongst Florida's top Property Management firms every year. This speaks to our ability to provide exceptional Community Association Management services that reduce costs, protect property values & maintain a high-quality environment for residents in Florida's most coveted neighborhoods.



## DISTINCTIONS

- **Consistently Ranked as one of the Top Management Firms in the State of Florida**
- **Preferred Management Company of Key Developers in Florida**
- **2017 Platinum Winner - Management in The Florida Community Association Journal (FCAJ) Reader's Choice Awards**
- **2017 Winner of 2 Sunshine Awards from the Florida Festival and Events Association**
- **A+ Rating by The Better Business Bureau**

## PROFESSIONAL AFFILIATIONS OF THE MELROSE CORPORATION





## UNPARALLELED MANAGEMENT SERVICES



### **We apply a multi-layered approach that is unique in the Association Management Industry.**

A partnership with Melrose is a partnership with an entire team of professionals committed to one goal. Your community will be assigned an administrative assistant, a Licensed Community Association Manager (LCAM), and a Regional Manager while also receiving support from our Vice Presidents, and President, Jack Hanson. This multi-layered approach to management sets Melrose apart.

### **OUR ROBUST ASSOCIATION MANAGEMENT SERVICES**

- Qualified Portfolio and On-Site Managers
- Realistic Operating and Reserve Budget Development & Monitoring
- Homeowner's CC&R Education
- Deed Restriction Enforcement
- Assessment Payment Collection
- Foreclosure and Bad-Debt Tracking
- On-Site Maintenance & Inspections
- 24/7 Emergency On Call Service
- CDD Interface & Management
- Formation and Management of Committees
- State-of-the-Art Software
- A Free Website Designed for Your Community
- Seamless Management of Turnover Process
- Additional Services Specific to Your Needs

## OUR AWARD-WINNING STYLE OF MANAGEMENT



We implement proactive processes that are designed to make your life easier. Together we anticipate issues and always remain one step ahead of the curve. We offer a management style that promotes full disclosure and open communication with all our clients.



We are committed to serve as your dedicated advocate to effectively and efficiently manage your community. This is what has made the properties we represent so successful and why, after all these years, we have established ourselves as a proven industry leader.



We strive to ensure that you are always in a winning position. Board members may change periodically but as your management company, we will apply a diligent and meticulous approach to help you achieve your long-term goals.



HOAs primarily exist to help protect the value of the community. We provide a plethora of essential services, including marketing, responsive maintenance and resident services to help create and sustain the Association's Image.

## ABOUT MELROSE LIFESTYLE SERVICES

### FOUNDED IN 2014

- Direct Response to our Clients' Needs
- Meet the increased demand for Homeowner Associations and Community Development Districts (CDDs)
- Commitment to increasing the quality of living for residents



### Tailored Approach catered to you

#### A COLLABORATIVE EFFORT

We have the ability to scale our services to meet the needs of our clients and residents

### Creating a Sense of Community

#### ENHANCING COMMUNITIES

We are committed to increasing the quality of life and promoting a community bond within associations

### Amenities as a Marketing Tool

#### WE HELP YOU SELL HOMES

We work with your Sales/Marketing team to appeal to the demographics you are aiming to attract



## Lifestyle Services: A Benefit for Homeowners

A Study of 6,822 adults in 14 global cities found that those who live in the most activity-friendly neighborhoods get up to 89 minutes more exercise per week than adults in the least activity-friendly areas. This demonstrates that a neighborhood's design may be crucial to combatting obesity.

- University of California, San Diego School of Medicine's International Physical Activity and Environment Adult Study (IPEN), April 2016

Kings Gate, Port Charlotte



Live Oak Preserve, Tampa



Grand Hampton, Tampa

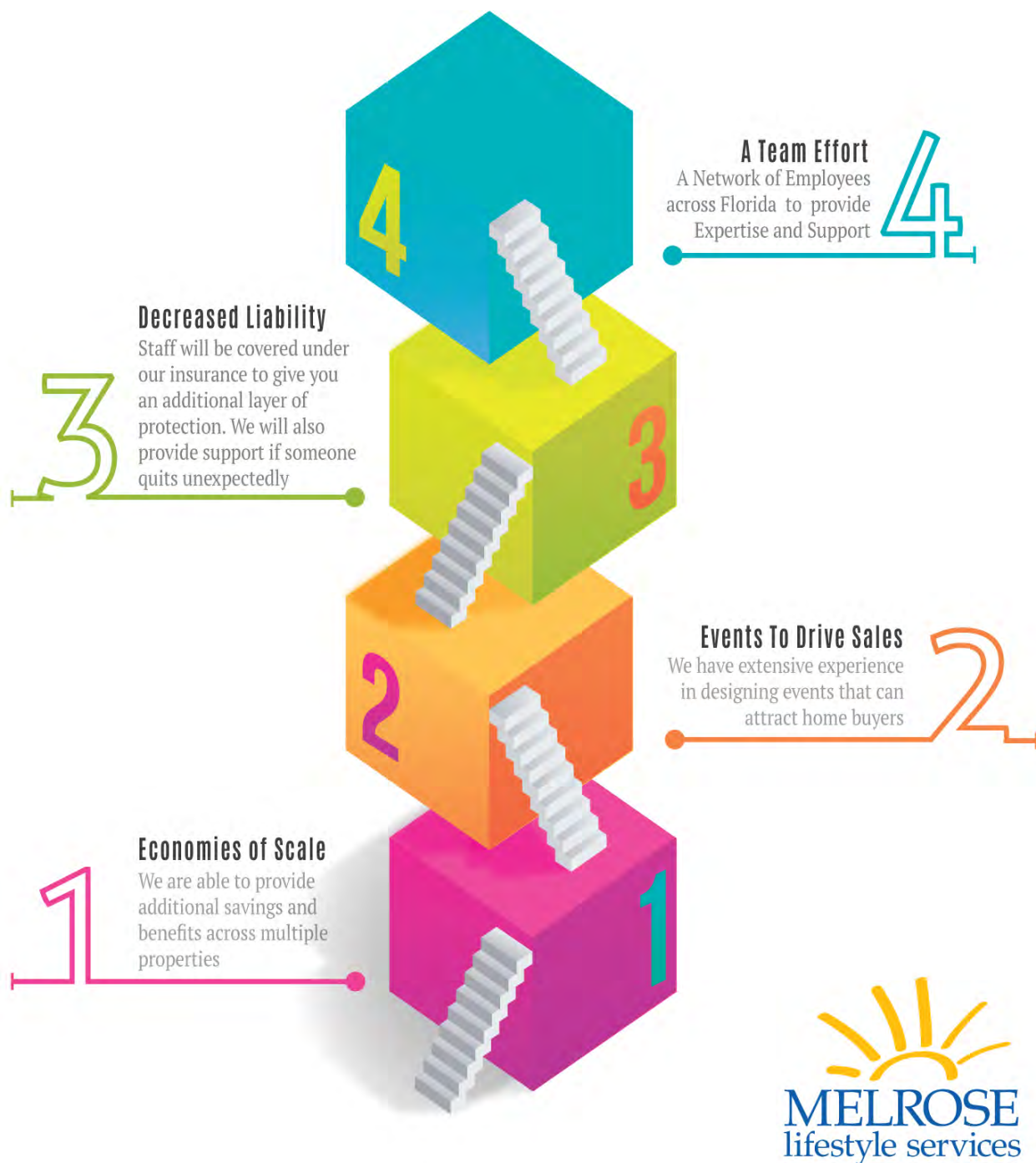


Hickory Hammock, Winter Garden



## PARTNERING WITH MELROSE

When you partner with Melrose Lifestyle Services, you will receive an unparalleled support system that is dedicated to enhancing your community.





## OUR MENU OF SERVICES

**Our vast array of services will add to the desirability of your community. We offer a full selection of events and activities designed for current residents as well as prospective buyers looking to purchase in the area. Here are a few:**

---

### SPECIAL EVENT MANAGEMENT

NEW YEAR'S PARTY	COMMUNITY CARNIVAL
MARDI GRAS PARTY	FALL FESTIVAL
EASTER EGG HUNT	CINCO DE MAYO
COMMUNITY LUAU	HALLOWEEN EVENTS
SUMMER POOL PARTY	CHRISTMAS EVENTS
SUMMER MUSIC SERIES	MODEL OPENING
4TH OF JULY BLOCK PARTY	SNOWBIRD PARTIES
LABOR DAY STREET PARTY	GRANDKIDS DAY

---

### AMENITY MANAGEMENT

CLUBHOUSE OPERATIONS	FACILITY MAINTENANCE
POOL OPERATIONS	CONTRACT NEGOTIATIONS
FITNESS CENTER OPERATIONS	VENDOR SOURCING
NEW RESIDENT ORIENTATION	POOL MONITORS
CONCIERGE	LIFEGUARDS

---

### LIFESTYLE PROGRAMMING

AFTER SCHOOL ACTIVITIES	SENIOR OLYMPICS
NEIGHBORHOOD PARTIES	GOLF CART PARADES
BOOK CLUB	FITNESS CENTER OPERATIONS
CARD CLUB	NEW RESIDENT ORIENTATION
MOVIE NIGHTS	CONCIERGE
POOL PARTIES	HOLIDAY EVENTS
ZUMBA	DANCES
AEROBICS	YOGA
TODDLER TIME	BIKE CLUB
ICE CREAM PARTIES	COFFEE SOCIAL
ENRICHMENT PROGRAMS	GARDENING CLASS
RESIDENT TRIPS	WINE TASTING
COOK-OFFS	SCOTCH NIGHTS

PAST MELROSE LIFESTYLE EVENT FLYERS



JOIN US FOR THE 2017 GRAND HAMPTON

# Superhero 5k & Sidekick Run

**COSTUMES ARE HIGHLY ENCOURAGED!**

**OCTOBER 21, 2017**

**5K STARTS AT 8 AM**  
\$25 BY SEPTEMBER 15 | \$35 BY OCTOBER 14 |  
\$40 DAY OF THE RACE

**SIDEKICK RUN STARTS AT 9 AM**  
\$10 | AGES 12 AND UNDER

A PORTION OF  
PROCEEDS WILL  
BENEFIT TAMPA  
POLICE EXPLORER  
POST 275

VISIT [WWW.GETMEREREGISTERED.COM/SUPERHERONSIDEKICK](http://WWW.GETMEREREGISTERED.COM/SUPERHERONSIDEKICK)  
FOR REGISTRATION AND EVENT INFORMATION







**GRAND HAMPTON**  
**MUSIC FESTIVAL**

APRIL 1, 2017 • 3-9 PM

8301 DUNHAM STATION DR.  
TAMPA, FL

**FEATURING**  
**THE SOULIZ BAND**  
(PLACE WINNER AT THE 2017 INTERNATIONAL BLUES CHALLENGE)

**WITH SPECIAL GUESTS**  
**BOAT TRAIN**  
**THE HELMSMEN**

ENJOY LIVE MUSIC, FOOD TRUCKS, VENDORS,  
ACTIVITIES, AND MORE! ALL AGES WELCOME.  
A PORTION OF SALES WILL BENEFIT INSTRUMENTS OF CHANGE.  
VISIT [WWW.EGRANDHAMPTON.COM](http://WWW.EGRANDHAMPTON.COM) FOR MORE DETAILS.

Grand Hampton  
MELROSE lifestyle services



*Live Oak Preserve*

# Food Truck Rally



3rd Wednesday of each month  
5PM-8PM

---

Starting February 15th • Live Oak Preserve Clubhouse  
Visiting trucks announced each month at  
[www.facebook.com/LiveOakPreserve](http://www.facebook.com/LiveOakPreserve)

---





*Kings Gate*

★ ★ ★

# 2016-2017 Concert Series

★ ★ ★

**Tricia Kelly - Dec, 14th**  
**Rocket Man - January 11th**  
**Divas Through the Decades - February 28th**  
**The Edward Twins - March 22nd**

**Tickets  
On Sale**  
Sept 1st

**Kings Gate Clubhouse**  
Doors Open: 7pm  
[www.kingsgateactivities.net](http://www.kingsgateactivities.net)

**TICKETS**  
\$20 Single Show  
\$60 Four Show Package

## ASSUMPTIONS FOR STAFFING AT BEACON LAKE

When the Beacon Club opens, while there will not be a lot of closed homes in the community, having a presence in the Club will help to create an inviting atmosphere for potential homeowners. With this in mind, we have created a proposed staffing outline that ramps up as the community grows. This works favorably for the district because there isn't an initial financial burden placed on the district in the beginning. Subsequently, the increases are tied to the implementation of each staffing phase and those lots starting to pay a share of the O&M to the district.

## STAFF LEVEL PHASES

- **Opening Day:**

We are recommending a Clubhouse Manager, as well as one associate that will oversee the watersports area.

