

***MEADOW VIEW
AT TWIN CREEKS***

Community Development District

NOVEMBER 21, 2019

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

November 15, 2019

Board of Supervisors
Meadow View at Twin Creeks
Community Development District

Dear Board Members:

The regular meeting of the Board of Supervisors of the Meadow View at Twin Creeks Community Development District is scheduled for **Thursday, November 21, 2019 at 10:00 a.m.** at the offices of **Governmental Management Services, 475 West Town Place, Suite 114, St. Augustine, Florida 32092**. Following are the advance agendas for the meetings:

- I. Call to Order
- II. Public Comment
- III. Approval of the Minutes of the October 17, 2019 Meeting
- IV. Consideration of Revisions to Amenity Policies
- V. Ratification of Contract with Environmental Services, Inc. for Credit Tree Inventory of Phase 3B
- VI. Consideration of Resolution 2020-01, Setting a Public Hearing for the Purpose of Adopting Amended and Restated Rules of Procedure
- VII. Staff Reports
 - A. District Counsel
 - B. District Engineer
 1. Requisition Summary
 2. Ratification of ETM Work Authorization No. 20
 3. Consideration of Change Order No. 1 – Beacon Lake Phase 2B
 4. Consideration of Change Order No. 1 – Beacon Lake Phase 3A Parkway
 5. Consideration of Change Order No. 1 – Beacon Lake Phase 3A Subdivision
 - C. District Manager
 - D. Amenity Manager – Report
 - E. Operations Manager
- VIII. Financial Reports
 - A. Balance Sheet and Income Statement
 - B. Assessment Receipts Schedule
 - C. Check Register
 - D. Funding Request No. 41
- IX. Supervisors' Requests and Audience Comments
- X. Next Scheduled Meeting – December 19, 2019 at 10:00 a.m. at the offices of GMS

XI. Adjournment

Enclosed under the third order of business is a copy of the minutes of the October 17, 2019 meeting for your review.

The fourth order of business is consideration of revisions to amenity policies. The current set of policies is enclosed for reference.

The fifth order of business is ratification of contract with Environmental Services, Inc. for credit tree inventor of phase 3B. A copy of the contract is enclosed for your review and approval.

The sixth order of business is consideration of resolution 2020-01, setting a public hearing for the purpose of adopting amended and restated rules of procedure. A memorandum from HGS outlining the major changes is enclosed for your review and a copy of the resolution is enclosed for approval along with a redlined version of the rules of procedure.

Enclosed under financial reports is the balance sheet and income statement, assessment receipts schedule, funding request and check register for your review.

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 Agenda

Thursday
October 17, 2019
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

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- III. Approval of the Minutes of the October 17, 2019 Meeting
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 - 3. Consideration of Change Order No. 1 – Beacon Lake Phase 2B
 - 4. Consideration of Change Order No. 1 – Beacon Lake Phase 3A Parkway
 - 5. Consideration of Change Order No. 1 – Beacon Lake Phase 3A Subdivision
 - C. District Manager
 - D. Amenity Manager – Report

E. Operations Manager

VIII. Financial Reports

A. Balance Sheet and Income Statement

B. Assessment Receipts Schedule

C. Check Register

D. Funding Request No. 41

IX. Supervisors' Requests and Audience Comments

X. Next Scheduled Meeting – December 19, 2019 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, October 17, 2019 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:

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|--------------|---------------------|
| Bruce Parker | Chairman (by phone) |
| Blaz Kovacic | Vice Chairman |
| Aaron Lyman | Supervisor |
| Ben Bishop | Supervisor |

Also present were:

| | |
|------------------|-------------------------------|
| Jim Oliver | District Manager |
| Jere Earlywine | District Counsel (by phone) |
| Scott Lockwood | District Engineer |
| Brian Stephens | Operations Manager |
| Richard McGovern | Riverside Management Services |
| Danielle Simpson | BBX Capital |
| Ernesto Torres | GMS |

The following is a summary of the discussions and actions taken at the October 17, 2019 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 and called the roll.

SECOND ORDER OF BUSINESS

Public Comment

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the September 19, 2019 Meeting

There were no comments on the minutes.

On MOTION by Mr. Bishop seconded by Mr. Lyman with all in favor the minutes of the September 19, 2019 meeting were approved.

FOURTH ORDER OF BUSINESS**Consideration of Proposal from Gemini Engineering & Sciences, Inc. for Phase 3B FEMA Analysis and Permitting**

Mr. Kovacic stated this proposal has to do with the subsequent phases that we are now permitting, which is primarily phase 3B, for which we have to go back and tweak some of the LOMR and Gemini Engineering has been working with us since day one. It would be in the CDD's benefit to continue with this consultant.

On MOTION by Mr. Kovacic seconded by Mr. Lyman with all in favor the proposal from Gemini Engineering & Sciences, Inc for FEMA analysis and permitting services related to phase 3B was approved.

FIFTH ORDER OF BUSINESS**Consideration of Updates to Amenity Policies**

This item was tabled.

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

Mr. Earlywine stated we did get our alcohol license in place.

B. District Engineer**1. Ratification of Requisition Nos. 61-64**

A copy of the requisition summary was enclosed in the agenda package.

On MOTION by Mr. Kovacic seconded by Mr. Lyman with all in favor requisition numbers 61-64 were ratified.

Mr. Parker joined the meeting via phone at this time.

2. Consideration of Requisition Nos. 65-97

Mr. Lockwood stated requisition numbers 78 and 79 are Clary's plat associated payments and those will be divvied up later between the developer and CDD but the CDD will pay them initially. Numbers 87-96 are direct payments that were sent to me yesterday so I did not have a change to look them over so I would ask the Board to approve them in substantial

form. Number 84 is to Hughes Brothers for phase two, however we have one item on there we have an issue with so I'm waiting for the sections to verify the amount of fill.

On MOTION by Mr. Kovacic seconded by Mr. Lyman with all in favor requisition numbers 65-97 were approved subject to further review by the engineer on numbers 84, and 87-96.

- 3. Consideration of Change Order No. 1 – Beacon Lake Phase 2B**
- 4. Consideration of Change Order No. 1 – Beacon Lake Phase 3A Parkway**
- 5. Consideration of Change Order No. 1 – Beacon Lake Phase 3A Subdivision**

Mr. Lockwood stated Hughes Brothers has not submitted pay applications for these and I imagine they will. We may want to pay them and ratify them at the next meeting.

These items were tabled.

C. District Manager

District counsel has put together a standard form of agreement for food vendors that are selling food on the premises, whether in the parking lot or for some of the events that are coordinated. We would like the Board to approve that form of agreement and authorize staff to coordinate those agreements with the food vendors that come on site. It will indemnify the District as well as protect the District assets.

On MOTION by Mr. Parker seconded by Mr. Bishop with all in favor the form of license agreement for food vendors was approved.

D. Amenity Manager – Report

Mr. McGovern stated we did not get a lot of interest in a Trunk or Treat event, so we are going to have a party instead where we're going to decorate pumpkins, have a DJ and some fun stuff like that the Sunday before Halloween. We did a Bingo night a couple weeks ago and all 50 tickets sold out in 24 hours and we actually had more than 50 people show up. We had three games and each game had a prize at the end. The grand prize for the last game was a hand-made sign made by a resident. We have a fall festival coming up on November 23rd to which each member of the community is going to bring a bag of non-perishable food items and

we have Feeding Northeast Florida attending. The newest event we're going to do is Chicken Wings and Football Things on October 20th for the Jaguars and Bengals game.

The residents have asked for a couple of additions to the gym. I've got three proposals from three different vendors for the two items they want. I'm recommending we purchase one of the items. One is an ab pillow and the second item is yoga mats, for which they want eight. I believe the yoga mats we have currently are sufficient. The ab pillow seems like a good addition and it's relatively inexpensive.

On MOTION by Mr. Bishop seconded by Mr. Kovacic with all in favor purchase of an ab pillow was approved.

E. Operations Manager

Mr. Stephens stated Yellowstone Landscape has installed new annual flowers and soil. Multiple trees that blew over in the recent storms have been straightened up. Dicky Smith repainted the front door, as well as the door going into the fitness center. The salad chiller has been repaired. By the end of the month lighting at the front entrance should be up and running.

SEVENTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet & Income Statement

B. Assessment Receipts Schedule

Mr. Oliver stated your O&M assessments are fully collected for FY19.

C. Check Register

Mr. Oliver stated the check register is in the amount of \$7,371.45.

On MOTION by Mr. Kovacic seconded by Mr. Lyman with all in favor the check register was approved.

D. Funding Request No. 40

Mr. Oliver stated funding request number 40 is in the amount of \$59,050.67.

On MOTION by Mr. Bishop seconded by Mr. Kovacic with all in favor funding request number 40 was approved.

EIGHTH ORDER OF BUSINESS

Supervisors' Requests and Audience Comments

There being none, the next item followed.

NINTH ORDER OF BUSINESS

**Next Scheduled Meeting – November 21,
2019 at 10:00 a.m. at the Offices of GMS**

TENTH ORDER OF BUSINESS

Adjournment

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| On MOTION by Mr. Bishop seconded by Mr. Kovacic with all in favor the meeting was adjourned. |
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Secretary/Assistant Secretary

Chairman/Vice Chairman

FOURTH ORDER OF BUSINESS

MEADOW VIEW AT TWIN CREEKS COMMUNITY DEVELOPMENT DISTRICT

AMENITIES RULES & POLICIES

Beacon Lake Amenity Center
850 Beacon Lake Parkway
St. Augustine, Florida 32095
P: (904) 217-3052
E-mail: beaconmanager@rmsnf.com

Adopted April 18, 2019

PART 1: Meadow View at Twin Creeks Community Development District

In accordance with Chapter 190 of the Florida Statutes, and on February 21, 2019 at a duly noticed public meeting, the Board of Supervisors of the Meadow View at Twin Creeks Community Development District adopted the following policies to govern the operation of the District's Amenities. All prior policies of the District are hereby superseded on a going forward basis.

DEFINITIONS

The following definitions shall apply to these policies in their entirety:

"Access Card" – shall mean the identification card issued to Patrons.

"Amenities" – shall mean the properties and areas owned by the District and intended for recreational use and shall include, but not specifically be limited to, the District's clubhouse, fitness center, swimming pool, multi-purpose field, tennis courts, playground, picnic area, and walking trails, together with their appurtenant areas, facilities, equipment, and any other appurtenances.

"Amenities Policies" or "Policies" – shall mean all Amenities Policies of the District, as amended from time to time.

"Amenity Manager" – shall mean the management company, including Community Manager, Lifestyles Director and its employees, staff and agents, contracted by the District to manage the Amenities.

"Annual User Fee" – shall mean the base fee established by the District for the non-exclusive right to use the Amenities. The amount of the Annual User Fee is set forth in the District's rules.

"Board of Supervisors" or "Board" – shall mean the Board of Supervisors of the District.

"District" – shall mean the Meadow View at Twin Creeks Community Development District.

"District Manager" – shall mean the professional management company with which the District has contracted to provide management services to the District.

"Family" – shall mean a group of individuals living under one roof or head of household. This can consist of individuals who have not yet attained the legal age of majority (i.e., 18 or as otherwise provided by law), together with their parents or legal

guardians. This does not include visiting relatives, or extended family not residing in the home.

“Guest” – shall mean any person or persons, other than a Patron, who are expressly authorized by the District to use the Amenities, or invited and accompanied at all times by a Patron to use the Amenities.

“Guest Access Card” – A type of Access Card purchased at the request of a Patron and for use by a Guest on a temporary basis.

“Non-Resident” – shall mean any person that does not own property within the District.

“Non-Resident Patron” – shall mean any person or Family not owning property in the District who is paying the Annual User Fee to the District.

“Patron” or “Patrons” – shall mean Residents, Non-Resident Patrons, and Renters.

“Person” – shall mean an individual, or legal entity recognized under Florida law.

“Renter” – shall mean any tenant residing in a Resident’s home pursuant to a valid rental or lease agreement.

“Resident” – shall mean any person or Family owning property within the District.

“Weekly Guest” – shall mean a Guest who is visiting a Patron for a limited amount of time and who purchases a weekly Guest Access Card.

AUTHORIZED USERS

Generally. Only Patrons and Guests, as set forth herein, have the right to use the Amenities.

Residents. A Resident must pay the Annual User Fee applicable to Residents in order to have the right to use the Amenities. Such payment must be made in accordance with the District’s annual assessment collection resolution and typically will be included on the Resident’s property tax bill. Payment of the Annual User Fee entitles the Resident to use the Amenities for one full fiscal year of the District, which year begins October 1 and ends September 30.

Non-Residents. A Non-Resident Patron must pay the Annual User Fee applicable to Non-Residents in order to have the right to use the Amenities for one full year, which year begins from the date of receipt of payment by the District. This fee must be paid in

full before the Non-Resident may use the Amenities. Each subsequent Annual User Fee shall be paid in full on the anniversary date of application.

Renter's Privileges. Residents who rent or lease residential unit(s) in the District shall have the right to designate the Renter of the residential unit(s) as the beneficial users of the Resident's privileges to use the Amenities.

1. A Renter who is designated as the beneficial user of the Resident's rights to use the Amenities shall be entitled to the same rights and privileges to use the Amenities as the Resident.
2. During the period when a Renter is designated as the beneficial user, the Resident shall not be entitled to use the Amenities.
3. Residents shall be responsible for all charges incurred by their Renters which remain unpaid after the customary billing and collection procedure established by the District. Resident owners are responsible for the deportment of their respective Renter.
4. Renters shall be subject to all rules and policies as the Board may adopt from time to time.

Guests. Except as otherwise provided for herein, each Patron household may bring a maximum of six Guests to the Amenities, provided however that Guests must be accompanied by the Patron when using the Amenities and provided however that the Patron will be responsible for any harm caused by the Patron's Guests while using the Amenities. For clarification purposes, the preceding sentence shall be construed to place an eight Guest limitation on the total number of Guests that a Patron may bring on behalf of that Patron's particular residence or household – e.g., a Patron Family consisting of four people cannot bring up to six Guests each for a total of 24 Guests, but instead can only bring a total of six Guests on behalf of the entire household. The District may also in its discretion invite Guests as part of any community programming activities. Applicable fees may apply. Guests shall be subject to all rules and policies as the Board may adopt from time to time.

Weekly Guests who have purchased a Guest Access Card are not required to be accompanied by a Patron; however, they are not entitled to bring additional Guests. The Patron by which the Guest Access Card was purchased is responsible for any harm caused by the Patron's Weekly Guest while using the Amenities.

Registration / Disclaimer. In order to use the Amenities, each Patron, all members of a Patron's Family, and all Guests shall register with the District by executing a Registration Form, and by executing the Consent and Waiver Agreement, a copy of which is attached hereto as **Exhibit A**. **All persons using the Amenities do so at their own risk and agree to abide by the rules and policies for the use of the Amenities. As set forth more fully later herein, the District shall assume no responsibility and shall not be liable for any accidents, personal injury, or damage to, or loss of property arising from the use of the Amenities or from the acts, omissions or**

negligence of other persons using the Amenities. Patrons are responsible for their actions and those of their Guests.

ACCESS CARDS

Use of Access Cards. Patrons and Guests can use their Access Cards to gain access to the Amenities. Upon arrival at the clubhouse or other amenity facility, Patrons and Guests will scan their Access Cards in the card reader located outside of the main entrance doors in order to unlock the doors. Under no circumstance should a Patron or Guest provide an Access Card to another person to allow him or her to use the Amenities.

Issuance of Access Cards. Each Patron family will receive two Access Cards per household upon registration with the District.

Non-Transferrable. Access Cards are the property of the District and are non-transferable except in accordance with the District's rules and policies.

- ***Lost or Stolen Cards.*** All lost or stolen cards need to be reported immediately to the District. Fees may apply to replace any lost or stolen cards. [Patron will be financially responsible for damages resulting from unreported loss or theft of the access card.](#)

COMMUNITY PROGRAMMING

Resources. The District is pleased to offer a wide variety of programs and activities designed to meet the needs of community members of all ages, interests and skill levels. Each year, the Amenity Manager will evaluate and improve upon existing programs, as well as continually add new activities in each category. The format of each program or activity will be structured to most effectively provide participants with a positive recreational experience of the highest caliber. Patrons can easily find information on new programs and events by picking up the monthly program calendars, reviewing the community bulletin board, or by contacting the Amenity Manager at the clubhouse:

Amenity Manager
The Clubhouse at Beacon Lake
850 Beacon Lake Parkway
St. Augustine, Florida 32095

Patrons and Guests Only. Unless otherwise directed by the District, programs will be open to Patrons and their Guests only, subject to payment of any applicable fees. Patrons may register Guests for programs; however, in order to provide Patrons with priority registration, Guests may be assessed a surcharge and will only be able to register for programs if space permits.

Registration. Most programs will require advanced registration or an RSVP to allow the staff to plan effectively. To avoid the unnecessary cancellation of a program, register by the posted deadline. Late registrations may be accepted on a case-by-case basis. Due to the nature of some programs and the availability of space, late registration may not always be feasible. Some programs will have maximum registration limitations. In the event a program is full, a waiting list will be created. If there are cancellations in the program, the Patrons on the waiting list will be contacted. This waiting list will also be used to determine if an additional program can be offered.

Programs and Activities. All programs and services including personal training, group exercise, tennis lessons, instructional programs, competitive events, and other programs must be conducted through the Amenity Manager or as directed by the Board. A schedule of activities for the Amenities will be posted in each area and updated by the Amenity Manager.

Athletic Teams. The District may from time to time authorize certain District sponsored athletic teams that may be eligible to use the Amenities for both practice and competitions. For such events, teams from outside the District may be invited to participate in competitions. The District's rules and policies apply to all such teams, and all such members of any outside teams shall be considered Guests within the meaning of these policies. Please contact the Amenity Manager for further information.

Cancellation by the District. The Amenity Manager will notify Patrons if there is a need to change or cancel a program. If a program is cancelled, Patrons will be issued a refund or credit on their account.

Refunds. Program refunds and credit may be granted on a case by case basis. Refunds and credits after the program registration deadline or after a program begins may not be approved.

GENERAL PROVISIONS

All Patrons and Guests using the Amenities are expected to conduct themselves in a responsible, courteous and safe manner, in compliance with all rules and policies of the District.

Emergencies: After contacting 911 if required, all emergencies and injuries must be reported to the on-site Amenity Manager at beaconmanager@rmsnf.com and to the office of the District Manager at joliver@gmsnf.com.

Hours of Operation. All hours of operation of the Amenities will be established and published by the District. The clubhouse will be closed on the following holidays: Easter, Thanksgiving Day, Christmas Eve, Christmas Day and New Year's Day. The District may restrict access or close some or all of the Amenities for purposes of providing a community activity, for making improvements, for conducting maintenance,

or other purposes. Any programs or activities of the District may have priority over other users of the Amenities.

PLEASE BE AWARE THAT USE OF THE AMENITIES IS AT YOUR OWN RISK. THE DISTRICT DOES NOT PROVIDE ANY SUPERVISION WITH RESPECT TO THE USE OF THE AMENITIES, AND THERE ARE INHERENT RISKS IN THE USE OF THE AMENITIES – E.G., THE USE OF THE PLAYGROUND, POOL, ETC. CAN RESULT IN SERIOUS BODILY INJURY OR EVEN DEATH. PARENTS AND LEGAL GUARDIANS ARE RESPONSIBLE FOR THEIR MINOR CHILDREN WHO USE THE AMENITIES. THE DISTRICT STRONGLY ENCOURAGES PARENTS AND LEGAL GUARDIANS TO ACCOMPANY AND SUPERVISE THEIR MINOR CHILDREN WHILE AT THE AMENITIES.

Except as otherwise stated herein, the following additional guidelines govern the use of the Amenities generally:

1. **Registration and Access Cards.** All Patrons must have their assigned Access Card upon entering the clubhouse. Cards are only to be used by the Patron to whom they are issued. Patrons must present their Access Cards upon request by the Amenity Manager.
2. **Guests.** Guests must be accompanied by a Patron while using the Amenities, unless the Guest has purchased a Guest Access Card.
3. **Minors.** Adult Patrons are responsible for all minor Patrons from their household or visiting the Amenities as Guests of the Patron, and, to better protect the health, welfare and safety of such minors, a parent/guardian (guardian 18 years of age or older) must accompany all such minors who are under the age of 14 or who are otherwise unable to govern and look after themselves in an appropriate manner.
4. **Attire.** With the exception of the pool and wet areas where bathing suits are permitted, Patrons and Guests must be properly attired with shirts and shoes to use the Amenities. Bathing suits and wet feet are not allowed indoors with the exception of the locker room areas.
5. **Food and Drink.** Food and drink will be limited to designated areas only.
6. **Alcohol.** Alcoholic beverages shall not be served or sold, nor permitted to be consumed on the premises of the Amenities, except at pre-approved special events. Patrons will be required to hire a licensed and insured vendor of alcoholic beverages, and they must provide proof of this to the Amenity Manager prior to the event. Anyone that appears to be under the influence of drugs or alcohol will be asked to leave the Amenities.
7. **No Smoking** Smoking (including e-cigarettes) is not permitted in any building, or enclosed or fenced area to the maximum extent of the prohibitions set forth in the Florida Clean Indoor Air Act or other subsequent legislation. All waste must be disposed of in the appropriate receptacles. No employee or contractor of the District shall smoke in any building, or enclosed or fenced area of the Amenities. Any violation of this policy shall be reported to the Amenity Manager.

8. ***Pets.*** With the exception of service animals, pets are only permitted in designated areas, and they are not permitted indoors. Where service animals are permitted on the grounds, they must be leashed. Patrons are responsible for picking up after all pets as a courtesy to others and in accordance with the law.
9. ***Vehicles.*** Vehicles must be parked in designated areas. Vehicles should not be parked on grass lawns, or in any way which blocks the normal flow of traffic. Golf carts, off-road bikes/vehicles (including ATV's), and motorized scooters are prohibited on all property owned, maintained, and operated by the District or at any of the Amenities within District unless they are owned by the District.
10. ***Skateboards, Etc.*** Bicycles, skateboards, rollerblades, scooters, hover boards and other similar uses are limited to designated outdoor areas only.
11. ***Fireworks.*** Fireworks of any kind are not permitted anywhere on the Amenities or adjacent areas.
12. ***Service Areas.*** Only District employees and staff are allowed in the service areas of the Amenities.
13. ***Courtesy.*** Patrons and their Guests shall treat all staff members and other Patrons and Guests with courtesy and respect.
14. ***Profanity.*** Loud, profane or abusive language is prohibited.
15. ***Horseplay.*** Disorderly conduct and horseplay are prohibited.
16. ***Equipment.*** All equipment and supplies provided for use of the Amenities must be returned in good condition after use. Patrons are encouraged to let the staff know if an area of the Amenities or a piece of equipment is in need of cleaning or maintenance.
17. ***Littering.*** Patrons are responsible for cleaning up after themselves and helping to keep the Amenities clean at all times.
18. ***Solicitation and Advertising.*** Commercial advertisements shall not be posted or circulated in the Amenities. Petitions, posters or promotional material shall not be originated, solicited, circulated or posted on Amenities property unless approved in writing by the District.
19. ***Firearms.*** Firearms are not permitted in any of the Amenities or on any District property in each case to the extent such prohibitions are permitted under Florida law. Among other prohibitions, no firearms may be carried to any meeting of the District's Board of Supervisors.
20. ***Trespassing / Loitering.*** There is no trespassing or loitering allowed at the Amenities. Any individual violating this policy may be reported to the local authorities.
21. ***Compliance with Laws.*** All Patrons and Guests shall abide by and comply with any and all federal, state and local laws and ordinances, as well as any District rules and policies, while present at or utilizing the Amenities, and shall ensure that any minor for whom they are responsible also complies with the same.
22. ***Surveillance.*** Various areas of all Amenities are under twenty-four (24) hour video surveillance.
23. ***Grills.*** Grills are permitted only outdoors and at the discretion of, and in areas designated by, the District.

24. **Bounce Houses.** Bounce houses and similar apparatus are permitted only outdoors and at the discretion of, and in areas designated by, the District. Proof of liability insurance acceptable to the District shall also be required.
25. **Cellular Phones.** To prevent disturbance to others, use of cellular telephones is limited while in the clubhouse. Patrons and guests are asked to keep their ringers turned off or on vibrate while in the clubhouse.
26. **Lost Property.** The District is not responsible for lost or stolen items. Staff members are not permitted to hold valuables or bags for Patrons or Guests. All found items should be turned in to the Amenity Manager for storage in the lost and found. Items will be stored in the lost and found for up to one month.

FITNESS CENTER

The following policies apply to the District's fitness center:

1. **Exercise at Your Own Risk.** The fitness center is not supervised during operating hours. All Patrons are encouraged to consult their physician before beginning an exercise program.
2. **Operating Hours.** The fitness room hours will be from 6:00 a.m. to 10:00 p.m. daily.
3. **Usage Restrictions.** For safety purposes, only patrons and Guests ages 15 and older may use the fitness center. Due to space limitations, Patrons may only bring a maximum of two Guests to the fitness room.
4. **Attire.** Appropriate attire including shorts, shirts, and closed toed athletic footwear must be worn at all times in the fitness center. To maintain clean and sweat-free equipment, clothing must cover any part of the body exposed to direct contact with the equipment.
5. **Courtesy.** If a Patron/guest is waiting, cardiovascular equipment utilization is limited to 30 minutes. If a Patron or Guest is waiting for the weight equipment, individuals should allow others to "work in" between sets. All equipment must be wiped down after use with the wipes and/or spray provided.
6. **Food and Drink.** No food or chewing gum is permitted in the fitness center. Water or other sport drinks must be contained in non-breakable spill-proof containers.
7. **Noise.** Personal music devices are permitted if used with headphones and played at a volume that does not disturb others.
8. **Equipment.** Weights or other fitness equipment may not be removed from the fitness center. Please replace weights to their proper location after use. Free weights are not to be dropped and should be placed only on the floor or on equipment made specifically for storage of the weights.
9. **Hand Chalk.** Hand chalk is not permitted.
10. **Personal Training.** Except as expressly authorized by the District, personal training for fees, or solicitation of personal training services for fees, is prohibited.

SWIMMING POOLS

The following policies apply to the District's pools:

1. ***Swim at Your Own Risk.*** The pool areas are not supervised, and so all Patrons use the pools at their own risk.
2. ***Operating Hours.*** The pool areas are open from dawn to dusk only. No one is permitted in the pools at any other time unless a specific event is scheduled.
3. ***Slides.*** The slides are open only at designated times, and only when lifeguards are present. No one is permitted to use the slides when they are closed. When the slides are closed, staff will put in place a panel barrier and/or close-off netting (as applicable) to restrict access.
4. ***Skateboards, Etc.*** No bicycles, scooters, roller skates, roller blades, hover boards, skate boards or other similar items are permitted on the pool deck.
5. ***Food and Drink; Alcohol & Smoking.*** Patrons are permitted to bring their own snacks and water to the pools; however, no food or beverages are permitted in the pools or the pool wet deck area, as defined by Florida law. Glass containers or breakable objects of any kind are not permitted within the fenced area surrounding the pool. Additionally, all General Provisions previously set forth herein apply, including but not limited to the prohibitions on alcohol and smoking set forth as paragraphs 6 and 7 of the General Provisions. – Is there a limit to how close they can be to the pools edge with food and drink?
6. ***Unsafe Behavior.*** No pushing, running, horseplay or other similarly unsafe behavior is allowed in the pool or on the pool deck area.
7. ***Diving.*** Diving is strictly prohibited at the pools, with the exception of swim team competitions pre-approved by the District.
8. ***Noise.*** Radios, tape players, CD players, MP3 players and televisions, and the like are not permitted unless they are personal units equipped with headphones.
9. ***Aquatic Toys and Recreational Equipment.*** Prohibited items include, but are not limited to, rafts, inner tubes, scuba gear, squirt guns, swim fins, hard balls, frisbees, inflatable objects, or other similar water play items. Exceptions are small personal floatation devices for swimming assistance, kickboards, masks, goggles, pool noodles, dive sticks, snorkels and water wings. Amenities staff has the final say regarding the use of any and all recreational floatation devices, and the District reserves the right to discontinue usage of such play equipment during times of peak or scheduled activity at the pools, or if the equipment provides a safety concern.
10. ***Entrances.*** Pool entrances, including stairs and ladders, must be kept clear at all times.
11. ***Railings.*** No swinging on ladders, fences, or railings is allowed.
12. ***Pool Furniture.*** Pool furniture is not to be removed from the pool area or placed in the pools.
13. ***Chemicals.*** Chemicals used in the pools may affect certain hair or fabric colors. The District is not responsible for these effects.

14. ***Pets.*** Pets, (with the exception of service animals), are not permitted on the pool deck area inside the pool gates at any time.
15. ***Attire.*** Appropriate swimming attire (swimsuits) must be worn at all times.
16. ***Parties.*** Parties at the pool are prohibited, and participants may be asked to leave by the Amenity Manager.
17. ***Prevention of Disease.*** All swimmers must shower before initially entering the pools. Persons with open cuts, wounds, sores or blisters may not use the pools. No person should use the pools with or suspected of having a communicable disease which could be transmitted through the use of the pool.
18. ***Swim Diapers.*** All persons who are not reliably toilet trained must wear swim diapers and a swimsuit over the swim diaper. If contamination occurs, the pool will be closed for twenty-four (24) hours and the water will be shocked with chlorine to kill the bacteria. Any individual responsible for contamination of the pools may be held responsible for any clean-up or decontamination expenses incurred by the District.
19. ***Pollution.*** No one shall pollute the pools. Anyone who does pollute the pools is liable for any costs incurred in treating and reopening the pool.
20. ***Lap Lanes.*** Lap lanes are to be used only by persons swimming laps or water walking or jogging.
21. ***Reservation of Tables or Chairs.*** Tables or chairs on the deck area may not be reserved by placing towels or personal belongings on them, except for up to thirty minutes.
22. ***Pool Closure.*** The pools may close due to weather warnings, fecal accidents, chemical balancing, or general maintenance and repairs.
23. ***Weather.*** The pools and pool area will be closed during electrical storms or when rain makes it difficult to see any part of the pools or pool bottom clearly. The pools will be closed at the first sound of thunder or sighting of lightning and will remain closed for thirty 30 minutes after the last sighting. Everyone must leave the pool deck immediately upon hearing thunder or sighting lightning, or when instructed to do so by the staff.
24. ***Swim Instruction.*** Except as expressly authorized by the District, swim instruction for fees, or solicitation of swim instruction for fees, is prohibited.
25. ***ADA Compliant Chair Lift.*** The two chair lifts in the pool area are provided pursuant to the Americans with Disabilities Act. They are to be used only to facilitate usage of the pools by disabled individuals. Any use of the chair lift for other than its intended purpose is strictly prohibited.

BATHING LOAD/MAXIMUM CAPACITY: Pursuant to the Florida Department of Health's operating permit for the District's swimming pool, the maximum bathing load for the pools is **210 individuals (54 individuals** for the water activity pool, and **156 individuals** for the lap pool), and the maximum capacity for the swimming pool is **525 individuals** in the enclosed deck area and pools (together, "**Capacity Limits**"). The Amenity Manager will post the Capacity Limits at the pools, and will ensure that the Capacity Limits are not exceeded by periodically monitoring the area. On peak days where there is a potential that the Capacity Limits may be exceeded, the Amenity Manager shall close and lock three of the four gated entrances and require Patrons to

access the swimming pools only via the main entrance, where Patrons shall be counted manually by the Amenity Manager. Additionally, the Amenity Manager may issue colored wrist bands to Patrons to ensure that only authorized Patrons are accessing the pools. Further, in the event that the Capacity Limits are exceeded, the Amenity Manager shall request that Patrons leave the pool area until the Capacity Limits are met.