- **Staffing Phase 1 (300 Homes Closed)**

When the community gets to around 100 closed homes, we recommend supplementing the Clubhouse Manager position with 10 hours of HOA management. We would suggest approaching the CDD for a sharing agreement, perhaps the CDD pays 75% of the salary for the clubhouse manager, while the HOA pays the remaining 25%. District Counsel will be able to advise further, but we have worked with CDDs and have experience with these types of cost sharing agreements at other communities.

- **Staffing Phase 2 (>300 Homes Closed)**

When the second phase of the staffing implementation occurs after about 300 homes are closed, we would increase the watersports associate to full time, as well as bring on a lifestyle associate to allow the clubhouse to be staffed 7 days a week.

- **Staffing Phase 3 (>700 Homes Closed)**

When the third staffing phase is implemented, the community will be at over 700 homes. That will be the time to look at creating a Full-Time HOA Manager position along with the existing Clubhouse Manager. The third phase is also when we would have designated watersports associates 7 days a week, as well as staff in the clubhouse 7 days a week.

- **Staffing Phase 4 (Fully Engaged Implementation)**

With the start of Phase 4, the staffing levels for at Beacon Lake will be:

Position	Hours Per Week
Clubhouse Manager	40
HOA Manager	40
Lifestyle associates	56
Water Sports Associates	56

We believe that the gradual buildup of services at Beacon Lake will be a cost-effective way of providing a positive and engaging environment for residents and their guests. Based on our experience, we have seen this model of implementation to be the most effective way to maximize services while also minimizing the upfront cost to the developer. Additionally, we supplement this approach by providing detailed budgets and cash-flow projections to aid our clients in their decision-making process.

## MANAGEMENT FEE

Fees	Amount
Management Fee	\$5.50 /closed lot or \$550
Lifestyle Management Fee	\$1200 /month

## STAFF LEVELS BY PHASES<sup>1</sup>

Breakdown of Hours	Estimated Amounts	Opening Day	100 homes closed
Clubhouse Manager	\$35,000 - \$45,000	40	40
HOA Manager	\$35,000 - \$45,00		10
Lifestyle associate	\$11/hr		20
Water Sports Associate	\$11/hr	30	30
Pool attendant	\$10/hr	TBD	TBD
<b>Hours Total</b>		<b>70</b>	<b>100</b>

Phase 2 opening	Phase 3 Opening	Phase 4 Opening	Community Complete
40	40	40	40
10	40	40	40
30	40	56	56
40	56	56	56
TBD	TBD	TBD	TBD
<b>120</b>	<b>176</b>	<b>192</b>	<b>192</b>

<sup>1</sup> Staff level phases are based on anticipated needs for additional support as the amount of closed homes in the community expands.

## OPENING DAY – ESTIMATED COSTS

Based on previously mentioned staffing phases, we anticipate a ramp up of costs as more homes are being sold in the community. We have calculated estimates for salary based upon market comparables in the area. Depending on your experience preferences and budgetary flexibility, we have provided Low and High ranges of cost based on the varying rates of pay for the Clubhouse and HOA manager.

<b>Management Fees</b>	<b>Monthly Fee</b>	<b>Annual Fee</b>	<b>Total</b>
HOA Management Fee	\$550	\$6,600	<b>\$21,000</b>
Lifestyle Management Fee	\$1,200	\$14,400	
<b>Salary Breakdown</b>	<b>Opening Day</b>	<b>Salary + Burden (Low)<sup>1</sup></b>	<b>Salary + Burden(High)<sup>2</sup></b>
Clubhouse Manager	40	\$45,500	\$58,500
Water Sports Associate	30	\$22,308	\$22,308
<b>Hours Total</b>	<b>70</b>	<b>\$67,808</b>	<b>\$80,808</b>
<b>Total Fees + Salary</b>		<b>Low: \$88,808</b>	<b>High: \$101,808</b>

## BUILDOUT – ESTIMATED COSTS

<b>Buildout - Estimated Costs</b>			
<b>Management Fees</b>	<b>Monthly Fee</b>	<b>Annual Fee</b>	<b>Total</b>
HOA Management Fee	\$8,118	\$97,416	<b>\$111,816</b>
Lifestyle Management Fee	\$1,200	\$14,400	
<b>Salary</b>	<b>Hours</b>	<b>Salary + Burden (Low)<sup>1</sup></b>	<b>Salary + Burden(High)<sup>2</sup></b>
Clubhouse Manager	40	\$45,500	\$58,500
HOA Manager	40	\$45,500	\$58,500
Lifestyle Associate	56	\$41,642	\$41,642
Water Sports Associate	56	\$41,642	\$41,642
Pool Attendant	TBD		
<b>Total Salary</b>	<b>192</b>	<b>\$174,283</b>	<b>\$200,283</b>
<b>Total Fees + Salaries</b>		<b>Low \$286,099</b>	<b>High \$312,099</b>

<sup>1</sup> Salary + Burden (Low) = Clubhouse Manager Salary at \$35,000 + 30% Burden

<sup>2</sup> Salary + Burden (High) = Clubhouse Manager Salary at \$45,000 + 30% Burden

## *FIFTH ORDER OF BUSINESS*



## ASSIGNMENT

**THIS ASSIGNMENT** (“**Assignment**”) is entered into among Meadow View at Twin Creeks Community Development District (“**CDD**”), BBX Capital Corporation (“**BBX**”) and Partridge Well Drilling Co., Inc. (“**Contractor**”) to be effective the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

**WHEREAS**, BBX and Contractor previously entered into that certain agreement (“**Agreement**”) attached hereto as **Exhibit A**; and

**WHEREAS**, the CDD desires to accept an assignment of the Agreement and to take ownership of all work to date, in exchange for the CDD making payment to Heartwood 23, LLC pursuant to that November 3, 2016 Acquisition Agreement (Master Project) and for all payments previously made by BBX under the Agreement; and

**WHEREAS**, Contractor has no objection to the assignment of the Agreement, and agrees to certain revised terms of the Agreement in order to address certain public contracting requirements as set forth in **Exhibit B**; and

**WHEREAS**, BBX now desires to assign its rights and obligations under the Agreement, and the CDD desires to assume such rights and obligations; and

**NOW THEREFORE**, for good and valuable consideration the receipt and sufficiency of which are agreed to by all parties hereto, BBX hereby assigns its rights and obligations under the Agreement to the CDD; the CDD hereby assumes such rights and obligations; and Contractor agrees to look solely to the CDD for all such obligations thereunder and hereby releases BBX from all claims of any kind under the Agreement.

**IN WITNESS WHEREOF**, the parties have executed this Assignment effective as of the date set forth above.

Attest:

**Meadow View at Twin Creeks Community  
Development District**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Its: \_\_\_\_\_

\_\_\_\_\_  
Print Name: \_\_\_\_\_

Witness:

**BBX Capital Corporation**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Its: \_\_\_\_\_

\_\_\_\_\_  
Print Name: \_\_\_\_\_

Witness:

**Partridge Well Drilling Co., Inc.**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Its: \_\_\_\_\_

\_\_\_\_\_  
Print Name: \_\_\_\_\_

## **EXHIBIT A**



**PARTRIDGE**  
WELL DRILLING & SERVICES  
SINCE 1977

4744 Collins Road  
Jacksonville, FL 32244  
904-888-1333 / 904-885-3323  
www.partridgewell.com

**INVOICE  
Contract**

Contract# 3001119 Invoice# 791137

Date completed 11/11/2018

Customer# 235886

Site # 04091

PO #

Sales Rep: Merritt Partridge

**BILL TO**

BDX Capital  
401 Las Olas Blvd. E, Ste 800  
Fort Lauderdale, FL 33301

**Site Information**

Brazem Lake -  
CR 2110  
St. Augustine, FL 32095



Work Phone:

Fax:

Floridan Aquifer 5"x2.5" - Well #1 - 12/13/17	Min. Price 500' or Less	1	\$10,425.00	\$10,425.00
Additional Ft	\$5.00	Additional footage amt =		
Floridan Aquifer 5"x2.5" - Well #2 - 12/22/17	Min. Price 500' or Less	1	\$10,425.00	\$10,425.00
Additional Ft	\$5.00	Additional footage amt =		
Floridan Aquifer 5"x2.5" - Well #3 - 1/11/18	Min. Price 500' or Less	1	\$10,425.00	\$10,425.00
Additional Ft	\$5.00	Additional footage amt =		
Floridan Aquifer 5"x2.5"	Min. Price 500' or Less		\$10,425.00	
Additional Ft	\$5.00	Additional footage amt =		
Floridan Aquifer 5"x2.5"	Min. Price 500' or Less		\$10,425.00	
Additional Ft	\$5.00	Additional footage amt =		
Permit St. Johns County - Irrigation/Other		5	\$50.00	\$250.00
Pump 5 Hp Sub (4") w/2" Cycle Stop/BL220 Installed No Tank			\$5,997.00	
Pump 5 Hp Sub (4") w/2" Cycle Stop/BL220 Installed			\$5,997.00	
Pump 5 Hp Sub (4") w/2" Cycle Stop/BL220 Installed			\$5,997.00	
Pump 5 Hp Sub (4") w/2" Cycle Stop/BL220 Installed			\$5,997.00	
Pump 5 Hp Sub (4") w/2" Cycle Stop/BL220 Installed			\$5,997.00	

**Notes:**

Less deposit on work done to date. Remaining deposit is  
\$25417.50

Subtotal	\$31,525.00
Tax	\$0.00
Total	\$31,525.00
1/10/2018 Deposit Received	\$15,762.50
<b>Total Due Upon Receipt Of Invoice</b>	<b>\$15,762.50</b>

1. Payment due upon completion unless otherwise arranged in writing. 2. A service charge of 1.5% per month will be charged on past due accounts. 3. Unless Buyer notifies Seller in writing within fifteen (15) days from date of invoice, it shall be presumed that goods and services are satisfactory and acceptable to Buyer. 4. Buyer shall pay Seller's cost of collection including a reasonable attorney's fee at all levels of court.

**REMIT TO:** Partridge Well Drilling - 4744 Collins Road - Jacksonville, FL 32244

**PARTRIDGE**  
WELL DRILLING CO., INC.

4744 Collins Road  
Jacksonville, FL 32244  
904-269-1333/ 904-355-3323  
www.partridgewell.com

**INVOICE  
Contract**

Contract# 30119 Invoice # 80779  
Date 2/20/2018  
Customer# 25666  
Site # 64091  
PO #  
SalesRep:

**Bill TO**

BBX Capital  
401 Las Olas Blvd. E, Ste 800  
Fort Lauderdale, FL 33301

**Site Information**

Beacon Lake -  
CR 210  
St. Augustine, FL 32095



Work Phone:

Fax:

Floridan Aquifer 5"x2.5"	Min. Price 500' or Less	\$10,425.00	
Additional Ft	\$6.00	Additional footage amt =	
Floridan Aquifer 5"x2.5"	Min. Price 500' or Less	\$10,425.00	
Additional Ft	\$6.00	Additional footage amt =	
Floridan Aquifer 5"x2.5"	Min. Price 500' or Less	\$10,425.00	
Additional Ft	\$6.00	Additional footage amt =	
Floridan Aquifer 5"x2.5"	Min. Price 500' or Less	1 \$10,425.00	\$10,425.00
Additional Ft	\$6.00	Additional footage amt =	
Floridan Aquifer 5"x2.5"	Min. Price 500' or Less	1 \$10,425.00	\$10,425.00
Additional Ft	\$6.00	Additional footage amt =	
Permit St. Johns County - Irrigation/Other		\$50.00	
Pump 5 Hp Sub (4") w/2" Cycle Stop/BL220 Installed	1	\$5,997.00	\$5,997.00
Pump 5 Hp Sub (4") w/2" Cycle Stop/BL220 Installed	1	\$5,997.00	\$5,997.00
Pump 5 Hp Sub (4") w/2" Cycle Stop/BL220 Installed	1	\$5,997.00	\$5,997.00
Pump 5 Hp Sub (4") w/2" Cycle Stop/BL220 Installed	1	\$5,997.00	\$5,997.00
Pump 5 Hp Sub (4") w/2" Cycle Stop/BL220 Installed	1	\$5,997.00	\$5,997.00

**Notes:**

For Prior billing see Invoice # - 79157  
EP/JM - Installed all 5 Subs. Customer (Arron) said he would  
have electrician come pick up controls at the shop.

Subtotal	\$50,835.00
Tax	\$0.00
Total	\$50,835.00
1/10/2018 Deposit Received	\$25,417.50
<b>Total Due Upon Receipt Of Invoice</b>	<b>\$25,417.50</b>

1. Payment due upon completion unless otherwise arranged in writing. 2. A service charge of 1.5% per month will be charged on past due accounts. 3. Unless Buyer notifies Seller in writing within fifteen (15) days from date of invoice, it shall be presumed that goods and services are satisfactory and acceptable to Buyer. 4. Buyer shall pay Seller's cost of collection including a reasonable attorney's fee at all levels of court.

REMIT TO: Partridge Well Drilling - 4744 Collins Road - Jacksonville, FL 32244



## **EXHIBIT B**

## **ADDENDUM ("ADDENDUM") TO AGREEMENT**

1. **ASSIGNMENT.** This Addendum applies to that certain agreement ("**Agreement**") assigned to the Meadow View at Twin Creeks Community Development District ("**District**") and with Partridge Well Drilling Co., Inc. ("**Contractor**"). To the extent the terms of the Agreement conflict with this Addendum, the terms of this Addendum shall control.

2. **STANDARD OF CARE.** The Contractor agrees to provide all work outlined in the Agreement in a professional manner and in accordance with industry standards.

3. **NO LIEN RIGHTS.** Contractor agrees that the District is a local unit of special purpose government and not an "Owner" as defined in Section 713.01(23), Florida Statutes. Therefore, as against the District or the District's property, there are no lien rights available to any person providing materials or services for improvements in connection with the project.

4. **LOCAL GOVERNMENT PROMPT PAYMENT ACT.** Notwithstanding any other provision of the Agreement, all payments to Contractor shall be made in a manner consistent with the Local Government Prompt Payment Act, sections 218.70 through 218.80 of the Florida Statutes. All payments due and not made within the time prescribed by Section 218.735, Florida Statutes, bear interest at the rate of one percent (1%) per month on the unpaid balance in accordance with Section 218.735(9), Florida Statutes.

5. **WARRANTY.** The Contractor warrants to the District that all materials furnished under this Agreement shall be new, and that all services and materials shall be of good quality, free from faults and defects. Contractor shall replace or repair warranted items to the District's satisfaction and in the District's discretion. Neither final acceptance of the work, nor final payment therefore, nor any provision of the Agreement shall relieve Contractor of responsibility for defective or deficient materials or services. If any of the work provided under this Contract is found to be defective, deficient or not in accordance with the Agreement, Contractor shall correct, remove and replace it promptly after receipt of a written notice from the District and correct and pay for any other damage resulting therefrom to District property or the property of landowner's within the District. Contractor hereby covenants to the District that it shall perform the work: (i) using its best skill and judgment and in accordance with generally accepted standards and practices for projects of similar design and complexity as the work; (ii) in compliance with all applicable federal, state, county municipal, building and zoning, land use, environmental, public safety, non-discrimination and disability accessibility laws, codes, ordinances, rules and regulations, including, without limitation, all professional registration (both corporate and individual) for all required basic disciplines that it shall perform (if any); and (iii) in an expeditious and economical manner consistent with the best interest of the District. Contractor hereby covenants to the District that any work product of the Contractor shall not call for the use of, nor infringe, any patent, trademark, services mark, copyright or other proprietary interest claimed or held by any person or business entity absent prior written consent from the District. The Contractor shall assign and/or cause to be assigned all manufacturer's warranties to the District.

6. **INSURANCE.**

- A. The Contractor shall, at its own expense, maintain insurance during the performance of the Work under this Agreement, with limits of liability not less than the following:

Workers Compensation	statutory
----------------------	-----------

General Liability

<i>Bodily Injury (including contractual)</i>	\$1,000,000
--	-------------

<i>Property Damage (including contractual)</i>	\$1,000,000
--	-------------

Automobile Liability (if applicable)

<i>Bodily Injury and Property Damage</i>	\$1,000,000
--	-------------

- B.** With the exception of the Worker's Compensation policy, the District and the District's supervisors, officers, staff, lawyers, managers, engineers, employees, representatives, and agents shall be named as additional insureds. The Contractor shall furnish the District with the Certificate of Insurance evidencing compliance with this requirement. No certificate shall be acceptable to the District, unless it provides that any change or termination within the policy periods of the insurance coverages, as certified, shall not be effective within thirty (30) days of prior written notice to the District. Insurance coverage shall be from a reputable insurance carrier, licensed to conduct business in the State of Florida, and such carrier shall have a Best's Insurance Reports rating of at least A-VII.
- C.** If the Contractor fails to have secured and maintained the required insurance, the District has the right (without any obligation to do so, however) to secure such required insurance, in which event the Contractor shall pay the cost for that required insurance and shall furnish, upon demand, all information that may be required in connection with the District's obtaining the required insurance.

7. **INDEMNIFICATION.** Contractor shall indemnify, hold harmless, and defend the District and its supervisors, consultants, agents, staff, managers, attorneys, engineers, and employees, as well as Heartland 23, LLC, a Florida Limited Liability Company, and their officers, consultants, agents, and employees (together, "**Indemnitees**") from all liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney's fees, which may come against the Indemnitees, to the extent caused wholly or in part by negligent, reckless, or intentionally wrongful acts, omissions, or defaults by Contractor or persons employed or utilized by Contractor in the course of any work done in connection with any of the matters set out in the Agreement. To the extent required by law to render the obligations under this section effective, liability under this section shall in no event exceed the sum of \$1,000,000, which amount Contractor agrees bears a reasonable commercial relationship to the Agreement and was part of the assignment documents.

8. **PUBLIC RECORDS.** Contractor understands and agrees that all documents of any kind provided to the District or to District staff in connection with the work contemplated under the Contract may be public records and shall be treated as such in accordance with Florida law.

9. **SOVEREIGN IMMUNITY.** Nothing in the Contract shall be deemed as a waiver of the District's sovereign immunity or the District's limits of liability as set forth in Section 768.28, Florida Statutes or other statute, and nothing in the Contract shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under such limitations of liability or by operation of law.

10. **NOTICES.** Notices provided by Contractor pursuant to the Agreement shall be provided to the District as follows:

Meadow View at Twin Creeks CDD  
Governmental Management Services, LLC  
475 West Town Place, Suite 114  
St. Augustine, Florida 32092  
Attn: Jim Oliver

With a copy to:

Hopping Green & Sams, P.A.  
119 South Monroe, Suite 300  
Tallahassee, Florida 32301  
Attn: Jere L. Earlywine

11. **PUBLIC ENTITY CRIMES STATEMENT.** Simultaneously with the execution of this Addendum, Contractor shall properly execute a sworn statement under section 287.133(3)(a), Florida Statutes, regarding public entity crimes. The statement shall be in the form of the attached **Exhibit A**.

12. **DEFAULT.** In the event that either party is required to enforce this Agreement by court proceedings or otherwise, then the parties agree that the prevailing party shall be entitled to recover from the other all fees and costs incurred, including reasonable attorneys' fees and costs for trial, alternative dispute resolution, or appellate proceedings.

13. **SEVERABILITY.** In the event any provision of the Contract is or becomes illegal, invalid or unenforceable, that shall not affect the validity or enforceability of any other provision of the Contract.

14. **CONSTRUCTION DEFECTS.** PURSUANT TO SECTION 558.005, FLORIDA STATUTES, ANY CLAIMS FOR CONSTRUCTION DEFECTS ARE NOT SUBJECT TO THE NOTICE AND CURE PROVISIONS OF CHAPTER 558, FLORIDA STATUTES.

**IN WITNESS WHEREOF**, the parties hereto hereby acknowledge and agree to this Addendum.

**PARTRIDGE WELL DRILLING CO., INC.**

Witness

\_\_\_\_\_

Print Name of Witness

By: \_\_\_\_\_  
Its: \_\_\_\_\_

**MEADOW VIEW AT TWIN CREEKS  
COMMUNITY DEVELOPMENT DISTRICT**

Witness

\_\_\_\_\_

Print Name of Witness

By: \_\_\_\_\_  
Its: \_\_\_\_\_

**Exhibit A:** Public Entity Crimes Statement

## EXHIBIT A

### SWORN STATEMENT UNDER SECTION 287.133(3)(a),

### FLORIDA STATUTES, REGARDING PUBLIC ENTITY CRIMES

***THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.***

1. This sworn statement is submitted to Meadow View at Twin Creeks Community Development District.
2. I am over eighteen (18) years of age and competent to testify as to the matters contained herein. I serve in the capacity of \_\_\_\_\_ for \_\_\_\_\_ ("Contractor"), and am authorized to make this Sworn Statement on behalf of Contractor.  
Contractor's business address is \_\_\_\_\_  
\_\_\_\_\_
3. Contractor's Federal Employer Identification Number (FEIN) is \_\_\_\_\_  
(If the Contractor has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_.)
4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
  - a. A predecessor or successor of a person convicted of a public entity crime; or,
  - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The Districtship by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
7. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.



8. Based on information and belief, the statement which I have marked below is true in relation to the Contractor submitting this sworn statement. (Please indicate which statement applies.)

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity, have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity or an affiliate of the entity, has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (please indicate which additional statement applies):

\_\_\_\_\_ There has been a proceeding concerning the conviction before an Administrative Law Judge of the State of Florida, Division of Administrative Hearings. The final Agreement entered by the Administrative Law Judge did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final Agreement.)

\_\_\_\_\_ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before an Administrative Law Judge of the State of Florida, Division of Administrative Hearings. The final Agreement entered by the Administrative Law Judge determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final Agreement.)

\_\_\_\_\_ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Florida Department of Management Services.)

Under penalties of perjury under the laws of the State of Florida, I declare that I have read the foregoing Sworn Statement under Section 287.133(3)(a), Florida Statutes, Regarding Public Entity Crimes and all of the information provided is true and correct.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Partridge Well Drilling Co., Inc.**

By: \_\_\_\_\_  
Title: \_\_\_\_\_

**STATE OF** \_\_\_\_\_  
**COUNTY OF** \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_,  
by \_\_\_\_\_ of \_\_\_\_\_, who is personally known to me or who has produced  
\_\_\_\_\_ as identification, and did [ ] or did not [ ] take the oath.

\_\_\_\_\_  
Notary Public, State of Florida  
Print Name: \_\_\_\_\_

## *SEVENTH ORDER OF BUSINESS*

*B.*

## **Meadow View at Twin Creeks Community Development District**

**March 15, 2018**

1. Consideration of Requisitions 97 – 113 (2016B Bond Account)
2. Consideration of Change Order #3 – Beacon Lake Amenity Center
3. Consideration of Change Order #6 – Beacon Lake Phase 1
4. Consideration of Change Order #7 – Beacon Lake Phase 1
5. Ratification of Change Order #2 – Beacon Lake Entrance

**Scott Jordan Lockwood  
District Engineer  
England-Thims & Miller, Inc.**

*1.*



**MEADOW VIEW AT TWIN CREEKS CDD**

**2016 SPECIAL ASSESSMENT BONDS  
(2016 PROJECT)  
REQUISITION SUMMARY  
March 15, 2018  
REVISED**

**2016B SPECIAL ASSESSMENT BONDS (2016 PROJECT) REQUISITIONS**

<u>Date of Requisition</u>	<u>Req #</u>	<u>Payee</u>	<u>Reference</u>	<u>Requisition Amount</u>
<b>TO BE APPROVED</b>				
3/15/2018	97	Partridge Well Drilling Co., Inc.	Well Drilling Services - Invoice 79157	\$15,762.50
3/15/2018	98	Partridge Well Drilling Co., Inc.	Well Drilling Services - Invoice 80779	\$25,417.50
3/15/2018	99	Environmental Resource Solutions.	Impact/Mitigation assessment - Invoice 17173	\$3,300.00
3/15/2018	100	Environmental Resource Solutions.	Impact/Mitigation assessment - Invoice 35052	\$1,535.00
3/15/2018	101	Environmental Resource Solutions.	Impact/Mitigation assessment - Invoice 35053	\$2,627.50
3/15/2018	102	Hopping Green & Sams	Professional Services related to project construction-Bill number 98437	\$2,278.17
3/15/2018	103	O.R. Dicky Smith & Co., Inc.	Contractor Application for Payment #5 - Beacon Lake Entrance	\$37,721.00
3/8/2018	104	Ferguson Waterworks	Direct Purchase of Construction Materials to be incorporated into Amenity Center	\$10,745.64
3/8/2018	105	West Orange Nurseries, Inc.	Beacon Lake - Landscaping - Application #1	\$148,476.45
3/15/2018	106	Hughes Brothers Construction, Inc.	Contractor Application for Payment #16 - Beacon Lake Phase 1	\$356,389.53
3/15/2018	107	O.R. Dicky Smith & Co., Inc.	Contractor Application for Payment #3 - Beacon Lake Amenity	\$456,150.00
3/15/2018	108	Basham Lucas	Beacon Lake Design Services - Invoice 7336	\$700.00
3/15/2018	109	Hopping Green & Sams	Professional Services related to project construction-Bill number 98926	\$3,163.50
3/15/2018	110	ETM	Meadow View at Twin Creeks CDD-Beacon Lakes Phase 2 Design Phase (WA#5) Invoice 186393	\$14,331.37
3/15/2018	111	ETM	Meadow View at Twin Creeks CDD-Beacon Lake Phase 1 Construction Plan Mod (WA#7) Invoice 1	\$730.00
3/15/2018	112	ETM	Beacon Lake Townhomes Design (WA#3) Invoice 186483	\$6,641.28
3/15/2018	113	Basham Lucas	Beacon Lake Design Services - Invoice 7362	\$10,800.00
<b>Requisitions to be Approved-2016B Special Assessment Bonds (2016 Project)</b>				<b>\$1,096,859.44</b>
<b>TOTAL REQUISITIONS TO BE APPROVED March 15, 2018</b>				<b>\$1,096,859.44</b>

2.