TENNIS COURTS

The following policies apply to the tennis courts:

1. **First Come Basis.** Courts are available for use by Patrons and Guests only on a first come first serve basis, unless reserved. When other players are waiting tennis court use should be limited to 1 hour.
2. **Attire.** All players shall be dressed in appropriate attire, which includes: shirts, tennis shoes, shorts or warm up suits. These items must be worn at all times. Hard and/or black soled shoes are restricted from the tennis courts.
3. **Use.** Tennis courts are for tennis only.
4. **Pets.** Pets, with the exception of service animals, are not permitted on the tennis courts at any time.
5. **Food and Drinks.** Food and gum are not permitted on the courts. Drinks must be in a non-breakable spill-proof container.
6. **Glass Containers.** No glass containers or breakable objects of any kind are permitted on the tennis courts.
7. **Operating Hours.** The tennis courts are open from 6 a.m. to 10 p.m. or as otherwise posted. No one is permitted on the tennis courts at any other time unless a specific event is scheduled.
8. **Skateboards, Etc.** No bicycles, scooters, roller skates, roller blades or skateboards, hover boards or similar items are permitted on the tennis courts.
9. **Furniture.** No furniture, other than benches already provided, will be allowed on the playing surfaces.
10. **Equipment.** Patrons are responsible for bringing their own equipment.
11. **Tennis Instruction.** Except as expressly authorized by the District, tennis instruction for fees, or solicitation of tennis instruction for fees, is prohibited.

MULTI-PURPOSE FIELD

Our community offers a multi-purpose field. The following policies apply:

1. **First Come Basis.** The field is available for use by Patrons and Guests only on a first come first serve basis, unless reserved.
2. **Vehicles.** No bicycles, scooters, skateboards, hover boards or other equipment or vehicles with wheels are permitted.
3. **Chalking.** Chalking or marking the field must be approved in advance and proper marking materials must be used.
4. **Glass Containers.** No glass containers or breakable objects of any kind are permitted on the field.

5. ***Pets.*** Pets must be kept on leash, and Patrons and Guests must pick up and dispose of pet waste in appropriate receptacles.
6. ***Equipment.*** Patrons are responsible for bringing their own equipment.
7. ***Golfing.*** Golfing is not permitted on the field.
8. ***Sports Instruction.*** Except as expressly authorized by the District, sports instruction for fees, or solicitation of sports instruction for fees, is prohibited.

EVENT LAWN, PATIO, PICNIC AREAS, AND OUTDOOR AREAS

The following policies apply to the event lawn, patio, and other outdoor areas:

1. ***First Come Basis.*** The picnic areas, and patio grill, are available for use by Patrons and Guests only on a first come first serve basis. The event lawn and patio areas may only be reserved for a program or event approved by the District.
2. ***Vehicles.*** No bicycles, scooters, skateboards, hover boards or other equipment or vehicles with wheels are permitted.
3. ***Grill.*** Patrons are responsible for cleaning District-owned grills after use. Personal grills are not permitted.
4. ***Skateboards, Etc.*** Bikes, rollerblades, skateboards, scooters, hover boards and equipment with wheels are prohibited.
5. ***Glass Containers.*** No glass containers or breakable objects of any kind are permitted.
6. ***Chalking.*** Chalking or marking the outdoor areas must be approved in advance and proper marking materials must be used.
7. ***Pets.*** Pets must be kept on leash and Patrons must pick up and dispose of pet waste in appropriate receptacles.
8. ***Equipment.*** Patrons and Guests are responsible for bringing their own equipment. The staff may have some equipment available for sign out on a first come first serve basis. Removal of tables and grills from the picnic area is prohibited.
9. ***Noise.*** Amplified sound systems and DJs are prohibited unless it is an approved program, event or rental.
10. ***Clean-Up.*** Patrons and Guests must clean up after themselves and dispose of trash in the appropriate receptacles.

OFF LEASH DOG PARK FACILITY

- (1) All Patrons and guests using the Off-Leash Dog Park (the “Bark Park”) are expected to conduct themselves in a responsible, courteous and safe manner in compliance with all District policies governing amenity facilities. Any disregard or violation of these policies or misuse or destruction of Bark Park facilities or equipment may result in the suspension or termination of Bark Park or Amenity Center privileges. Guests may use the Bark Park if accompanied by an adult Patron.

- (2) Please note that the Bark Park is an unattended facility and persons using the Bark Park do so at their own risk. Voluntary use of the Bark Park evidences waiver of any claims against the District resulting from activities occurring at the Bark Park. The District is not responsible for any injury or harm caused from the use of the Bark Park.
- (3) General Policies applicable to those owners and handlers bringing dogs to the Dog Park:
- a. The only pets permitted to use the Bark Park are dogs; no other pets permitted.
 - b. Dogs shall be leashed at all times except when in designated “off-leash” areas within the fenced Bark Park.
 - c. Dogs shall be supervised and in view at all times and never left unattended.
 - d. Children must be supervised at all times. Children under 12 must be accompanied by an adult.
 - e. Dogs must be leashed quickly and removed from the dog from the Bark Park in the event of any problems. Any dogs displaying aggressive behavior shall immediately be leashed by the owner and removed from the Bark Park.
 - f. Be polite and “Scoop the Poop!” Pet waste stations and trash cans are located at the Bark Park.
 - g. No prong, pinch or spiked collars are permitted within the fenced area of the Bark Park.
 - h. Dogs shall be kept from digging or damaging any equipment or Bark Park lands or facilities. Any holes made by a person’s dog shall be filled by that person.
 - i. Dogs under four months old, in heat, with fleas, skin conditions, or are otherwise ill are not permitted in the Bark Park.
 - j. Dogs shall be up-to-date on vaccinations prior to entering the Bark Park, and shall have current rabies and applicable license tags clipped to their collars at all times.
 - k. No food is permitted at the Bark Park, except food/treats for dogs.

KAYAK LAUNCH

- (1) The Kayak Launch shall be used for the sole purpose of launching non-motorized watercraft.
- (2) No diving or swimming
- (3) No roughhousing or horseplay
- (4) Unattended watercraft are private property and are not to be disturbed
- (5) Do not feed the wildlife.
- (6) No Fishing

Use of Equipment:

- 1) Non-motorized watercraft vessels including kayaks and canoes will be made available to Patrons and their Guests for a maximum two - hour period per vessel. This will allow availability for other Patrons and Guests.
- 2) Patrons and Guests using watercraft must wear lifeguard approved life jackets for the duration of the rental.
- 3) Children under the age of 18 years old operating a non-motorized watercraft vessel must be accompanied by an adult.
- 4) Patrons and Guests must be able to enter and exit the non-motorized watercraft from the launch.
- 5) Patrons and Guests are responsible for lost or damaged equipment.
- 6) Amenity staff has the right to refuse service based on safety concerns.
- 7) Amenity staff will close all rentals for inclement weather or conditions deemed unsafe.
- 8) All rentals are due in 30 minutes prior to close.
- 9) Hours of operation are subject to change without notice.
- 10) Operating any non-motorized equipment under the influence of alcohol or drugs is strictly prohibited.

LAKE OR POND AREAS

The lakes and ponds throughout the community are not designed for swimming or boating. However, Patrons and their Guests may use the ponds for fishing as set forth herein. (NOTE: Only Patrons and their Guests are authorized to use the ponds for fishing, and any access by non-Patrons is prohibited.) We ask that you respect your fellow landowners and access the ponds through the proper access points. The District has a catch and release policy for all fish caught in the ponds. The ponds are not intended for anything but catch and release, as they are mostly retention ponds and man-made lakes. The purpose of the ponds is to help facilitate the District's natural water system for run off and overflow. The ponds are not to State code for keeping your catch so please protect yourself and the fish population and return them to the water.

The following additional guidelines apply:

1. Please be respectful of the privacy of the residents living near the ponds.
2. Pets must be accompanied and in their owners control at all times around ponds.
3. Parking along the county right of way or on any grassed area near the ponds is prohibited. It is recommended that Patrons wishing to fish walk or ride bicycles to the ponds.
4. Do not leave fishing poles, lines, equipment or bait unattended.
5. Do not leave any litter. Fishing line is hazardous to wildlife.
6. Do not feed the wildlife anything, ever.
7. Fish caught from the lakes may not be edible since the lakes are designed to detain pollutants. Catch and release is required.
8. Swimming is prohibited in all ponds on District property.
9. No watercrafts of any kind are allowed in any of the ponds on District property.

10. Licensing requirements from other governmental agencies may apply. Check the regulations.
11. Fishing is permitted by poles only. No cast nets are permitted.

PLAYGROUND AND TOT LOTS

The community provides several tot lots and playground areas for Patrons and Guests to enjoy with their children. The following guidelines apply:

1. Patrons and Guests may use the playgrounds and tot lots at their own risk.
2. Proper footwear is required and no loose clothing especially with strings should be worn.
3. The mulch material is necessary for reducing fall impact and for good drainage. It is not to be picked up, thrown, or kicked for any reason.
4. No food, drinks or gum are permitted at the playground.
5. No pets of any kind are permitted at the playground, with the exception of service animals.
6. No glass containers are permitted at the playground.
7. No jumping off from any climbing bar or platform.
8. Profanity, rough-housing, and disruptive behavior are prohibited.
9. If anything is wrong with the equipment or someone gets hurt, notify the District immediately.

FACILITY RENTAL POLICIES

The following policies apply to the rental of the Amenities:

1. **Patrons Only.** Unless otherwise directed by the District, only Patrons may reserve designated Amenities for parties and events. Please contact the Amenity Manager in order to determine availability of the Amenities for any particular reservation. Rental reservations should be made no later than 14 days in advance in order to schedule staffing.
2. **Amenities Available for Rental:** The following Amenities are available for rental: clubhouse (excluding kitchen), veranda, and multi-purpose field.
3. **Payment & Registration.** *At the* time the reservation is made, a check or money order (no cash) for the rental fee and a separate check for the security & cleaning deposit (both payable to the District) must be delivered to the **Facility Manager** along with completed paperwork and insurances, if necessary. Each Patron renting the Amenities must sign and execute a Rental Agreement acceptable to the District, must schedule a time to complete a rental check list with Facility Manager one week in advance. Regardless of whether the Rental Agreement is executed, the Patron is bound by the Rental Agreement, which is incorporated herein by this reference.
4. **Rates and Deposits.** The rental rates and deposits for use of the Amenities are as set forth in the District's rules. The deposit will secure the rental time, location

and date. To receive the full refund of the deposit within 10 days after the party, the renter must:

- i. Remove all garbage, place in dumpster and replace garbage liners;
- ii. Take down all decorations or event displays; and
- iii. Otherwise clean the rented Amenities and restore them to their pre-rented condition, and to the satisfaction of the District.

The District may retain all or part of any deposit if the District determines, in its sole discretion, that it is necessary to repair any damages (including any clean-up costs) arising from the rental.

5. ***Computation of Rental Time.*** The rental time period is inclusive of set-up and clean-up time.
6. ***Duration of Rentals.*** Unless otherwise authorized by the District, each rental shall be for a minimum of two hours but no more than six hours. Additional fees may be charged for rentals that extend beyond the reserved hours. See exhibit B, rental form.
7. ***Available Hours.*** The Amenities may be rented for parties and events during normal operating hours. Additionally, the clubhouse may be rented after hours until 10:00 pm. Private events held after normal operating hours may require a staff attendant, to be paid by the patron renting the facility.
8. ***Capacity.*** The clubhouse capacity limit shall not be exceeded at any time for a party or event.
9. ***Noise.*** The volume of live or recorded music must not violate applicable Manatee County noise ordinances, or unreasonably interfere with residents' enjoyment of their homes and staff offices
10. ***Insurance.*** Additional liability insurance coverage may be required for all events that are approved to serve alcoholic beverages, or for other events that the District determines in its sole discretion should require additional liability insurance. The District, its staff and consultants are to be named on these policies as an additional insured party.
11. ***Cancellation.*** If the renter wishes to cancel a reservation, the cancellation must be communicated to the Facility Manager no later than two weeks prior to the scheduled event to receive 100% of the rental fee and deposit. If the event is cancelled less than 3 days prior to the event 0% of the security deposit and 100% of the rental fee will be returned, unless is cancelled due to inclement weather.

PROPERTY DAMAGE

Each Patron shall be liable for any property damage at the Amenities caused by him or her, his or her Guests, or members of his or her Family. The District reserves the right to pursue any and all legal and equitable measures necessary to remedy any losses due to property damage.

Each Patron and Guest, as a condition of invitation to the premises of the Amenities, assumes sole responsibility for his or her property. The District shall not be

responsible for the loss or damage to any private property used or stored on the premises of the Amenities, whether in lockers or elsewhere.

USE AT OWN RISK; INDEMNIFICATION

Any Patron, Guest, or other person who participates in the Activities (as defined below), shall do so at his or her own risk, and shall indemnify, defend, release, hold harmless, and forever discharge the District and its contractors, and the present, former, and future supervisors, staff, officers, employees, representatives, agents, and contractors of each (together, "Indemnitees"), for any and all liability, claims, lawsuits, actions, suits or demands, whether known or unknown, in law or equity, by any individual of any age, or any corporation or other entity, for any and all loss, injury, damage, theft, real or personal property damage, expenses (including attorney's fees, costs and other expenses for investigation and defense and in connection with, among other proceedings, alternative dispute resolution, trial court, and appellate proceedings), and harm of any kind or nature arising out of, or in connection with, the participation in the Activities, by said Patron, Guest, or other person, and any of his or her Guests and any members of his or her Family.

Should any Patron, Guest, or other person, bring suit against the Indemnitees in connection with the Activities or relating in any way to the Amenities, and fail to obtain judgment therein against the Indemnitees, said Patron, Guest, or other person shall be liable to the District for all attorney's fees, costs, and other expenses for investigation and defense and in connection with, among other proceedings, alternative dispute resolution, trial court, and appellate proceedings.

The waiver of liability contained herein does not apply to any act of intentional, willful or wanton misconduct by the Indemnitees.

For purposes of this section, the term "Activities," shall mean the use of or acceptance of the use of the Amenities, or engagement in any contest, game, function, exercise, competition, sport, event, or other activity operated, organized, arranged or sponsored by the District, its contractors or third parties authorized by the District.

SOVEREIGN IMMUNITY

Nothing herein shall constitute or be construed as a waiver of the Districts' limitations on liability contained in Section 768.28, F.S., or other statutes or law.

SEVERABILITY

The invalidity or unenforceability of any one or more provisions of these policies shall not affect the validity or enforceability of the remaining provisions, or any part of the policies not held to be invalid or unenforceable.

AMENDMENTS / WAIVERS

The Board in its sole discretion may amend these policies from time to time. The Board may also elect in its sole discretion at any time to grant waivers to any of the provisions of these policies.

ATTACHMENT A: Consent and Waiver Agreement

ATTACHMENT A
Consent and Waiver Agreement

CONSENT AND WAIVER AGREEMENT
- Meadow View at Twin Creeks Community Development District -

The Meadow View at Twin Creeks Community Development District (“**District**”) owns and operates certain amenities, including a clubhouse, pool, playground, walking trails, and other facilities, and offers certain amenity programs, to the District’s patrons. In consideration for being allowed to use the amenities and/or participate in the amenity programs (together, “**Activities**”), I hereby voluntarily assume any and all risk, including injury to my person and property, relating to the Activities, and agree to indemnify, defend and hold harmless the District, Beacon Lake Community Association, Inc., Governmental Management Services, Riverside Management Services, and any of their affiliates, supervisors, officers, staff, agents, employees, volunteers, organizers, officials or contractors (collectively, the “**Indemnitees**”) from any claim, liability, cost, or loss of any kind sustained or incurred by either any of the Indemnitees or by other residents, users or guests, and resulting from any acts or omissions of myself, my family members, or my guests, and arising out of or incident to the Activities, unless such loss is solely the result of Indemnitees’ gross negligence or intentional, willful, or wanton misconduct. I further acknowledge and agree that I shall be bound at all times by the terms and conditions of the policies, rules and regulations of the District, as currently in effect and as may be amended from time to time. I have read and understand the terms of this Consent and Waiver Agreement and have willingly signed below as my own free act, being both of lawful age and legally competent to do so. Nothing herein shall constitute or be construed as a waiver of the District’s limitations on liability contained in section 768.28, Florida Statutes or other statute or law.

Participant Name: _____

Participant Signature: _____ Date: _____
(if Participant is 18 years of age or older)

Parent/Guardian Name: _____
(if Participant is a minor child)

Parent/Guardian Signature: _____ Date: _____
(if Participant is a minor child)

Address: _____

Phone Number (home): _____

Phone Number (alternate): _____

Emergency Contact: _____

Phone Number: _____

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| NOTE TO STAFF: THIS FORM MAY CONTAIN CONFIDENTIAL INFORMATION. DO NOT DISCLOSE ITS CONTENTS WITHOUT FIRST CONSULTING THE DISTRICT MANAGER. |
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| PRIVACY NOTICE: Under Florida’s Public Records Law, Chapter 119, Florida Statutes, the information you submit on this form may become part of a public record. This means that, if a citizen makes a public records request, we may be required to disclose the information you submit to us. Under certain circumstances, we may only be required to disclose part of the information submitted to us. If you |
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believe that your records may qualify for an exemption under Chapter 119, Florida Statutes, please notify the District Manager.

PART 2: Meadow View at Twin Creeks
Community Development District
Rule for Amenities Rates

In accordance with Chapters 190 and 120 of the Florida Statutes, and at a duly noticed public meeting and after a duly noticed public hearing, the Board of Supervisors of the Meadow View at Twin Creeks Community Development District adopted the following rules to govern rates for the District's Amenities.

1. **Introduction.** This rule addresses various rates, fees and charges associated with the Amenities.

2. **Definitions.** All capitalized terms not otherwise defined herein shall have the meaning ascribed to them in the Amenities Policies of the Meadow View at Twin Creeks Community Development District, as amended from time to time.

3. **Annual User Fee.** For Non-Resident Patrons, the Annual User Fee is equal to the average annual operation and maintenance assessment and debt assessment as established by the District in connection with the adoption of the District's annual fiscal year budgets. For Residents, the Annual User Fee is paid when the Resident makes payment for the Resident's annual operation and maintenance assessment, and debt service assessment, for the property owned by the Resident.

4. **Reservation Rates for Clubhouse.** Any Patron wishing to have the exclusive use of any room or area within the clubhouse (excluding kitchen) must pay the appropriate fee and submit a security deposit in the amounts set forth below. (For clarification purposes, all Guests must be represented by a Patron, the Patron must be in attendance at the event, and deposit must be made by the Patron.)

| Room / Area | Rental Fee | Deposit |
|-------------------|-------------|-----------------|
| To be determined* | \$0 - \$500 | \$250 - \$1,000 |
| | | |
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* Rate and deposit based on facility being rented, type of event, and staffing needs.

5. **Miscellaneous Fees.**

| Item | Fee |
|---|---------------|
| Weekly guest access card (intended for out of town visitors) | \$25.00/guest |
| Replacement of Damaged, Lost, or Stolen Access Card | \$25.00 |
| Insufficient Funds Fee (for submitting an insufficient funds check) | \$35.00 |

6. **Special Provisions.**

- a. **Homeowner's Association Meetings.** Unless otherwise provided in the District's official policies, as may be amended from time to time, each homeowner's association located within the boundaries of the District is permitted one free meeting per month, subject to availability.
 - b. **Additional Costs.** The District may in its sole discretion require additional staffing, insurance, cleaning, or other service for any given event, and, if so, may charge an additional fee for the event equal to the cost of such staffing, insurance, cleaning, or service.
7. **Adjustment of Rates.** Not more than once per year, the Board may adjust by resolution adopted at a duly noticed public meeting any of the fees set forth in paragraphs 4, 5, and 6 by not more than five percent per year to reflect actual costs of operation of the Amenities, to promote use of the Amenities, or for any other purpose as determined by the Board to be in the best interests of the District. The Board may also in its discretion authorize discounts for certain services.
8. **Prior Rules; Policies.** The District's prior rules setting amenities rates are hereby rescinded. The District's Amenities Policies, as may be amended from time to time, govern all use of the Amenities.
9. **Severability.** The invalidity or unenforceability of any one or more provisions of this rule shall not affect the validity or enforceability of the remaining portions of this rule, or any part of this rule not held to be invalid or unenforceable.

Law Implemented: ss. 190.011, 190.035, Fla. Stat. (2018)

Effective Date:

PART 3: Meadow View at Twin Creeks
Community Development District
Disciplinary & Enforcement Rule

In accordance with Chapters 190 and 120 of the Florida Statutes, and on April 18, 2019 at a duly noticed public meeting and after a duly noticed public hearing, the Board of Supervisors of the Meadow View at Twin Creeks Community Development District adopted the following rules / policies to govern disciplinary and enforcement matters. All prior rules / policies of the District governing this subject matter are hereby superseded on a going forward basis.

1. **Introduction.** This rule addresses disciplinary and enforcement matters relating to the use of the amenities and other properties owned and managed by the District. All capitalized terms not otherwise defined herein have the definitions ascribed to them in the District's Amenities Operating Rules.

2. **General Rule.** All persons using the Amenities and entering District properties are responsible for compliance with, and shall comply with, the Amenities Rules established for the safe operations of the District's Amenities.

3. **Suspension of Rights.** The District, through its Board, District Manager, Amenities Manager, shall have the right to restrict, suspend, or terminate the Amenities privileges of any person to use the Amenities for any of the following behavior:

- a. Submits false information on any application for use of the Amenities;
- b. Permits the unauthorized use of an Access Card;
- c. Exhibits unsatisfactory behavior, deportment or appearance;
- d. Fails to pay amounts owed to the District in a proper and timely manner;
- e. Fails to abide by any District rules or policies (e.g., Amenity Rules and Policies);
- f. Treats the District's supervisors, staff, amenities management, contractors, or other representatives, or other residents or guests, in an unreasonable or abusive manner;
- g. Damages or destroys District property; or
- h. Engages in conduct that is improper or likely to endanger the health, safety, or welfare of the District, or its supervisors, staff, amenities management, contractors, or other representatives, or other residents or Guests.

4. **Authority of Amenities Manager.** The Amenities Manager or his or her designee has the ability to remove any person from one or all Amenities if any of the above-referenced behaviors are exhibited or actions committed. The Amenities Manager or their designee may at any time restrict or suspend for cause or causes, including but

not limited to those described above, any person's (and his/her family's) privileges to use any or all of the Amenities for a period not to exceed thirty days.

5. **Authority of District Manager.** The District Manager may at any time restrict, suspend or terminate for cause or causes, including but not limited to those described above, any person's (and his/her family's) privileges to use any or all of the District Amenities for a period greater than thirty days. Any such person will have the right to appeal the imposition of the restriction, suspension or termination before the Board of Supervisors.

6. **Enforcement of Penalties/Fines.** For any of the reasons set forth in Section 3 above, the District shall additionally have the right to impose a fine of up to the amount of \$1,000 – in addition to any amounts for damages – and collect such fine, damages and attorney's fees as a contractual lien or as otherwise provided pursuant to Florida law.

7. **Legal Action; Criminal Prosecution.** If any person is found to have committed any of the infractions noted in Section 3 above, such person may additionally be subject to arrest for trespassing or other applicable legal action, civil or criminal in nature.

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

Law Implemented: ss. 120.69, 190.011, 190.012, Fla. Stat. (2018)
Effective Date: February 21, 2019

FIFTH ORDER OF BUSINESS



ENVIRONMENTAL SERVICES, INC.

A Terracon COMPANY

7220 Financial Way, Suite 100
Jacksonville, Florida 32256
P (904) 470 2200
F (904) 470 2112
environmentalservicesinc.com

23 October 2019

Mr. Blaz Kovacic
Meadow View at Twin Creeks Community Development District
c/o Mr. Scott Lockwood
England-Thims & Miller, Inc.
14775 St. Augustine Road
Jacksonville, Florida 32258

Dear Mr. Kovacic:

Environmental Services, Inc., A Terracon Company ("ESI") appreciates the opportunity to present Meadow View at Twin Creeks Community Development District with this proposal. An outline of the project, ESI's proposed scope of services, including schedule and compensation are provided in the following sections.

Project Name: Beacon Lake Phase 3B Credit Tree Inventory (PHK197370)
Project Location: St. Johns County, Florida

SCOPE OF SERVICES

Task 1: Credit Tree Inventory **\$5,000.00**

An ESI Certified Arborist will locate and characterize all native trees 2" and greater located in the upland buffers identified by ETM until a total of 2200 inches have been identified. Trees will be located using a Global Positioning System (GPS). Relevant data on each tree will be collected, including diameter-at-breast-height (DBH – stem diameter at approximately 4.5 feet above groundline) and species. Data will be provided in tabular format. A map depicting the location of the inventoried trees will also be provided.

TERMS:

- . ESI will complete the work described above in a timely manner unless delayed by Client's request, lack of information, or intervening factors beyond our control.
- . Client assures ESI that it has permission to work on the subject property and will advise ESI of proper procedures for accessing subject property.





**ENVIRONMENTAL
SERVICES, INC.**
A TERRACON COMPANY

- . Outside services and expenses such as subcontractors and special purchases will be invoiced with a handling fee of 15 percent.
- . **A retainer of \$0.00 is required; the retainer will be subtracted from the last invoice and is required by ESI to initiate work.**
- . Client will provide ESI with any special billing formats or considerations with the signed contract.
- . ESI rates change on March 1 of each year.

We are pleased to submit this proposal and appreciate your consideration of our services. If the scope of services and budget as described herein are acceptable, work may be initiated by returning an original copy of the Agreement for Services to our Jacksonville office. This proposal and the Agreement for Services shall constitute the exclusive terms and conditions for the services to be performed for this project. **This proposal is valid for a period of 60 days following the date of issuance.** We appreciate the opportunity to provide this proposal and look forward to working with you on this project. If you should have any questions or comments regarding this proposal, please contact either of the undersigned.

Sincerely yours,

ENVIRONMENTAL SERVICES, INC.
A TERRACON COMPANY

Brett Anderson
Senior Project Manager

Attachments:

Agreement for Services

AGREEMENT FOR SERVICES

This **AGREEMENT** is between Meadow View at Twin Creeks Community Development District c/o England-Thims & Miller, Inc. ("Client") and Environmental Services, Inc. ("Consultant") for Services to be provided by Consultant for Client on the Beacon Lake Phase 3B Credit Tree Inventory project ("Project"), as described in Consultant's Proposal dated 23 October 2019 ("Proposal"), including but not limited to the Project Information section, unless the Project is otherwise described in Exhibit A to this Agreement (which section or Exhibit is incorporated into this Agreement).

- 1. Scope of Services.** The scope of Consultant's services is described in the Proposal, including but not limited to the Scope of Services section ("Services"), unless Services are otherwise described in Exhibit B to this Agreement (which section or exhibit is incorporated into this Agreement). Portions of the Services may be subcontracted. Consultant's Services do not include the investigation or detection of, nor do recommendations in Consultant's reports address the presence or prevention of biological pollutants (e.g., mold, fungi, bacteria, viruses, or their byproducts) or occupant safety issues, such as vulnerability to natural disasters, terrorism, or violence. If Services include purchase of software, Client will execute a separate software license agreement. Consultant's findings, opinions, and recommendations are based solely upon data and information obtained by and furnished to Consultant at the time of the Services.
- 2. Acceptance/ Termination.** Client agrees that execution of this Agreement is a material element of the consideration Consultant requires to execute the Services, and if Services are initiated by Consultant prior to execution of this Agreement as an accommodation for Client at Client's request, both parties shall consider that commencement of Services constitutes formal acceptance of all terms and conditions of this Agreement. Additional terms and conditions may be added or changed only by written amendment to this Agreement signed by both parties. In the event Client uses a purchase order or other form to administer this Agreement, the use of such form shall be for convenience purposes only and any additional or conflicting terms it contains are stricken. This Agreement shall not be assigned by either party without prior written consent of the other party. Either party may terminate this Agreement or the Services upon written notice to the other. In such case, Consultant shall be paid costs incurred and fees earned to the date of termination plus reasonable costs of closing the Project.
- 3. Change Orders.** Client may request changes to the scope of Services by altering or adding to the Services to be performed. If Client so requests, Consultant will return to Client a statement (or supplemental proposal) of the change setting forth an adjustment to the Services and fees for the requested changes. Following Client's review, Client shall provide written acceptance. If Client does not follow these procedures, but instead directs, authorizes, or permits Consultant to perform changed or additional work, the Services are changed accordingly and Consultant will be paid for this work according to the fees stated or its current fee schedule. If project conditions change materially from those observed at the site or described to Consultant at the time of proposal, Consultant is entitled to a change order equitably adjusting its Services and fee.
- 4. Compensation and Terms of Payment.** Client shall pay compensation for the Services performed at the fees stated in the Proposal, including but not limited to the Compensation section, unless fees are otherwise stated in Exhibit C to this Agreement (which section or Exhibit is incorporated into this Agreement). If not stated in either, fees will be according to Consultant's current fee schedule. Fee schedules are valid for the calendar year in which they are issued. Fees do not include sales tax. Client will pay applicable sales tax as required by law. Consultant may invoice Client at least monthly and payment is due upon receipt of invoice. Client shall notify Consultant in writing, at the address below, within 15 days of the date of the invoice if Client objects to any portion of the charges on the invoice, and shall promptly pay the undisputed portion. Client shall pay a finance fee of 1.5% per month, but not exceeding the maximum rate allowed by law, for all unpaid amounts 30 days or older. Client agrees to pay all collection-related costs that Consultant incurs, including attorney fees. Consultant may suspend Services for lack of timely payment. It is the responsibility of Client to determine whether federal, state, or local prevailing wage requirements apply and to notify Consultant if prevailing wages apply. If it is later determined that prevailing wages apply, and Consultant was not previously notified by Client, Client agrees to pay the prevailing wage from that point forward, as well as a retroactive payment adjustment to bring previously paid amounts in line with prevailing wages. Client also agrees to defend, indemnify, and hold harmless Consultant from any alleged violations made by any governmental agency regulating prevailing wage activity for failing to pay prevailing wages, including the payment of any fines or penalties.
- 5. Third Party Reliance.** This Agreement and the Services provided are for Consultant and Client's sole benefit and exclusive use with no third party beneficiaries intended. Reliance upon the Services and any work product is limited to Client, and is not intended for third parties other than those who have executed Consultant's reliance agreement, subject to the prior approval of Consultant and Client.
- 6. LIMITATION OF LIABILITY. CLIENT AND CONSULTANT HAVE EVALUATED THE RISKS AND REWARDS ASSOCIATED WITH THIS PROJECT, INCLUDING CONSULTANT'S FEE RELATIVE TO THE RISKS ASSUMED, AND AGREE TO ALLOCATE CERTAIN OF THE ASSOCIATED RISKS. TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL AGGREGATE LIABILITY OF CONSULTANT (AND ITS RELATED CORPORATIONS AND EMPLOYEES) TO CLIENT AND THIRD PARTIES GRANTED RELIANCE IS LIMITED TO THE GREATER OF \$50,000 OR CONSULTANT'S FEE, FOR ANY AND ALL INJURIES, DAMAGES, CLAIMS, LOSSES, OR EXPENSES (INCLUDING ATTORNEY AND EXPERT FEES) ARISING OUT OF CONSULTANT'S SERVICES OR THIS AGREEMENT. PRIOR TO ACCEPTANCE OF THIS AGREEMENT AND UPON WRITTEN REQUEST FROM CLIENT, CONSULTANT MAY NEGOTIATE A HIGHER LIMITATION FOR ADDITIONAL CONSIDERATION IN THE FORM OF A SURCHARGE TO BE ADDED TO THE AMOUNT STATED IN THE COMPENSATION SECTION OF THE PROPOSAL. THIS LIMITATION SHALL APPLY REGARDLESS OF AVAILABLE PROFESSIONAL LIABILITY INSURANCE COVERAGE, CAUSE(S), OR THE THEORY OF LIABILITY, INCLUDING NEGLIGENCE, INDEMNITY, OR OTHER RECOVERY. THIS LIMITATION SHALL NOT APPLY TO THE EXTENT THE DAMAGE IS PAID UNDER CONSULTANT'S COMMERCIAL GENERAL LIABILITY POLICY.**
- 7. Indemnity/Statute of Limitations.** Consultant and Client shall indemnify and hold harmless the other and their respective employees from and against legal liability for claims, losses, damages, and expenses to the extent such claims, losses, damages, or expenses are legally determined to be caused by their negligent acts, errors, or omissions. In the event such claims, losses, damages, or expenses are legally determined to be caused by the joint or concurrent negligence of Consultant and Client, they shall be borne by each party in proportion to its own negligence under comparative fault principles. Neither party shall have a duty to defend the other party, and no duty to defend is hereby created by this indemnity provision and such duty is explicitly waived under this Agreement. Causes of action arising out of Consultant's Services or this Agreement regardless of cause(s) or the theory of liability, including negligence, indemnity or other recovery shall be deemed to have accrued and the applicable statute of limitations shall commence to run not later than the date of Consultant's substantial completion of Services on the project.
- 8. Warranty.** Consultant will perform the Services in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions in the same locale. EXCEPT FOR THE STANDARD OF CARE PREVIOUSLY STATED, CONSULTANT MAKES NO WARRANTIES OR GUARANTEES, EXPRESS OR IMPLIED, RELATING TO CONSULTANT'S SERVICES AND CONSULTANT DISCLAIMS ANY IMPLIED WARRANTIES OR WARRANTIES IMPOSED BY LAW, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
- 9. Insurance.** Consultant represents that it now carries, and will continue to carry: (i) workers' compensation insurance in accordance with the laws of the states having jurisdiction over Consultant's employees who are engaged in the Services, and employer's liability insurance (\$1,000,000); (ii)

commercial general liability insurance (\$1,000,000 occ / \$2,000,000 agg); (iii) automobile liability insurance (\$1,000,000 B.I. and P.D. combined single limit); and (iv) professional liability insurance (\$1,000,000 claim / agg). Certificates of insurance will be provided upon request. Client and Consultant shall waive subrogation against the other party on all general liability and property coverage.