# CHANGE ORDER

**AIA DOCUMENT G701**

**PROJECT:** 17-14

**Beacon Lake Amenity**  
**850 Beacon Lake Parkway**  
**St. Johns, FL 32095**

**OWNER** ☒

**ARCHITECT** ☒

**CONTRACTOR** ☒

**ENGINEER** ☐

**OTHER** ☐

**CHANGE ORDER NUMBER:** 3 **THREE**  
**DATE:** 3/9/2018

**TO CONTRACTOR:**

**O.R. Dicky Smith & Co., Inc.**  
**12740 Atlantic Boulevard, Suite 7**  
**Jacksonville, FL 32225**

**ARCH. PROJECT NO.:** 15-63

**CONTRACT DATE:** 11/16/2017

**CONTRACT FOR:** Amenity Center & Related Elements

**The contract is changed as follows:**

1) PCO :	19	Temp Power - Generator - March	0 days	\$6,860
2) PCO :	20	Added Gutters & Downspouts	0 days	\$2,730
3) PCO :	21	Panel PM RELT	0 days	\$1,540
4) PCO :	22	Round-A-Bout Concrete Ribbon Curbs	0 days	\$2,554
5) PCO :	23	Water Activity Pool Floor Slope	0 days	\$7,980
6) PCO :	24	Fixture Package VE	0 days	(\$51,000)
7) PCO :	25	Dock Modifications	0 days	\$17,524

**Time:** 0 days **Cost:** \$ (11,812)

**Not valid until signed by the Owner, Architect and Contractor.**

The original Contract Sum was..... \$ 5,959,724.00

Net change by previously authorized Change Orders..... \$ (20,390.00)

The Contract Sum prior to this Change Order was..... \$ 5,939,334.00

The Contract Sum will be decreased by this  
Change Order in the amount of..... \$ (11,812.00)

The new Contract Sum including this Change Order will be..... \$ 5,927,522.00

The Contract Time will be unchanged..... 6 days

The date of Substantial Completion as of the date of this Change Order therefore is..... December 4, 2018

**Note:** This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Minimum Price, which have been authorized by Construction Change Directive.

**Basham & Lucas Design Group, Inc.**

**ARCHITECT - Michael Lucas**

**7645 Gate Parkway, Suite 201**

**ADDRESS**

**Jacksonville, Florida 32256**

**BY** 

**DATE** 3/12/18

**O.R. Dicky Smith & Co., Inc.**

**CONTRACTOR - Stuart Maxwell**

**12740-7 Atlantic Boulevard**

**ADDRESS**

**Jacksonville, Florida 32225**

**BY** 

**DATE**

**3/9/18**

**Meadow View at Twin Creeks CDD**

**OWNER - Bruce Parker**

**475 West Town Place, Suite 114**

**ADDRESS**

**St. Augustine, Florida 32082**

**BY**

**DATE**



## PROPOSED CHANGE ORDER

Job Name: BEACON LAKE AMENITY

Date: 2/24/2018

Job Number: 17-14

PCO #: 19

Meadow View at Twin Creeks CDD  
475 W. Town Place, Suite 114  
St. Augustine, FL 32092  
ATTN: Blaz Kovacic  
Email: bkovacic@bbxcapital.com

Basham & Lucas Design Group  
7645 Gate Parkway, Suite 201  
Jacksonville, FL 32256  
ATTN: Michael Lucas  
Email: michael@bashamlucas.com

Description	Amount
Provide <u>Temporary Power</u> for Amenity Site, which includes jobsite generator, fuel, and management to commence on <u>3-1-2018</u> and continue thru <u>3-31-2018</u> . A subsequent PCO will be prepared should FPL Utility power not be available on <u>4-1-2018</u> for power at the Amenity Site.	
Generator: Monthly Rate	\$ 3,302
Generator: Monthly Fuel	\$ 2,423
Generator: Monthly Management/Maintenance	\$ 450

### Qualifications:

1. Execution of this PCO is required before 3-1-2018.

Subtotal	\$ 6,174
DSC OH & P @ 10%	\$ 617
Subtotal	\$ 6,792
Bonds & Insurance @ 1%	\$ 68

**TOTAL ADD THIS CHANGE ORDER** \$ 6,860

This Change Order adds 0 days to the contract completion date.

Please execute this change request in the space provided below to authorize DSC to proceed with changes in the work as stated herein. DSC shall proceed with changes as stated herein upon receipt of this PCO signed by an authorized project representative. Approved PCO's will be included and summarized in monthly contract change orders and

Owner:

Architect:

Date

3-1-18

Date

3/1/18

12740 Atlantic Blvd., Suite 7 • Jacksonville, FL 32225-6111

P:904.220.7600 • F:904.220.7990 • License CCO094888



# PROPOSED CHANGE ORDER

Job Name: BEACON LAKE AMENITY  
Job Number: 17-14

Date: 2/24/2018  
PCO #: 20

Meadow View at Twin Creeks CDD  
475 W. Town Place, Suite 114  
St. Augustine, FL 32092  
ATTN: Blaz Kovacic  
Email: bkovacic@boxcapital.com

Eastham & Lucas Design Group  
7645 Gate Parkway, Suite 201  
Jacksonville, FL 32225  
ATTN: Michael Lucas  
Email: michael@easthamlucas.com

Description	Amount
Provide all necessary supervision, labor, materials, tools, and equipment to complete the added gutters and downspouts per the attached revised Eastham & Lucas drawings dated 2-12-18.	\$ 2,457

## Qualifications:

1. Gutters to be 6" K-Style Seamless.
2. Gutters to be attached via hidden hangers with wedges/stand-offs.
3. Downspouts to be 4" aluminum round and tied in with the drainage system.
4. This PCO does not include the drainage downspout stubs. The added drainage downspout stubs will be included with the Pool Deck Drainage allowance PCO.

Subtotal \$ 2,457  
DSC OH & P @ 10% \$ 246  
Subtotal \$ 2,703  
Bonds & Insurance @ 1% \$ 27

TOTAL ADD THIS CHANGE ORDER \$ 2,730

This Change Order adds 0 days to the contract completion date.

Please execute this change request in the space provided below to authorize DSC to proceed with changes in the work as stated herein. DSC shall proceed with changes as stated herein upon receipt of this PCO signed by an authorized project representative. Approved PCO's will be included and summarized in monthly contract change orders and

Owner:

Architect:

12740 Atlantic Blvd, Suite 77 - Jacksonville, FL 32225-6811

3-1-18  
Date

3/1/18  
Date

#3042207000 • F. 904.220.7900 • License CC0034988





## PROPOSED CHANGE ORDER

Job Name: BEACON LAKE AMENITY  
Job Number: 17-14

Date: 2/24/2018  
PCO#: 21

Meadow View at Twin Creeks CDD  
475 W. Town Place, Suite 114  
St. Augustine, FL 32092  
ATTN: Blaz Kovacic  
Email: bkovacic@bbxcapital.com

Basham & Lucas Design Group  
7645 Gate Parkway, Suite 201  
Jacksonville, FL 32256  
ATTN: Michael Lucas  
Email: michael@bashamlucas.com

Description	Amount
Upgrade main distribution panel PM to include "RELT, Energy-Reducing Active Arc Flash Mitigation System", not specified for this project. This hardware is a recent requirement of the NEC and now required for all St. Johns County commercial projects permitted after 1/1/2018.	\$ 1,386

Subtotal	\$ 1,386
DSC OH & P @ 10%	\$ 139
Subtotal	\$ 1,525
Bonds & Insurance @ 1%	\$ 15

**TOTAL ADD THIS CHANGE ORDER** \$ 1,540

This Change Order adds 0 days to the contract completion date.

Please execute this change request in the space provided below to authorize DSC to proceed with changes in the work as stated herein. DSC shall proceed with changes as stated herein upon receipt of this PCO signed by an authorized project representative. Approved PCO's will be included and summarized in monthly contract change orders and

Owner:

Architect:

10740 Atlantic Blvd., Suite 7 - Jacksonville, FL 32225-6111

3-1-18  
Date

3/1/18  
Date

P:904.220.7800 - F:904.220.7800 - License: CCC004933



## PROPOSED CHANGE ORDER

Job Name: BEACON LAKE AMENITY  
Job Number: 117-141

Date: 2/24/2018  
PCO #: 22

Meadow View at Twin Creeks CDD  
475 W. Town Place, Suite 114  
St. Augustine, FL 32092  
ATTN: Blaz Kovacic  
Email: bkovacic@bbxcapital.com

Basham & Lucas Design Group  
7645 Gate Parkway, Suite 201  
Jacksonville, FL 32256  
ATTN: Michael Lucas  
Email: michael@bashamlucas.com

Description	Amount
Provide all necessary supervision, labor, materials, tools, and equipment to complete the added concrete ribbon curbs per the attached revised Basham & Lucas drawing dated 2-15-18 and the attached ETM "Paver Edge in Drive" detail including all necessary asphalt saw-cutting, formwork, additional crushcrete, reinforcing steel, and concrete placement and finish.	\$ 2,299

Subtotal	\$ 2,299
DSC OH & P @ 10%	\$ 230
Subtotal	\$ 2,529
Bonds & Insurance @ 1%	\$ 25

TOTAL ADD THIS CHANGE ORDER

\$ 2,554

This Change Order adds 0 days to the contract completion date.

Please execute this change request in the space provided below to authorize DSC to proceed with changes in the work as stated herein. DSC shall proceed with changes as stated herein upon receipt of this PCO signed by an authorized project representative. Approved PCO's will be included and summarized in monthly contract change orders and

Owner:

Architect:

Date

3-1-18

Date

3/1/18

12740 Atlantic Blvd., Suite 7 - Jacksonville, FL 32225-6111

F50042207800 - F50042207800 - License 00004988



## PROPOSED CHANGE ORDER

Job Name: BEACON LAKE AMENITYDate: 2/24/2018Job Number: 17-14PCO#: 28

Meadow View at Twin Creeks CDD  
475 W. Town Place, Suite 114  
St. Augustine, FL 32092  
ATTN: Blaz Kovacic  
Email: bkovacic@bxcapital.com

Basham & Lucas Design Group  
7645 Gate Parkway, Suite 2001  
Jacksonville, FL 32256  
ATTN: Michael Lucas  
Email: michael@bashamlucas.com

Description	Amount
Provide all necessary supervision, labor, materials, tools, and equipment to complete the Water Activity Pool revisions per the attached WET Engineering approved sketch and the attached WET Engineering RFI Memorandum dated 2/23/18 including addition of main drain sump & grate, collector tube & hydro-relief valve, additional #57 stone, additional main drain form/reinforcing/concrete, additional Schedule 80 and Schedule 40 pipe and fittings to connect added main drain outside pool shell, and additional excavation to include removal and re-installation of #57 stone placed at the pool floor.	\$ 7,183

Subtotal \$	7,183
DSC OH & P @ 10% \$	718
Subtotal \$	7,901
Bonds & Insurance @ 1% \$	79

TOTAL ADD THIS CHANGE ORDER

\$ 7,980

This Change Order adds 0 days to the contract completion date.

Please execute this change request in the space provided below to authorize DSC to proceed with changes in the work as stated herein. DSC shall proceed with changes as stated herein upon receipt of this PCO signed by an authorized project representative. Approved PCO's will be included and summarized in monthly contract change orders and

OWNER:

Architect:

Date

3-1-18

Date

3/1/18

12740 Atlantic Blvd., Suite 7 - Jacksonville, FL 32225-6111

IF: 904.220.7000 - F: 904.220.7500 - License C001094988



# PROPOSED CHANGE ORDER

Job Name: BEACON LAKE AMENITY  
Job Number: 17-14

Date: 2/24/2018  
PCO #: 24

Meadow View at Twin Creeks CDD  
475 W. Town Place, Suite 114  
St. Augustine, FL 32092  
ATTN: Buz Kovacic  
Email: bkovacic@bixcapital.com

Basham & Lucas Design Group  
7645 Gate Parkway, Suite 2011  
Jacksonville, FL 32256  
ATTN: Michael Lucas  
Email: michael@bashamlucas.com

Description	Amount
Provide value-engineered lighting fixture package per the attached submittal package at the directive of the Owner and Architect. The attached value engineered lighting fixture package has been coordinated/reviewed by the Lighting Fixture Supplier and Architect for conformity with the original design package.	

See VE Lighting Fixture Package \$ (51,000)

TOTAL DEDUCT THIS CHANGE ORDER \$ (51,000)

This Change Order adds 0 days to the contract completion date.

Please execute this change request in the space provided below to authorize DSC to proceed with changes in the work as stated herein. DSC shall proceed with changes as stated herein upon receipt of this PCO signed by an authorized project representative. Approved PCO's will be included and summarized in monthly contract change orders and

Owner:

3-1-18  
Date

Architect:

3/1/18  
Date

12740 Atlantic Blvd., Suite 7 - Jacksonville, FL 32225-6111

P: 904.220.7800 - F: 904.220.7900 - License CGC034993





# PROPOSED CHANGE ORDER

Job Name: DEACON LAKE AMENITY

Date: 2/28/2018

Job Number: 17-14

PCO #: 25

Meadow View at Twin Creeks CDD

Basham & Lucas Design Group

475 W. Town Place, Suite 114

7645 Gate Parkway, Suite 201

St. Augustine, FL 32092

Jacksonville, FL 32256

ATTN: Blaz Kovacic

ATTN: Michael Lucas

Email: [bkovacic@bbxcapital.com](mailto:bkovacic@bbxcapital.com)

Email: [michael@bashamlucas.com](mailto:michael@bashamlucas.com)

Description	Amount
Provide all necessary supervision, labor, materials, tools, and equipment to complete the fixed dock modifications per the attached Basham & Lucas drawings: SP2.2, H2.6, H2.7, and H2.8 all dated 2-13-18. These revisions were required to raise and increase the dock and ramp due to raising the site grades approximately 2' per the Owner's directive.	\$ 15,773

Subtotal	\$ 15,773
DSC OH & P @ 10%	\$ 1,577
Subtotal	\$ 17,350
Bonds & Insurance @ 1%	\$ 174

TOTAL ADD THIS CHANGE ORDER \$ 17,524

This Change Order adds 0 days to the contract completion date.

Please execute this change request in the space provided below to authorize DSC to proceed with changes in the work as stated herein. DSC shall proceed with changes as stated herein upon receipt of this PCO signed by an authorized project representative. Approved PCO's will be included and summarized in monthly contract change orders and

Owner:

3-1-18  
Date

Architect:

3/1/18  
Date

12740 Atlantic Blvd., Suite 700 Jacksonville, FL 32225-6511

FP: 9804 220.75000 • F: 9804 220.75000 • Licensee 050034988



3.

# CHANGE ORDER

No. 6DATE OF ISSUANCE: March 13, 2018EFFECTIVE DATE: March 15, 2018OWNER: Meadow View at Twin Creeks Community Development DistrictCONTRACTOR: Hughes Brothers Construction, Inc.Contract: Beacon Lake Phase IProject: Beacon Lake Phase IOWNER's Contract No. N.A.

ENGINEER's Contract No. \_\_\_\_\_

ENGINEER: England – Thims and Miller, Inc.

You are directed to make the following changes in the Contract Documents:

Description: See attachedReason for Change: See attachedAttachments: (List documents supporting change) See Hughes Brothers Construction, Inc. correspondence dated 2/16/2018

By execution of this change order document, the Contractor acknowledges that all issues related to Contract Time and Compensation for the work associated with these changes are resolved.

CHANGE IN CONTRACT PRICE:
Original Contract Price <u>\$ 10,741,279.64</u>
Net <del>Increase</del> /Decrease from previous Change Orders No. <u>0</u> to No. <u>5</u> <u>\$-772,755.12</u>
Contract Price prior to this Change Order: <u>\$ 9,968,524.52</u>
Net Increase/ <del>Decrease</del> of this Change Order: <u>\$ 204,782.45</u>
Contract Price with all approved Change Orders: <u>\$10,173,306.97</u>

CHANGE IN CONTRACT TIMES:
Original Contract Times: Substantial Completion: <u>days</u> Ready for final payment: <u>days</u> (days)
Net change from previous Change Orders No. <u>-0-</u> to No. <u>-5-</u> Substantial Completion: <u>0</u> Ready for final payment: <u>0</u> (days)
Contract Times prior to this Change Order: Substantial Completion: <u>days</u> Ready for final payment: <u>days</u> (days)
Net Increase this Change Order: Substantial Completion: <u>0</u> Ready for final payment: <u>0</u> (days)
Contract Times with all approved Change Orders: Substantial Completion: <u>days</u> Ready for final payment: <u>days</u> (days)

RECOMMENDED:

By: \_\_\_\_\_  
ENGINEER (Authorized Signature)

APPROVED:

By: \_\_\_\_\_  
OWNER (Authorized Signature)

ACCEPTED:

By: \_\_\_\_\_  
CONTRACTOR (Authorized Signature)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

EJCDC 1910-8-B (1996 Edition)

Prepared by the Engineers Joint Contract Documents Committee and endorsed by The Associated General Contractors of America and the Construction Specifications Institute.

CHANGE ORDER NO. 6  
Beacon Lake Phase 1



**PROJECT:** Beacon Lake Phase 1  
**DATE:** 2/16/2018  
**CONTRACTOR:** Hughes Brothers Construction, Inc.  
948 Walker Road  
Wildwood, FL 34785  
P: 352-399-6829  
F: 352-399-6830

**DIRECTED TO:** Meadow View at Twin Creeks CDD  
c/o Governmental Management Services, LLC  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

**ATTN:** James Perry, CPA

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
	Survey & As-Builts	1.00	LS	\$ 2,670.00	\$ 2,670.00
	Frontage Grading Revisions	1.00	LS	\$ 20,040.00	\$ 20,040.00
	6" Underdrain	4220.00	LF	\$ 28.40	\$ 119,848.00
	15" HDPE	121.00	LF	\$ 34.20	\$ 4,138.20
	15" MES	3.00	EA	\$ 765.00	\$ 2,295.00
	Type C Inlet	3.00	EA	\$ 2,115.00	\$ 6,345.00
	Storm Sewer Testing	121.00	LF	\$ 3.75	\$ 453.75
	Pond 28 Overflow Structure	1.00	LS	\$ 16,400.00	\$ 16,400.00
	Remove Temp. Control Structure in Pond 28	1.00	LS	\$ 1,675.00	\$ 1,675.00
	Retaining Wall at Lift Station 2	490.00	SF	\$ 40.75	\$ 19,967.50
	Handicap Ramps	2.00	EA	\$ 750.00	\$ 1,500.00
	Stabilized Lift Station Roadway	1.00	LS	\$ 9,450.00	\$ 9,450.00
<b>TOTAL CHANGE ORDER #6</b>					<b>\$ 204,782.45</b>

Note: Ellis & Associates prepared a report dated 12/08/17 that gave recommended underdrain locations. Representatives from BBX and HBC met onsite to discuss the locations and HBC was directed to install underdrain at the following locations: Convex Lane: 27+00 - 34+00, Leclerc Court: 12+25 - 15+82, Fresnel Lane: 48+00 - 51+35, Beacon Lake Parkway: 33+00 - 34+00, 40+00 - 46+00.

Thanks,  
Rhett Niewinski, P.E.  
Hughes Brothers Construction, Inc.  
948 Walker Road  
Wildwood, FL 34785  
P: 352-399-6829  
F: 352-399-6830

4.

# CHANGE ORDER

No. 7DATE OF ISSUANCE: March 13, 2018EFFECTIVE DATE: March 15, 2018OWNER: Meadow View at Twin Creeks Community Development DistrictCONTRACTOR: Hughes Brothers Construction, Inc.Contract: Beacon Lake Phase 1Project: Beacon Lake Phase 1OWNER's Contract No. N.A.

ENGINEER's Contract No. \_\_\_\_\_

ENGINEER: England – Thims and Miller, Inc.

You are directed to make the following changes in the Contract Documents:

Description: See attachedReason for Change: See attachedAttachments: (List documents supporting change) See Hughes Brothers Construction, Inc. correspondence dated 2/16/2018

By execution of this change order document, the Contractor acknowledges that all issues related to Contract Time and Compensation for the work associated with these changes are resolved.

CHANGE IN CONTRACT PRICE:
Original Contract Price <u>\$ 10,741,279.64</u>
Net Increase/Decrease from previous Change Orders No. <u>0</u> to No. <u>6</u> <u>\$-567,972.67</u>
Contract Price prior to this Change Order: <u>\$10,173,306.97</u>
Net Increase/Decrease of this Change Order: <u>\$ 52,704.50</u>
Contract Price with all approved Change Orders: <u>\$10,226,011.47</u>

CHANGE IN CONTRACT TIMES:
Original Contract Times: Substantial Completion: <u>days</u> Ready for final payment: <u>days</u> (days)
Net change from previous Change Orders No. <u>-0-</u> to No. <u>-6-</u> Substantial Completion: <u>0</u> Ready for final payment: <u>0</u> (days)
Contract Times prior to this Change Order: Substantial Completion: <u>days</u> Ready for final payment: <u>days</u> (days)
Net Increase this Change Order: Substantial Completion: <u>0</u> Ready for final payment: <u>0</u> (days)
Contract Times with all approved Change Orders: Substantial Completion: <u>days</u> Ready for final payment: <u>days</u> (days)

RECOMMENDED:

By: \_\_\_\_\_  
ENGINEER (Authorized Signature)

APPROVED:

By: \_\_\_\_\_  
OWNER (Authorized Signature)

ACCEPTED:

By: \_\_\_\_\_  
CONTRACTOR (Authorized Signature)Date: \_\_\_\_\_  
EJCDC 1910-8-B (1996 Edition)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Prepared by the Engineers Joint Contract Documents Committee and endorsed by The Associated General Contractors of America and the Construction Specifications Institute.



CHANGE ORDER NO. 7  
Beacon Lake Phase 1



**PROJECT:** Beacon Lake Phase 1  
**DATE:** 2/16/2018  
**CONTRACTOR:** Hughes Brothers Construction, Inc.  
948 Walker Road  
Wildwood, FL 34785  
P: 352-399-6829  
F: 352-399-6830

**DIRECTED TO:** Meadow View at Twin Creeks CDD  
c/o Governmental Management Services, LLC  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

**ATTN:** James Perry, CPA

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
	Survey & As-Builts	1.00	LS	\$ 905.00	\$ 905.00
	Type D Curb	1580.00	LF	\$ 14.40	\$ 22,752.00
	18" Type F Curb	-1580.00	LF	\$ 15.00	\$ (23,700.00)
	Redi Rock Retaining Wall - Amenity	1150.00	SF	\$ 40.75	\$ 46,862.50
	6" Single Service	1.00	EA	\$ 760.00	\$ 760.00
	2" Irrigation Sleeving	420.00	LF	\$ 5.50	\$ 2,310.00
	3" Irrigation Sleeving	180.00	LF	\$ 6.00	\$ 1,080.00
	4" Irrigation Sleeving	100.00	LF	\$ 6.25	\$ 625.00
	6" Irrigation Sleeving	120.00	LF	\$ 9.25	\$ 1,110.00

**TOTAL CHANGE ORDER #7**

**\$ 52,704.50**

Note: The above represents the change from F curb to D curb, the increase in the wall area due to the Amenity grading revisions that raised the site by approximately 2 feet and the addition of a sanitary service. Also included is the installation of irrigation sleeving in the parking lot per the irrigation plan.

Thanks,  
Rhett Niewinski, P.E.  
Hughes Brothers Construction, Inc.  
948 Walker Road  
Wildwood, FL 34785  
P: 352-399-6829  
F: 352-399-6830

5.

# CHANGE ORDER

## AIA DOCUMENT G701

PROJECT: 17-12

BEACON LAKE ENTRANCE  
0 COUNTY ROAD 210  
ST. AUGUSTINE, FL 32095

OWNER ☒

ARCHITECT ☒

CONTRACTOR ☒

ENGINEER ☐

OTHER ☐

CHANGE ORDER NUMBER: 2 Two  
DATE: 1/8/2018

### TO CONTRACTOR:

O.R. Dicky Smith & Co., Inc.  
12740 Atlantic Boulevard, Suite 7  
Jacksonville, FL 32225

ARCH. PROJECT NO.: 15-63  
CONTRACT DATE: 8/14/2017  
CONTRACT FOR: Entry Tower\_MVTCDD

The contract is changed as follows:

1) PCO : 2 Contract Time Extension 60 days \$0  
per Owner Request

Time: 60 days Cost: \$ -

Not valid until signed by the Owner, Architect and Contractor.