- 10. CONSEQUENTIAL DAMAGES. NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR LOSS OF PROFITS OR REVENUE; LOSS OF USE OR OPPORTUNITY; LOSS OF GOOD WILL; COST OF SUBSTITUTE FACILITIES, GOODS, OR SERVICES; COST OF CAPITAL; OR FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT, PUNITIVE, OR EXEMPLARY DAMAGES.**
- 11. Dispute Resolution.** Client shall not be entitled to assert a Claim against Consultant based on any theory of professional negligence unless and until Client has obtained the written opinion from a registered, independent, and reputable engineer, architect, or geologist that Consultant has violated the standard of care applicable to Consultant's performance of the Services. Client shall provide this opinion to Consultant and the parties shall endeavor to resolve the dispute within 30 days, after which Client may pursue its remedies at law. This Agreement shall be governed by and construed according to Kansas law.
- 12. Subsurface Explorations.** Subsurface conditions throughout the site may vary from those depicted on logs of discrete borings, test pits, or other exploratory services. Client understands Consultant's layout of boring and test locations is approximate and that Consultant may deviate a reasonable distance from those locations. Consultant will take reasonable precautions to reduce damage to the site when performing Services; however, Client accepts that invasive services such as drilling or sampling may damage or alter the site. Site restoration is not provided unless specifically included in the Services.
- 13. Testing and Observations.** Client understands that testing and observation are discrete sampling procedures, and that such procedures indicate conditions only at the depths, locations, and times the procedures were performed. Consultant will provide test results and opinions based on tests and field observations only for the work tested. Client understands that testing and observation are not continuous or exhaustive, and are conducted to reduce - not eliminate - project risk. Client shall cause all tests and inspections of the site, materials, and Services performed by Consultant to be timely and properly scheduled in order for the Services to be performed in accordance with the plans, specifications, contract documents, and Consultant's recommendations. No claims for loss or damage or injury shall be brought against Consultant by Client or any third party unless all tests and inspections have been so performed and Consultant's recommendations have been followed. Unless otherwise stated in the Proposal, Client assumes sole responsibility for determining whether the quantity and the nature of Services ordered by Client is adequate and sufficient for Client's intended purpose. Client is responsible (even if delegated to contractor) for requesting services, and notifying and scheduling Consultant so Consultant can perform these Services. Consultant is not responsible for damages caused by Services not performed due to a failure to request or schedule Consultant's Services. Consultant shall not be responsible for the quality and completeness of Client's contractor's work or their adherence to the project documents, and Consultant's performance of testing and observation services shall not relieve Client's contractor in any way from its responsibility for defects discovered in its work, or create a warranty or guarantee. Consultant will not supervise or direct the work performed by Client's contractor or its subcontractors and is not responsible for their means and methods. The extension of unit prices with quantities to establish a total estimated cost does not guarantee a maximum cost to complete the Services. The quantities, when given, are estimates based on contract documents and schedules made available at the time of the Proposal. Since schedule, performance, production, and charges are directed and/or controlled by others, any quantity extensions must be considered as estimated and not a guarantee of maximum cost.
- 14. Sample Disposition, Affected Materials, and Indemnity.** Samples are consumed in testing or disposed of upon completion of the testing procedures (unless stated otherwise in the Services). Client shall furnish or cause to be furnished to Consultant all documents and information known or available to Client that relate to the identity, location, quantity, nature, or characteristic of any hazardous waste, toxic, radioactive, or contaminated materials ("Affected Materials") at or near the site, and shall immediately transmit new, updated, or revised information as it becomes available. Client agrees that Consultant is not responsible for the disposition of Affected Materials unless specifically provided in the Services, and that Client is responsible for directing such disposition. In no event shall Consultant be required to sign a hazardous waste manifest or take title to any Affected Materials. Client shall have the obligation to make all spill or release notifications to appropriate governmental agencies. The Client agrees that Consultant neither created nor contributed to the creation or existence of any Affected Materials conditions at the site and Consultant shall not be responsible for any claims, losses, or damages allegedly arising out of Consultant's performance of Services hereunder, or for any claims against Consultant as a generator, disposer, or arranger of Affected Materials under federal, state, or local law or ordinance.
- 15. Ownership of Documents.** Work product, such as reports, logs, data, notes, or calculations, prepared by Consultant shall remain Consultant's property. Proprietary concepts, systems, and ideas developed during performance of the Services shall remain the sole property of Consultant. Files shall be maintained in general accordance with Consultant's document retention policies and practices.
- 16. Utilities.** Unless otherwise stated in the Proposal, Client shall provide the location and/or arrange for the marking of private utilities and subterranean structures. Consultant shall take reasonable precautions to avoid damage or injury to subterranean structures or utilities. Consultant shall not be responsible for damage to subterranean structures or utilities that are not called to Consultant's attention, are not correctly marked, including by a utility locate service, or are incorrectly shown on the plans related to Consultant.
- 17. Site Access and Safety.** Client shall secure all necessary site related approvals, permits, licenses, and consents necessary to commence and complete the Services and will execute any necessary site access agreement. Consultant will be responsible for supervision and site safety measures for its own employees, but shall not be responsible for the supervision or health and safety precautions for any other parties, including Client, Client's contractors, subcontractors, or other parties present at the site.

Consultant: **Environmental Services, Inc.**
 By: *Gary R. Howalt* Date: **10/23/2019**
 Name/Title: **Gary R. Howalt, Department Manager I**
 Address: **7220 Financial Way, Suite 100**
Jacksonville, FL 32256
 Phone: **904-470-2200** Fax: _____
 Email: _____

Client: **Meadow View at Twin Creeks CDD**
 By: *Blaze Kovacic* Date: **10/23/19**
 Name/Title: **BLAZE KOVACIC, VICE-CHAIR**
 Address: **40 GOVERNMENTAL MANAGEMENT SVCS, LLC**
435 W TOWN PLACE, SUITE 114, ST. AUGUSTINE
954-940-4944 Fax: **FL 32092**
 Phone: _____
 Email: **BKOVACIC@BGMSCAPITAL.COM**
JOLIVER@GMSNF.COM

Reference Number: PHK197370



**ENVIRONMENTAL
SERVICES, INC.**
A Terracon COMPANY

Environmental Services, Inc., A Terracon Company, provides services in a variety of disciplines, please keep us in mind for your future environmental, cultural and sustainable resource needs.

Cultural Resource Management

- Archaeology Surveys
- Historic Structure Surveys
- Underwater Archaeology
- Conservation Analysis
- Predictive Modeling
- Cemetery Studies/Conservation

Forestry

- Tree Ordinance & Compliance
- Arboricultural Assessments & Landscape Planning
- Land Management Planning
- Fire Management & Prescribed Burning
- Timber Assessment & Management

Ecology

- Due Diligence
- Permitting & Compliance
- Wetland Delineation/ Assessment
- Endangered & Threatened Species
- Mitigation
- Soil & Site Evaluation
- Aquatic & Marine Assessments
- Erosion & Sediment Control

Site Assessment & Remediation

- Phase I & II Environmental Site Assessments
- Soil & Groundwater Assessments
- Soil & Groundwater Remediation
- Petroleum/Hazardous Materials
- Storage Tank Management
- Brownfields Assessments
- Industrial Hygiene
- HUD Environmental Assessments
- USGBC LEED Green Building

Questions? Email us at info@esinc.cc

SIXTH ORDER OF BUSINESS

MEMORANDUM

TO: Meadow View at Twin Creeks Community Development District
Board of Supervisors

FROM: Jere Earlywine

RE: Updated Provisions of the District's Rules of Procedure

DATE: November 7, 2019

Please find attached to this memorandum an updated version of the Meadow View at Twin Creeks Community Development District's ("District's") Rules of Procedure ("Rules"). Several substantive revisions were made to maintain consistency between the Rules and the current Florida Statutes, including changes implemented in the most recent legislative session, as well as to facilitate greater efficiency in the operation of the District. An explanation of each material change to the Rules is provided below. Minor formatting changes and edits are not discussed. Should you have any questions regarding the revisions to the Rules, please do not hesitate to contact me via e-mail at jeree@hgslaw.com or via phone at 850-222-7500.

Costs Associated With Public Records Requests (Pages 8–9)

Language was added to Rule 1.2(4) to reflect statutory language regarding calculation of special charges for responding to certain public records requests, and to state that the District is under no duty to produce requested records if the requestor has not paid the required costs or has outstanding charges. The language will help minimize expenses incurred by the District in responding to public records requests.

Financial Disclosure Coordination (Page 9)

Rule 1.2(7) was added to maintain consistency with legislation that was passed during the 2019 legislative session. The rule designates the Secretary as the District's Financial Disclosure Coordinator ("Coordinator") (unless the District designates otherwise by resolution) and requires the Coordinator to create, maintain, and update certain records and provide them to the Florida Commission on Ethics by certain deadlines. Each Supervisor or other Reporting Individual must notify the Coordinator in writing if there are changes to his or her name, e-mail address, or physical address, and must notify the Commission on Ethics of changes to his or her e-mail address.

Agenda and Meeting Materials (Page 11)

Rule 1.3(3) was amended to reflect statutory requirements that the agenda and meeting materials available in an electronic format, excluding confidential and exempt information, shall be

made available to the public at least seven days before a meeting, hearing, or workshop. The amended rule also clarifies circumstances in which the agenda may be amended or additional materials added after initial posting. It additionally specifies which documents constitute “meeting materials.” Documents that do not meet the definition of “meeting materials” may still be provided to the Board, but will be considered supplementary materials and are not required to be made available to the public before the meeting. Supplementary materials may include, but are not necessarily limited to, the following: financial statements, informational reports, and copies of receipts and invoices.

Flexibility for Board Authorization (Page 13)

Language was added to Rule 1.3(11) to allow the Board to waive formal approval or disapproval procedures. This will allow the Board flexibility to use different procedures when necessary and will protect the validity of the Board’s actions where there is a technical irregularity but the Board has otherwise made its decision clear.

Security and Firesafety Board Discussions (Page 14)

Rule 1.3(14) was added to reflect the fact that portions of a meeting which would reveal a security or firesafety system plan or portion thereof made confidential and exempt by Florida law are exempt from Florida’s statutory public meeting requirements. Including this rule will clarify the procedures the Board should use to ensure that confidential and exempt information is not made public.

Internal Controls to Prevent Fraud, Waste and Abuse (Page 15)

Rule 1.4 was added to reflect legislative changes enacted in the 2019 legislative session requiring special districts to establish and maintain internal controls to prevent fraud, waste, and abuse. Our office plans to work with the District Manager and auditor to develop the internal controls, which the Board will adopt in the same manner as it does policies.

Notice of Competitive Solicitation (Pages 27 and 36)

Rules 3.1(3) and 3.3(2)(c) have been amended to state that when a consultant has asked to be provided with notice of the District’s competitive solicitations, the District Manager’s failure to provide them with a copy of the notice will not give them bid protest rights or otherwise disqualify the District’s otherwise valid procurement. This will reduce the District’s exposure to potential bid protests and decrease the likelihood of a procurement being considered invalid due to a technical irregularity.

Procedure Regarding Auditor Selection (Page 31)

Language has been added to the introductory paragraph to Rule 3.2 to clarify that the District need not use the procedures set out by the Rule for audits required under Chapter 190 of the Florida Statutes but which do not meet the thresholds of Chapter 218 of the Florida Statutes.

Additionally, the requirements for composition of the Auditor Selection Committee in Rule 3.2(2) have been amended to reflect legislation passed during the 2019 legislative session. Now, at

least one individual on the Committee must be a member of the Board; the Chairperson of the Committee must be a member of the Board; and an employee, chief executive officer, or chief financial officer of the District may not be a member of the Committee but may serve in an advisory capacity.

Contract Periods (Pages 34, 56, and 59)

Rules 3.2(8)(d), 3.8(5), and 3.9(4) have been amended to set the maximum contract period for auditing services, the maximum renewal period for contracts for the purchase of goods, supplies, materials, and the maximum renewal period for contracts for maintenance services at five (5) years. This will provide greater specificity to guide contract terms.

Suspension, Revocation, or Denial of Qualification (Pages 40–42)

Rule 3.4(3) has been added to specify the procedures to be used if the District wishes to suspend, revoke, or deny a pre-qualified vendor's pre-qualified status. It specifies what constitutes good cause for such suspension, revocation, or denial; the effect of the suspension, revocation, or denial; hearing procedures the District must follow; and factors influencing the time period of the suspension, revocation, or denial.

Protest Bonds (Pages 61–62)

Rule 3.11(1)(c) has been amended to require that both the requirement for and the amount of the protest bond be disclosed in the competitive solicitation documents, and to allow the amount of the bond to be any amount within the limits imposed by Florida law.

Minor Changes

The following minor changes have also been made to the Rules:

Rule 1.1(1): This Rule has been amended to clarify requirements for Board members appointed or elected to elector seats. (Page 2).

Rule 1.1(2)(c) and (d): These Rules have been amended to include the words “at least” before the required amounts of the Secretary’s or Treasurer’s fidelity bonds or employee theft insurance policies to accommodate the possibility of greater amounts. (Page 4).

Rule 1.1(6): This Rule has been amended to include the Florida Constitution as a governing authority on voting conflicts of interest. This change reflects the recently passed Amendment 12 to the Florida Constitution. (Pages 5–6).

Rules 1.3(1)(e), (1)(d), (1)(f); and 3.2(9): These Rules were amended to allow inclusion of language substantially similar to that recited in the Rules. (Pages 10–11 and 34).

Rule 1.3(6): This Rule was amended to require the chair or vice chair to consult with the District Manager and District Counsel, if they are available, before calling an emergency meeting. (Page 12).

Rule 2.0(12)(d): This Rule has been amended to allow 90 days instead of 60 days for the Board to announce a decision on a petition for variance or waiver of its Rules. (Page 21).

Rule 3.0(3)(b): The dollar thresholds in this Rule have been increased to \$2,000,000 for a study activity when the fee for such Professional Services to the District does not exceed the increased amount of \$200,000, to reflect the current statutory thresholds. (Page 22).

Rules 3.1(4)(b), 3.6(2)(c)(ii)6., and 3.8(2)(k): The word “responsive” has been added to allow the Board to proceed with evaluating and selecting a proposal from the submissions if it receives fewer than three responsive proposals. (Pages 28, 49 and 55).

Rule 3.2(3)(b): “Understanding of scope of work” has been removed from the list of required factors used to evaluate auditing proposals. The District may still include this as an evaluation criterion if it wishes, but it is not required to do so. (Page 32).

Rule 3.2(7)(b): Language has been added to specify that if the Board does not select the highest-ranked qualified auditing firm, it must document in its records its reason for not doing so. (Page 33).

Rules 3.5(2)(e) and 3.6(2)(c)(ii)3.: “Reemployment assistance” has been added to the non-exclusive list of subjects of federal labor or employment laws of which violation may render a contractor ineligible to submit a bid, response, or proposal for a District project. (Pages 44 and 48).

Rule 3.11(6): Language was added specifying that the District may reject all qualifications, proposals, replies, or responses and start the competitive solicitation process anew if all of the bids, proposals, replies, and responses are too high. (Page 63).

RESOLUTION 2020-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MEADOW VIEW AT TWIN CREEKS COMMUNITY DEVELOPMENT DISTRICT TO DESIGNATE THE DATE, TIME AND PLACE OF PUBLIC HEARING AND AUTHORIZATION TO PUBLISH NOTICE OF SUCH HEARING FOR THE PURPOSE OF ADOPTING RULES OF PROCEDURE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, Meadow View at Twin Creeks Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within St. Johns County, Florida; and

WHEREAS, the Board of Supervisors of the District (“Board”) is authorized by Section 190.011(5), *Florida Statutes*, to adopt rules and orders pursuant to Chapter 120, *Florida Statutes*.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE MEADOW VIEW AT TWIN CREEKS COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. A Public Hearing will be held to adopt the District’s Rules of Procedure on _____, 20____, at _____ .m., at _____.

SECTION 2. The District Secretary is directed to publish notice of the hearing in accordance with Section 120.54, *Florida Statutes*.

SECTION 3. This Resolution shall become effective immediately upon its adoption. **PASSED AND ADOPTED** this 21st day of November, 2020.

ATTEST:

**MEADOW VIEW AT TWINS CREEK
COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chairman, Board of Supervisors

**RULES OF PROCEDURE
COMMUNITY DEVELOPMENT DISTRICT**

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Rule 1.0 General.

- (1) The _____ Community Development District (the “District”) was created pursuant to the provisions of Chapter 190 of the Florida Statutes, and was established to provide for the ownership, operation, maintenance, and provision of various capital facilities and services within its jurisdiction. The purpose of these rules (the “Rules”) is to describe the general operations of the District.
- (2) Definitions located within any section of these Rules shall be applicable within all other sections, unless specifically stated to the contrary.
- (3) Unless specifically permitted by a written agreement with the District, the District does not accept documents filed by electronic mail or facsimile transmission. Filings are only accepted during normal business hours.
- (4) A Rule of the District shall be effective upon adoption by affirmative vote of the District Board. After a Rule becomes effective, it may be repealed or amended only through the rulemaking procedures specified in these Rules. Notwithstanding, the District may immediately suspend the application of a Rule if the District determines that the Rule conflicts with Florida law. In the event that a Rule conflicts with Florida law and its application has not been suspended by the District, such Rule should be interpreted in the manner that best effectuates the intent of the Rule while also complying with Florida law. If the intent of the Rule absolutely cannot be effectuated while complying with Florida law, the Rule shall be automatically suspended.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.011(5), 190.011(15), Fla. Stat.

Rule 1.1 Board of Supervisors; Officers and Voting.

- (1) Board of Supervisors. The Board of Supervisors of the District (the “Board”) shall consist of five (5) members. Members of the Board (“Supervisors”) appointed by ordinance or rule or elected by landowners must be citizens of the United States of America and residents of the State of Florida. Supervisors elected or appointed by ~~resident electors~~ the Board to elector seats must be citizens of the United States of America, residents of the State of Florida and of the District, and registered to vote with the Supervisor of Elections of the county in which the District is located, ~~and~~ and for those elected, shall also be qualified to run by the Supervisor of Elections. The Board shall exercise the powers granted to the District under Florida law.
 - (a) Supervisors shall hold office for the term specified by Section 190.006 of the Florida Statutes. If, during the term of office, any Board member(s) vacates their office, the remaining member(s) of the Board shall fill the vacancies by appointment for the remainder of the term(s). If three or more vacancies exist at the same time, a quorum, as defined herein, shall not be required to appoint replacement Board members.
 - (b) Three (3) members of the Board shall constitute a quorum for the purposes of conducting business, exercising powers and all other purposes. A Board member shall be counted toward the quorum if physically present at the meeting, regardless of whether such Board member is prohibited from, or abstains from, participating in discussion or voting on a particular item.
 - (c) Action taken by the Board shall be upon a majority vote of the members present, unless otherwise provided in the Rules or required by law. Subject to Rule 1.3(10), a Board member participating in the Board meeting by teleconference or videoconference ~~shall be entitled to vote and take all other action as though physically present.~~
 - (d) Unless otherwise provided for by an act of the Board, any one Board member may attend a mediation session on behalf of the Board. Any agreement resulting from such mediation session must be approved pursuant to subsection (1)(c) of this Rule.
- (2) Officers. At the first Board meeting held after each election where the newly elected members take office, the Board shall select a Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, and Treasurer.
 - (a) The Chairperson must be a member of the Board. If the Chairperson resigns from that office or ceases to be a member of the Board, the Board shall select a Chairperson. The Chairperson serves at the pleasure of the Board. The Chairperson shall be authorized to execute resolutions and contracts on the District’s behalf. The Chairperson shall convene and

conduct all meetings of the Board. In the event the Chairperson is unable to attend a meeting, the Vice-Chairperson shall convene and conduct the meeting. The Chairperson or Vice-Chairperson may delegate the responsibility of conducting the meeting to the District's manager ("District Manager") or District Counsel, in whole or in part.

- (b) The Vice-Chairperson shall be a member of the Board and shall have such duties and responsibilities as specifically designated by the Board from time to time. The Vice-Chairperson has the authority to execute resolutions and contracts on the District's behalf in the absence of the Chairperson. If the Vice-Chairperson resigns from office or ceases to be a member of the Board, the Board shall select a Vice-Chairperson. The Vice-Chairperson serves at the pleasure of the Board.
- (c) The Secretary of the Board serves at the pleasure of the Board and need not be a member of the Board. The Secretary shall be responsible for maintaining the minutes of Board meetings and may have other duties assigned by the Board from time to time. An employee of the District Manager may serve as Secretary. The Secretary shall be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (d) The Treasurer need not be a member of the Board but must be a resident of the State of Florida. The Treasurer shall perform duties described in Section 190.007(2) and (3) of the Florida Statutes, as well as those assigned by the Board from time to time. The Treasurer shall serve at the pleasure of the Board. The Treasurer shall either be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (e) In the event that both the Chairperson and Vice-Chairperson are absent from a Board meeting and a quorum is present, the Board may designate one of its members or a member of District staff to convene and conduct the meeting. In such circumstances, any of the Board members present are authorized to execute agreements, resolutions, and other documents approved by the Board at such meeting. In the event that the Chairperson and Vice-Chairperson are both unavailable to execute a document previously approved by the Board, the Secretary or any Assistant Secretary may execute such document.

- (f) The Board may assign additional duties to District officers from time to time, which include, but are not limited to, executing documents on behalf of the District.
 - (g) The Chairperson, Vice-Chairperson, and any other person authorized by District Resolution may sign checks and warrants for the District, countersigned by the Treasurer or other persons authorized by the Board.
- (3) Committees. The Board may establish committees of the Board, either on a permanent or temporary basis, to perform specifically designated functions. Committees may include individuals who are not members of the Board. Such functions may include, but are not limited to, review of bids, proposals, and qualifications, contract negotiations, personnel matters, and budget preparation.
- (4) Record Book. The Board shall keep a permanent record book entitled "Record of Proceedings," in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates, and corporate acts. The Records of Proceedings shall be located at a District office and shall be available for inspection by the public.
- (5) Meetings. For each fiscal year, the Board shall establish a schedule of regular meetings, which shall be published in a newspaper of general circulation in the county in which the District is located and filed with the local general-purpose governments within whose boundaries the District is located. All meetings of the Board and Committees serving an advisory function shall be open to the public in accord with the provisions of Chapter 286 of the Florida Statutes.
- (6) Voting Conflict of Interest. The Board shall comply with Section 112.3143 of the Florida Statutes, so as to ensure the proper disclosure of conflicts of interest on matters coming before the Board for a vote. For the purposes of this section, "voting conflict of interest" shall be governed by [the Florida Constitution and Chapters 112 and 190 of the Florida Statutes](#), as amended from time to time. Generally, a voting conflict exists when a Board member is called upon to vote on an item which would inure to the Board member's special private gain or loss or the Board member knows would inure to the special private gain or loss of a principal by whom the Board member is retained, the parent organization or subsidiary of a corporate principal, a business associate, or a relative including only a father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law.
- (a) When a Board member knows the member has a conflict of interest on a matter coming before the Board, the member should notify the Board's Secretary prior to participating in any discussion with the Board on the matter. The member shall publicly announce the conflict of interest at the meeting. This announcement shall appear in the minutes.

If the Board member was elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, the Board member may vote or abstain from voting on the matter at issue. If the Board member was elected by electors residing within the District, the Board member is prohibited from voting on the matter at issue. In the event that the Board member intends to abstain or is prohibited from voting, such Board member shall not participate in the discussion on the item subject to the vote.

The Board's Secretary shall prepare a Memorandum of Voting Conflict (Form 8B) which shall then be signed by the Board member, filed with the Board's Secretary, and provided for attachment to the minutes of the meeting within fifteen (15) days of the meeting.

- (b) If a Board member inadvertently votes on a matter and later learns he or she has a conflict on the matter, the member shall immediately notify the Board's Secretary. Within fifteen (15) days of the notification, the member shall file the appropriate Memorandum of Voting Conflict, which will be attached to the minutes of the Board meeting during which the vote on the matter occurred. The Memorandum of Voting Conflict shall immediately be provided to other Board members and shall be read publicly at the next meeting held subsequent to the filing of the Memorandum of Voting Conflict. The Board member's vote is unaffected by this filing.
- (c) It is not a conflict of interest for a Board member, the District Manager, or an employee of the District to be a stockholder, officer or employee of a landowner or of an entity affiliated with a landowner.
- (d) In the event that a Board member elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, has a continuing conflict of interest, such Board member is permitted to file a Memorandum of Voting Conflict at any time in which it shall state the nature of the continuing conflict. Only one such continuing Memorandum of Voting Conflict shall be required to be filed for each term the Board member is in office.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 112.3143, 190.006, 190.007, Fla. Stat.

Rule 1.2 District Offices; Public Information and Inspection of Records; Policies; Service Contract Requirements; Financial Disclosure Coordination.

- (1) District Offices. Unless otherwise designated by the Board, the official District office shall be the District Manager's office identified by the District Manager. If the District Manager's office is not located within the county in which the District is located, the Board shall designate a local records office within such county which shall at a minimum contain, but not be limited to, the following documents:
- (a) Agenda packages for prior 24 months and next meeting;
 - (b) Official minutes of meetings, including adopted resolutions of the Board;
 - (c) Names and addresses of current Board members and District Manager, unless such addresses are protected from disclosure by law;
 - (d) Adopted engineer's reports;
 - (e) Adopted assessment methodologies/reports;
 - (f) Adopted disclosure of public financing;
 - (g) Limited Offering Memorandum for each financing undertaken by the District;
 - (h) Proceedings, certificates, bonds given by all employees, and any and all corporate acts;
 - (i) District policies and rules;
 - (j) Fiscal year end audits; and
 - (k) Adopted budget for the current fiscal year.

The District Manager shall ensure that each District records office contains the documents required by Florida law.

- (2) Public Records. District public records include all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received in connection with the transaction of official business of the District. All District public records not otherwise restricted by law may be copied or inspected at the District Manager's office during regular business hours. Certain District records can also be inspected and copied at the District's local records office during regular business hours. All written public records requests shall be directed to the Secretary who by these rules is appointed

as the District's records custodian. Regardless of the form of the request, any Board member or staff member who receives a public records request shall immediately forward or communicate such request to the Secretary for coordination of a prompt response. The Secretary, after consulting with District Counsel as to the applicability of any exceptions under the public records laws, shall be responsible for responding to the public records request. At no time can the District be required to create records or summaries of records, or prepare opinions regarding District policies, in response to a public records request.

- (3) Service Contracts. Any contract for services, regardless of cost, shall include provisions required by law that require the contractor to comply with public records laws. The District Manager shall be responsible for initially enforcing all contract provisions related to a contractor's duty to comply with public records laws.
- (4) Fees; Copies. Copies of public records shall be made available to the requesting person at a charge of \$0.15 per page for one-sided copies and \$0.20 per page for two-sided copies if not more than 8 ½ by 14 inches. For copies of public records in excess of the sizes listed in this section and for outside duplication services, the charge shall be equal to the actual cost of reproduction. Certified copies of public records shall be made available at a charge of one dollar (\$1.00) per page. If the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance, the District may charge, in addition to the duplication charge, a special service charge that is based on the cost the District incurs to produce the records requested. This charge may include, but is not limited to, the cost of information technology resource, employee labor, and fees charged to the District by consultants employed in fulfilling the request. In cases where the special service charge is based in whole or in part on the costs incurred by the District due to employee labor, consultant fees, or other forms of labor, those portions of the charge shall be calculated based on the lowest labor cost of the individual(s) who is/are qualified to perform the labor, taking into account the nature or volume of the public records to be inspected or copied. The charge may include the labor costs of supervisory and/or clerical staff whose assistance is required to complete the records request, in accordance with Florida law. For purposes of this Rule, the word "extensive" shall mean that it will take more than 15 minutes to locate, review for confidential information, copy and re-file the requested material. In cases where extensive personnel time is determined by the District to be necessary to safeguard original records being inspected, the special service charge provided for in ~~the~~ this section shall apply. If the total fees, including but not limited to special service charges, are anticipated to exceed twenty-five dollars (\$25.00), then, prior to commencing work on the request, the District will inform the person making the public records request of the estimated cost, with the understanding that the final cost may vary from that estimate. If the person making the public records request decides to proceed with the request, payment of the estimated cost is required in advance. Should the person fail to pay the estimate, the District is under no duty to produce

the requested records. After the request has been fulfilled, additional payments or credits may be due. The District is under no duty to produce records in response to future records requests if the person making the request owes the District for past unpaid duplication charges, special service charges, or other required payments or credits.