The original Contract Sum was.....	\$	662,992.00
Net change by previously authorized Change Orders.....	\$	(116,716.00)
The Contract Sum prior to this Change Order was.....	\$	546,276.00
The Contract Sum will be <u>unchanged</u> by this Change Order in the amount of.....	\$	-
The new Contract Sum including this Change Order will be.....	\$	546,276.00
The Contract Time will be <u>increased</u> .....	60 days	
The date of Substantial Completion as of the date of this Change Order therefore is.....	March 17, 2018	

Note: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price, which have been authorized by Construction Change Directive

Bushman & Lucas Design Group, Inc.

ARCHITECT - Michael Lucas

7645 Gate Parkway, Suite 201

ADDRESS

Jacksonville, Florida 32256

BY

DATE

O.R. Dicky Smith & Co., Inc.

CONTRACTOR - Stuart Maxwell

12740-7 Atlantic Boulevard

ADDRESS

Jacksonville, Florida 32225

BY

DATE

1/15/2018

Meadow View at Twin Creeks CDD

OWNER - ~~Blaze Kava~~ BLAZE KAVA

475 West Town Place, Suite 114

ADDRESS

St. Augustine, Florida 32092

BY

DATE

3/1/18

*EIGHTH ORDER OF BUSINESS*

*A.*



*Meadow View at Twin Creeks*  
*Community Development District*

*Unaudited Financial Statements*  
*as of*  
*February 28, 2018*

*Meadow View at Twin Creeks*

*Community Development District*

*Combined Balance Sheet*

*February 28, 2018*

	<u><i>General</i></u>	<u><i>Debt Service</i></u>	<u><i>Capital Project</i></u>	<u><i>Totals</i></u>
<u><i>Assets:</i></u>				
<i>Cash</i>	\$8,612	---	---	\$8,612
<i>Investments:</i>				
<i>Series 2016 A1 &amp; A2</i>				
<i>Reserve A1</i>	---	\$133,058	---	\$133,058
<i>Reserve A2</i>	---	\$114,483	---	\$114,483
<i>Capitalized Interest A1</i>	---	\$409	---	\$409
<i>Capitalized Interest A2</i>	---	\$373	---	\$373
<i>Construction</i>	---	---	\$94	\$94
<i>COI</i>	---	---	---	\$0
<i>Series 2016 B</i>				
<i>Reserve</i>	---	\$282,150	---	\$282,150
<i>Capitalized Interest</i>	---	\$673	---	\$673
<i>Construction</i>	---	---	\$6,320,113	\$6,320,113
<i>COI</i>	---	---	---	\$0
<i>Due From Developer</i>	\$6,877	---	---	\$6,877
<i>Prepaid Expenses</i>	\$1,580	\$0	---	\$1,580
<i>Total Assets</i>	<u>\$17,069</u>	<u>\$531,145</u>	<u>\$6,320,207</u>	<u>\$6,868,421</u>
<u><i>Liabilities:</i></u>				
<i>Accounts Payable</i>	\$9,131	---	---	\$9,131
<i>Fund Balances:</i>				
<i>Nonspendable</i>	\$1,580	\$0	\$0	\$1,580
<i>Restricted for Capital Projects</i>	\$0	\$0	\$6,320,207	\$6,320,207
<i>Restricted for Debt Service</i>	\$0	\$531,145	\$0	\$531,145
<i>Unassigned</i>	\$6,358	\$0	\$0	\$6,358
<i>Total Liabilities &amp; Fund Equity</i>	<u>\$17,069</u>	<u>\$531,145</u>	<u>\$6,320,207</u>	<u>\$6,868,421</u>

# Meadow View at Twin Creeks

## Community Development District

### GENERAL FUND

Statement of Revenues & Expenditures  
For The Period Ending February 28, 2018

<i>Adopted</i>	<i>Prorated</i>	<i>Actual</i>	
<i>Budget</i>	<i>Thru 2/28/18</i>	<i>Thru 2/28/18</i>	<i>Variance</i>

#### REVENUES:

<i>Developer Contributions/Assessments</i>	\$402,012	\$42,484	\$42,484	\$0
<b>TOTAL REVENUES</b>	<b>\$402,012</b>	<b>\$42,484</b>	<b>\$42,484</b>	<b>\$0</b>

#### EXPENDITURES:

##### ADMINISTRATIVE:

<i>Engineering</i>	\$12,000	\$8,000	\$8,307	(\$307)
<i>Attorney Fees</i>	\$30,000	\$1,250	\$301	\$949
<i>Dissemination</i>	\$5,000	\$2,083	\$2,083	(\$0)
<i>Annual Audit</i>	\$4,000	\$0	\$0	\$0
<i>Arbitrage</i>	\$1,200	\$0	\$0	\$0
<i>Trustee Fees</i>	\$10,000	\$0	\$7,902	(\$7,902)
<i>Management Fees</i>	\$45,000	\$18,750	\$18,750	\$0
<i>Information Technology</i>	\$2,000	\$833	\$833	(\$0)
<i>Telephone</i>	\$250	\$104	\$62	\$42
<i>Postage</i>	\$1,000	\$417	\$48	\$369
<i>Insurance</i>	\$5,250	\$5,250	\$5,610	(\$360)
<i>Printing and Binding</i>	\$4,000	\$1,667	\$691	\$976
<i>Legal Advertising</i>	\$3,000	\$1,250	\$533	\$717
<i>Other Current Charges</i>	\$500	\$208	\$115	\$93
<i>Office Supplies</i>	\$500	\$208	\$142	\$66
<i>Dues, Licenses &amp; Subscriptions</i>	\$175	\$175	\$175	\$0

<b>TOTAL ADMINISTRATIVE</b>	<b>\$123,875</b>	<b>\$40,196</b>	<b>\$45,552</b>	<b>(\$5,357)</b>
-----------------------------	------------------	-----------------	-----------------	------------------

<i>Hydrology Quality/Mitigation</i>	\$6,400	\$2,667	\$0	\$2,667
<i>Landscape Maintenance</i>	\$100,000	\$41,667	\$0	\$41,667
<i>Landscape Contingency</i>	\$30,000	\$12,500	\$0	\$12,500
<i>Lake Maintenance</i>	\$12,000	\$5,000	\$0	\$5,000
<i>Grounds Maintenance</i>	\$12,000	\$5,000	\$0	\$5,000
<i>Pump Repairs</i>	\$2,500	\$1,042	\$0	\$1,042
<i>Streetlight Repairs</i>	\$5,000	\$2,083	\$0	\$2,083
<i>Irrigation Repairs</i>	\$7,500	\$3,125	\$0	\$3,125
<i>Miscellaneous</i>	\$5,000	\$2,083	\$0	\$2,083
<i>Contingency</i>	\$97,737	\$40,724	\$0	\$40,724

<b>TOTAL ADMINISTRATIVE</b>	<b>\$278,137</b>	<b>\$115,890</b>	<b>\$0</b>	<b>\$115,890</b>
-----------------------------	------------------	------------------	------------	------------------

<b>TOTAL EXPENDITURES</b>	<b>\$402,012</b>	<b>\$156,086</b>	<b>\$45,552</b>	<b>\$110,534</b>
---------------------------	------------------	------------------	-----------------	------------------

<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$0</b>	<b>(\$3,068)</b>
---------------------------------------	------------	------------------

<b>FUND BALANCE - Beginning</b>	<b>\$0</b>	<b>\$11,007</b>
---------------------------------	------------	-----------------

<b>FUND BALANCE - Ending</b>	<b>\$0</b>	<b>\$7,938</b>
------------------------------	------------	----------------

**Meadow View at Twin Creeks**  
**Community Development District**  
**General Fund**  
Month By Month Income Statement  
Fiscal Year 2018

	October	November	December	January	February	March	April	May	June	July	August	September	Total
<b><u>Revenues:</u></b>													
Developer Contributions/Assessments	\$8,202	\$4,980	\$6,747	\$20,253	\$2,301	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$42,484
<b>Total Revenues</b>	<b>\$8,202</b>	<b>\$4,980</b>	<b>\$6,747</b>	<b>\$20,253</b>	<b>\$2,301</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$42,484</b>
<b><u>Expenditures:</u></b>													
<b><u>Administrative</u></b>													
Engineering	\$1,988	\$6,319	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,307
Attorney Fees	\$301	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$301
Dissemination	\$417	\$417	\$417	\$417	\$417	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,083
Annual Audit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Artbitrage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Trustee Fees	\$0	\$0	\$7,902	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,902
Management Fees	\$3,750	\$3,750	\$3,750	\$3,750	\$3,750	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,750
Information Technology	\$167	\$167	\$167	\$167	\$167	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$833
Telephone	\$27	\$0	\$0	\$0	\$35	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$62
Postage	\$21	\$23	\$1	\$3	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$48
Insurance	\$5,610	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,610
Printing and Binding	\$221	\$156	\$90	\$92	\$132	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$691
Legal Advertising	\$80	\$80	\$373	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$533
Other Current Charges	\$45	\$23	\$0	\$25	\$22	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$115
Office Supplies	\$15	\$15	\$33	\$25	\$54	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$142
Dues, Licenses & Subscriptions	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Administrative</b>	<b>\$12,817</b>	<b>\$10,949</b>	<b>\$12,733</b>	<b>\$4,477</b>	<b>\$4,576</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$45,552</b>
Hydrology Quality/Mitigation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Landscape Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Landscape Contingency	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Lake Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grounds Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pump Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Streetlight Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Irrigation Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Administrative</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Expenses</b>	<b>\$12,817</b>	<b>\$10,949</b>	<b>\$12,733</b>	<b>\$4,477</b>	<b>\$4,576</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$45,552</b>
<b>Excess Revenues (Expenditures)</b>	<b>(\$4,615)</b>	<b>(\$5,969)</b>	<b>(\$5,985)</b>	<b>\$15,776</b>	<b>(\$2,275)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$3,068)</b>

*Meadow View at Twin Creeks  
Community Development District  
Funding Requests*

<i>Funding Request #</i>	<i>Date of Request</i>	<i>Check Date Received Developer</i>	<i>Check Amount Developer</i>	<i>Requested Funding Amount FY 2017</i>	<i>Requested Funding Amount FY 2018</i>	<i>Balance Due From Developer</i>
10	2/8/17	3/6/17	\$10,190.50	\$10,190.50		\$0.00
11	3/7/17	3/29/17	\$11,138.71	\$11,138.71		\$0.00
12	4/5/17	4/24/17	\$4,986.51	\$4,986.51		\$0.00
13	5/5/17	7/12/17	\$8,538.72	\$8,538.72		\$0.00
14	6/8/17	7/12/17	\$5,917.72	\$5,917.72		\$0.00
15	7/12/17	8/12/17	\$12,469.67	\$12,469.67		\$0.00
16	8/4/17	10/16/17	\$8,268.86	\$8,268.86		\$0.00
17	9/7/17	10/25/17	\$4,680.67	\$4,680.67	\$5,610.00	\$0.00
18	10/11/17	11/15/17	\$18,604.64	\$13,987.40	\$4,617.24	\$0.00
19	11/7/17	12/14/17	\$7,652.98	\$2,871.22	\$4,781.76	\$0.00
20	12/14/17	1/19/18	\$8,640.92	\$1,440.45	\$7,200.47	\$0.00
21	1/10/18	2/2/18	\$20,253.47		\$20,253.47	\$0.00
22	2/5/18				\$6,876.84	(\$6,876.84)
TOTAL			\$121,343.37	\$95,222.67	\$49,339.78	(\$6,876.84)



# Meadow View at Twin Creeks

## Community Development District

### Debt Service Fund Series 2016 A1 & A2

#### Statement of Revenues & Expenditures

For The Period Ending February 28, 2018

<i>Adopted</i> <i>Budget</i>	<i>Prorated</i> <i>Thru 2/28/18</i>	<i>Actual</i> <i>Thru 2/28/18</i>	<i>Variance</i>
---------------------------------	--	--------------------------------------	-----------------

#### REVENUES:

Interest Income	\$600	\$100	\$318	\$218
Special Assessments - Tax Collector	\$443,376	\$0	\$0	\$0
Special Assessments - Prepayments	\$381,610	\$0	\$0	\$0

#### **TOTAL REVENUES**

\$825,586	\$100	\$318	\$218
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#### EXPENDITURES:

##### Series 2016 A1

Interest Expense - 11/01	\$171,375	\$171,375	\$171,375	\$0
Interest Expense - 05/01	\$171,375	\$0	\$0	\$0
Principal Expense - 05/01	\$100,000	\$0	\$0	\$0

##### Series 2016 A2

Interest Expense - 11/01	\$156,310	\$156,310	\$156,310	\$0
Interest Expense - 05/01	\$156,310	\$0	\$0	\$0
Principal Expense - 05/01	\$70,000	\$0	\$0	\$0