- (5) Records Retention. The Secretary of the District shall be responsible for retaining the District's records in accordance with applicable Florida law.
- (6) Policies. The Board may adopt policies related to the conduct of its business and the provision of services either by resolution or motion.
- (7) Financial Disclosure Coordination. Unless specifically designated by Board resolution otherwise, the Secretary shall serve as the Financial Disclosure Coordinator ("Coordinator") for the District as required by the Florida Commission on Ethics ("Commission"). The Coordinator shall create, maintain and update a list of the names, e-mail addresses, physical addresses, and names of the agency of, and the office or position held by, all Supervisors and other persons required by Florida law to file a statement of financial interest due to his or her affiliation with the District ("Reporting Individual"). The Coordinator shall provide this list to the Commission by February 1 of each year, which list shall be current as of December 31 of the prior year. Each Supervisor and Reporting Individual shall promptly notify the Coordinator in writing if there are any changes to such person's name, e-mail address, or physical address. Each Supervisor and Reporting Individual shall promptly notify the Commission in the manner prescribed by the Commission if there are any changes to such person's e-mail address.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 112.31446(3), 112.3145(8)(a)1., 119.07, 119.0701, 190.006, ~~119.07~~, Fla. Stat.

Rule 1.3 Public Meetings, Hearings, and Workshops.

- (1) Notice. Except in emergencies, or as otherwise required by statute or these Rules, at least seven (7) days, but no more than thirty (30) days public notice shall be given of any public meeting, hearing or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation in the District and in the county in which the District is located. “General circulation” means a publication that is printed and published at least once a week for the preceding year, offering at least 25% of its words in the English language, qualifies as a periodicals material for postal purposes in the county in which the District is located, is for sale to the public generally, is available to the public generally for the publication of official or other notices, and is customarily containing information of a public character or of interest or of value to the residents or owners of property in the county where published, or of interest or of value to the general public. The annual meeting notice required to be published by Section 189.015 of the Florida Statutes, shall be published in a newspaper not of limited subject matter, which is published at least five days a week, unless the only newspaper in the county is published less than five days a week. Each Notice shall state, as applicable:
 - (a) The date, time and place of the meeting, hearing or workshop;
 - (b) A brief description of the nature, subjects, and purposes of the meeting, hearing, or workshop;
 - (c) The District office address for the submission of requests for copies of the agenda, as well as a contact name and telephone number for verbal requests for copies of the agenda; and
 - (d) The following or substantially similar language:- “Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (____) _____. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770 or 1 (800) 955-8771, who can aid you in contacting the District Office.”
 - (e) The following or substantially similar language: “A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop 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 the appeal is to be based.”

- (f) The following or substantially similar language:- “The meeting [or hearing or workshop] may be continued in progress without additional notice to a time, date, and location stated on the record.”
- (2) Mistake. In the event that a meeting is held under the incorrect assumption that notice required by law and these Rules has been given, the Board at its next properly noticed meeting shall cure such defect by considering the agenda items from the prior meeting individually and anew.
- (3) Agenda. The District Manager, under the guidance of District Counsel and the Chairperson or Vice-Chairperson, shall prepare ~~a notice and~~ an agenda of the meeting/hearing/workshop. The ~~notice and~~ agenda and any meeting materials available in an electronic format, excluding any confidential and any confidential and exempt information, shall be available to the public at least ~~seventy two (72) hours~~ seven days before the meeting/hearing/workshop, except in an emergency. Meeting materials shall be defined as, and limited to, the agenda, meeting minutes, resolutions, and agreements of the District that District staff deems necessary for Board approval. Inclusion of additional materials for Board consideration other than those defined herein as “meeting materials” shall not convert such materials into “meeting materials.” For good cause, the agenda may be changed after it is first made available for distribution, and additional materials may be added or provided under separate cover at the meeting. The requirement of good cause shall be liberally construed to allow the District to efficiently conduct business and to avoid the expenses associated with special meetings.

The District may, but is not required to, use the following format in preparing its agenda for its regular meetings:

- Call to order
- Roll call
- Public comment
- Organizational matters
- Review of minutes
- Specific items of old business
- Specific items of new business
- Staff reports
 - (a) District Counsel
 - (b) District Engineer
 - (c) District Manager
 - 1. Financial Report
 - 2. Approval of Expenditures
- Supervisor’s requests and comments
- Public comment
- Adjournment

- (4) Minutes. The Secretary shall be responsible for preparing and keeping the minutes of each meeting of the Board. Minutes shall be corrected and approved by the Board at a subsequent meeting. The Secretary may work with other staff members in preparing draft minutes for the Board's consideration.
- (5) Special Requests. Persons wishing to receive, by mail, notices or agendas of meetings, may so advise the District Manager or Secretary at the District Office. Such persons shall furnish a mailing address in writing and shall be required to pre-pay the cost of the copying and postage.
- (6) Emergency Meetings. The Chairperson, or Vice-Chairperson if the Chairperson is unavailable, upon consultation with the District Manager and District Counsel, if available, may convene an emergency meeting of the Board without first having complied with sections (1) and (3) of this Rule, to act on emergency matters that may affect the public health, safety, or welfare. Whenever possible, the District Manager shall make reasonable efforts to provide public notice and notify all Board members of an emergency meeting twenty-four (24) hours in advance. Reasonable efforts may include telephone notification. Notice of the emergency meeting must be provided both before and after the meeting on the District's website, if it has one. Whenever an emergency meeting is called, the District Manager shall be responsible for notifying at least one newspaper of general circulation in the District. After an emergency meeting, the Board shall publish in a newspaper of general circulation in the District, the time, date and place of the emergency meeting, the reasons why an emergency meeting was necessary, and a description of the action taken. Actions taken at an emergency meeting may be ratified by the Board at a regularly noticed meeting subsequently held.
- (7) Public Comment. The Board shall set aside a reasonable amount of time at each meeting for public comment and members of the public shall be permitted to provide comment on any proposition before the Board. The portion of the meeting generally reserved for public comment shall be identified in the agenda. Policies governing public comment may be adopted by the Board in accordance with Florida law.
- (8) Budget Hearing. Notice of hearing on the annual budget(s) shall be in accord with Section 190.008 of the Florida Statutes. Once adopted in accord with Section 190.008 of the Florida Statutes, the annual budget(s) may be amended from time to time by action of the Board. Approval of invoices by the Board in excess of the funds allocated to a particular budgeted line item shall serve to amend the budgeted line item.
- (9) Public Hearings. Notice of required public hearings shall contain the information required by applicable Florida law and by these Rules applicable to meeting notices and shall be mailed and published as required by Florida law. The District Manager shall ensure that all such notices, whether mailed or published, contain the information required by Florida law and these Rules and are mailed and

published as required by Florida law. Public hearings may be held during Board meetings when the agenda includes such public hearing.

- (10) Participation by Teleconference/Videoconference. District staff may participate in Board meetings by teleconference or videoconference. Board members may also participate in Board meetings by teleconference or videoconference if in the good judgment of the Board extraordinary circumstances exist; provided however, at least three Board members must be physically present at the meeting location to establish a quorum. Such extraordinary circumstances shall be presumed when a Board member participates by teleconference or videoconference, unless a majority of the Board members physically present determines that extraordinary circumstances do not exist.
- (11) Board Authorization. The District has not adopted Robert's Rules of Order. For each agenda item, there shall be discussion permitted among the Board members during the meeting. Unless such procedure is waived by the Board, Approval or disapproval of resolutions and other proposed Board actions shall be in the form of a motion by one Board member, a second by another Board member, and an affirmative vote by the majority of the Board members present. Any Board member, including the Chairperson, can make or second a motion.
- (12) Continuances. Any meeting or public hearing of the Board may be continued without re-notice or re-advertising provided that:
 - (a) The Board identifies on the record at the original meeting a reasonable need for a continuance;
 - (b) The continuance is to a specified date, time, and location publicly announced at the original meeting; and
 - (c) The public notice for the original meeting states that the meeting may be continued to a date and time and states that the date, time, and location of any continuance shall be publicly announced at the original meeting and posted at the District Office immediately following the original meeting.
- (13) Attorney-Client Sessions. An Attorney-Client Session is permitted when the District's attorneys deem it necessary to meet in private with the Board to discuss pending litigation to which the District is a party before a court or administrative agency or as may be authorized by law. The District's attorneysattorney must request such session at a public meeting. – Prior to holding the Attorney-Client Session, the District must give reasonable public notice of the time and date of the session and the names of the persons anticipated to attend the session. –The session must commence at an open meeting in which the Chairperson or Vice-Chairperson announces the commencement of the session, the estimated length of the session, and the names of the persons who will be attending the session. The discussion during the session is confined to settlement negotiations or strategy

related to litigation expenses or as may be authorized by law. Only the Board, the District's attorneys (including outside counsel), the District Manager, and the court reporter may attend an Attorney-Client Session. During the session, no votes may be taken and no final decisions concerning settlement can be made. Upon the conclusion of the session, the public meeting is reopened, and the Chairperson or Vice-Chairperson must announce that the session has concluded. The session must be transcribed by a court-reporter and the transcript of the session filed with the District Secretary within a reasonable time after the session. The transcript shall not be available for public inspection until after the conclusion of the litigation.

(14) Security and Firesafety Board Discussions. Portions of a meeting which relate to or would reveal a security or firesafety system plan or portion thereof made confidential and exempt by section 119.071(3)(a), Florida Statutes, are exempt from the public meeting requirements and other requirements of section 286.011, Florida Statutes, and section 24(b), Article 1 of the State Constitution. Should the Board wish to discuss such matters, members of the public shall be required to leave the meeting room during such discussion. Any records of the Board's discussion of such matters, including recordings or minutes, shall be maintained as confidential and exempt records in accordance with Florida law.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 189.069(2)(a)16, 190.006, 190.007, 190.008, 286.0105, 286.011, 286.0113, 286,0114, Fla. Stat.

Rule 1.4 Internal Controls to Prevent Fraud, Waste and Abuse

- (1) Internal Controls. The District shall establish and maintain internal controls designed to:

 - (a) Prevent and detect “fraud,” “waste” and “abuse” as those terms are defined in section 11.45(1), Florida Statutes; and
 - (b) Promote and encourage compliance with applicable laws, rules contracts, grant agreements, and best practices; and
 - (c) Support economical and efficient operations; and
 - (d) Ensure reliability of financial records and reports; and
 - (e) Safeguard assets.
- (2) Adoption. The internal controls to prevent fraud, waste and abuse shall be adopted and amended by the District in the same manner as District policies.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 218.33(3), Fla. Stat.

Rule 2.0 Rulemaking Proceedings.

- (1) Commencement of Proceedings. Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to these Rules. Rulemaking proceedings shall be deemed to have been initiated upon publication of notice by the District. A “rule” is a District statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedure or practice requirements of the District (“Rule”). Nothing herein shall be construed as requiring the District to consider or adopt rules unless required by Chapter 190 of the Florida Statutes. Policies adopted by the District which do not consist of rates, fees, rentals or other monetary charges may be, but are not required to be, implemented through rulemaking proceedings.
- (2) Notice of Rule Development.
 - (a) Except when the intended action is the repeal of a Rule, the District shall provide notice of the development of a proposed rule by publication of a Notice of Rule Development in a newspaper of general circulation in the District before providing notice of a proposed rule as required by section (3) of this Rule. Consequently, the Notice of Rule Development shall be published at least twenty-nine (29) days prior to the public hearing on the proposed Rule. The Notice of Rule Development shall indicate the subject area to be addressed by rule development, provide a short, plain explanation of the purpose and effect of the proposed rule, cite the specific legal authority for the proposed rule, and include a statement of how a person may promptly obtain, without cost, a copy of any preliminary draft, if available.
 - (b) All rules as drafted shall be consistent with Sections 120.54(1)(g) and 120.54(2)(b) of the Florida Statutes.
- (3) Notice of Proceedings and Proposed Rules.
 - (a) Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall give notice of its intended action, setting forth a short, plain explanation of the purpose and effect of the proposed action, a reference to the specific rulemaking authority pursuant to which the rule is adopted, and a reference to the section or subsection of the Florida Statutes being implemented, interpreted, or made specific. The notice shall include a summary of the District’s statement of the estimated regulatory costs, if one has been prepared, based on the factors set forth in Section 120.541(2) of the Florida Statutes, and a statement that any person who wishes to provide the District with a lower cost regulatory alternative as provided by Section 120.541(1), must do so in writing within twenty-one (21) days after publication of the notice. The notice shall additionally include a statement that any affected person may request a public hearing

by submitting a written request within twenty-one (21) days after the date of publication of the notice. Except when intended action is the repeal of a rule, the notice shall include a reference to both the date on which and the place where the Notice of Rule Development required by section (2) of this Rule appeared.

- (b) The notice shall be published in a newspaper of general circulation in the District and each county in which the District is located not less than twenty-eight (28) days prior to the intended action. The proposed rule shall be available for inspection and copying by the public at the time of the publication of notice.
 - (c) The notice shall be mailed to all persons named in the proposed rule and to all persons who, at least fourteen (14) days prior to such mailing, have made requests of the District for advance notice of its rulemaking proceedings. Any person may file a written request with the District Manager to receive notice by mail of District proceedings to adopt, amend, or repeal a rule. Such persons must furnish a mailing address and may be required to pay the cost of copying and mailing. ~~Notice will then be mailed to all persons whom, at least fourteen (14) days prior to such mailing, have made requests of the District for advance notice of its proceedings.~~
- (4) Rule Development Workshops. Whenever requested in writing by any affected person, the District must either conduct a rule development workshop prior to proposing rules for adoption or the Chairperson must explain in writing why a workshop is unnecessary. The District may initiate a rule development workshop but is not required to do so.
- (5) Petitions to Initiate Rulemaking. All Petitions to Initiate Rulemaking proceedings must contain the name, address, and telephone number of the petitioner, the specific action requested, the specific reason for adoption, amendment, or repeal, the date submitted, the text of the proposed rule, and the facts showing that the petitioner is regulated by the District, or has a substantial interest in the rulemaking. Not later than sixty (60) calendar days following the date of filing a petition, the Board shall initiate rulemaking proceedings or deny the petition with a written statement of its reasons for the denial. If the petition is directed to an existing policy that the District has not formally adopted as a rule, the District may, in its discretion, notice and hold a public hearing on the petition to consider the comments of the public directed to the policy, its scope and application, and to consider whether the public interest is served adequately by the application of the policy on a case-by-case basis, as contrasted with its formal adoption as a rule. However, this section shall not be construed as requiring the District to adopt a rule to replace a policy.

- (6) Rulemaking Materials. After the publication of the notice referenced in section (3) of this Rule, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the following materials:
- (a) The text of the proposed rule, or any amendment or repeal of any existing rules;
 - (b) A detailed written statement of the facts and circumstances justifying the proposed rule;
 - (c) A copy of the statement of estimated regulatory costs if required by Section 120.541 of the Florida Statutes; and
 - (d) The published notice.
- (7) Hearing. The District may, or, upon the written request of any affected person received within twenty-one (21) days after the date of publication of the notice described in section (3) of this Rule, shall, provide a public hearing for the presentation of evidence, argument, and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay, or disruption of the proceedings. The District shall publish notice of the public hearing in a newspaper of general circulation within the District either in the text of the notice described in section (3) of this Rule or in a separate publication at least seven (7) days before the scheduled public hearing. The notice shall specify the date, time, and location of the public hearing, and the name, address, and telephone number of the District contact person who can provide information about the public hearing. Written statements may be submitted by any person prior to or at the public hearing. All timely submitted written statements shall be considered by the District and made part of the rulemaking record.
- (8) Emergency Rule Adoption. The Board may adopt an emergency rule if it finds that immediate danger to the public health, safety, or welfare exists which requires immediate action. Prior to the adoption of an emergency rule, the District Manager shall make reasonable efforts to notify a newspaper of general circulation in the District. Notice of emergency rules shall be published as soon as possible in a newspaper of general circulation in the District. The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule as long as it protects the public interest as determined by the District and otherwise complies with these provisions.
- (9) Negotiated Rulemaking. The District may use negotiated rulemaking in developing and adopting rules pursuant to Section 120.54(2)(d) of the Florida Statutes, except that any notices required under Section 120.54(2)(d) of the Florida Statutes, may be published in a newspaper of general circulation in the county in which the District is located.

- (10) Rulemaking Record. In all rulemaking proceedings, the District shall compile and maintain a rulemaking record. The record shall include, if applicable:
- (a) The texts of the proposed rule and the adopted rule;
 - (b) All notices given for a proposed rule;
 - (c) Any statement of estimated regulatory costs for the rule;
 - (d) A written summary of hearings, if any, on the proposed rule;
 - (e) All written comments received by the District and responses to those written comments; and
 - (f) All notices and findings pertaining to an emergency rule.
- (11) Petitions to Challenge Existing Rules.
- (a) Any person substantially affected by a rule may seek an administrative determination of the invalidity of the rule on the ground that the rule is an invalid exercise of the District's authority.
 - (b) The petition seeking an administrative determination must state with particularity the provisions alleged to be invalid with sufficient explanation of the facts or grounds for the alleged invalidity and facts sufficient to show that the person challenging a rule is substantially affected by it.
 - (c) The petition shall be filed with the District. Within 10 days after receiving the petition, the Chairperson shall, if the petition complies with the requirements of subsection (b) of this section, designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer who shall conduct a hearing within 30 days thereafter, unless the petition is withdrawn or a continuance is granted by agreement of the parties. The failure of the District to follow the applicable rulemaking procedures or requirements in this Rule shall be presumed to be material; however, the District may rebut this presumption by showing that the substantial interests of the petitioner and the fairness of the proceedings have not been impaired.
 - (d) Within 30 days after the hearing, the hearing officer shall render a decision and state the reasons therefor in writing.
 - (e) Hearings held under this section shall be de novo in nature. The petitioner has a burden of proving by a preponderance of the evidence that the

existing rule is an invalid exercise of District authority as to the objections raised. The hearing officer may:

- (i) Administer oaths and affirmations;
 - (ii) Rule upon offers of proof and receive relevant evidence;
 - (iii) Regulate the course of the hearing, including any pre-hearing matters;
 - (iv) Enter orders; and
 - (v) Make or receive offers of settlement, stipulation, and adjustment.
- (f) The petitioner and the District shall be adverse parties. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- (12) Variances and Waivers. A “variance” means a decision by the District to grant a modification to all or part of the literal requirements of a rule to a person who is subject to the rule. A “waiver” means a decision by the District not to apply all or part of a rule to a person who is subject to the rule. Variances and waivers from District rules may be granted subject to the following:
- (a) Variances and waivers shall be granted when the person subject to the rule demonstrates that the purpose of the underlying statute will be or has been achieved by other means by the person, and when application of the rule would create a substantial hardship or would violate principles of fairness. For purposes of this section, "substantial hardship" means a demonstrated economic, technological, legal, or other type of hardship to the person requesting the variance or waiver. For purposes of this section, "principles of fairness" are violated when the literal application of a rule affects a particular person in a manner significantly different from the way it affects other similarly situated persons who are subject to the rule.
 - (b) A person who is subject to regulation by a District Rule may file a petition with the District, requesting a variance or waiver from the District’s Rule. Each petition shall specify:
 - (i) The rule from which a variance or waiver is requested;
 - (ii) The type of action requested;
 - (iii) The specific facts that would justify a waiver or variance for the petitioner; and

- (iv) The reason why the variance or the waiver requested would serve the purposes of the underlying statute.
 - (c) The District shall review the petition and may request only that information needed to clarify the petition or to answer new questions raised by or directly related to the petition. If the petitioner asserts that any request for additional information is not authorized by law or by Rule of the District, the District shall proceed, at the petitioner's written request, to process the petition.
 - (d) The Board shall grant or deny a petition for variance or waiver, and shall announce such disposition at a publicly held meeting of the Board, within ~~sixty (60)~~ninety (90) days after receipt of the original petition, the last item of timely requested additional material, or the petitioner's written request to finish processing the petition. The District's statement granting or denying the petition shall contain a statement of the relevant facts and reasons supporting the District's action.
- (13) Rates, Fees, Rentals and Other Charges. All rates, fees, rentals, or other charges shall be subject to rulemaking proceedings. Policies adopted by the District which do not consist of rates, fees, rentals or other charges may be, but are not required to be, implemented through rulemaking proceedings.

Specific Authority: §§ 190.011(5), 190.011(15), 190.035, Fla. Stat.

Law Implemented: §§ 190.011(5), 190.035(2), Fla. Stat.

Rule 3.0 Competitive Purchase.

- (1) Purpose and Scope. In order to comply with Sections 190.033(1) through (3), 287.055 and 287.017 of the Florida Statutes, the following provisions shall apply to the purchase of Professional Services, insurance, construction contracts, design-build services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) Board Authorization. Except in cases of an Emergency Purchase, a competitive purchase governed by these Rules shall only be undertaken after authorization by the Board.
- (3) Definitions.
 - (a) “Competitive Solicitation” means a formal, advertised procurement process, other than an Invitation to Bid, Request for Proposals, or Invitation to Negotiate, approved by the Board to purchase commodities and/or services which affords vendors fair treatment in the competition for award of a District purchase contract.
 - (b) “Continuing Contract” means a contract for Professional Services entered into in accordance with Section 287.055 of the Florida Statutes, between the District and a firm, whereby the firm provides Professional Services to the District for projects in which the costs do not exceed ~~one~~two million dollars (\$~~1~~2,000,000), for a study activity when the fee for such Professional Services to the District does not exceed ~~fifty~~two hundred thousand dollars (\$~~50~~200,000), or for work of a specified nature as outlined in the contract with the District, with no time limitation except that the contract must provide a termination clause (for example, a contract for general District engineering services). Firms providing Professional Services under Continuing Contracts shall not be required to bid against one another.
 - (c) “Contractual Service” means the rendering by a contractor of its time and effort rather than the furnishing of specific commodities. The term applies only to those services rendered by individuals and firms who are independent contractors. Contractual Services do not include auditing services, Maintenance Services, or Professional Services as defined in Section 287.055(2)(a) of the Florida Statutes, and these Rules. Contractual Services also do not include any contract for the furnishing of labor or materials for the construction, renovation, repair, modification, or demolition of any facility, building, portion of building, utility, park, parking lot, or structure or other improvement to real property entered into pursuant to Chapter 255 of the Florida Statutes, and Rules 3.5 or 3.6.

- (d) “Design-Build Contract” means a single contract with a Design-Build Firm for the design and construction of a public construction project.
- (e) “Design-Build Firm” means a partnership, corporation or other legal entity that:
 - (i) Is certified under Section 489.119 of the Florida Statutes, to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as the qualifying agent; or
 - (ii) Is certified under Section 471.023 of the Florida Statutes, to practice or to offer to practice engineering; certified under Section 481.219 of the Florida Statutes, to practice or to offer to practice architecture; or certified under Section 481.319 of the Florida Statutes, to practice or to offer to practice landscape architecture.
- (f) “Design Criteria Package” means concise, performance-oriented drawings or specifications for a public construction project. The purpose of the Design Criteria Package is to furnish sufficient information to permit Design-Build Firms to prepare a bid or a response to the District’s Request for Proposals, or to permit the District to enter into a negotiated Design-Build Contract. The Design Criteria Package must specify performance-based criteria for the public construction project, including the legal description of the site, survey information concerning the site, interior space requirements, material quality standards, schematic layouts and conceptual design criteria of the project, cost or budget estimates, design and construction schedules, site development requirements, provisions for utilities, stormwater retention and disposal, and parking requirements applicable to the project. Design Criteria Packages shall require firms to submit information regarding the qualifications, availability, and past work of the firms, including the partners and members thereof.
- (g) “Design Criteria Professional” means a firm who holds a current certificate of registration under Chapter 481 of the Florida Statutes, to practice architecture or landscape architecture, or a firm who holds a current certificate as a registered engineer under Chapter 471 of the Florida Statutes, to practice engineering, and who is employed by or under contract to the District to provide professional architect services, landscape architect services, or engineering services in connection with the preparation of the Design Criteria Package.
- (h) “Emergency Purchase” means a purchase necessitated by a sudden unexpected turn of events (for example, acts of God, riot, fires, floods, hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the Board finds

that the delay incident to competitive purchase would be detrimental to the interests of the District. This includes, but is not limited to, instances where the time to competitively award the project will jeopardize the funding for the project, will materially increase the cost of the project, or will create an undue hardship on the public health, safety, or welfare.

- (i) “Invitation to Bid” is a written solicitation for sealed bids with the title, date, and hour of the public bid opening designated specifically and defining the commodity or service involved. It includes printed instructions prescribing conditions for bidding, qualification, evaluation criteria, and provides for a manual signature of an authorized representative. It may include one or more bid alternates.
- (j) “Invitation to Negotiate” means a written solicitation for competitive sealed replies to select one or more vendors with which to commence negotiations for the procurement of commodities or services.
- (k) “Negotiate” means to conduct legitimate, arm’s length discussions and conferences to reach an agreement on a term or price.
- (l) “Professional Services” means those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of Florida, or those services performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper, in connection with the firm's or individual's professional employment or practice.
- (m) “Proposal (or Reply or Response) Most Advantageous to the District” means, as determined in the sole discretion of the Board, the proposal, reply, or response that is:
 - (i) Submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements, who has the integrity and reliability to assure good faith performance;
 - (ii) The most responsive to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation as determined by the Board; and
 - (iii) For a cost to the District deemed by the Board to be reasonable.
- (n) “Purchase” means acquisition by sale, rent, lease, lease/purchase, or installment sale. It does not include transfer, sale, or exchange of goods, supplies, or materials between the District and any federal, state, regional or local governmental entity or political subdivision of the State of Florida.

- (o) “Request for Proposals” or “RFP” is a written solicitation for sealed proposals with the title, date, and hour of the public opening designated and requiring the manual signature of an authorized representative. It may provide general information, applicable laws and rules, statement of work, functional or general specifications, qualifications, proposal instructions, work detail analysis, and evaluation criteria as necessary.
- (p) “Responsive and Responsible Bidder” means an entity or individual that has submitted a bid that conforms in all material respects to the Invitation to Bid and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. “Responsive and Responsible Vendor” means an entity or individual that has submitted a proposal, reply, or response that conforms in all material respects to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. In determining whether an entity or individual is a Responsive and Responsible Bidder (or Vendor), the District may consider, in addition to factors described in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the following:
 - (i) The ability and adequacy of the professional personnel employed by the entity/individual;
 - (ii) The past performance of the entity/individual for the District and in other professional employment;
 - (iii) The willingness of the entity/individual to meet time and budget requirements;
 - (iv) The geographic location of the entity’s/individual’s headquarters or office in relation to the project;
 - (v) The recent, current, and projected workloads of the entity/individual;
 - (vi) The volume of work previously awarded to the entity/individual;
 - (vii) Whether the cost components of the bid or proposal are appropriately balanced; and
 - (viii) Whether the entity/individual is a certified minority business enterprise.

- (q) “Responsive Bid,” “Responsive Proposal,” “Responsive Reply,” and “Responsive Response” all mean a bid, proposal, reply, or response which conforms in all material respects to the specifications and conditions in the Invitation to Bid, Request for Proposals, Invitations to Negotiate, or Competitive Solicitation document and these Rules, and the cost components of which, if any, are appropriately balanced. A bid, proposal, reply or response is not responsive if the person or firm submitting it fails to meet any material requirement relating to the qualifications, financial stability, or licensing of the bidder.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.033, 255.20, 287.055, Fla. Stat.

Rule 3.1 Procedure Under ~~The~~the Consultants' Competitive Negotiations Act.

- (1) Scope. The following procedures are adopted for the selection of firms or individuals to provide Professional Services exceeding the thresholds herein described, for the negotiation of such contracts, and to provide for protest of actions of the Board under this Rule. As used in this Rule, "Project" means that fixed capital outlay study or planning activity when basic construction cost is estimated by the District to exceed the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FIVE, or for a planning study activity when the fee for Professional Services is estimated by the District to exceed the threshold amount provided in Section 287.017 for CATEGORY TWO, as such categories may be amended or adjusted from time to time.

- (2) Qualifying Procedures. In order to be eligible to provide Professional Services to the District, a consultant must, at the time of receipt of the firm's qualification submittal:

(a) Hold all required applicable ~~federal licenses in good standing, if any;~~

~~(b) Hold all required applicable~~ state professional licenses in good standing;

~~(b) Hold all required applicable federal licenses in good standing, if any;~~

(c) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the consultant is a corporation; and

(d) Meet any qualification requirements set forth in the District's Request for Qualifications.

Evidence of compliance with this Rule may be submitted with the qualifications, if requested by the District. In addition, evidence of compliance must be submitted any time requested by the District.

- (3) Public Announcement. Except in cases of valid public emergencies as certified by the Board, the District shall announce each occasion when Professional Services are required for a Project or a Continuing Contract by publishing a notice providing a general description of the Project, or the nature of the Continuing Contract, and the method for interested consultants to apply for consideration. The notice shall appear in at least one (1) newspaper of general circulation in the District and in such other places as the District deems appropriate. The notice must allow at least fourteen (14) days for submittal of qualifications from the date of publication. The District may maintain lists of consultants interested in receiving such notices. These consultants are encouraged to submit annually statements of qualifications and performance data. ~~Consultants who provide their name and address to the District Manager for inclusion on the list shall receive~~

~~notices by mail.~~ The District shall make reasonable efforts to provide copies of any notices to such consultants, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process. The Board has the right to reject any and all qualifications, and such reservation shall be included in the published notice. Consultants not receiving a contract award shall not be entitled to recover from the District any costs of qualification package preparation or submittal.

(4) Competitive Selection.

- (a) The Board shall review and evaluate the data submitted in response to the notice described in section (3) of this Rule regarding qualifications and performance ability, as well as any statements of qualifications on file. The Board shall conduct discussions with, and may require public presentation by consultants regarding their qualifications, approach to the Project, and ability to furnish the required services. The Board shall then select and list the consultants, in order of preference, deemed to be the most highly capable and qualified to perform the required Professional Services, after considering these and other appropriate criteria:
 - (i) The ability and adequacy of the professional personnel employed by each consultant;
 - (ii) Whether a consultant is a certified minority business enterprise;
 - (iii) Each consultant's past performance;
 - (iv) The willingness of each consultant to meet time and budget requirements;
 - (v) The geographic location of each consultant's headquarters, office and personnel in relation to the project;
 - (vi) The recent, current, and projected workloads of each consultant; and
 - (vii) The volume of work previously awarded to each consultant by the District.
- (b) Nothing in these Rules shall prevent the District from evaluating and eventually selecting a consultant if less than three (3) Responsive qualification packages, including packages indicating a desire not to provide Professional Services on a given Project, are received.
- (c) If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board

with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

- (d) Notice of the rankings adopted by the Board, including the rejection of some or all qualification packages, shall be provided in writing to all consultants by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's ranking decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

(5) Competitive Negotiation.

- (a) After the Board has authorized the beginning of competitive negotiations, the District may begin such negotiations with the firm listed as most qualified to perform the required Professional Services at a rate or amount of compensation which the Board determines is fair, competitive, and reasonable.
- (b) In negotiating a lump-sum or cost-plus-a-fixed-fee professional contract for more than the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, the firm receiving the award shall be required to execute a truth-in-negotiation certificate stating that "wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting." In addition, any professional service contract under which such a certificate is required, shall contain a provision that "the original contract price and any additions thereto, shall be adjusted to exclude any significant sums by which the Board determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs."
- (c) Should the District be unable to negotiate a satisfactory agreement with the firm determined to be the most qualified at a price deemed by the District to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the District shall immediately begin negotiations with the second most qualified firm. If a satisfactory agreement with the second firm cannot be reached, those negotiations shall be terminated and negotiations with the third most qualified firm shall be undertaken.
- (d) Should the District be unable to negotiate a satisfactory agreement with one of the top three (3) ranked consultants, additional firms shall be selected by the District, in order of their competence and qualifications.

Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.

- (6) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (7) Continuing Contract. Nothing in this Rule shall prohibit a Continuing Contract between a consultant and the District.
- (8) Emergency Purchase. The District may make an Emergency Purchase without complying with these Rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 190.011(3), 190.033, 287.055, Fla. Stat.

Rule 3.2 Procedure Regarding Auditor Selection.

In order to comply with the requirements of Section 218.391 of the Florida Statutes, the following procedures are outlined for selection of firms or individuals to provide Auditing Services and for the negotiation of such contracts. For audits required under Chapter 190 of the Florida Statutes but not meeting the thresholds of Chapter 218 of the Florida Statutes, the District need not follow these procedures but may proceed with the selection of a firm or individual to provide Auditing Services and for the negotiation of such contracts in the manner the Board determines is in the best interests of the District.

(1) Definitions.

- (a) "Auditing Services" means those services within the scope of the practice of a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.
- (b) "Committee" means the ~~audit~~auditor selection committee appointed by the Board as described in section (2) of this Rule.

(2) Establishment of ~~Audit~~Auditor Selection Committee. Prior to a public announcement under section (4) of this Rule that Auditing Services are required, the Board shall establish an ~~audit~~auditor selection committee ("Committee"), the primary purpose of which is to assist the Board in selecting an auditor to conduct the annual financial audit required by Section 218.39 of the Florida Statutes. The Committee ~~should~~shall include at least three individuals, ~~some or all~~at least one of ~~whom may~~which must also ~~serve as members~~be a member of the Board. The establishment and selection of the Committee must be conducted at a publicly noticed and held meeting of the Board. The Chairperson of the Committee must be a member of the Board. An employee, a chief executive officer, or a chief financial officer of the District may not serve as a member of the Committee; provided however such individual may serve the Committee in an advisory capacity.

(3) Establishment of Minimum Qualifications and Evaluation Criteria. Prior to a public announcement under section (4) of this Rule that Auditing Services are required, the Committee shall meet at a publicly noticed meeting to establish minimum qualifications and factors to use for the evaluation of Auditing Services to be provided by a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.

- (a) Minimum Qualifications. In order to be eligible to submit a proposal, a firm must, at all relevant times including the time of receipt of the proposal by the District:

- (i) Hold all required applicable ~~federal~~state professional licenses in good standing, ~~if any~~;
- (ii) Hold all required applicable ~~state professional~~federal licenses in good standing, ~~if any~~;
- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation; and
- (iv) Meet any pre-qualification requirements established by the Committee and set forth in the RFP or other specifications.

If requested in the RFP or other specifications, evidence of compliance with the minimum qualifications as established by the Committee must be submitted with the proposal.

- (b) Evaluation Criteria. The factors established for the evaluation of Auditing Services by the Committee shall include, but are not limited to:
 - (i) Ability of personnel;
 - (ii) Experience;
 - (iii) ~~Understanding of scope of work;~~
 - ~~(iv)~~—Ability to furnish the required services; and
 - ~~(v)~~(iv) Such other factors as may be determined by the Committee to be applicable to its particular requirements.

The Committee may also choose to consider compensation as a factor. If the Committee establishes compensation as one of the factors, compensation shall not be the sole or predominant factor used to evaluate proposals.

- (4) Public Announcement. After identifying the factors to be used in evaluating the proposals for Auditing Services as set forth in section (3) of this Rule, the Committee shall publicly announce the opportunity to provide Auditing Services. Such public announcement shall include a brief description of the audit and how interested firms can apply for consideration and obtain the RFP. The notice shall appear in at least one (1) newspaper of general circulation in the District and the county in which the District is located. The public announcement shall allow for at least seven (7) days for the submission of proposals.

- (5) Request for Proposals. The Committee shall provide interested firms with a Request for Proposals (“RFP”). The RFP shall provide information on how proposals are to be evaluated and such other information the Committee determines is necessary for the firm to prepare a proposal. The RFP shall state the time and place for submitting proposals.
- (6) Committee’s Evaluation of Proposals and Recommendation. The Committee shall meet at a publicly held meeting that is publicly noticed for a reasonable time in advance of the meeting to evaluate all qualified proposals and may, as part of the evaluation, require that each interested firm provide a public presentation where the Committee may conduct discussions with the firm, and where the firm may present information, regarding the firm’s qualifications. At the public meeting, the Committee shall rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established pursuant to subsection (3)(b) of this Rule. If fewer than three firms respond to the RFP or if no firms respond to the RFP, the Committee shall recommend such firm as it deems to be the most highly qualified. Notwithstanding the foregoing, the Committee may recommend that any and all proposals be rejected.
- (7) Board Selection of Auditor.
- (a) Where compensation was not selected as a factor used in evaluating the proposals, the Board shall negotiate with the firm ranked first and inquire of that firm as to the basis of compensation. If the Board is unable to negotiate a satisfactory agreement with the first ranked firm at a price deemed by the Board to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the Board shall immediately begin negotiations with the second ranked firm. If a satisfactory agreement with the second ranked firm cannot be reached, those negotiations shall be terminated and negotiations with the third ranked firm shall be undertaken. The Board may reopen formal negotiations with any one of the three top-ranked firms, but it may not negotiate with more than one firm at a time. If the Board is unable to negotiate a satisfactory agreement with any of the selected firms, the Committee shall recommend additional firms in order of the firms’ respective competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.
- (b) Where compensation was selected as a factor used in evaluating the proposals, the Board shall select the highest-ranked qualified firm- or document in its public records the reason for not selecting the highest-ranked qualified firm.

- (c) In negotiations with firms under this Rule, the Board may allow the District Manager, District Counsel, or other designee to conduct negotiations on its behalf.
 - (d) Notwithstanding the foregoing, the Board may reject any or all proposals. The Board shall not consider any proposal, or enter into any contract for Auditing Services, unless the proposed agreed-upon compensation is reasonable to satisfy the requirements of Section 218.39 of the Florida Statutes, and the needs of the District.
- (8) Contract. Any agreement reached under this Rule shall be evidenced by a written contract, which may take the form of an engagement letter signed and executed by both parties. The written contract shall include all provisions and conditions of the procurement of such services and shall include, at a minimum, the following:
- (a) A provision specifying the services to be provided and fees or other compensation for such services;
 - (b) A provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract;
 - (c) A provision setting forth deadlines for the auditor to submit a preliminary draft audit report to the District for review and to submit a final audit report no later than ~~July 1~~June 30 of the fiscal year that follows the fiscal year for which the audit is being conducted;
 - (d) A provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed. The maximum contract period including renewals shall be five (5) years. A renewal may be done without the use of the auditor selection procedures provided in this Rule; but must be in writing.
 - (e) Provisions required by law that require the auditor to comply with public records laws.
- (9) Notice of Award. Once a negotiated agreement with a firm or individual is reached, or the Board authorizes the execution of an agreement with a firm where compensation was a factor in the evaluation of proposals, notice of the intent to award, including the rejection of some or all proposals, shall be provided in writing to all proposers by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests regarding the award of contracts under this Rule

shall be as provided for in Rule 3.11. No proposer shall be entitled to recover any costs of proposal preparation or submittal from the District.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 218.33, 218.391, Fla. Stat.

Rule 3.3 Purchase of Insurance.

- (1) Scope. The purchases of life, health, accident, hospitalization, legal expense, or annuity insurance, or all of any kinds of such insurance for the officers and employees of the District, and for health, accident, hospitalization, and legal expenses upon a group insurance plan by the District, shall be governed by this Rule. This Rule does not apply to the purchase of any other type of insurance by the District, including but not limited to liability insurance, property insurance, and directors and officers insurance. Nothing in this Rule shall require the District to purchase insurance.
- (2) Procedure. For a purchase of insurance within the scope of these Rules, the following procedure shall be followed:
 - (a) The Board shall cause to be prepared a Notice of Invitation to Bid.
 - (b) Notice of the Invitation to Bid shall be advertised at least once in a newspaper of general circulation within the District. The notice shall allow at least fourteen (14) days for submittal of bids.
 - (c) The District may maintain a list of persons interested in receiving notices of Invitations to Bid. ~~Persons who provide their name and address to the District Manager for inclusion on the list shall receive notices by mail. The District shall make reasonable efforts to provide copies of any notices to such persons, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process.~~
 - (d) Bids shall be opened at the time and place noted in the Invitation to Bid.
 - (e) If only one (1) response to an Invitation is received, the District may proceed with the purchase. If no response to an Invitation to Bid is received, the District may take whatever steps are reasonably necessary in order to proceed with the purchase.
 - (f) The Board has the right to reject any and all bids and such reservations shall be included in all solicitations and advertisements.
 - (g) Simultaneously with the review of the submitted bids, the District may undertake negotiations with those companies that have submitted reasonable and timely bids and, in the opinion of the District, are fully qualified and capable of meeting all services and requirements. Bid responses shall be evaluated in accordance with the specifications and criteria contained in the Invitation to Bid; in addition, the total cost to the District, the cost, if any, to the District officers, employees, or their dependents, the geographic location of the company's headquarters and

offices in relation to the District, and the ability of the company to guarantee premium stability may be considered. A contract to purchase insurance shall be awarded to that company whose response to the Invitation to Bid best meets the overall needs of the District, its officers, employees, and/or dependents.

- (h) Notice of the intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, by hand delivery, or by overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's procurement of insurance under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 112.08, Fla. Stat.

Rule 3.4 Pre-qualification

- (1) Scope. In its discretion, the District may undertake a pre-qualification process in accordance with this Rule for vendors to provide construction services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) Procedure. When the District seeks to pre-qualify vendors, the following procedures shall apply:
 - (a) The Board shall cause to be prepared a Request for Qualifications.
 - (b) For construction services exceeding the thresholds described in Section 255.20 of the Florida Statutes, the Board must advertise the proposed pre-qualification criteria and procedures and allow at least seven (7) days notice of the public hearing for comments on such pre-qualification criteria and procedures. At such public hearing, potential vendors may object to such pre-qualification criteria and procedures. Following such public hearing, the Board shall formally adopt pre-qualification criteria and procedures prior to the advertisement of the Request for Qualifications for construction services.
 - (c) The Request for Qualifications shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall allow at least seven (7) days for submittal of qualifications for goods, supplies and materials, Contractual Services, maintenance services, and construction services under two hundred fifty thousand dollars (\$250,000). The notice shall allow at least twenty-one (21) days for submittal of qualifications for construction services estimated to cost over two hundred fifty thousand dollars (\$250,000) and thirty (30) days for construction services estimated to cost over five hundred thousand dollars (\$500,000).
 - (d) The District may maintain lists of persons interested in receiving notices of Requests for Qualifications. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any pre-qualification determination or contract awarded in accordance with these Rules and shall not be a basis for a protest of any pre-qualification determination or contract award.
 - (e) If the District has pre-qualified vendors for a particular category of purchase, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies or

responses in response to the applicable Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

- (f) In order to be eligible to submit qualifications, a firm or individual must, at the time of receipt of the qualifications:
 - (i) Hold ~~the~~all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;
 - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
 - (iv) Meet any special pre-qualification requirements set forth in the Request for Qualifications.

Evidence of compliance with these Rules must be submitted with the qualifications if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the qualifications.

- (g) Qualifications shall be presented to the Board, or a committee appointed by the Board, for evaluation in accordance with the Request for Qualifications and this Rule. Minor variations in the qualifications may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature.
- (h) All vendors determined by the District to meet the pre-qualification requirements shall be pre-qualified. To assure full understanding of the responsiveness to the requirements contained in a Request for Qualifications, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion and revision of qualifications. For construction services, any contractor pre-qualified and considered eligible by the Department of Transportation to bid to perform the type of work the project entails shall be presumed to be qualified to perform the project.
- (i) The Board shall have the right to reject all qualifications if there are not enough to be competitive or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of qualification preparation or submittal from the District.

(j) Notice of intent to pre-qualify, including rejection of some or all qualifications, shall be provided in writing to all vendors by United States Mail, electronic mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's pre-qualification decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11; provided however, protests related to the pre-qualification criteria and procedures for construction services shall be resolved in accordance with section (2)(b) of this Rule and Section 255.20(1)(b) of the Florida Statutes.

(3) Suspension, Revocation, or Denial of Qualification

(a) The District, for good cause, may deny, suspend, or revoke a prequalified vendor's pre-qualified status. A suspension, revocation, or denial for good cause shall prohibit the vendor from bidding on any District construction contract for which qualification is required, shall constitute a determination of non-responsibility to bid on any other District construction or maintenance contract, and shall prohibit the vendor from acting as a material supplier or subcontractor on any District contract or project during the period of suspension, revocation, or denial. Good cause shall include the following:

- i. One of the circumstances specified under Section 337.16(2), Fla. Stat., has occurred.
- ii. Affiliated contractors submitted more than one proposal for the same work. In this event the pre-qualified status of all of the affiliated bidders will be revoked, suspended, or denied. All bids of affiliated bidders will be rejected.
- iii. The vendor made or submitted false, deceptive, or fraudulent statements, certifications, or materials in any claim for payment or any information required by any District contract.
- iv. The vendor or its affiliate defaulted on any contract or a contract surety assumed control of financial responsibility for any contract of the vendor.
- v. The vendor's qualification to bid is suspended, revoked, or denied by any other public or semi-public entity, or the vendor has been the subject of a civil enforcement proceeding or settlement involving a public or semi-public entity.
- vi. The vendor failed to comply with contract or warranty requirements or failed to follow District direction in the performance of a contract.

vii. The vendor failed to timely furnish all contract documents required by the contract specifications, special provisions, or by any state or federal statutes or regulations. If the vendor fails to furnish any of the subject contract documents by the expiration of the period of suspension, revocation, or denial set forth above, the vendor's pre-qualified status shall remain suspended, revoked, or denied until the documents are furnished.

viii. The vendor failed to notify the District within 10 days of the vendor, or any of its affiliates, being declared in default or otherwise not completing work on a contract or being suspended from qualification to bid or denied qualification to bid by any other public or semi-public agency.

ix. The vendor did not pay its subcontractors or suppliers in a timely manner or in compliance with contract documents.

x. The vendor has demonstrated instances of poor or unsatisfactory performance, deficient management resulting in project delay, poor quality workmanship, a history of payment of liquidated damages, untimely completion of projects, uncooperative attitude, contract litigation, inflated claims or defaults.

xi. An affiliate of the vendor has previously been determined by the District to be non-responsible, and the specified period of suspension, revocation, denial, or non-responsibility remains in effect.

xii. The vendor or affiliate(s) has been convicted of a contract crime.

1. The term "contract crime" means any violation of state or federal antitrust laws with respect to a public contract or any violation of any state or federal law involving fraud, bribery, collusion, conspiracy, or material misrepresentation with respect to a public contract.

2. The term "convicted" or "conviction" means a finding of guilt or a conviction of a contract crime, with or without an adjudication of guilt, in any federal or state trial court of record as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

(b) A denial, suspension, or revocation shall prohibit the vendor from being a subcontractor on District work during the period of denial, suspension, or revocation, except when a prime contractor's bid has used prices of a subcontractor who becomes disqualified after the bid, but before the request for authorization to sublet is presented.

- (c) The District shall inform the vendor in writing of its intent to deny, suspend, or revoke its pre-qualified status and inform the vendor of its right to a hearing, the procedure which must be followed, and the applicable time limits. If a hearing is requested within 10 days after the receipt of the notice of intent, the hearing shall be held within 30 days after receipt by the District of the request for the hearing. The decision shall be issued within 15 days after the hearing.
- (d) Such suspension or revocation shall not affect the vendor's obligations under any preexisting contract.
- (e) In the case of contract crimes, the vendor's pre-qualified status under this Rule shall be revoked indefinitely. For all violations of Rule 3.4(3)(a) other than for the vendor's conviction for contract crimes, the revocation, denial, or suspension of a vendor's pre-qualified status under this Rule shall be for a specific period of time based on the seriousness of the deficiency.

Examples of factors affecting the seriousness of a deficiency are:

- i. Impacts on project schedule, cost, or quality of work;
- ii. Unsafe conditions allowed to exist;
- iii. Complaints from the public;
- iv. Delay or interference with the bidding process;
- v. The potential for repetition;
- vi. Integrity of the public contracting process;
- vii. Effect on the health, safety, and welfare of the public.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 190.033, 255.0525, 255.20, Fla. Stat.

Rule 3.5 Construction Contracts, Not Design-Build.

- (1) Scope. All contracts for the construction or improvement of any building, structure, or other public construction works authorized by Chapter 190 of the Florida Statutes, the costs of which are estimated by the District in accordance with generally accepted cost accounting principles to be in excess of the threshold amount for applicability of Section 255.20 of the Florida Statutes, as that amount may be indexed or amended from time to time, shall be let under the terms of these Rules and the procedures of Section 255.20 of the Florida Statutes, as the same may be amended from time to time. A project shall not be divided solely to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of construction services is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation in the District and in the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least twenty-one (21) days for submittal of sealed bids, proposals, replies, or responses, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of bids, proposals, replies, or responses. If the Board has previously pre-qualified contractors pursuant to Rule 3.4 and determined that only the contractors that have been pre-qualified will be permitted to submit bids, proposals, replies, and responses, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation need not be published. Instead, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be sent to the pre-qualified contractors by United States Mail, hand delivery, facsimile, or overnight delivery service.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.

- (d) If the District has pre-qualified providers of construction services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses to Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations.
- (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold ~~the~~all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;
 - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the bidder is a corporation; and
 - (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects ~~such as~~including but not limited to, reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past 5 years may be considered ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response, if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting, and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. Bids, proposals, replies, and responses shall be evaluated in

accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and these Rules. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.

- (g) The lowest Responsive Bid submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No contractor shall be entitled to recover any costs of bid, proposal, response, or reply preparation or submittal from the District.
- (i) The Board may require potential contractors to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses, shall be provided in writing to all contractors by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of construction services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase construction services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may ~~take whatever steps reasonably necessary in order to~~ proceed with the procurement of construction services, in the manner the Board determines is in the best interests of the District, which ~~steps~~ may include but is not limited to a direct purchase of the construction services without further competitive selection processes.
- (3) Sole Source; Government. Construction services that are only available from a single source are exempt from this Rule. Construction services provided by governmental agencies are exempt from this Rule. This Rule shall not apply to the purchase of construction services, which may include goods, supplies, or materials, that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules. A contract for construction services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
- (4) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (5) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board Meeting.
- (6) Exceptions. This Rule is inapplicable when:
- (a) The project is undertaken as repair or maintenance of an existing public facility;
 - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
 - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the ~~contractor~~contract; or
 - (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

Rule 3.6 Construction Contracts, Design-Build.

- (1) Scope. The District may utilize Design-Build Contracts for any public construction project for which the Board determines that use of such contract is in the best interest of the District. When letting a Design-Build Contract, the District shall use the following procedure:
- (2) Procedure.
 - (a) The District shall utilize a Design Criteria Professional meeting the requirements of Section 287.055(2)(k) of the Florida Statutes, when developing a Design Criteria Package, evaluating the proposals and qualifications submitted by Design-Build Firms, and determining compliance of the project construction with the Design Criteria Package. The Design Criteria Professional may be an employee of the District, may be the District Engineer selected by the District pursuant to Section 287.055 of the Florida Statutes, or may be retained pursuant to Rule 3.1. The Design Criteria Professional is not eligible to render services under a Design-Build Contract executed pursuant to the Design Criteria Package.
 - (b) A Design Criteria Package for the construction project shall be prepared and sealed by the Design Criteria Professional. If the project utilizes existing plans, the Design Criteria Professional shall create a Design Criteria Package by supplementing the plans with project specific requirements, if any.
 - (c) The Board may either choose to award the Design-Build Contract pursuant to the competitive proposal selection process set forth in Section 287.055(9) of the Florida Statutes, or pursuant to the qualifications-based selection process pursuant to Rule 3.1.
 - (i) Qualifications-Based Selection. If the process set forth in Rule 3.1 is utilized, subsequent to competitive negotiations, a guaranteed maximum price and guaranteed completion date shall be established.
 - (ii) Competitive Proposal-Based Selection. If the competitive proposal selection process is utilized, the Board, in consultation with the Design Criteria Professional, shall establish the criteria, standards and procedures for the evaluation of Design-Build Proposals based on price, technical, and design aspects of the project, weighted for the project. After a Design Criteria Package and the standards and procedures for evaluation of proposals have been developed,

competitive proposals from qualified firms shall be solicited pursuant to the design criteria by the following procedure:

1. A Request for Proposals shall be advertised at least once in a newspaper of general circulation in the county in which the District is located. The notice shall allow at least twenty-one (21) days for submittal of sealed proposals, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of proposals.
2. The District may maintain lists of persons interested in receiving notices of Requests for Proposals. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
3. In order to be eligible to submit a proposal, a firm must, at the time of receipt of the proposals:
 - a. Hold the required applicable state professional licenses in good standing, as defined by Section 287.055(2)(h) of the Florida Statutes;
 - b. Hold all required applicable federal licenses in good standing, if any;
 - c. Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation;
 - d. Meet any special pre-qualification requirements set forth in the Request for Proposals and Design Criteria Package.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects ~~such as~~ including but not limited to reemployment assistance, safety, tax withholding, worker's compensation,

unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past 5 years may be considered ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the proposal if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the proposal.

4. The proposals, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting, and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. In consultation with the Design Criteria Professional, the Board shall evaluate the proposals received based on evaluation criteria and procedures established prior to the solicitation of proposals, including but not limited to qualifications, availability, and past work of the firms and the partners and members thereof. The Board shall then select no fewer than three (3) Design-Build Firms as the most qualified.
5. The Board shall have the right to reject all proposals if the proposals are too high, or rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of proposal preparation or submittal from the District.
6. If less than three (3) ~~proposals~~Responsive Proposals are received, the District may purchase design-build services or may reject the proposals for lack of competitiveness. If no ~~proposals~~Responsive Proposals are received, the District may ~~take whatever steps reasonably necessary in order to~~ proceed with the procurement of design-build services in the manner the Board determines is in the best interests of the District, which ~~steps~~ may include but is not limited to a direct purchase of the design-build services without further competitive selection processes.
7. Notice of the rankings adopted by the Board, including the rejection of some or all proposals, shall be provided in writing to all consultants by United States Mail, hand

delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's rankings under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

8. The Board shall negotiate a contract with the firm ranking the highest based on the evaluation standards and shall establish a price which the Board determines is fair, competitive and reasonable. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the second most qualified firm, based on the ranking by the evaluation standards. ~~Failing accord~~Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the second most qualified firm, the Board at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must terminate negotiations be terminated. The Board shall then undertake negotiations with the third most qualified firm. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the third most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. Should the Board be unable to negotiate a satisfactory contract with any of the selected firms, the Board shall select additional firms in order of their rankings based on the evaluation standards and continue negotiations until an agreement is reached or the list of firms is exhausted.
9. After the Board contracts with a firm, the firm shall bring to the Board for approval, detailed working drawings of the project.
10. The Design Criteria Professional shall evaluate the compliance of the detailed working drawings and project construction with the Design Criteria Package, and shall provide the Board with a report of the same.

- (3) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (4) Emergency Purchase. The Board may, in case of public emergency, declare an emergency and immediately proceed with negotiations with the best qualified Design-Build Firm available at the time. The fact that an Emergency Purchase has occurred shall be noted in the minutes of the next Board meeting.
- (5) Exceptions. This Rule is inapplicable when:
 - (a) The project is undertaken as repair or maintenance of an existing public facility;
 - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
 - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contractor; or
 - (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

Rule 3.7 Payment and Performance Bonds.

- (1) Scope. This Rule shall apply to contracts for the construction of a public building, for the prosecution and completion of a public work, or for repairs upon a public building or public work, and shall be construed in addition to terms prescribed by any other Rule that may also apply to such contracts.
- (2) Required Bond. Upon entering into a contract for any of the services described in section (1) of this Rule in excess of \$200,000, the Board should require that the contractor, before commencing the work, execute and record a payment and performance bond in an amount equal to the contract price. Notwithstanding the terms of the contract or any other law, the District may not make payment to the contractor until the contractor has provided to the District a certified copy of the recorded bond.
- (3) Discretionary Bond. At the discretion of the Board, upon entering into a contract for any of the services described in section (1) of this Rule for an amount not exceeding \$200,000, the contractor may be exempted from executing a payment and performance bond.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 255.05, Fla. Stat.

Rule 3.8 Goods, Supplies, and Materials.

- (1) Purpose and Scope. All purchases of goods, supplies, or materials exceeding the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, shall be purchased under the terms of this Rule. Contracts for purchases of “goods, supplies, and materials” do not include printing, insurance, advertising, or legal notices. A contract involving goods, supplies, or materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of goods, supplies, or materials is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, or Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
 - (d) If the District has pre-qualified suppliers of goods, supplies, and materials, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses.
 - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold ~~the~~all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;

- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

Any firm or individual whose principal place of business is outside the State of Florida must also submit a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that foreign state to business entities whose principal places of business are in that foreign state, in the letting of any or all public contracts. Failure to submit such a written opinion or submission of a false or misleading written opinion may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and this Rule. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid, after taking into account the preferences provided for in this subsection, submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be accepted. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which does not grant a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the

lowest Responsible and Responsive Bidder whose principal place of business is in the State of Florida shall be awarded a preference of five (5) percent. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which grants a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsible and Responsive Bidder whose principal place of business is in the State of Florida shall be awarded a preference equal to the preference granted by such foreign state.

To assure full understanding of the responsiveness to the solicitation requirements contained in an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.

- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.
- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all vendors by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of goods, supplies, and materials under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
- (k) If less than three (3) ~~bids, proposals, replies~~Responsive Bids, Proposals, Replies, or responsesResponses are received, the District may purchase goods, supplies, or materials, or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may ~~take whatever steps reasonably necessary in order to~~ proceed with the procurement of goods, supplies, and materials, in the manner the Board determines is in the best

interests of the District, which ~~steps~~ may include but is not limited to a direct purchase of the goods, supplies, and materials without further competitive selection processes.

- (3) Goods, Supplies, and Materials included in a Construction Contract Awarded Pursuant to Rule 3.5 or 3.6. There may be occasions where the District has undergone the competitive purchase of construction services which contract may include the provision of goods, supplies, or materials. In that instance, the District may approve a change order to the contract and directly purchase the goods, supplies, and materials. Such purchase of goods, supplies, and materials deducted from a competitively purchased construction contract shall be exempt from this Rule.
- (4) Exemption. Goods, supplies, and materials that are only available from a single source are exempt from this Rule. Goods, supplies, and materials provided by governmental agencies are exempt from this Rule. A contract for goods, supplies, or materials is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process. This Rule shall not apply to the purchase of goods, supplies or materials that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules.
- (5) Renewal. Contracts for the purchase of goods, supplies, and/or materials subject to this Rule may be renewed for ~~a period that may not exceed three (3) years or the term of the original contract, whichever period is longer~~ a maximum period of five (5) years.
- (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 189.053, 190.033, 287.017, 287.084, Fla. Stat.

Rule 3.9 Maintenance Services.

- (1) Scope. All contracts for maintenance of any District facility or project shall be set under the terms of this Rule if the cost exceeds the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR. A contract involving goods, supplies, and materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of maintenance services is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
 - (d) If the District has pre-qualified suppliers of maintenance services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, and responses.
 - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold ~~the~~all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;

- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and these Rules. Minor variations in the bids, proposals, replies, and responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid submitted in response to an Invitation to Bid by a Responsive and Responsible Bidder shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate or Competitive Solicitation the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, or responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No Vendor shall be

entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.

- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
 - (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all vendors by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's procurement of maintenance services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
 - (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase the maintenance services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may ~~take whatever steps reasonably necessary in order to~~ proceed with the procurement of maintenance services, in the manner the Board determines is in the best interests of the District, which ~~steps~~ may include but is not limited to a direct purchase of the maintenance services without further competitive selection processes.
- (3) Exemptions. Maintenance services that are only available from a single source are exempt from this Rule. Maintenance services provided by governmental agencies are exempt from this Rule. A contract for maintenance services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
 - (4) Renewal. Contracts for the purchase of maintenance services subject to this Rule may be renewed for ~~a period that may not exceed three (3) years or the term of the original contract, whichever period is longer.~~ a maximum period of five (5) years.
 - (5) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
 - (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), 190.033, Fla. Stat.

Law Implemented: §§ 119.0701, 190.033, 287.017, Fla. Stat.

Rule 3.10 Contractual Services.

- (1) Exemption from Competitive Purchase. Pursuant to Section 190.033(3) of the Florida Statutes, Contractual Services shall not be subject to competitive purchasing requirements. If an agreement is predominantly for Contractual Services, but also includes maintenance services or the purchase of goods and services, the contract shall not be subject to competitive purchasing requirements. Regardless of whether an advertisement or solicitation for Contractual Services is identified as an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, no rights or remedies under these Rules, including but not limited to protest rights, are conferred on persons, firms, or vendors proposing to provide Contractual Services to the District.
- (2) Contracts; Public Records. In accordance with Florida law, each contract for Contractual Services shall include provisions required by law that require the contractor to comply with public records laws.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 190.011(3), 190.033, Fla. Stat.

~~Rule 3.11 — Protests~~ **With Respect To Proceedings under Rules 3.1, 3.2, 3.3,
3.4, 3.5, 3.6, 3.8, and 3.9.**

with Respect to Proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9.

The resolution of any protests with respect to proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9 shall be in accordance with this Rule.

(1) Filing.

- (a) With respect to a protest regarding qualifications, specifications, documentation, or other requirements contained in a Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation issued by the District, the notice of protest shall be filed in writing within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after the first advertisement of the Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's intended decision. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.
- (b) Except for those situations covered by subsection (1)(a) of this Rule, any firm or person who is affected adversely by a District's ranking or intended award under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, or 3.9 and desires to contest the District's ranking or intended award, shall file with the District a written notice of protest within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after receipt of the notice of the District's ranking or intended award. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's ranking or intended award. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.

- ~~(c)~~ If (c) If the requirement for the posting of a protest bond and the amount of the protest bond, which may be expressed by a percentage of the contract to be awarded or a set amount, is disclosed in the District's competitive solicitation documents for a particular purchase under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, or 3.9, the Board may require

any person who files a notice of protest ~~to~~must post ~~at~~the protest bond ~~in the. The~~ amount ~~equal to 1% of the anticipated contract amount that is the subject of the protest~~ shall be determined by District staff after consultation with the Board and within the limits, if any, imposed by Florida law. In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the protest is unsuccessful, the protest bond shall be applied towards the District's costs, expenses, and attorney's fees associated with hearing and defending the protest. In the event the protest is settled by mutual agreement of the parties, the protest bond shall be distributed as agreed to by the District and protestor.

- (d) The District does not accept documents filed by electronic mail or facsimile transmission. Filings are only accepted during normal business hours.
- (2) Contract Execution. Upon receipt of a notice of protest which has been timely filed, the District shall not execute the contract under protest until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances showing that delay incident to protest proceedings will jeopardize the funding for the project, will materially increase the cost of the project, or will create an immediate and serious danger to the public health, safety, or welfare, the contract may be executed.
- (3) Informal Proceeding. If the Board determines a protest does not involve a disputed issue of material fact, the Board may, but is not obligated to, schedule an informal proceeding to consider the protest. Such informal proceeding shall be at a time and place determined by the Board. Notice of such proceeding shall be sent via facsimile, United States Mail, or hand delivery to the protestor and any substantially affected persons or parties not less than three (3) calendar days prior to such informal proceeding. Within thirty (30) calendar days following the informal proceeding, the Board shall issue a written decision setting forth the factual, legal, and policy grounds for its decision.
- (4) Formal Proceeding. If the Board determines a protest involves disputed issues of material fact or if the Board elects not to use the informal proceeding process provided for in section (3) of this Rule, the District shall schedule a formal hearing to resolve the protest. The Chairperson shall designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer to conduct the hearing. The hearing officer may:
 - (a) Administer oaths and affirmations;
 - (b) Rule upon offers of proof and receive relevant evidence;
 - (c) Regulate the course of the hearing, including any pre-hearing matters;

(d) Enter orders; and

(e) Make or receive offers of settlement, stipulation, and adjustment.