#### **TOTAL EXPENDITURES**

\$825,370	\$327,685	\$327,685	\$0
-----------	-----------	-----------	-----

#### OTHER SOURCES/(USES)

Interfund Transfer In/(Out)	\$0	\$0	(\$344)	(\$344)
Bond Proceeds	\$0	\$0	\$0	\$0

#### **TOTAL OTHER SOURCES AND USES**

\$0	\$0	(\$344)	(\$344)
-----	-----	---------	---------

#### **EXCESS REVENUES (EXPENDITURES)**

\$216	(\$327,711)
-------	-------------

#### **FUND BALANCE - Beginning**

\$328,247	\$576,034
-----------	-----------

#### **FUND BALANCE - Ending**

\$328,463	\$248,322
-----------	-----------

# Meadow View at Twin Creeks

## Community Development District

### *Debt Service Fund Series 2016 B*

#### *Statement of Revenues & Expenditures For The Period Ending February 28, 2018*

<i>Adopted Budget</i>	<i>Prorated Thru 2/28/18</i>	<i>Actual Thru 2/28/18</i>	<i>Variance</i>
---------------------------	----------------------------------	--------------------------------	-----------------

#### **REVENUES:**

<i>Interest Income</i>	\$600	\$100	\$331	\$231
<i>Special Assessments - Tax Collector</i>	\$564,300	\$0	\$0	\$0
<i>Special Assessments - Prepayments</i>	\$0	\$0	\$0	\$0

#### ***TOTAL REVENUES***

\$564,900	\$100	\$331	\$231
-----------	-------	-------	-------

#### **EXPENDITURES:**

<i>Interest Expense - 11/01</i>	\$282,150	\$282,150	\$282,150	\$0
<i>Interest Expense - 05/01</i>	\$282,150	\$0	\$0	\$0
<i>Principal Expense - 05/01</i>	\$0	\$0	\$0	\$0

#### ***TOTAL EXPENDITURES***

\$564,300	\$282,150	\$282,150	\$0
-----------	-----------	-----------	-----

#### **OTHER SOURCES/(USES)**

<i>Interfund Transfer In/(Out)</i>	\$0	\$0	(\$237)	(\$237)
<i>Bond Proceeds</i>	\$0	\$0	\$0	\$0

#### ***TOTAL OTHER SOURCES AND USES***

\$0	\$0	(\$237)	(\$237)
-----	-----	---------	---------

#### ***EXCESS REVENUES (EXPENDITURES)***

\$600	(\$282,055)
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#### ***FUND BALANCE - Beginning***

\$0	\$564,878
-----	-----------

#### ***FUND BALANCE - Ending***

\$600	\$282,823
-------	-----------

*Meadow View at Twin Creeks*  
Community Development District  
*Capital Projects Fund Series 2016 A1 & A2*  
*Statement of Revenues & Expenditures*  
*For The Period Ending February 28, 2018*

	Series 2016 A1/A2
<b><u>REVENUES:</u></b>	
Interest Income	\$1,226
<b>TOTAL REVENUES</b>	<b>\$1,226</b>
<b><u>EXPENDITURES:</u></b>	
Capital Outlay	\$3,118,356
Cost of Issuance	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$3,118,356</b>
<b><u>OTHER SOURCES/(USES)</u></b>	
Bond Proceeds	\$0
Interfund Transfer In (Out)	\$344
<b>TOTAL OTHER SOURCES/(USES)</b>	<b>\$344</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$3,116,786)</b>
<b>FUND BALANCE - Beginning</b>	<b>\$3,116,881</b>
<b>FUND BALANCE - Ending</b>	<b>\$94</b>

*Meadow View at Twin Creeks*  
*Community Development District*  
*Capital Projects Fund Series 2016 B*  
*Statement of Revenues & Expenditures*  
*For The Period Ending February 28, 2018*

<i>Series</i> <i>2016 B</i>
--------------------------------

**REVENUES:**

<i>Interest Income</i>	\$6,830
------------------------	---------

<b><i>TOTAL REVENUES</i></b>	<b><i>\$6,830</i></b>
------------------------------	-----------------------

**EXPENDITURES:**

<i>Capital Outlay</i>	\$1,989,495
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<i>Cost of Issuance</i>	\$0
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<b><i>TOTAL EXPENDITURES</i></b>	<b><i>\$1,989,495</i></b>
----------------------------------	---------------------------

**OTHER SOURCES/(USES)**

<i>Bond Proceeds</i>	\$0
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<i>Interfund Transfer In (Out)</i>	\$237
------------------------------------	-------

<b><i>TOTAL OTHER SOURCES/(USES)</i></b>	<b><i>\$237</i></b>
--	---------------------

<b><i>EXCESS REVENUES (EXPENDITURES)</i></b>	<b><i>(\$1,982,428)</i></b>
--	-----------------------------

<i>FUND BALANCE - Beginning</i>	<i>\$8,302,541</i>
---------------------------------	--------------------

<i>FUND BALANCE - Ending</i>	<i>\$6,320,113</i>
------------------------------	--------------------

***Meadow View at Twin Creeks***  
***Community Development District***  
***Long Term Debt Report***

**Series 2016 A1 Special Assessment Bonds**

Interest Rate:	4.5% -5.5%
Maturity Date:	11/1/47
Reserve Fund Definition:	30% of Max Annual Debt Service
Reserve Fund Requirement:	\$133,012.50
Reserve Balance:	\$133,057.72
Bonds outstanding - 10/26/2016	\$6,640,000
Less: May 1, 2017	\$0
Current Bonds Outstanding	\$6,640,000

**Series 2016 A2 Special Assessment Bonds**

Interest Rate:	5.8%%
Maturity Date:	11/1/47
Reserve Fund Definition:	30% of Max Annual Debt Service
Reserve Fund Requirement:	\$114,483.00
Reserve Balance:	\$114,483.00
Bonds outstanding - 10/26/2016	\$5,390,000
Less: May 1, 2017	\$0
Current Bonds Outstanding	\$5,390,000

**Series 2016 B Special Assessment Bonds**

Interest Rate:	6.00%
Maturity Date:	11/1/26
Reserve Fund Definition:	6 months of Interest
Reserve Fund Requirement:	\$282,150.00
Reserve Balance:	\$282,150.00
Bonds outstanding - 10/26/2016	\$9,405,000
Less: May 1, 2017	\$0
Current Bonds Outstanding	\$9,405,000



*B.*

# Meadow View at Twin Creeks

Community Development District

Funding Request #23

March 5, 2018

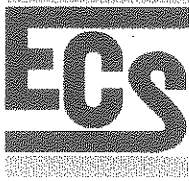
PAYEE		GENERAL FUND	
1	<b>ESC Florida, LLC</b> Engineering Services Inv# 638260 2/13/18 Engineering Services Inv# 638258 2/13/18	\$	7,500.00 6,600.00
2	<b>England Thims &amp; Miller</b> January Professional Services Inv #0186321 2/8/18	\$	554.60
3	<b>Governmental Management Services, LLC</b> March Management Fees Inv #26 3/1/18	\$	4,427.18
4	<b>Hopping Green &amp; Sams</b> November General Counsel Inv #97938 12/31/17 December General Counsel Inv #98436 1/31/18	\$	451.56 220.00
5	<b>St. Augustine Record</b> Notice of Meetings 1/18 #17554913 1/11/2018 Notice of Meetings 2/15 #3004957-01 2/8/2018	\$	79.70 85.26
<b>Total Funding Request</b>		<b>\$</b>	<b>19,918.30</b>

Please make check payable to:

**Meadown View at Twin Creek CDD**  
c/o GMS LLC  
475 West Town Place  
Suite 114  
St. Augustine FL 32092

Signature: \_\_\_\_\_  
Chairman/Vice Chairman

Signature: \_\_\_\_\_  
Secretary/Asst. Secretary



PLEASE REMIT TO:

**ECS FLORIDA, LLC**  
**14026 THUNDERBOLT PLACE, SUITE 600**  
**CHANTILLY, VA 20151**

Invoice Date	Invoice Number
02/13/2018	638260
Always Refer To Above Number	

Page 1 of 1

PROJECT NAME: Beacon Lake - Phase 2  
St. Johns County, FL

TO: Mr. Blaz Kovacic  
Meadow View at Twin Creeks Community Development District  
c/o Governmental Management Services, LLC  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

PLEASE DETACH AND RETURN DUPLICATE COPY WITH YOUR REMITTANCE

CUSTOMER CODE	PROJECT No.	BILLED THRU DATE	TERMS
NG5701	35:26588	02/03/2018	DUE UPON RECEIPT

**Please Pay**  
**This Amount: \$7,500.00**

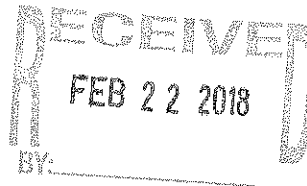
Description	Quantity	Units	Unit Price	Extension	Total
For Field and Engineering Services					\$7,500.00
				Subtotal:	\$7,500.00

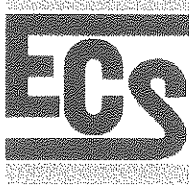
\*\*\*\*\*  
\* Invoice Total - Please Remit => \$7,500.00  
\*\*\*\*\*

If you have any questions regarding this  
invoice please contact Colin Shaw at  
904.880.0960

**\* BUDGET SUMMARY \***

Budget Estimate: \$8,500.00  
Previously Invoiced: \$0.00  
Amt. This Invoice: \$7,500.00  
Amt. Remaining: \$1,000.00





PLEASE REMIT TO:

ECS FLORIDA, LLC  
14026 THUNDERBOLT PLACE, SUITE 600  
CHANTILLY, VA 20151

Invoice Date	Invoice Number
02/13/2018	638258
Always Refer To Above Number	

Page 1 of 1

PROJECT NAME: Beacon Lake Townhomes  
St. Johns County, FL

TO: Mr. Blaz Kovacic  
Meadow View at Twin Creeks Community Development District  
c/o Governmental Management Services, LLC  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

PLEASE DETACH AND RETURN DUPLICATE COPY WITH YOUR REMITTANCE

CUSTOMER CODE	PROJECT No.	BILLED THRU DATE	TERMS
NG5701	35:26589	02/03/2018	DUE UPON RECEIPT

Please Pay  
This Amount: **\$6,600.00**

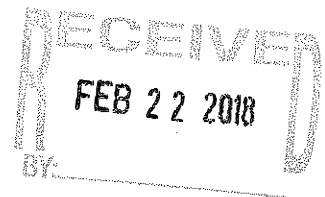
Description	Quantity	Units	Unit Price	Extension	Total
For Field and Engineering Services					\$6,600.00
				Subtotal:	\$6,600.00

\*\*\*\*\*  
\* Invoice Total - Please Remit => **\$6,600.00**  
\*\*\*\*\*

If you have any questions regarding this  
invoice please contact Colin Shaw at  
904.880.0960

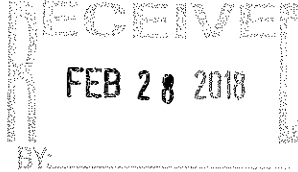
\* BUDGET SUMMARY \*

Budget Estimate: \$7,600.00  
Previously Invoiced: \$0.00  
Amt. This Invoice: \$6,600.00  
Amt. Remaining: \$1,000.00





Meadow View at Twin Creeks Community  
Development District  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092



February 8, 2018  
Project No: 17348.00000  
Invoice No: 0186321

Project 17348.00000 Meadow View at Twin Creek CDD - 2017/2018 General Consulting Services (WA#8)

**Professional Services rendered through January 31, 2018**

**Professional Personnel**

		Hours	Rate	Amount	
Senior Engineer					
Katsaras, George	1/6/2018	1.50	194.00	291.00	
Administrative Support					
Blair, Shelley	1/13/2018	1.00	81.00	81.00	
Blair, Shelley	1/20/2018	2.00	81.00	162.00	
Totals		4.50		534.00	
Total Labor					534.00

**Expenses**

Delivery / Messenger Svc			17.91	
Total Expenses		1.15 times	17.91	20.60

	Current	Prior	To-Date
Total Billings	554.60	2,219.92	2,774.52
Contract Limit			15,000.00
Remaining			12,225.48

**Invoice Total this Period \$554.60**

**Outstanding Invoices**

Number	Date	Balance
0185979	12/31/2017	2,219.92
Total		2,219.92

**Total Now Due \$2,774.52**

**England-Thims & Miller, Inc.**

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS  
14775 Old St. Augustine Road • Jacksonville, Florida 32260 • Tel 904-642-9000 • Fax 904-646-9486  
CA-00032584 LC-0000316