The hearing officer shall, within thirty (30) days after the hearing or receipt of the hearing transcript, whichever is later, file a recommended order which shall include a caption, time and place of hearing, appearances entered at the hearing, statement of the issues, findings of fact and conclusions of law, separately stated, and a recommendation for final District action. The District shall allow each party fifteen (15) days in which to submit written exceptions to the recommended order. The District shall issue a final order within sixty (60) days after the filing of the recommended order.

(5) Intervenors. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.

(6) Rejection of all Qualifications, Bids, Proposals, Replies and Responses after Receipt of Notice of Protest. If the Board determines there was a violation of law, defect, or an irregularity in the competitive solicitation process, the Bids, Proposals, Replies, and Responses are too high, or if the Board determines it is otherwise in the District's best interest, the Board may reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew. If the Board decides to reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew, any pending protests shall automatically terminate.

(7) Settlement. Nothing herein shall preclude the settlement of any protest under this Rule at any time.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 190.033, Fla. Stat.

Rule 4.0 Effective Date.

These Rules shall be effective _____, 2018,20, except that no election of officers required by these Rules shall be required until after the next regular election for the Board.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.011(5), 190.011(15), Fla. Stat.

SEVENTH ORDER OF BUSINESS

B.

1.

MEADOW VIEW AT TWIN CREEKS COMMUNITY DEVELOPMENT DISTRICT

2019 Bond Series

REQUISITION SUMMARY
November 21, 2019

2019 SPECIAL ASSESSMENT BONDS REQUISITIONS

| <u>Date of Requisition</u> | <u>Req #</u> | <u>Payee</u> | <u>Reference</u> | <u>Requisition Amount</u> |
|-----------------------------------|---------------------|-------------------------------------|--|----------------------------------|
| 11/21/2019 | 98 | ETM | Beacon Lakes Phase 2 Bidding and CEI Services (WA#11) Invoice 192246 | \$ 1,653.74 |
| 11/21/2019 | 99 | ETM | Beacon Lakes Townhomes Bidding & CEI Services (WA#10) Invoice 192247 | \$ 4,249.85 |
| 11/21/2019 | 100 | ETM | Beacon Lakes Phase 3B (200 Lots Only) WA#15 - Invoice 192251 | \$ 29,835.00 |
| 11/21/2019 | 101 | ETM | Beacon Lake Phase 2B WA#18 - Invoice 192253 | \$ 371.29 |
| 11/21/2019 | 102 | ETM | Beacon Lakes Phase 3A (CEI Services) WA#17 - Invoice 192254 | \$ 2,750.46 |
| 11/21/2019 | 103 | ETM | Beacon Lake Community Park and Graden-Design Phase (WA#20) Invoice 192255 | \$ 2,250.00 |
| 11/21/2019 | 104 | Clary & Associates, Inc. | Beacon Lake Unit 3A - Survey Plat Revisions - Invoice 2019-89-2 | \$ 9,850.00 |
| 11/21/2019 | 105 | ECS | Beacon Lake Phase 2 - Engineering and Reporting Services - Invoice 765262 | \$ 3,805.50 |
| 11/21/2019 | 106 | ECS | Beacon Lake Phase 3A - Engineering and Reporting Services - Invoice 764657 | \$ 973.50 |
| 11/21/2019 | 107 | Gemini Engineering & Sciences, Inc. | Beacon Lake Phase 2 and 3A-LOMR - Invoice 2 | \$ 7,775.00 |
| 11/21/2019 | 108 | Harbinger | Beacon Lake Signage - Invoice 23405-3 | \$ 9,203.00 |
| 11/21/2019 | 109 | Ferguson Water Works | Beacon Lake Phase 2 - Direct Purchase (Oct 2019) | \$ 854.00 |
| 11/21/2019 | 110 | Ferguson Water Works | Beacon Lake Phase 2B - Direct Purchase (Oct 2019) | \$ 53,495.79 |
| 11/21/2019 | 111 | Del Zotto Products of Florida Inc. | Beacon Lake Phase 3A - Direct Purchase (Oct 2019) | \$ 30,050.00 |
| 11/21/2019 | 112 | Ferguson Water Works | Beacon Lake Phase 3A - Direct Purchase (Oct 2019) | \$ 11,801.20 |
| 11/21/2019 | 113 | Xylem Water Solutions | Beacon Lake Phase 3A - Direct Purchase (Oct 2019) | \$ 36,089.00 |
| 11/21/2019 | 114 | Del Zotto Products of Florida Inc. | Beacon Lake Phase 3A Prkwy - Direct Purchase (Oct 2019) | \$ 13,020.00 |
| 11/21/2019 | 115 | Ferguson Water Works | Beacon Lake Phase 3A Prkwy - Direct Purchase (Oct 2019) | \$ 3,652.00 |
| 11/21/2019 | 116 | Hopping Green & Sams | Professional Services related to project construction-Bill number 110545 | \$ 885.00 |
| 11/21/2019 | 117 | Hughes Brothers Construction, Inc. | Contractor Application for Payment #1 - Beacon Lake Phase 2B | \$ 378,705.39 |
| 11/21/2019 | 118 | Hughes Brothers Construction, Inc. | Contractor Application for Payment #1 - Beacon Lake Phase 3A | \$ 130,691.21 |
| 11/21/2019 | 119 | Hughes Brothers Construction, Inc. | Contractor Application for Payment #11 - Beacon Lake Townhomes | \$ 173,714.76 |
| 11/21/2019 | 120 | Hughes Brothers Construction, Inc. | Contractor Application for Payment #11 - Beacon Lake Phase 2 | \$ 570,641.45 |
| | | | Requisitions to be APPROVED - 2019 Special Assessment Bonds | \$1,476,317.14 |

TOTAL REQUISITIONS TO BE APPROVED NOVEMBER 21, 2019 \$1,476,317.14

2.

WORK AUTHORIZATION NO. 20
MEADOW VIEW AT TWIN CREEKS COMMUNITY DEVELOPMENT DISTRICT
BEACON LAKES COMMUNITY PARK AND GARDEN
DESIGN PHASE

SCOPE OF WORK

England-Thims & Miller, Inc., shall provide general engineering consultation services for the Meadow View at Twin Creeks Community Development District (CDD) for Design Services for the Beacon Lake Community Park (5 ac+/-) and the Community Garden (1.9 ac+/-). Services shall include the following as outlined below:

I. TASK ONE – COMMUNITY PARK GRADING DESIGN

ETM shall provide the following services:

- A. Cover sheet for standalone set of plans
- B. Parking lot design
- C. Ball field layout and grading
- D. Coordination with Basham Design
- E. Site Geometry Plan / Paving and Drainage Plan with design
- F. General Notes and Details for standalone set of plans

LUMP SUM FEE \$15,000.00

II. TASK TWO – MASTER DEVELOPMENT PLAN (If required)

A Master Development Plan (MDP) will be prepared from the approved site layout, submitted and processed for the sixth phase of development. This task includes MDP map and text preparation, processing of the MDP application package, and attendance at any public hearings or meetings with staff.

LUMP SUM FEE \$3,500.00

III. TASK THREE – SJRWMD ENVIRONMENTAL RESOURCE PERMIT MODIFICATION (Community Parks shown hereon only)

ETM will prepare and submit a SJRWMD permit modification to show the revised site plan for these community parks and parking area

LUMP SUM FEE \$4,800.00

IV. TASK FOUR – REGULATORY PERMITTING/APPROVALS

Etm shall prepare permit applications and coordinate the review process for to following:

- St. Johns County DRC Submittal and Construction Plan Application

LUMP SUM FEE.....\$3,250.00

V. TASK FIVE – LANDSCAPE AND TREE MITIGATION PLAN

Provide basic SJC ("code scape") landscape plan in accordance with the Twin Creeks PUD and the St. Johns County Land Development Code. This will include tree design and negotiation with St. Johns County to satisfy minimum Code requirements.

LUMP SUM FEE.....\$1,250.00

REIMBURSABLE EXPENSES

Costs such as final printing, telephone, delivery service, mileage and travel shall be invoiced at direct costs plus 15%.

FEE SUMMARY

| TASK DESCRIPTION | FEE |
|--|--------------------|
| Task I – Community Park Grading design (lump sum) | \$15,000.00 |
| Task II – Master Development Plan (if required) (lump sum) | \$3,500.00 |
| Task III – SJRWMD Environmental Resource Permit modification (Community Parks listed here on only) | \$4,800.00 |
| Task IV – SJC Regulatory Permitting (SJC approval) | \$3,250.00 |
| Task V – Landscape and Tree Mitigation Plan (Code scape – SJC Code only) | \$1,250.00 |
| TOTAL FEE SUMMARY | \$27,800.00 |

ITEMS NOT INCLUDED:

- | | |
|---|--|
| 1. Geotechnical Investigations | 31. Pressure testing |
| 2. Soil Boring / Analysis | 32. Permit Compliance |
| 3. Material Testing | 33. NDPES permit compliance. |
| 4. DRI, PUD or Re-Zoning (modifications) | 34. Administrative Hearings |
| 5. Land use planning / Concurrency | 35. Payment & Performance or other bonding |
| 6. Comprehensive plan | 36. Notice to Owners issues |
| 7. Groundwater Modeling / testing | 37. Const. Stakeout / Locates / Verification |
| 8. Groundwater / Dewatering Permitting | 38. Utility Locations / Analysis / Design / Soft digs |
| 9. As-built Surveying | 39. Construction Supervision / Administration |
| 10. Surveying (Topo, Bound., Route, Tree, R/W) | 40. Construction Observation / Admin. (CEI) |
| 11. Environmental Investigation | 41. Life Safety /Code compliance |
| 12. Wetland Flagging / Survey or Permitting | 42. Project Wide code compliance |
| 13. Wetland delineation | 43. Consumptive Use Permitting (CUP) |
| 14. Wetland drawdown analysis | 44. Historical / Archeological Issues |
| 15. Wetland mitigation / Design / Permitting | 45. Endangered species |
| 16. Irrigation or Irrigation supply design | 46. Traffic study |
| 17. Electrical, Phone, Gas, Design / Permitting | 47. Application / Permit Fees |
| 18. Overhead Power line adjustments | 48. Septic Tank / Well Permitting |
| 19. Offsite drainage study | 49. Research / consultation, Title research (easements, dedications, conveyances, etc.) |
| 20. Signage Design / Permitting | 50. Retaining wall or Structural design |
| 21. Unified Sign Plan Design / Compliance | 51. Separate clearing / grading permit |
| 22. Street lighting design | 52. Cost Estimates / Opinion of Probable Cost |
| 23. FEMA Floodplain / Model / Analysis / Permitting | 53. OSHA or other safety issues |
| 24. Hardscape/ Design / Permitting | 54. Bid Specifications / Bid Documents / bidding |
| 25. ADA Compliance | 55. Streetscape Design (specialty paving) |
| 26. Homeowners Association issues | 56. Plat / Easement processing / permitting |
| 27. Covenant & Restrictions Review | 57. Easement Staking |
| 28. Architectural Review Committee Process | 58. Community Development District Issues (CDD) |
| 29. ACOE Permitting | 59. CDD Improvement Plan / CDD Acquisitions |
| 30. Fire Hydrant testing | |

ENGLAND-THIMS & MILLER, INC. HOURLY FEE SCHEDULE 2019

| | |
|--|--------------|
| Principal – CEO / CSO / President | \$265.00/Hr. |
| Principal – Vice President | \$245.00/Hr. |
| Senior Engineer | \$195.00/Hr. |
| Engineer | \$154.00/Hr. |
| Project Manager | \$180.00/Hr. |
| Assistant Project Manager | \$146.00/Hr. |
| Senior Planner | \$180.00/Hr. |
| Planner | \$148.00/Hr. |
| CEI Senior Engineer | \$215.00/Hr. |
| Senior Inspector | \$148.00/Hr. |
| Inspector | \$120.00/Hr. |
| Senior Landscape Architect | \$166.00/Hr. |
| Landscape Architect | \$148.00/Hr. |
| Senior Graphics Technician | \$148.00/Hr. |
| GIS Programmer | \$158.00/Hr. |
| GIS Analyst | \$132.00/Hr. |
| Senior Engineering Designer / Senior LA Designer | \$148.00/Hr. |
| Engineering/Landscape Designer | \$128.00/Hr. |
| CADD/GIS Technician | \$120.00/Hr. |
| Administrative Support | \$82.00/Hr. |
| Accountant | \$100.00/Hr. |

The outlined services shall be performed on a time and material basis at the currently approved rate and expense schedule.

APPROVAL

Submitted by: _____

England-Thims & Miller, Inc.

Date: _____

10-22-2019

Approved by: _____

Meadow View at Twin Creeks Community Development District

Date: _____

10/22/2019

3.

CHANGE ORDER

No. 2B-#1DATE OF ISSUANCE: October 15, 2019EFFECTIVE DATE: October 22, 2019OWNER: Meadow View at Twin Creeks Community Development DistrictCONTRACTOR: Hughes Brothers Construction, Inc.Contract: Beacon Lake Phase 2BProject: Beacon Lake Phase 2BOWNER'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 Hughes Brothers Construction, Inc. correspondence dated 9/30/19**Reason for Change:** See Hughes Brothers Construction, Inc. correspondence dated 9/30/19**Attachments: (List documents supporting change)** See Hughes Brothers Construction, Inc. correspondence dated 9/30/19

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 \$ _____ |
| Net Increase/ Decrease from previous Change Orders No. <u>0</u> to No. <u>0</u> \$ <u>0.00</u> |
| Contract Price prior to this Change Order: \$ <u>0.00</u> |
| Net Increase/ Decrease of this Change Order: \$ <u>1,249,787.25</u> |
| Contract Price with all approved Change Orders: \$ _____ |

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

RECOMMENDED:

APPROVED:

ACCEPTED:

By: _____
ENGINEER (Authorized Signature)By: _____
OWNER (Authorized Signature)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.

Beacon Lake Phase 2B



Hughes Brothers Construction, Inc.

948 Walker Road

Wildwood, FL 34785

Contact: Brent Rossman

Phone: 352-399-6829

Fax: 352-399-6830

Quote To:

BBX

Attn: Aaron Lyman

Job Name:

Beacon Lake Phase 2B

Date of Plans:

4/22/19

Revision Date:

Phone:

Fax:

Date:

9/30/19

| ITEM | DESCRIPTION | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|------|--|-----------|------|------------|--------------------|
| 10 | Mobilization | 1.00 | LS | 18,500.00 | 18,500.00 |
| 30 | Project Management & Project Supervision | 1.00 | LS | 45,050.00 | 45,050.00 |
| 60 | Surveying and Stakeout | 1.00 | LS | 30,076.45 | 30,076.45 |
| 70 | MOBILIZATION TOTAL | | | | \$93,626.45 |
| 90 | Construction Entrance & Maintainance | 1.00 | LS | 3,306.00 | 3,306.00 |
| 100 | MAINTENANCE OF TRAFFIC TOTAL | | | | \$3,306.00 |
| 110 | Prevention, Control, and Abatement of Erosion & Wa | 1.00 | LS | 8,700.00 | 8,700.00 |
| 150 | Floating Turbidity Barrier | 185.00 | LF | 11.50 | 2,127.50 |
| 160 | Filter Barrier | 3,155.00 | LF | 1.90 | 5,994.50 |
| 170 | PREVENTION OF EROSION AND WATER POLLUTION TOTAL | | | | \$16,822.00 |
| 180 | Storm Water Pollution Prevention Plan | 1.00 | LS | 1,856.00 | 1,856.00 |
| 190 | Npdes Monitoring | 1.00 | LS | 6,960.00 | 6,960.00 |
| 200 | STORM WATER POLLUTION PREVENTION PLAN TOTAL | | | | \$8,816.00 |
| 210 | Payment & Performance Bond | 1.00 | EA | 20,450.00 | 20,450.00 |
| 220 | PAYMENT AND PERFORMANCE BONDS TOTAL | | | | \$20,450.00 |
| 290 | Site Cut, Fill, Balance & Stripped Material | 477.00 | CY | 2.80 | 1,335.60 |
| 300 | Fine Grade Lots | 65,235.00 | SY | 0.45 | 29,355.75 |
| 310 | Fine Grade R/W | 10,905.00 | SY | 0.60 | 6,543.00 |
| 320 | Finish Grade Smfs Slopes | 8,405.00 | SY | 0.55 | 4,622.75 |
| 400 | EARTHWORKS TOTAL | | | | \$41,857.10 |
| 410 | Neighborhood Grading Asbuilts | 1.00 | EA | 4,330.65 | 4,330.65 |
| 420 | NEIGHBORHOOD GRADING AS-BUILTS TOTAL | | | | \$4,330.65 |
| 430 | 12" Stabilized Subgrade LBR 40 | 6,860.00 | SY | 9.50 | 65,170.00 |
| 450 | 6" Limerock Base LBR 100 - 98% Max Density Mod Pro | 5,275.00 | SY | 12.60 | 66,465.00 |
| 470 | Asphaltic Concrete Paving (1" 12.5 1st Lift) | 5,275.00 | SY | 7.45 | 39,298.75 |
| 500 | Miami Curb And Gutter | 4,750.00 | LF | 14.79 | 70,252.50 |

| ITEM | DESCRIPTION | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|------|---|----------|------|------------|---------------------|
| 550 | PAVING CURB & GUTTER TOTAL | | | | \$241,186.25 |
| 630 | Speed Limit Sign R2-1 | 2.00 | EA | 290.00 | 580.00 |
| 660 | Reuse Warning Signs (locations to be determined) | 10.00 | EA | 300.00 | 3,000.00 |
| 730 | SIGNAGE AND MARKINGS TOTAL | | | | \$3,580.00 |
| 780 | 15" RCP | 35.00 | LF | 45.55 | 1,594.25 |
| 790 | 18" RCP | 405.00 | LF | 48.80 | 19,764.00 |
| 850 | 18" Mes | 2.00 | EA | 1,500.00 | 3,000.00 |
| 990 | Single Curb Inlet 4' ID - Type A | 1.00 | EA | 4,605.45 | 4,605.45 |
| 1020 | Double Curb Inlet 5' ID - Type B | 5.00 | EA | 6,379.35 | 31,896.75 |
| 1120 | Storm Sewer Testing (Video) | 1.00 | LS | 3,500.00 | 3,500.00 |
| 1130 | STORM DRAINAGE COLLECTION TOTAL | | | | \$64,360.45 |
| 1140 | Type A Underdrain | 5,000.00 | LF | 22.00 | 110,000.00 |
| 1160 | Underdrain Clean-Out | 15.00 | EA | 620.00 | 9,300.00 |
| 1170 | ROADWAY UNDERDRAIN TYPES A & B | | | | \$119,300.00 |
| 1180 | Paving & Drainage Asbuilts | 1.00 | EA | 3,299.55 | 3,299.55 |
| 1190 | PAVING & DRAINAGE AS-BUILTS TOTAL | | | | \$3,299.55 |
| 1195 | Connect to Existing | 2.00 | EA | 605.00 | 1,210.00 |
| 1250 | 8" Pvc (Dr18) | 2,415.00 | LF | 20.50 | 49,507.50 |
| 1340 | 8" Gate Valve | 3.00 | EA | 1,405.00 | 4,215.00 |
| 1590 | Fire Hydrant Assembly | 4.00 | EA | 4,430.55 | 17,722.20 |
| 1600 | Single Water Service | 47.00 | EA | 880.00 | 41,360.00 |
| 1610 | Double Water Service | 16.00 | EA | 1,180.00 | 18,880.00 |
| 1650 | Bacteriological Sample Point | 3.00 | EA | 545.00 | 1,635.00 |
| 1660 | Misc Fittings Potable Water | 1.00 | LS | 13,500.00 | 13,500.00 |
| 1670 | Testing Potable Water | 1.00 | LS | 6,150.00 | 6,150.00 |
| 1680 | Locate Wire Potable Water | 2,415.00 | LF | 0.75 | 1,811.25 |
| 1690 | WATER TRANSMISSION & DISTRIBUTION SYSTEM (SJCUD) T | | | | \$155,990.95 |
| 1700 | 0/6 8" Pvc (Sdr 26) San | 475.00 | LF | 35.70 | 16,957.50 |
| 1710 | 6/8 8" Pvc (Sdr 26) San | 1,155.00 | LF | 37.50 | 43,312.50 |
| 1720 | 8/10 8" Pvc (Sdr 26) San | 340.00 | LF | 40.00 | 13,600.00 |
| 1730 | 10/12 8" Pvc (Sdr 26) San | 280.00 | LF | 43.50 | 12,180.00 |
| 1780 | 0/6 San Mh - Type A | 2.00 | EA | 3,280.00 | 6,560.00 |
| 1790 | 0/6 San Mh - Type A W/ Liner | 1.00 | EA | 7,592.65 | 7,592.65 |
| 1800 | 6/8 San Manhole | 7.00 | EA | 3,790.00 | 26,530.00 |
| 1810 | 6/8 San Mh Type A W/ Liner | 1.00 | EA | 8,543.80 | 8,543.80 |
| 1820 | 8/10 San Mh Type A | 2.00 | EA | 4,615.00 | 9,230.00 |
| 1840 | 10/12 San Mh Type A | 1.00 | EA | 5,280.00 | 5,280.00 |
| 1920 | Single Service San | 77.00 | EA | 1,155.00 | 88,935.00 |
| 1930 | Testing (Video, Lamping) San | 1.00 | LS | 10,150.00 | 10,150.00 |
| 1940 | GRAVITY SANITARY SEWER COLLECTION SYSTEM (SJCUD) T | | | | \$248,871.45 |
| 1945 | Connect to Existing | 2.00 | EA | 605.00 | 1,210.00 |
| 2000 | 8" Pvc (Dr18) | 2,320.00 | LF | 20.70 | 48,024.00 |
| 2080 | 8" Gate Valve | 3.00 | EA | 1,400.00 | 4,200.00 |
| 2370 | Single Reuse Service | 34.00 | EA | 880.00 | 29,920.00 |
| 2380 | Double Reuse Service | 21.00 | EA | 1,170.00 | 24,570.00 |

| ITEM | DESCRIPTION | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|--------------------|--|-----------|------|------------|-----------------------|
| 2400 | Misc. Reuse Fittings | 1.00 | LS | 14,987.00 | 14,987.00 |
| 2410 | Locate Wire - Reuse | 2,320.00 | LF | 1.10 | 2,552.00 |
| 2420 | Testing Reuse Water | 1.00 | LS | 6,087.25 | 6,087.25 |
| 2430 | REUSE DISTRIBUTION SYSTEM (SJCUD) TOTAL | | | | \$131,550.25 |
| 2650 | Water, Sewer & Reuse Asbuilts | 1.00 | EA | 2,707.45 | 2,707.45 |
| 2660 | WATER, SEWER & REUSE AS-BUILTS (SJCUD) TOTAL | | | | \$2,707.45 |
| 2670 | Sod 2' Back Of Curb | 1,055.00 | SY | 2.50 | 2,637.50 |
| 2680 | Sod Smfs Slopes / Top / Backslope | 256.00 | SY | 2.50 | 640.00 |
| 2690 | Sod Slopes steeper than 4:1 | 8,150.00 | SY | 2.50 | 20,375.00 |
| 2700 | Sod (General Areas) | 50.00 | SY | 2.50 | 125.00 |
| 2710 | SODDING TOTAL | | | | \$23,777.50 |
| 2720 | Seed & Mulch Disturbed Areas | 1,146.00 | SY | 0.25 | 286.50 |
| 2730 | Seed & Mulch Lots | 65,235.00 | SY | 0.25 | 16,308.75 |
| 2740 | Seed & Mulch R/W | 10,905.00 | SY | 0.25 | 2,726.25 |
| 2750 | SEEDING AND MULCHING TOTAL | | | | \$19,321.50 |
| 2760 | 2" SCH 40 Pvc materials and installation | 500.00 | LF | 7.20 | 3,600.00 |
| 2770 | 3" SCH 40 Pvc materials and installation | 500.00 | LF | 8.50 | 4,250.00 |
| 2780 | 4" SCH 40 Pvc materials and installation | 500.00 | LF | 9.20 | 4,600.00 |
| 2790 | 6" SCH 40 Pvc materials and installation | 500.00 | LF | 12.50 | 6,250.00 |
| 2800 | 8" SCH 40 Pvc materials and installation | 500.00 | LF | 15.00 | 7,500.00 |
| 2830 | 3" SCH 40 Pvc installation only | 500.00 | LF | 7.00 | 3,500.00 |
| 2840 | 4" SCH 40 Pvc installation only | 500.00 | LF | 7.00 | 3,500.00 |
| 2850 | 6" SCH 40 Pvc installation only | 500.00 | LF | 8.00 | 4,000.00 |
| 2860 | 8" SCH 40 Pvc installation only | 500.00 | LF | 9.00 | 4,500.00 |
| 2870 | 2" SCH 40 Pvc installation only | 500.00 | LF | 6.00 | 3,000.00 |
| 2880 | Sleeving Asbuilts | 1.00 | LS | 1,933.70 | 1,933.70 |
| 2890 | IRRIGATION SLEEVES, CATV CONDUIT & AS-BUILTS TOTA | | | | \$46,633.70 |
| GRAND TOTAL | | | | | \$1,249,787.25 |

NOTES:

Bid Qualifications:

1. This proposal is based on engineered plans provided by ETM dated 4/22/2019.
2. Proposal includes one mobilization. If any additional mobilizations are required outside of Hughes Brothers Construction, Inc. control, additional costs may occur.
3. Permits and Fees are not included.
4. Construction Layout & As-Built's are included.
5. Certified As-Builts included for Hughes Brothers Construction, Inc. scope of work only. Record Drawings by others.
6. Unsuitable, contaminated or hazardous material removal and/or replacement are not included.
7. Proposal is based on all on-site excavating materials being suitable for use in site fills.
8. Proposal for clearing is based on burning on-site.
9. Irrigation and landscaping are excluded.
10. Unit pricing for conduit crossings has been established and actual quantities will be determined based upon field installed quantities.

11. Topo is to be field verified before breaking ground.
12. Density testing is not included.
13. Sidewalk quantity is for common areas only.
14. Vertical conflicts not included.
15. This proposal is good for thirty day's from the date referenced above.
16. This proposal is furnished as a complete scope of work as defined above and shall be contracted to Hughes Brothers Construction, Inc. in its entirety. Individual line items cannot be removed unless approved by Hughes Brothers Construction, Inc. Items not defined in this proposal shall be considered not included.
17. Payment terms shall be as the Contract Agreement, but payment no later than 30 days after Hughes Brothers Construction, Inc. invoice.
18. Hughes Brothers Construction, Inc. is not responsible for the clean up and/or disposal generated by any subcontractor not contracted by Hughes Brothers Construction Inc.
19. Proposal includes fine grading ROW one time only.
20. Hughes Brothers Construction, Inc. warrants all labor performed and material installed at the above mentioned job site, in accordance with the drawings, specifications, alterations and additions thereto, for a period of (1) one year from date of St. Johns County acceptance. This warranty does not include normal wear and tear, and/or product abuse.

4.

CHANGE ORDER

No. 3A P #1DATE OF ISSUANCE: October 15, 2019EFFECTIVE DATE: October 22, 2019OWNER: Meadow View at Twin Creeks Community Development DistrictCONTRACTOR: Hughes Brothers Construction, Inc.Contract: Beacon Lake Phase 3A - ParkwayProject: Beacon Lake Phase 3A - ParkwayOWNER'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 Hughes Brothers Construction, Inc. correspondence dated 9/30/19**Reason for Change:** See Hughes Brothers Construction, Inc. correspondence dated 9/30/19**Attachments: (List documents supporting change)** See Hughes Brothers Construction, Inc. correspondence dated 9/30/19

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 \$ _____ |
| Net Increase/ Decrease from previous Change Orders No. <u>0</u> to No. <u>0</u> \$ <u>0.00</u> |
| Contract Price prior to this Change Order: \$ <u>0.00</u> |
| Net Increase/ Decrease of this Change Order: \$ <u>1,731,441.68</u> |
| Contract Price with all approved Change Orders: \$ _____ |

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

RECOMMENDED:

APPROVED:

ACCEPTED:

By: _____
ENGINEER (Authorized Signature)By: _____
OWNER (Authorized Signature)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.

Beacon Lake Phase 3A Blvd



Hughes Brothers Construction, Inc.

948 Walker Road

Wildwood, FL 34785

Contact: Brent Rossman

Phone: 352-399-6829

Fax: 352-399-6830

Quote To:

BBX

Attn: Aaron Lyman

Job Name:

Beacon Lake Phase 3A Blvd

Date of Plans:

2/15/19

Revision Date:

4/5/19

Phone:

Fax:

Date:

9/30/19

| ITEM | DESCRIPTION | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|------|--|-----------|------|------------|--------------------|
| 10 | Mobilization | 1.00 | LS | 11,690.00 | 11,690.00 |
| 30 | Project Management & Project Supervision | 1.00 | LS | 42,032.00 | 42,032.00 |
| 50 | Surveying and Stakeout | 1.00 | LS | 27,547.00 | 27,547.00 |
| 70 | MOBILIZATION TOTAL | | | | \$81,269.00 |
| 90 | Construction Entrance & Maintainance | 1.00 | LS | 1,091.00 | 1,091.00 |
| 100 | MAINTENANCE OF TRAFFIC TOTAL | | | | \$1,091.00 |
| 110 | Prevention, Control, and Abatement of Erosion & Wa | 1.00 | LS | 2,871.00 | 2,871.00 |
| 160 | Filter Barrier | 3,835.00 | LF | 1.90 | 7,286.50 |
| 170 | PREVENTION OF EROSION AND WATER POLLUTION TOTAL | | | | \$10,157.50 |
| 180 | Storm Water Pollution Prevention Plan | 1.00 | LS | 612.00 | 612.00 |
| 190 | Npdes Monitoring | 1.00 | LS | 2,296.00 | 2,296.00 |
| 200 | STORM WATER POLLUTION PREVENTION PLAN TOTAL | | | | \$2,908.00 |
| 210 | Payment & Performance Bond | 1.00 | EA | 23,585.00 | 23,585.00 |
| 220 | PAYMENT AND PERFORMANCE BONDS TOTAL | | | | \$23,585.00 |
| 310 | Fine Grade R/W | 10,020.00 | SY | 0.60 | 6,012.00 |
| 330 | Fine Grade Dist. Areas | 6,570.00 | SY | 0.45 | 2,956.50 |
| 400 | EARTHWORKS TOTAL | | | | \$8,968.50 |
| 430 | 12" Stabilized Subgrade LBR 40 | 8,715.00 | SY | 9.50 | 82,792.50 |
| 440 | 8" Limerock Base LBR 100 - 98% Max Density Mod Pro | 6,585.00 | SY | 18.35 | 120,834.75 |
| 450 | 6" Limerock Base LBR 100 - 98% Max Density Mod Pro | 120.00 | SY | 12.60 | 1,512.00 |
| 460 | Asphaltic Concrete Paving (1" 12.5 Super Pave 1st | 120.00 | SY | 7.05 | 846.00 |
| 470 | Asphaltic Concrete Paving (1-1/2" 12.5 Super Pave | 6,585.00 | SY | 9.30 | 61,240.50 |
| 480 | Asphaltic Concrete Paving Section - Multi-Path (1- | 3,345.00 | SY | 7.60 | 25,422.00 |
| 490 | 4" Crushed Conc Base LBR 120 100 Max Density Mod P | 3,345.00 | SY | 13.96 | 46,696.20 |
| 500 | Miami Curb And Gutter | 95.00 | LF | 14.79 | 1,405.05 |

| ITEM | DESCRIPTION | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|------|---|-----------|------|------------|---------------------|
| 510 | Standard Curb And Gutter | 4,940.00 | LF | 15.95 | 78,793.00 |
| 550 | PAVING CURB & GUTTER TOTAL | | | | \$419,542.00 |
| 560 | Common Area Sidewalk | 12,270.00 | SY | 39.15 | 480,370.50 |
| 570 | ADA Curb Ramps with Detectable Warnings | 4.00 | EA | 1,220.00 | 4,880.00 |
| 580 | COMMON AREA SIDEWALKS TOTAL | | | | \$485,250.50 |
| 600 | Pedestrian Crossing Ahead Sign W11-2 & W16-9P | 4.00 | EA | 377.00 | 1,508.00 |
| 630 | Speed Limit Sign R2-1 | 2.00 | EA | 290.00 | 580.00 |
| 720 | Special Emphasis Pedestrian Crosswalk (per interse | 1.00 | EA | 675.00 | 675.00 |
| 730 | SIGNAGE AND MARKINGS TOTAL | | | | \$2,763.00 |
| 740 | 12" HP N12 Pipe | 165.00 | LF | 38.25 | 6,311.25 |
| 780 | 15" RCP | 1,085.00 | LF | 45.55 | 49,421.75 |
| 800 | 24" RCP | 270.00 | LF | 61.00 | 16,470.00 |
| 845 | 15" Mes | 2.00 | EA | 642.24 | 1,284.48 |
| 900 | Type E Inlet | 1.00 | EA | 3,900.50 | 3,900.50 |
| 980 | Type J-1 Mh | 2.00 | EA | 3,625.00 | 7,250.00 |
| 990 | Single Curb Inlet 4' ID - Type A | 12.00 | EA | 4,605.45 | 55,265.40 |
| 1110 | Concrete Yard Drain | 3.00 | EA | 1,735.00 | 5,205.00 |
| 1120 | Storm Sewer Testing (Video) | 1.00 | LS | 11,458.00 | 11,458.00 |
| 1130 | STORM DRAINAGE COLLECTION TOTAL | | | | \$156,566.38 |
| 1195 | Connect to Existing | 2.00 | EA | 798.85 | 1,597.70 |
| 1290 | 12" Pvc (Dr18) | 2,600.00 | LF | 35.25 | 91,650.00 |
| 1360 | 12" Gate Valve | 3.00 | EA | 2,485.00 | 7,455.00 |
| 1365 | 12" 22.5 Bend | 2.00 | EA | 577.00 | 1,154.00 |
| 1505 | 12" X 10" Wet Tap | 1.00 | EA | 5,607.80 | 5,607.80 |
| 1590 | Fire Hydrant Assembly | 3.00 | EA | 4,430.55 | 13,291.65 |
| 1620 | Lift Station Water Service | 1.00 | EA | 1,780.00 | 1,780.00 |
| 1650 | Bacteriological Sample Point | 5.00 | EA | 545.00 | 2,725.00 |
| 1660 | Misc Fittings Potable Water | 1.00 | LS | 4,455.00 | 4,455.00 |
| 1670 | Testing Potable Water | 1.00 | LS | 11,108.50 | 11,108.50 |
| 1680 | Locate Wire Potable Water | 2,600.00 | LF | 0.75 | 1,950.00 |
| 1690 | WATER TRANSMISSION & DISTRIBUTION SYSTEM (SJCUD) | | | | \$142,774.65 |
| 2440 | Lift Station SJCUD Standard | 1.00 | LS | 275,799.00 | 275,799.00 |
| 2450 | LIFT STATION (SJCUD) TOTAL | | | | \$275,799.00 |
| 2455 | Connect to Existing | 2.00 | EA | 735.50 | 1,471.00 |
| 2460 | 4" Pvc (Dr18) | 1,595.00 | LF | 10.00 | 15,950.00 |
| 2470 | 6" Pvc (Dr18) | 2,420.00 | LF | 14.90 | 36,058.00 |
| 2480 | 6" Hdpe (Sdr 11) | 440.00 | LF | 27.28 | 12,003.20 |
| 2510 | 4" Gate Valve | 1.00 | EA | 850.00 | 850.00 |
| 2520 | 6" Gate Valve | 3.00 | EA | 990.00 | 2,970.00 |
| 2530 | 6" X 4" Wet Tap | 1.00 | EA | 2,732.60 | 2,732.60 |
| 2550 | 4" 22.5 Bend | 6.00 | EA | 386.35 | 2,318.10 |
| 2570 | 4" 90 Bend | 2.00 | EA | 398.25 | 796.50 |
| 2580 | 6" 22.5 Bend | 2.00 | EA | 482.65 | 965.30 |
| 2590 | 6" 45 Bend | 2.00 | EA | 511.20 | 1,022.40 |
| 2610 | Misc Fittings Force Main | 1.00 | LS | 3,898.20 | 3,898.20 |
| 2620 | Testing Force Main | 1.00 | LS | 6,392.85 | 6,392.85 |

| ITEM | DESCRIPTION | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|--------------------|-----------------------------------|-----------|------|------------|-----------------------|
| 2630 | Locate Wire Force Main | 4,455.00 | LF | 1.30 | 5,791.50 |
| 2640 | FORCE MAIN (SJCUD) TOTAL | | | | \$93,219.65 |
| 2670 | Sod 2' Back Of Curb | 1,120.00 | SY | 2.50 | 2,800.00 |
| 2690 | Sod Slopes steeper than 4:1 | 8,190.00 | SY | 2.50 | 20,475.00 |
| 2700 | Sod (General Areas) | 50.00 | SY | 2.50 | 125.00 |
| 2710 | SODDING TOTAL | | | | \$23,400.00 |
| 2720 | Seed & Mulch Disturbed Areas | 6,570.00 | SY | 0.25 | 1,642.50 |
| 2740 | Seed & Mulch R/W | 10,020.00 | SY | 0.25 | 2,505.00 |
| 2750 | SEEDING AND MULCHING TOTAL | | | | \$4,147.50 |
| GRAND TOTAL | | | | | \$1,731,441.68 |

NOTES:

Bid Qualifications:

1. This proposal is based on engineered plans provided by ETM dated 4/5/2019.
2. Proposal includes one mobilization. If any additional mobilizations are required outside of Hughes Brothers Construction, Inc. control, additional costs may occur.
3. Permits and Fees are not included.
4. Construction Layout & As-Built's are included.
5. Certified As-Built's included for Hughes Brothers Construction, Inc. scope of work only. Record Drawings by others.
6. Unsuitable, contaminated or hazardous material removal and/or replacement are not included.
7. Proposal is based on all on-site excavating materials being suitable for use in site fills.
8. Proposal for clearing is based on burning on-site.
9. Irrigation and landscaping are excluded.
10. Conduit crossings are not included.
11. Topo is to be field verified before breaking ground.
12. Density testing is not included.
13. Sidewalk quantity is for open tract areas only.
14. Vertical conflicts not included.
15. This proposal is good for thirty day's from the date referenced above.
16. This proposal is furnished as a complete scope of work as defined above and shall be contracted to Hughes Brothers Construction, Inc. in its entirety. Individual line items cannot be removed unless approved by Hughes Brothers Construction, Inc. Items not defined in this proposal shall be considered not included.
17. Payment terms shall be as the Contract Agreement, but payment no later than 30 days after Hughes Brothers Construction, Inc. invoice.
18. Hughes Brothers Construction, Inc. is not responsible for the clean up and/or disposal generated by any subcontractor not contracted by Hughes Brothers Construction Inc.
19. Proposal includes fine grading ROW one time only.
20. Hughes Brothers Construction, Inc. warrants all labor performed and material installed at the above mentioned job site, in accordance with the drawings, specifications, alterations and additions there to, for a period of (1) one year from date of St. Johns County acceptance. This warranty does not include normal wear and tear, and/or product abuse.

5.

CHANGE ORDER

No. 3A-#1DATE OF ISSUANCE: October 15, 2019EFFECTIVE DATE: October 22, 2019OWNER: Meadow View at Twin Creeks Community Development DistrictCONTRACTOR: Hughes Brothers Construction, Inc.Contract: Beacon Lake Phase 3A - SubdivisionProject: Beacon Lake Phase 3A - SubdivisionOWNER'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 Hughes Brothers Construction, Inc. correspondence dated 9/30/19**Reason for Change:** See Hughes Brothers Construction, Inc. correspondence dated 9/30/19**Attachments: (List documents supporting change)** See Hughes Brothers Construction, Inc. correspondence dated 9/30/19

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 \$ _____ |
| Net Increase/ Decrease from previous Change Orders No. <u>0</u> to No. <u>0</u> \$ <u>0.00</u> |
| Contract Price prior to this Change Order: \$ <u>0.00</u> |
| Net Increase/ Decrease of this Change Order: \$ <u>3,615,729.07</u> |
| Contract Price with all approved Change Orders: \$ _____ |

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

RECOMMENDED:

APPROVED:

ACCEPTED:

By: _____
ENGINEER (Authorized Signature)By: _____
OWNER (Authorized Signature)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.

KEEP TRACK OF CO \$ ONLY

Beacon Lake Phase 3A



Hughes Brothers Construction, Inc.

948 Walker Road

Wildwood, FL 34785

Contact: Brent Rossman

Phone: 352-399-6829

Fax: 352-399-6830

Quote To:

BBX

Attn: Aaron Lyman

Job Name:

Beacon Lake Phase 3A

Date of Plans:

2/15/19

Revision Date:

4/5/19

Phone:

Fax:

Date:

9/30/19

| ITEM | DESCRIPTION | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|------|--|------------|------|------------|---------------------|
| 10 | Mobilization | 1.00 | LS | 23,350.00 | 23,350.00 |
| 30 | Project Management & Project Supervision | 1.00 | LS | 85,336.00 | 85,336.00 |
| 60 | Surveying and Stakeout | 1.00 | LS | 55,914.05 | 55,914.05 |
| 70 | MOBILIZATION TOTAL | | | | \$164,600.05 |
| 90 | Construction Entrance & Maintainance | 1.00 | LS | 2,215.00 | 2,215.00 |
| 100 | MAINTENANCE OF TRAFFIC TOTAL | | | | \$2,215.00 |
| 110 | Prevention, Control, and Abatement of Erosion & Wa | 1.00 | LS | 5,829.00 | 5,829.00 |
| 160 | Filter Barrier | 12,985.00 | LF | 1.90 | 24,671.50 |
| 170 | PREVENTION OF EROSION AND WATER POLLUTION TOTAL | | | | \$30,500.50 |
| 180 | Storm Water Pollution Prevention Plan | 1.00 | LS | 1,244.00 | 1,244.00 |
| 190 | Npdes Monitoring | 1.00 | LS | 4,664.00 | 4,664.00 |
| 200 | STORM WATER POLLUTION PREVENTION PLAN TOTAL | | | | \$5,908.00 |
| 210 | Payment & Performance Bond | 1.00 | EA | 46,020.00 | 46,020.00 |
| 220 | PAYMENT AND PERFORMANCE BONDS TOTAL | | | | \$46,020.00 |
| 300 | Fine Grade Lots | 157,980.00 | SY | 0.45 | 71,091.00 |
| 310 | Fine Grade R/W | 24,540.00 | SY | 0.60 | 14,724.00 |
| 330 | Fine Grade Dist. Areas | 32,580.00 | SY | 0.45 | 14,661.00 |
| 400 | EARTHWORKS TOTAL | | | | \$100,476.00 |
| 410 | Neighborhood Grading Asbuilts | 1.00 | EA | 6,934.25 | 6,934.25 |
| 420 | NEIGHBORHOOD GRADING AS-BUILTS TOTAL | | | | \$6,934.25 |
| 430 | 12" Stabilized Subgrade LBR 40 | 21,095.00 | SY | 9.50 | 200,402.50 |
| 450 | 6" Limerock Base LBR 100 - 98% Max Density Mod Pro | 16,225.00 | SY | 12.60 | 204,435.00 |
| 460 | Asphaltic Concrete Paving (1" 12.5 Super Pave 1st | 16,225.00 | SY | 7.05 | 114,386.25 |
| 500 | Miami Curb And Gutter | 11,985.00 | LF | 14.79 | 177,258.15 |
| 510 | Standard Curb And Gutter | 350.00 | LF | 15.95 | 5,582.50 |
| 550 | PAVING CURB & GUTTER TOTAL | | | | \$702,064.40 |

| ITEM | DESCRIPTION | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|------|--|----------|------|------------|---------------------|
| 560 | Common Area Sidewalk | 8,710.00 | SY | 39.15 | 340,996.50 |
| 570 | ADA Curb Ramps with Detectable Warnings | 8.00 | EA | 1,220.00 | 9,760.00 |
| 580 | COMMON AREA SIDEWALKS TOTAL | | | | \$350,756.50 |
| 600 | Pedestrian Crossing Ahead Sign W11-2 & W16-9P | 4.00 | EA | 377.00 | 1,508.00 |
| 620 | Stop / Street Name Combo Sign | 5.00 | EA | 800.40 | 4,002.00 |
| 630 | Speed Limit Sign R2-1 | 2.00 | EA | 290.00 | 580.00 |
| 660 | Reuse Warning Signs (locations to be determined) | 10.00 | EA | 300.00 | 3,000.00 |
| 670 | 24" White Stop Bar | 6.00 | EA | 675.00 | 4,050.00 |
| 720 | Special Emphasis Pedestrian Crosswalk (per interse | 6.00 | EA | 675.00 | 4,050.00 |
| 730 | SIGNAGE AND MARKINGS TOTAL | | | | \$17,190.00 |
| 735 | 10" N12 Pipe | 660.00 | LF | 31.15 | 20,559.00 |
| 740 | 12" HP N12 Pipe | 520.00 | LF | 38.25 | 19,890.00 |
| 750 | 18" HP N12 Pipe | 300.00 | LF | 40.80 | 12,240.00 |
| 760 | 24" HP N12 Pipe | 245.00 | LF | 52.80 | 12,936.00 |
| 770 | 36" HP N12 Pipe | 355.00 | LF | 79.35 | 28,169.25 |
| 780 | 15" RCP | 535.00 | LF | 45.55 | 24,369.25 |
| 790 | 18" RCP | 1,195.00 | LF | 48.80 | 58,316.00 |
| 800 | 24" RCP | 595.00 | LF | 61.00 | 36,295.00 |
| 810 | 30" RCP | 40.00 | LF | 76.00 | 3,040.00 |
| 845 | 15" Mes | 1.00 | EA | 642.24 | 642.24 |
| 850 | 18" Mes | 6.00 | EA | 1,500.00 | 9,000.00 |
| 860 | 24" Mes | 2.00 | EA | 1,725.00 | 3,450.00 |
| 870 | 36" Mes | 1.00 | EA | 2,495.00 | 2,495.00 |
| 900 | Type E Inlet | 4.00 | EA | 3,900.50 | 15,602.00 |
| 980 | Type J-1 Mh | 4.00 | EA | 3,625.00 | 14,500.00 |
| 990 | Single Curb Inlet 4' ID - Type A | 15.00 | EA | 4,605.45 | 69,081.75 |
| 1020 | Double Curb Inlet 5' ID - Type B | 6.00 | EA | 6,879.35 | 41,276.10 |
| 1110 | Concrete Yard Drain | 22.00 | EA | 1,735.00 | 38,170.00 |
| 1120 | Storm Sewer Testing (Video) | 1.00 | LS | 23,263.00 | 23,263.00 |
| 1130 | STORM DRAINAGE COLLECTION TOTAL | | | | \$433,294.59 |
| 1140 | Type A Underdrain | 7,000.00 | LF | 22.00 | 154,000.00 |
| 1150 | Type B Underdrain | 1,000.00 | LF | 38.50 | 38,500.00 |
| 1160 | Underdrain Clean-Out | 20.00 | EA | 620.00 | 12,400.00 |
| 1170 | ROADWAY UNDERDRAIN TYPES A & B | | | | \$204,900.00 |
| 1180 | Paving & Drainage Asbuilts | 1.00 | EA | 13,224.00 | 13,224.00 |
| 1190 | PAVING & DRAINAGE AS-BUILTS TOTAL | | | | \$13,224.00 |
| 1200 | 2" Hpde Cts (Sdr 9) | 945.00 | LF | 9.78 | 9,242.10 |
| 1210 | 4" Pvc (Dr18) | 1,290.00 | LF | 11.00 | 14,190.00 |
| 1220 | 4" Hdpe (Sdr 11) | 200.00 | LF | 19.40 | 3,880.00 |
| 1250 | 8" Pvc (Dr18) | 1,610.00 | LF | 20.50 | 33,005.00 |
| 1270 | 10" Pvc (Dr18) | 2,230.00 | LF | 28.75 | 64,112.50 |
| 1300 | 12" Hdpe (Sdr 11) | 320.00 | LF | 73.15 | 23,408.00 |
| 1320 | 4" Gate Valve | 2.00 | EA | 850.00 | 1,700.00 |
| 1340 | 8" Gate Valve | 3.00 | EA | 1,405.00 | 4,215.00 |
| 1350 | 10" Gate Valve | 4.00 | EA | 2,070.00 | 8,280.00 |
| 1365 | 10" X 8" Cross | 2.00 | EA | 675.00 | 1,350.00 |

| ITEM | DESCRIPTION | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|------|---|----------|------|------------|---------------------|
| 1390 | 4" 11.25 Bend | 2.00 | EA | 250.00 | 500.00 |
| 1400 | 4" 22.5 Bend | 1.00 | EA | 255.00 | 255.00 |
| 1410 | 4" 45 Bend | 1.00 | EA | 255.00 | 255.00 |
| 1430 | 8" 11.25 Bend | 18.00 | EA | 358.85 | 6,459.30 |
| 1450 | 8" 45 Bend | 6.00 | EA | 370.25 | 2,221.50 |
| 1460 | 10" 11.25 Bend | 20.00 | EA | 515.00 | 10,300.00 |
| 1480 | 10" 45 Bend | 4.00 | EA | 515.00 | 2,060.00 |
| 1510 | 4" Cap Tapped 2" | 5.00 | EA | 353.85 | 1,769.25 |
| 1540 | 8" x 4" Reducer | 4.00 | EA | 310.00 | 1,240.00 |
| 1550 | 10" x 8" Reducer | 2.00 | EA | 425.00 | 850.00 |
| 1590 | Fire Hydrant Assembly | 9.00 | EA | 4,430.55 | 39,874.95 |
| 1600 | Single Water Service | 67.00 | EA | 880.00 | 58,960.00 |
| 1610 | Double Water Service | 35.00 | EA | 1,180.00 | 41,300.00 |
| 1640 | 2" Flushing Hydrant Assy. | 5.00 | EA | 1,770.00 | 8,850.00 |
| 1650 | Bacteriological Sample Point | 12.00 | EA | 545.00 | 6,540.00 |
| 1660 | Misc Fittings Potable Water | 1.00 | LS | 9,045.00 | 9,045.00 |
| 1670 | Testing Potable Water | 1.00 | LS | 22,560.00 | 22,560.00 |
| 1680 | Locate Wire Potable Water | 6,695.00 | LF | 0.75 | 5,021.25 |
| 1690 | WATER TRANSMISSION & DISTRIBUTION SYSTEM (SJCUD) T | | | | \$381,443.85 |
| 1700 | 0/6 8" Pvc (Sdr 26) San | 2,170.00 | LF | 35.70 | 77,469.00 |
| 1710 | 6/8 8" Pvc (Sdr 26) San | 1,140.00 | LF | 37.50 | 42,750.00 |
| 1720 | 8/10 8" Pvc (Sdr 26) San | 710.00 | LF | 40.00 | 28,400.00 |
| 1730 | 10/12 8" Pvc (Sdr 26) San | 810.00 | LF | 43.50 | 35,235.00 |
| 1750 | 10/12 10" Pvc (Sdr 26) San | 235.00 | LF | 47.00 | 11,045.00 |
| 1760 | 12/14 10" Pvc (Sdr 26) San | 460.00 | LF | 52.00 | 23,920.00 |
| 1770 | 14/16 10" Pvc (Sdr 26) San | 125.00 | LF | 61.00 | 7,625.00 |
| 1780 | 0/6 San Mh - Type A | 10.00 | EA | 3,280.00 | 32,800.00 |
| 1790 | 0/6 San Mh - Type A W/ Liner | 5.00 | EA | 7,592.65 | 37,963.25 |
| 1800 | 6/8 San Manhole | 7.00 | EA | 3,790.00 | 26,530.00 |
| 1820 | 8/10 San Mh Type A | 3.00 | EA | 4,615.00 | 13,845.00 |
| 1830 | 8/10 San Mh Type B W/ Liner | 1.00 | EA | 12,589.75 | 12,589.75 |
| 1840 | 10/12 San Mh Type A | 4.00 | EA | 5,280.00 | 21,120.00 |
| 1850 | 10/12 San Mh Type B W/ Liner | 1.00 | EA | 13,662.00 | 13,662.00 |
| 1870 | 12/14 San Mh Type A | 3.00 | EA | 6,315.00 | 18,945.00 |
| 1880 | 12/14 San Mh Type B W/ Liner | 1.00 | EA | 14,845.50 | 14,845.50 |
| 1900 | 14/16 San Mh Type A | 1.00 | EA | 7,690.00 | 7,690.00 |
| 1910 | 14/16 Sewer Mh Type B W/ Liner (Drop Mh Type B) | 1.00 | EA | 16,889.65 | 16,889.65 |
| 1920 | Single Service San | 135.00 | EA | 1,155.00 | 155,925.00 |
| 1930 | Testing (Video, Lamping) San | 1.00 | LS | 20,820.00 | 20,820.00 |
| 1940 | GRAVITY SANITARY SEWER COLLECTION SYSTEM (SJCUD) T | | | | \$620,069.15 |
| 1945 | Connect to Existing | 2.00 | EA | 798.85 | 1,597.70 |
| 1960 | 4" Pvc (Dr18) | 2,030.00 | LF | 10.40 | 21,112.00 |
| 1970 | 4" Hdpe (Sdr 11) | 850.00 | LF | 19.30 | 16,405.00 |
| 1980 | 6" Pvc (Dr18) | 1,060.00 | LF | 15.00 | 15,900.00 |

| ITEM | DESCRIPTION | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|------|---|------------|------|------------|---------------------|
| 1990 | 6" Hdpe (Sdr 11) | 65.00 | LF | 32.50 | 2,112.50 |
| 2000 | 8" Pvc (Dr18) | 2,000.00 | LF | 20.70 | 41,400.00 |
| 2010 | 8" Hdpe (Sdr 11) | 50.00 | LF | 41.70 | 2,085.00 |
| 2020 | 10" Pvc (Dr18) | 195.00 | LF | 31.60 | 6,162.00 |
| 2030 | 10" Hdpe (Sdr 11) | 280.00 | LF | 58.00 | 16,240.00 |
| 2040 | 12" Pvc (Dr18) | 2,395.00 | LF | 35.00 | 83,825.00 |
| 2060 | 4" Gate Valve | 6.00 | EA | 850.00 | 5,100.00 |
| 2070 | 6" Gate Valve | 1.00 | EA | 990.00 | 990.00 |
| 2080 | 8" Gate Valve | 4.00 | EA | 1,400.00 | 5,600.00 |
| 2090 | 12" Gate Valve | 3.00 | EA | 2,530.00 | 7,590.00 |
| 2120 | 6" Tee | 1.00 | EA | 385.00 | 385.00 |
| 2140 | 8" x 4" Tee | 2.00 | EA | 446.00 | 892.00 |
| 2170 | 4" 11.25 Bend | 8.00 | EA | 252.00 | 2,016.00 |
| 2190 | 4" 45 Bend | 4.00 | EA | 256.00 | 1,024.00 |
| 2200 | 6" 11.25 Bend | 5.00 | EA | 286.00 | 1,430.00 |
| 2230 | 8" 11.25 Bend | 20.00 | EA | 355.00 | 7,100.00 |
| 2250 | 8" 45 Bend | 2.00 | EA | 371.00 | 742.00 |
| 2280 | 12" 11.25 Bend | 4.00 | EA | 560.00 | 2,240.00 |
| 2295 | 12" X 10" Wet Tap | 1.00 | EA | 5,608.00 | 5,608.00 |
| 2300 | 4" Cap Tapped 2" | 5.00 | EA | 355.00 | 1,775.00 |
| 2310 | 6" x 4" Reducer | 3.00 | EA | 265.00 | 795.00 |
| 2320 | 8" x 6" Reducer | 2.00 | EA | 315.00 | 630.00 |
| 2340 | 10" x 8" Reducer | 2.00 | EA | 423.00 | 846.00 |
| 2370 | Single Reuse Service | 7.00 | EA | 880.00 | 6,160.00 |
| 2380 | Double Reuse Service | 66.00 | EA | 1,170.00 | 77,220.00 |
| 2385 | 2" Service | 2.00 | EA | 1,218.35 | 2,436.70 |
| 2390 | 2" Flushing Hydrant Assy. | 5.00 | EA | 1,500.00 | 7,500.00 |
| 2400 | Misc. Reuse Fittings | 1.00 | LS | 5,554.90 | 5,554.90 |
| 2410 | Locate Wire - Reuse | 8,925.00 | LF | 1.10 | 9,817.50 |
| 2420 | Testing Reuse Water | 1.00 | LS | 11,546.48 | 11,546.48 |
| 2430 | REUSE DISTRIBUTION SYSTEM (SJCUD) TOTAL | | | | \$371,837.78 |
| 2650 | Water, Sewer & Reuse Asbuilts | 1.00 | EA | 10,150.00 | 10,150.00 |
| 2660 | WATER, SEWER & REUSE AS-BUILTS (SJCUD) TOTAL | | | | \$10,150.00 |
| 2670 | Sod 2' Back Of Curb | 2,740.00 | SY | 2.50 | 6,850.00 |
| 2700 | Sod (General Areas) | 100.00 | SY | 2.50 | 250.00 |
| 2710 | SODDING TOTAL | | | | \$7,100.00 |
| 2720 | Seed & Mulch Disturbed Areas | 32,580.00 | SY | 0.25 | 8,145.00 |
| 2730 | Seed & Mulch Lots | 157,980.00 | SY | 0.25 | 39,495.00 |
| 2740 | Seed & Mulch R/W | 24,540.00 | SY | 0.25 | 6,135.00 |
| 2750 | SEEDING AND MULCHING TOTAL | | | | \$53,775.00 |
| 2760 | 2" SCH 40 Pvc materials and installation | 1,000.00 | LF | 7.20 | 7,200.00 |
| 2770 | 3" SCH 40 Pvc materials and installation | 1,000.00 | LF | 8.50 | 8,500.00 |
| 2780 | 4" SCH 40 Pvc materials and installation | 1,000.00 | LF | 9.20 | 9,200.00 |
| 2790 | 6" SCH 40 Pvc materials and installation | 1,000.00 | LF | 12.50 | 12,500.00 |
| 2800 | 8" SCH 40 Pvc materials and installation | 1,000.00 | LF | 15.00 | 15,000.00 |

| ITEM | DESCRIPTION | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|--------------------|--|----------|------|------------|-----------------------|
| 2830 | 3" SCH 40 Pvc installation only | 1,000.00 | LF | 7.00 | 7,000.00 |
| 2840 | 4" SCH 40 Pvc installation only | 1,000.00 | LF | 7.00 | 7,000.00 |
| 2850 | 6" SCH 40 Pvc installation only | 1,000.00 | LF | 8.00 | 8,000.00 |
| 2860 | 8" SCH 40 Pvc installation only | 1,000.00 | LF | 9.00 | 9,000.00 |
| 2870 | 2" SCH 40 Pvc installation only | 1,000.00 | LF | 6.00 | 6,000.00 |
| 2880 | Sleeving Asbuilts | 1.00 | LS | 3,870.00 | 3,870.00 |
| 2890 | IRRIGATION SLEEVES, CATV CONDUIT & AS-BUILTS TOTA | | | | \$93,270.00 |
| GRAND TOTAL | | | | | \$3,615,729.07 |

NOTES:

Bid Qualifications:

1. This proposal is based on engineered plans provided by ETM dated 4/5/2019.
2. Proposal includes one mobilization. If any additional mobilizations are required outside of Hughes Brothers Construction, Inc. control, additional costs may occur.
3. Permits and Fees are not included.
4. Construction Layout & As-Built's are included.
5. Certified As-Builts included for Hughes Brothers Construction, Inc. scope of work only. Record Drawings by others.
6. Unsuitable, contaminated or hazardous material removal and/or replacement are not included.
7. Proposal is based on all on-site excavating materials being suitable for use in site fills.
8. Proposal for clearing is based on burning on-site.
9. Irrigation and landscaping are excluded.
10. Unit pricing for conduit crossings has been established and actual quantities will be determined based upon field installed quantities.
11. Topo is to be field verified before breaking ground.
12. Density testing is not included.
13. Sidewalk quantity is for common areas only.
14. Vertical conflicts not included.
15. This proposal is good for thirty day's from the date referenced above.
16. This proposal is furnished as a complete scope of work as defined above and shall be contracted to Hughes Brothers Construction, Inc. in its entirety. Individual line items cannot be removed unless approved by Hughes Brothers Construction, Inc. Items not defined in this proposal shall be considered not included.
17. Payment terms shall be as the Contract Agreement, but payment no later than 30 days after Hughes Brothers Construction, Inc. invoice.
18. Hughes Brothers Construction, Inc. is not responsible for the clean up and/or disposal generated by any subcontractor not contracted by Hughes Brothers Construction Inc.
19. Proposal includes fine grading ROW one time only.
20. Hughes Brothers Construction, Inc. warrants all labor performed and material installed at the above mentioned job site, in accordance with the drawings, specifications, alterations and additions there to, for a period of (1) one year from date of St. Johns County acceptance. This warranty does not include normal wear and tear, and/or product abuse.

D.

Meadow View at Twin Creeks Community Development District
9655 Florida Mining Blvd., Bldg. 300, Suite 305, Jacksonville, Florida 32257

Memorandum

Date: November 21, 2019
To: Meadow View at Twin Creeks Board of Supervisors
Jim Oliver, Richard Whetsel
From: Brian Stephens, Field Operations Manager
Richard McGeveran Facility Manager
Re: Meadow View at Twin Creeks CDD
Monthly Operations Report

The following is a summary of activities related to the Operations of the Meadow View at Twin Creeks Community Development District.

Landscape/Irrigation:

- All of the turf has been fertilized.
- Multiple irrigation leaks have been repaired.
- The lake bank erosion repairs have been sodded.
- The low area in the Amenity Field have been topdressed and rolled.
- The Bermuda Turf has been overseeded.

Amenities:

- RMS continues Pool and Janitorial Service three (3) days a week.
- All of the netting under the spray feature has been secured.
- RMS continues to pressure wash the pool furniture and facility weekly.
- Fitness Center and pool towels are available to residents during office hours.
- We continue with a laundry service for the used pool and fitness center towels.
- Weekly emails continue go out to residents to remind them of upcoming events, helpful reminders, etc.
- The Labor Day Bash was well attended and a success.
- The Wellness Seminar was a success and will continue monthly.
- Bingo Night continued this month with 75+ participants and 5 games.
- The Halloween Party was a success and had over 100 families dressed up in attendance. We had a DJ and a pumpkin decorating stand. The Scarecrow “Mr. Boogey” that we made was a hit and residents took pictures with him.

- Halloween decorations and fall decorations were removed for the Tours and Tapas Event.
- Yoga with Peyton continues for the Residents.
- Marytime Music for the toddler age group started this month and was a success.
- A new Beacon Lake Flag was purchased and installed on the Lake House Flag Pole along with new nautical signal flags.
- The Crew House sign has been repaired and reinstalled.