1001 Bradford Way  
Kingston, TN 37763

# Invoice

**Invoice #: 26****Invoice Date: 3/1/18**

**Due Date: 3/1/18**

**Case:**

**P.O. Number:**

**Bill To:**

**Meadow View at Twin Creeks CDD**  
**475 West Town Place**  
**Suite 114**  
**St. Augustine, FL 32092**

[illegible]



# Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300

P.O. Box 6526

Tallahassee, FL 32314

850.222.7500

===== STATEMENT =====

December 31, 2017

Meadow View at Twin Creeks Community Development

District

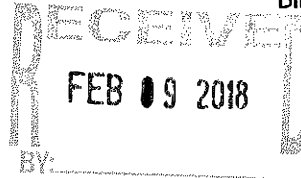
c/o GMS, LLC

475 West Town Place, Suite 114

St. Augustine, FL 32092

Bill Number 97938

Billed through 11/30/2017



**General Counsel**

**MVTCDD 00001 JLE**

**FOR PROFESSIONAL SERVICES RENDERED**

11/16/17	WSH	Prepare for and participate in board meeting; follow up with Earlywine regarding same.	0.60 hrs
----------	-----	--	----------

11/29/17	WSH	Review and revise minutes; confer with Hogge regarding same.	0.30 hrs
----------	-----	--	----------

Total fees for this matter	\$288.00
----------------------------	----------

**DISBURSEMENTS**

Postage	3.58
---------	------

Document Production	159.98
---------------------	--------

Total disbursements for this matter	\$163.56
-------------------------------------	----------

**MATTER SUMMARY**

Haber, Wesley S.	0.90 hrs	320 /hr	\$288.00
------------------	----------	---------	----------

TOTAL FEES	\$288.00
------------	----------

TOTAL DISBURSEMENTS	\$163.56
---------------------	----------

TOTAL CHARGES FOR THIS MATTER	<b>\$451.56</b>
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**BILLING SUMMARY**

Haber, Wesley S.	0.90 hrs	320 /hr	\$288.00
------------------	----------	---------	----------

TOTAL FEES	\$288.00
------------	----------

TOTAL DISBURSEMENTS	\$163.56
---------------------	----------

TOTAL CHARGES FOR THIS BILL	<b>\$451.56</b>
-----------------------------	-----------------

**Please include the bill number on your check.**

# Hopping Green & Sams

Attorneys and Counselors

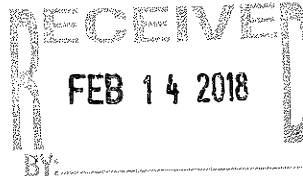
119 S. Monroe Street, Ste. 300  
P.O. Box 6526  
Tallahassee, FL 32314  
850.222.7500

===== STATEMENT =====

January 31, 2018

Meadow View at Twin Creeks Community Development  
District  
c/o GMS, LLC  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

Bill Number 98436  
Billed through 12/31/2017



General Counsel  
MVT CDD 00001 JLE

**FOR PROFESSIONAL SERVICES RENDERED**

12/21/17	JLE	Prepare for and attend Board meeting.	0.80 hrs
Total fees for this matter			\$220.00

**MATTER SUMMARY**

Earlywine, Jere L.	0.80 hrs	275 /hr	\$220.00
TOTAL FEES			\$220.00
TOTAL CHARGES FOR THIS MATTER			<u>\$220.00</u>

**BILLING SUMMARY**

Earlywine, Jere L.	0.80 hrs	275 /hr	\$220.00
TOTAL FEES			\$220.00
TOTAL CHARGES FOR THIS BILL			<u>\$220.00</u>

**Please include the bill number on your check.**

Thu, Jan 11, 2018  
10:26:32

Receipt No:

# Classified Ad Invoice

## The St. Augustine Record

**Acct:** 1000714044  
**Phone:** 9049405850  
**E-Mail:**  
**Client:**

**Name:** MEADOW VIEW AT TWIN CRE  
**Address:** 475 WEST TOWN PLACE, SUITE  
**City:** SAINT AUGUSTINE  
**State:** FL  
**Zip:** 32092  
**Caller:** 01/18/18 REGULAR MEETING

**Ad Name:** 17554913A  
**Ad Id:** 17554913  
**Reply Request**  
**Standby Type:**

**Start:** 01/11/2018  
**Class:** 7524  
**Copy Line:** 01/18/18 REGULAR M  
**Editions:** INS/RE/

**Issues:** 1  
**Rate:** L01  
**Rep:** MELISSA RHINEHART-LE  
**G. D. #**

**Stop:** 01/11/2018  
**Paytype:** BL  
**Colors:**  
**Tearsheets:**

**Earliest Production Deadline:** 00/00/00

Lines.....	62.00
Depth.....	4.43
Columns...	1
Price:	79.70
Other Charges:	0.00
Discounts:	0.00
Total	79.70

**NOTICE OF MEETING  
MEADOW VIEW AT  
TWIN CREEKS COMMUNITY  
DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Meadow View at Twin Creeks Community Development District will be held on Thursday, January 18, 2018 at 10:00 a.m. at the offices of Governmental Management Services, 475 West Town Place, Suite 114, St. Augustine, Florida 32092. The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for this meeting may be obtained from the District Manager, at 475 West Town Place, Suite 114, St. Augustine, FL 32092 (and phone (904) 940-5850). 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.

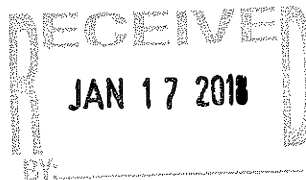
Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least two calendar days prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, for aid in contacting the District Office.

Each person who decides to appeal any action taken at these meetings is advised that 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 such appeal is to be based.

James Perry  
District Manager  
17554913A January 11, 2018

Ad shown is not actual print size

Thank you and have a nice day!



# THE ST. AUGUSTINE RECORD

MEADOW VIEW AT TWIN CREEKS CDD  
475 WEST TOWN PLACE SUITE 114  
SAINT AUGUSTINE FL 32092

Ref.#: 17554913A  
P.O.#:

PUBLISHED EVERY MORNING SUNDAY THRU SATURDAY  
ST. AUGUSTINE AND ST. JOHNS COUNTY, FLORIDA

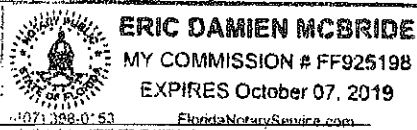
STATE OF FLORIDA,  
COUNTY OF ST. JOHNS

Before the undersigned authority personally appeared **JAMIE WILLIAMS**  
who on oath says that he/she is an Employee of the St. Augustine Record,  
a daily newspaper published at St. Augustine in St. Johns County, Florida;  
that the attached copy of advertisement being a **NOTICE OF MEETING**  
In the matter of **01/18/18 REGULAR MEE - 01/18/18 REGULAR MEETING**  
was published in said newspaper on **01/11/2018**

Affiant further says that the St. Augustine Record is a newspaper published  
at St. Augustine, in said St. Johns County, Florida, and that the said newspaper  
heretofore has been continuously published in said St. Johns County, Florida,  
each day and has been entered as second class mail matter at the post office in the  
City of St. Augustine, in said St. Johns County, for a period of one year preceding  
the first publication of the copy of advertisement; and affiant further says that  
he/she has neither paid nor promised any person, firm or corporation any discount,  
rebate, commission or refund for the purpose of securing the advertisement for  
publication in the said newspaper.

Sworn to and subscribed before me this \_\_\_\_\_ day of **JAN 11 2018**

by *James Williams* who is personally known to me  
or who has produced as identification



(Signature of Notary Public)

(Seal)

## NOTICE OF MEETING MEADOW VIEW AT TWIN CREEKS COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Meadow View at Twin Creeks Community Development District will be held on Thursday, January 18, 2018 at 10:00 a.m. at the offices of Governmental Management Services, 475 West Town Place, Suite 114, St. Augustine, Florida 32092. The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for this meeting may be obtained from the District Manager, at 475 West Town Place, Suite 114, St. Augustine, FL 32092 (and phone (904) 940-5850). 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 Office at (904) 940-5850 at least two calendar days prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770 for aid in contacting the District Office.

Each person who decides to appeal any action taken at these meetings is advised that 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 such appeal is to be based.

James Perry  
District Manager  
17554913A January 11, 2018

Thu, Feb 8, 2018  
11:48:27AM

## Legal Ad Invoice

# The St. Augustine Record

**Acct:** 15651  
**Phone:** 9049405850  
**E-Mail:**  
**Client:** MEADOWVIEW AT TWIN CREEKS C

**Name:** MEADOW VIEW AT TWIN CREEKS CDD  
**Address:** 475 WEST TOWN PLACE, SUITE 114

**City:** SAINT AUGUSTINE **State:** FL **Zip:** 32092

**Ad Number:** 0003004957-01

**Start:** 02/08/2018

**Placement:** SA Legals

**Copy Line:** NOTICE OF MEETING MEADOW VIEW AT TWIN CREEKS COMMUNITY DEVELOPMENT DISTRICT The regular meetir

**Caller:** MLR

**Issues:** 1

**Rep:** Melissa Rhinehart

**Paytype:** BILL

**Stop:** 02/08/2018

**Lines** 57  
**Depth** 4.75  
**Columns** 1  
  
**Price** \$85.26

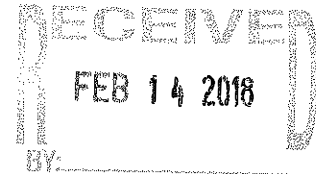
### NOTICE OF MEETING MEADOWVIEW AT TWIN CREEKS COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Meadow View at Twin Creeks Community Development District will be held on **Thursday, February 15, 2018 at 10:00 a.m.** at the offices of **Governmental Management Services, 475 West Town Place, Suite 114, St. Augustine, Florida 32092.** The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for this meeting may be obtained from the District Manager, at 475 West Town Place, Suite 114, St. Augustine, FL 32092 (and phone (904) 940-5850). 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.

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Each person who decides to appeal any action taken at these meetings is advised that 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 such appeal is to be based.

James Perry  
District Manager  
0003004957 February 8, 2018



THE ST. AUGUSTINE RECORD  
Affidavit of Publication

MEADOW VIEW AT TWIN CREEKS CDD  
475 WEST TOWN PLACE, SUITE 114  
SAINT AUGUSTINE, FL 32092

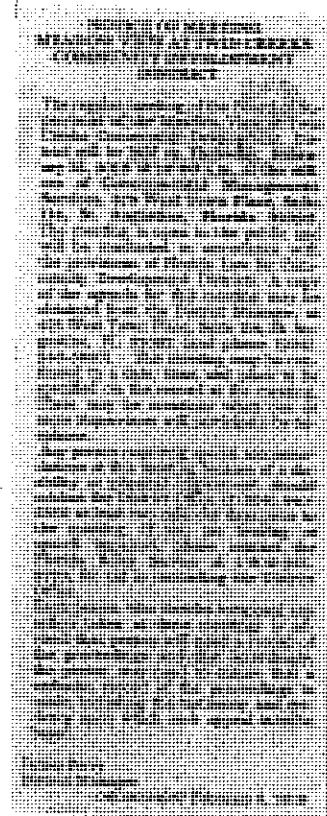
ACCT: 15651  
AD# 0003004957-01  
PO#

PUBLISHED EVERY MORNING SUNDAY THROUGH SATURDAY  
ST. AUGUSTINE AND ST. JOHNS COUNTY, FLORIDA

STATE OF FLORIDA  
COUNTY OF ST. JOHNS

Before the undersigned authority personally appeared JAMIE WILLIAMS who on oath says he/she is an Employee of the St. Augustine Record, a daily newspaper published at St. Augustine in St. Johns County, Florida; that the attached copy of advertisement being a **NOTICE OF MEETING** in the matter of **REGULAR MEETING 2/15/18** was published in said newspaper on **02/08/2018**.

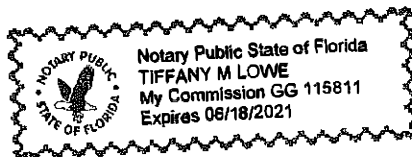
Affiant further says that the St. Augustine Record is a newspaper published at St. Augustine, in St. Johns County, Florida, and that the said newspaper heretofore has been continuously published in said St. Johns County, Florida each day and has been entered as second class mail matter at the post office in the City of St. Augustine, in said St. Johns County, Florida for a period of one year preceding the first publication of the attached copy of advertisement; and affiant further says the he/she has neither paid nor promised any person, firm or corporation any discount, rebate, commission, or refund for the purpose of securing this advertisement for publication in said newspaper.



Sworn to and subscribed before me this \_\_\_\_\_ day of **FEB 08 2018**

by Jamie Williams who is personally known to me  
or who has produced as identification

Tiffany M. Lowe  
(Signature of Notary Public)



(Seal)