Upcoming Events:

- Food Truck Friday's have been planned through December.
- Live Music will begin to take place after many residents suggested us having bands come to play. We are working with a talent booking agency to secure quality acts for the residents.
- Family Bingo Night will be held on December 6th from 6:30 – 8:30 pm.
- Beacon Winter Cocktail Social – Live Music Food and Cocktails
- Trivia Night will be held on the 1st Tuesday of every month.
- Demo Kitchen Update: Working with Chef's from Poutine on the Ritz to incorporate a food Demo and a Resident Dinner in 2019. We will plan another Demo for spring 2020 and a Cooking Class and another formal dinner in 2020.
- Santa Comes to Beacon – Date TBA
- Fall Festival Benefiting Feeding NE Florida is the 23rd from 12-4pm. There will be Hayrides, Music, Food, Vendors, and Bouncers for all that attend.

Community:

- The entrance banners are being installed on Thursday's and removed on Monday's.
- The front entry feature has been pressure washed.
- The District Streets are being policed weekly for debris.
- All of the District Lakes are being policed monthly for debris.

Should you have any questions or comments regarding the above information, please feel free to contact Brian Stephens at (904) 627-9271 or Rich Whetsel at (904)759-8923.

EIGHTH ORDER OF BUSINESS

A.

Meadow View at Twin Creeks
Community Development District

Unaudited Financial Statements

as of

October 31, 2019

Meadow View at Twin Creeks

Community Development District

Combined Balance Sheet

October 31, 2019

| | <u>General</u> | <u>Debt Service</u> | <u>Capital Project</u> | <u>Totals</u> |
|--|------------------|---------------------|----------------------------|--------------------|
| <u>Assets:</u> | | | | |
| Cash | \$40,897 | --- | --- | \$40,897 |
| Investments: | | | | |
| Custody - US Bank | \$16,330 | --- | --- | \$16,330 |
| <u>Series 2016 A1</u> | | | | |
| Reserve | --- | \$133,654 | --- | \$133,654 |
| Interest | --- | \$0 | --- | \$0 |
| Revenue | --- | \$173,104 | --- | \$173,104 |
| <u>Series 2016 A2</u> | | | | |
| Revenue | --- | \$28,962 | --- | \$28,962 |
| Prepayment | --- | \$204 | --- | \$204 |
| Construction | --- | --- | \$356 | \$356 |
| <u>Series 2016 B</u> | | | | |
| Reserve | --- | \$282,150 | --- | \$282,150 |
| Interest | --- | \$137,495 | --- | \$137,495 |
| Revenue | --- | \$3 | --- | \$3 |
| Prepayment | --- | \$1,248 | --- | \$1,248 |
| Construction | --- | --- | \$1,160 | \$1,160 |
| <u>Series 2018 A1</u> | | | | |
| Reserve | --- | \$184,201 | --- | \$184,201 |
| Interest | --- | \$241,425 | --- | \$241,425 |
| Revenue | --- | \$865 | --- | \$865 |
| Construction | --- | --- | \$299 | \$299 |
| <u>Series 2018 A2</u> | | | | |
| Reserve | --- | \$156,288 | --- | \$156,288 |
| Interest | --- | \$210,980 | --- | \$210,980 |
| Revenue | --- | \$756 | --- | \$756 |
| <u>Series 2019 A1</u> | | | | |
| Reserve | --- | \$77,329 | --- | \$77,329 |
| Interest | --- | \$103,490 | --- | \$103,490 |
| Revenue | --- | \$182 | --- | \$182 |
| Construction | --- | --- | \$552,583 | \$552,583 |
| <u>Series 2019 A2</u> | | | | |
| Reserve | --- | \$94,689 | --- | \$94,689 |
| Interest | --- | \$129,050 | --- | \$129,050 |
| Revenue | --- | \$227 | --- | \$227 |
| Due From Developer | \$59,051 | --- | --- | \$59,051 |
| Electric Deposits | \$3,385 | --- | --- | \$3,385 |
| Total Assets | <u>\$119,663</u> | <u>\$1,956,303</u> | <u>\$554,398</u> | <u>\$2,630,363</u> |
| <u>Liabilities:</u> | | | | |
| Accounts Payable | \$33,406 | --- | --- | \$33,406 |
| Retainage Payable | --- | --- | \$699,270 | \$699,270 |
| Contract Payable | --- | --- | --- | \$0 |
| <u>Fund Balances:</u> | | | | |
| Nonspendable | \$3,385 | \$0 | \$0 | \$3,385 |
| Restricted for Capital Projects | --- | --- | (\$144,872) | (\$144,872) |
| Restricted for Debt Service | --- | \$1,956,303 | --- | \$1,956,303 |
| Unassigned | \$82,872 | --- | --- | \$82,872 |
| Total Liabilities & Fund Equity | <u>\$119,663</u> | <u>\$1,956,303</u> | <u>\$554,398</u> | <u>\$2,630,363</u> |

Meadow View at Twin Creeks
Community Development District
GENERAL FUND

Statement of Revenues & Expenditures
For the Period ending October 31, 2019

| | <i>Adopted Budget</i> | <i>Prorated Thru 10/31/19</i> | <i>Actual Thru 10/31/19</i> | <i>Variance</i> |
|---|---------------------------|-----------------------------------|---------------------------------|-----------------|
| <u>REVENUES:</u> | | | | |
| <i>Developer Contributions</i> | \$716,009 | \$59,667 | \$61,988 | \$2,320 |
| <i>Assessments - Tax Roll</i> | \$202,720 | \$0 | \$0 | \$0 |
| <i>Assessments - Direct</i> | \$170,111 | \$42,528 | \$42,528 | \$0 |
| <i>Interest/Miscellaneous Income</i> | \$0 | \$0 | \$2 | \$2 |
| <i>Facility Revenue</i> | \$0 | \$0 | \$0 | \$0 |
| <i>TOTAL REVENUES</i> | \$1,088,840 | \$102,195 | \$104,518 | \$2,323 |
| <u>EXPENDITURES:</u> | | | | |
| <u>ADMINISTRATIVE:</u> | | | | |
| <i>Engineering</i> | \$20,000 | \$1,667 | \$0 | \$1,667 |
| <i>Attorney Fees</i> | \$30,000 | \$2,500 | \$0 | \$2,500 |
| <i>Annual Audit</i> | \$3,800 | \$500 | \$500 | \$0 |
| <i>Arbitrage</i> | \$1,800 | \$0 | \$0 | \$0 |
| <i>Assessment Roll</i> | \$5,000 | \$5,000 | \$5,000 | \$0 |
| <i>Dissemination</i> | \$7,500 | \$625 | \$625 | \$0 |
| <i>Trustee Fees</i> | \$20,000 | \$0 | \$0 | \$0 |
| <i>Management Fees</i> | \$47,250 | \$3,938 | \$3,938 | \$0 |
| <i>Information Technology</i> | \$2,000 | \$167 | \$167 | (\$0) |
| <i>Website Compliance</i> | \$1,200 | \$100 | \$0 | \$100 |
| <i>Telephone</i> | \$500 | \$42 | \$27 | \$15 |
| <i>Postage</i> | \$500 | \$42 | \$5 | \$37 |
| <i>Insurance</i> | \$9,000 | \$9,000 | \$5,750 | \$3,250 |
| <i>Printing and Binding</i> | \$4,000 | \$333 | \$212 | \$121 |
| <i>Legal Advertising</i> | \$3,000 | \$250 | \$0 | \$250 |
| <i>Other Current Charges</i> | \$2,500 | \$208 | \$113 | \$95 |
| <i>Office Supplies</i> | \$500 | \$42 | \$13 | \$29 |
| <i>Dues, Licenses & Subscriptions</i> | \$175 | \$175 | \$175 | \$0 |
| <i>ADMINISTRATIVE EXPENDITURES</i> | \$158,725 | \$24,588 | \$16,524 | \$8,063 |
| <u>AMENITY CENTER:</u> | | | | |
| <i>Utilities</i> | | | | |
| <i>Telephone/Cable/Internet</i> | \$9,200 | \$767 | \$727 | \$40 |
| <i>Electric</i> | \$40,000 | \$3,333 | \$2,970 | \$364 |
| <i>Water/Irrigation</i> | \$20,000 | \$1,667 | \$2,364 | (\$698) |
| <i>Gas</i> | \$1,500 | \$125 | \$180 | (\$55) |
| <i>Trash Removal</i> | \$6,000 | \$500 | \$114 | \$386 |
| <i>Security</i> | | | | |
| <i>Security Monitoring</i> | \$1,331 | \$111 | \$0 | \$111 |
| <i>Access Cards</i> | \$3,000 | \$250 | \$0 | \$250 |
| <i>Contracted Security</i> | \$20,000 | \$1,667 | \$0 | \$1,667 |
| <i>Management Contracts</i> | | | | |
| <i>Facility Management</i> | \$125,000 | \$10,417 | \$5,000 | \$5,417 |
| <i>Pool Attendants</i> | \$48,000 | \$4,000 | \$0 | \$4,000 |
| <i>Canoe Launch Attendant</i> | \$28,800 | \$2,400 | \$0 | \$2,400 |
| <i>Snack Bar Attendant</i> | \$16,640 | \$1,387 | \$0 | \$1,387 |
| <i>Field Mgmt / Admin</i> | \$25,000 | \$2,083 | \$1,667 | \$417 |
| <i>Pool Maintenance</i> | \$30,000 | \$2,500 | \$1,365 | \$1,135 |
| <i>Pool Chemicals</i> | \$15,000 | \$1,250 | \$885 | \$365 |

Meadow View at Twin Creeks
Community Development District
GENERAL FUND

Statement of Revenues & Expenditures
For the Period ending October 31, 2019

| | <i>Adopted Budget</i> | <i>Prorated Thru 10/31/19</i> | <i>Actual Thru 10/31/19</i> | <i>Variance</i> |
|--|---------------------------|-----------------------------------|---------------------------------|-----------------|
| <i>AMENITY CENTER CONTINUED</i> | | | | |
| Janitorial | \$15,540 | \$1,295 | \$1,295 | \$0 |
| Facility Maintenance | \$15,000 | \$1,250 | \$0 | \$1,250 |
| Repairs & Maintenance | \$10,000 | \$833 | \$1,307 | (\$474) |
| Maintenance Reserves | \$12,000 | \$1,000 | \$0 | \$1,000 |
| Capital Projects | \$1,000 | \$83 | \$0 | \$83 |
| Snack Bar Inventory- CGS | \$500 | \$42 | \$0 | \$42 |
| Food Service License | \$27,691 | \$0 | \$0 | \$0 |
| Rental and Leases | \$12,000 | \$1,000 | \$2,308 | (\$1,308) |
| Subscriptions | \$2,280 | \$190 | \$0 | \$190 |
| Pest Control | \$0 | \$0 | \$190 | (\$190) |
| Towel/Linen Service | \$2,000 | \$167 | \$67 | \$100 |
| Special Events | \$30,000 | \$2,500 | \$1,794 | \$706 |
| Holiday Decorations | \$9,000 | \$750 | \$0 | \$750 |
| Fitness Center Repairs/Supplies | \$2,000 | \$167 | \$0 | \$167 |
| Office Supplies | \$2,000 | \$167 | \$0 | \$167 |
| ASCAP/BMI Licenses | \$1,000 | \$83 | \$0 | \$83 |
| Property Insurance | \$30,000 | \$30,000 | \$33,212 | (\$3,212) |
| <i>AMENITY CENTER EXPENDITURES</i> | \$561,482 | \$71,983 | \$55,445 | \$16,538 |
| <i>GROUND MAINTENANCE EXPENDITURES</i> | | | | |
| Hydrology Quality/Mitigation | \$6,400 | \$533 | \$0 | \$533 |
| Electric | \$15,000 | \$1,250 | \$987 | \$263 |
| Landscape Maintenance | \$187,846 | \$15,654 | \$15,654 | (\$0) |
| Landscape Contingency | \$25,000 | \$2,083 | \$0 | \$2,083 |
| Lake Maintenance | \$10,800 | \$900 | \$900 | \$0 |
| Grounds Maintenance | \$12,000 | \$1,000 | \$0 | \$1,000 |
| Pump Repairs | \$5,000 | \$417 | \$0 | \$417 |
| Streetlighting | \$22,000 | \$1,833 | \$1,656 | \$177 |
| Streetlight Repairs | \$5,000 | \$417 | \$0 | \$417 |
| Irrigation Repairs | \$7,500 | \$625 | \$0 | \$625 |
| Miscellaneous | \$5,000 | \$417 | \$0 | \$417 |
| Contingency | \$67,086 | \$5,591 | \$0 | \$5,591 |
| <i>GROUNDS MAINTENANCE EXPENDITURES</i> | \$368,632 | \$30,719 | \$19,197 | \$11,522 |
| <i>TOTAL EXPENDITURES</i> | \$1,088,839 | \$127,289 | \$91,166 | \$36,123 |
| <i>EXCESS REVENUES (EXPENDITURES)</i> | \$0 | | \$13,352 | |
| <i>FUND BALANCE - Beginning</i> | \$0 | | \$72,905 | |
| <i>FUND BALANCE - Ending</i> | \$0 | | \$86,257 | |

*Meadow View at Twin Creeks
Community Development District
General Fund
Month By Month Income Statement
Fiscal Year 2020*

[illegible]

Expenditures:

[illegible]

Amenity Center

[illegible]

Meadow View at Twin Creeks
Community Development District
General Fund
Month By Month Income Statement
Fiscal Year 2020

[illegible]

*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 2019</i> | <i>Requested Funding Amount FY 2020</i> | <i>Balance Due From Developer</i> |
|----------------------------------|--------------------------------|--|---------------------------------------|---|---|---|
| 30 | 9/11/18 | 1/23/19 | \$34,148.68 | \$34,148.68 | \$0.00 | \$0.00 |
| 31 | 10/10/18 | 1/23/19 | \$14,973.18 | \$14,973.18 | \$0.00 | \$0.00 |
| 32 | 11/7/18 | 12/21/18 | \$31,919.36 | \$31,919.36 | \$0.00 | \$0.00 |
| 33 | 12/12/18 | 1/2/19 | \$35,012.39 | \$35,012.39 | \$0.00 | \$0.00 |
| 34 | 1/10/19 | 2/4/19 | \$69,696.10 | \$69,696.10 | \$0.00 | \$0.00 |
| 35 | 2/12/19 | 3/19/19 | \$95,825.53 | \$95,825.53 | \$0.00 | \$0.00 |
| 36 | 6/10/19 | 7/10/19 | \$19,859.03 | \$19,859.03 | \$0.00 | \$0.00 |
| 37 | 7/10/19 | 8/14/19 | \$51,288.97 | \$51,288.97 | \$0.00 | \$0.00 |
| 38 | 8/6/19 | 8/29/19 | \$70,913.54 | \$70,913.54 | \$0.00 | \$0.00 |
| 39 | 9/16/19 | 10/2/19 | \$100,857.69 | \$61,895.69 | \$38,962.00 | \$0.00 |
| 40 | 10/10/19 | 11/7/19 | \$59,050.67 | \$36,025.08 | \$23,025.59 | \$0.00 |
| TOTAL | | | \$583,545.14 | \$521,557.55 | \$61,987.59 | \$0.00 |

Meadow View at Twin Creeks

Community Development District

Debt Service Fund Series 2016 A1 & A2

Statement of Revenues & Expenditures

For the Period ending October 31, 2019

| <i>Adopted Budget</i> | <i>Prorated Thru 10/31/19</i> | <i>Actual Thru 10/31/19</i> | <i>Variance</i> |
|---------------------------|-----------------------------------|---------------------------------|-----------------|
|---------------------------|-----------------------------------|---------------------------------|-----------------|

REVENUES:

| | | | | |
|--------------------------------------|-----------|----------|----------|--------|
| <i>Special Assessments - 2016 A1</i> | \$443,376 | \$48,523 | \$48,523 | \$0 |
| <i>Special Assessments - 2016 A2</i> | \$0 | \$0 | \$0 | \$0 |
| <i>Prepayments A2</i> | \$0 | \$0 | \$0 | \$0 |
| <i>Interest Income</i> | \$1,000 | \$83 | \$43 | (\$41) |

TOTAL REVENUES

| | | | |
|-----------|----------|----------|--------|
| \$444,376 | \$48,606 | \$48,565 | (\$41) |
|-----------|----------|----------|--------|

EXPENDITURES:

Series 2016 A1

| | | | | |
|----------------------------------|-----------|-----|-----|-----|
| <i>Interest Expense - 11/01</i> | \$166,763 | \$0 | \$0 | \$0 |
| <i>Interest Expense - 05/01</i> | \$166,763 | \$0 | \$0 | \$0 |
| <i>Principal Expense - 05/01</i> | \$110,000 | \$0 | \$0 | \$0 |

TOTAL EXPENDITURES

| | | | |
|-----------|-----|-----|-----|
| \$443,525 | \$0 | \$0 | \$0 |
|-----------|-----|-----|-----|

OTHER SOURCES/(USES)

| | | | | |
|------------------------------------|-----|-----|-----|-----|
| <i>Interfund Transfer In/(Out)</i> | \$0 | \$0 | \$0 | \$0 |
|------------------------------------|-----|-----|-----|-----|

TOTAL OTHER SOURCES AND USES

| | | | |
|-----|-----|-----|-----|
| \$0 | \$0 | \$0 | \$0 |
|-----|-----|-----|-----|

EXCESS REVENUES (EXPENDITURES)

| | |
|-------|----------|
| \$851 | \$48,565 |
|-------|----------|

FUND BALANCE - Beginning

| | |
|-----------|-----------|
| \$202,329 | \$287,359 |
|-----------|-----------|

FUND BALANCE - Ending

| | |
|-----------|-----------|
| \$203,180 | \$335,924 |
|-----------|-----------|

Meadow View at Twin Creeks

Community Development District

Debt Service Fund Series 2016 B

Statement of Revenues & Expenditures

For the Period ending October 31, 2019

| <i>Adopted Budget</i> | <i>Prorated Thru 10/31/19</i> | <i>Actual Thru 10/31/19</i> | <i>Variance</i> |
|---------------------------|-----------------------------------|---------------------------------|-----------------|
|---------------------------|-----------------------------------|---------------------------------|-----------------|

REVENUES:

| | | | | |
|--|-----------|-----------|-----------|-------|
| <i>Special Assessments - 2016 B</i> | \$274,800 | \$137,400 | \$137,400 | \$0 |
| <i>Special Assessments - Prepayments</i> | \$0 | \$0 | \$0 | \$0 |
| <i>Interest Income</i> | \$600 | \$50 | \$42 | (\$8) |

TOTAL REVENUES

| | | | |
|-----------|-----------|-----------|-------|
| \$275,400 | \$137,450 | \$137,442 | (\$8) |
|-----------|-----------|-----------|-------|

EXPENDITURES:

| | | | | |
|---|-----------|-----|-----|-----|
| <i>Interest Expense - 11/01</i> | \$137,400 | \$0 | \$0 | \$0 |
| <i>Principal Expense - 12/15 (Prepayment)</i> | \$0 | \$0 | \$0 | \$0 |
| <i>Interest Expense - 12/15</i> | \$0 | \$0 | \$0 | \$0 |
| <i>Principal Expense - 3/21 (Prepayment)</i> | \$0 | \$0 | \$0 | \$0 |
| <i>Interest Expense - 3/21</i> | \$0 | \$0 | \$0 | \$0 |
| <i>Interest Expense - 05/01</i> | \$137,400 | \$0 | \$0 | \$0 |

TOTAL EXPENDITURES

| | | | |
|-----------|-----|-----|-----|
| \$274,800 | \$0 | \$0 | \$0 |
|-----------|-----|-----|-----|

OTHER SOURCES/(USES)

| | | | | |
|------------------------------------|-----|-----|--------|--------|
| <i>Interfund Transfer In/(Out)</i> | \$0 | \$0 | (\$42) | (\$42) |
|------------------------------------|-----|-----|--------|--------|

TOTAL OTHER SOURCES AND USES

| | | | |
|-----|-----|--------|--------|
| \$0 | \$0 | (\$42) | (\$42) |
|-----|-----|--------|--------|

EXCESS REVENUES (EXPENDITURES)

| | |
|-------|-----------|
| \$600 | \$137,400 |
|-------|-----------|

FUND BALANCE - Beginning

| | |
|-----------|-----------|
| \$138,886 | \$283,496 |
|-----------|-----------|

FUND BALANCE - Ending

| | |
|-----------|-----------|
| \$139,486 | \$420,897 |
|-----------|-----------|

Meadow View at Twin Creeks

Community Development District

Debt Service Fund Series 2018 A1/A2

Statement of Revenues & Expenditures

For the Period ending October 31, 2019

| <i>Proposed Budget</i> | <i>Prorated Thru 10/31/19</i> | <i>Actual Thru 10/31/19</i> | <i>Variance</i> |
|----------------------------|-----------------------------------|---------------------------------|-----------------|
|----------------------------|-----------------------------------|---------------------------------|-----------------|

REVENUES:

| | | | | |
|--|-----------|-------|-------|-------|
| <i>Special Assessments - 2018 A1</i> | \$612,550 | \$0 | \$0 | \$0 |
| <i>Special Assessments - 2018 A2</i> | \$520,960 | \$0 | \$0 | \$0 |
| <i>Interest Income</i> | \$1,500 | \$125 | \$118 | (\$7) |
| <i>Special Assessments - Prepayments</i> | \$0 | \$0 | \$0 | \$0 |

TOTAL REVENUES

| | | | |
|-------------|-------|-------|-------|
| \$1,135,010 | \$125 | \$118 | (\$7) |
|-------------|-------|-------|-------|

EXPENDITURES:

2018 A1

| | | | | |
|----------------------------------|-----------|-----|-----|-----|
| <i>Interest Expense - 11/01</i> | \$241,425 | \$0 | \$0 | \$0 |
| <i>Interest Expense - 05/01</i> | \$130,000 | \$0 | \$0 | \$0 |
| <i>Principal Expense - 05/01</i> | \$0 | \$0 | \$0 | \$0 |

2018 A2

| | | | | |
|----------------------------------|-----------|-----|-----|-----|
| <i>Interest Expense - 11/01</i> | \$210,980 | \$0 | \$0 | \$0 |
| <i>Interest Expense - 05/01</i> | \$100,000 | \$0 | \$0 | \$0 |
| <i>Principal Expense - 05/01</i> | \$0 | \$0 | \$0 | \$0 |

TOTAL EXPENDITURES

| | | | |
|-------------|-----|-----|-----|
| \$1,134,810 | \$0 | \$0 | \$0 |
|-------------|-----|-----|-----|

OTHER SOURCES/(USES)

| | | | | |
|------------------------------------|-----|-----|--------|--------|
| <i>Interfund Transfer In/(Out)</i> | \$0 | \$0 | (\$23) | (\$23) |
|------------------------------------|-----|-----|--------|--------|

TOTAL OTHER SOURCES AND USES

| | | | |
|-----|-----|--------|--------|
| \$0 | \$0 | (\$23) | (\$23) |
|-----|-----|--------|--------|

EXCESS REVENUES (EXPENDITURES)

| | |
|-------|------|
| \$200 | \$94 |
|-------|------|

FUND BALANCE - Beginning

| | |
|-----------|-----------|
| \$453,126 | \$794,420 |
|-----------|-----------|

FUND BALANCE - Ending

| | |
|-----------|-----------|
| \$453,326 | \$794,514 |
|-----------|-----------|

Meadow View at Twin Creeks

Community Development District

Debt Service Fund Series 2019 A1/A2

Statement of Revenues & Expenditures

For the Period ending October 31, 2019

| <i>Adopted</i> | <i>Prorated</i> | <i>Actual</i> | |
|----------------|----------------------|----------------------|-----------------|
| <i>Budget</i> | <i>Thru 10/31/19</i> | <i>Thru 10/31/19</i> | <i>Variance</i> |

REVENUES:

| | | | | |
|--|-----------|------|------|------|
| <i>Special Assessments - 2019 A1</i> | \$257,360 | \$0 | \$0 | \$0 |
| <i>Special Assessments - 2019 A2</i> | \$315,630 | \$0 | \$0 | \$0 |
| <i>Interest Income</i> | \$500 | \$42 | \$60 | \$18 |
| <i>Special Assessments - Prepayments</i> | \$0 | \$0 | \$0 | \$0 |

TOTAL REVENUES

| | | | |
|-----------|------|------|------|
| \$573,490 | \$42 | \$60 | \$18 |
|-----------|------|------|------|

EXPENDITURES:

2019 A1

| | | | | |
|---|-----------|-----|-----|-----|
| <i>Interest Expense - 11/01</i> | \$103,490 | \$0 | \$0 | \$0 |
| <i>Interest Expense - 05/01</i> | \$103,490 | \$0 | \$0 | \$0 |
| <i>Principal Expense - 05/01</i> | \$50,000 | \$0 | \$0 | \$0 |
| <i>Principal Expense - 05/01 (Prepayment)</i> | \$0 | \$0 | \$0 | \$0 |
| <i>Other Debt Service Costs</i> | \$0 | \$0 | \$0 | \$0 |

2019 A2

| | | | | |
|----------------------------------|-----------|-----|-----|-----|
| <i>Interest Expense - 11/01</i> | \$129,050 | \$0 | \$0 | \$0 |
| <i>Interest Expense - 05/01</i> | \$129,050 | \$0 | \$0 | \$0 |
| <i>Principal Expense - 05/01</i> | \$55,000 | \$0 | \$0 | \$0 |

TOTAL EXPENDITURES

| | | | |
|-----------|-----|-----|-----|
| \$570,080 | \$0 | \$0 | \$0 |
|-----------|-----|-----|-----|

OTHER SOURCES/(USES)

| | | | | |
|------------------------------------|-----|-----|--------|--------|
| <i>Interfund Transfer In/(Out)</i> | \$0 | \$0 | (\$14) | (\$14) |
|------------------------------------|-----|-----|--------|--------|

TOTAL OTHER SOURCES AND USES

| | | | |
|-----|-----|--------|--------|
| \$0 | \$0 | (\$14) | (\$14) |
|-----|-----|--------|--------|

EXCESS REVENUES (EXPENDITURES)

| | |
|---------|------|
| \$3,410 | \$46 |
|---------|------|

FUND BALANCE - Beginning

\$232,540

\$404,922

FUND BALANCE - Ending

\$235,950

\$404,968

Meadow View at Twin Creeks

Community Development District

Capital Projects Fund Series 2016

Statement of Revenues & Expenditures

For the Period ending October 31, 2019

| | Series 2016 A1/A2 | Series 2016 B | Series 2018 | Series 2019 |
|--|----------------------|------------------|----------------|--------------------|
| <u>REVENUES:</u> | | | | |
| Interest Income | \$0 | \$0 | \$0 | \$537 |
| <u>TOTAL REVENUES</u> | \$0 | \$0 | \$0 | \$537 |
| <u>EXPENDITURES:</u> | | | | |
| Capital Outlay | \$0 | \$0 | \$0 | \$8,525 |
| Cost of Issuance | \$0 | \$0 | \$0 | \$0 |
| <u>TOTAL EXPENDITURES</u> | \$0 | \$0 | \$0 | \$8,525 |
| <u>OTHER SOURCES/(USES)</u> | | | | |
| Interfund Transfer In (Out) | \$0 | \$42 | \$23 | \$14 |
| <u>TOTAL OTHER SOURCES/(USES)</u> | \$0 | \$42 | \$23 | \$14 |
| <u>EXCESS REVENUES (EXPENDITURES)</u> | \$0 | \$42 | \$23 | (\$7,974) |
| <u>FUND BALANCE - Beginning</u> | \$356 | \$1,118 | \$276 | (\$138,714) |
| <u>FUND BALANCE - Ending</u> | \$356 | \$1,160 | \$299 | (\$146,687) |

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: | \$133,654.27 |
| Bonds outstanding - 10/26/2016 | \$6,640,000 |
| Less: May 1, 2017 | \$0 |
| Less: May 1, 2018 | (\$100,000) |
| Less: May 1, 2019 | (\$105,000) |
| Current Bonds Outstanding | \$6,435,000 |

| | |
|--|--------------------------------|
| Series 2016 A2 Special Assessment Bonds | |
| Interest Rate: | 5.80% |
| Maturity Date: | 11/1/47 |
| Reserve Fund Definition: | 30% of Max Annual Debt Service |
| Reserve Fund Requirement: | \$114,483.00 |
| Reserve Balance: | --- |
| Bonds outstanding - 10/26/2016 | \$5,390,000 |
| Less: May 1, 2017 | \$0 |
| Less: May 1, 2018 | (\$70,000) |
| Less: May 1, 2018 (Prepayment) | (\$1,075,000) |
| Less: August 1, 2018 (Prepayment) | (\$1,055,000) |
| Less: November 1, 2018 (Prepayment) | (\$1,475,000) |
| Less: February 1, 2019 (Prepayment) | (\$800,000) |
| Less: May 1, 2019 | (\$25,000) |
| Less: May 1, 2019 (Prepayment) | (\$890,000) |
| Current Bonds Outstanding | \$0 |

| | |
|---|----------------------|
| 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 |
| Less: December 15, 2018 (Prepayment) | (\$3,400,000) |
| Less: March 21, 2019 (Prepayment) | (\$1,425,000) |
| Current Bonds Outstanding | \$4,580,000 |

| | |
|--|--------------|
| Series 2018 A1 Special Assessment Bonds | |
| Interest Rate: | 4.25%-5.8% |
| Maturity Date: | 5/1/49 |
| Reserve Fund Definition: | 30% of MADS |
| Reserve Fund Requirement: | \$183,765.00 |
| Reserve Balance: | \$184,201.21 |
| Bonds outstanding - 11/19/2018 | \$8,955,000 |
| Current Bonds Outstanding | \$8,955,000 |

| | |
|--|--------------|
| Series 2018 A2 Special Assessment Bonds | |
| Interest Rate: | 5.60%-5.80% |
| Maturity Date: | 5/1/49 |
| Reserve Fund Definition: | 30% of MADS |
| Reserve Fund Requirement: | \$156,288.00 |
| Reserve Balance: | \$156,288.00 |
| Bonds outstanding - 11/19/2018 | \$7,535,000 |
| Current Bonds Outstanding | \$7,535,000 |

| | |
|--|-------------|
| Series 2019 A1 Special Assessment Bonds | |
| Interest Rate: | 5.20%-5.70% |
| Maturity Date: | 5/1/49 |
| Reserve Fund Definition: | 30% of MADS |
| Reserve Fund Requirement: | \$77,208.00 |
| Reserve Balance: | \$77,328.96 |
| Bonds outstanding - 2/25/2019 | \$3,660,000 |
| Current Bonds Outstanding | \$3,660,000 |

| | |
|--|-------------|
| Series 2019 A2 Special Assessment Bonds | |
| Interest Rate: | 5.80% |
| Maturity Date: | 5/1/49 |
| Reserve Fund Definition: | 30% of MADS |
| Reserve Fund Requirement: | \$94,689.00 |
| Reserve Balance: | \$94,689.00 |
| Bonds outstanding - 2/25/2019 | \$4,450,000 |
| Current Bonds Outstanding | \$4,450,000 |

B.

C.

*Meadow View at Twin Creeks
Community Development District*

Check Run Summary

10/1/19 - 10/31/19

| <i>Date</i> | <i>Check Numbers</i> | <i>Amount</i> |
|----------------------------------|------------------------------|---------------------------|
| <i>General Fund</i> | | |
| 10/4/19 | 351-377 | \$121,566.42 |
| 10/10/19 | 378 | \$103.22 |
| 10/17/19 | 379-384 | \$19,049.69 |
| 10/25/19 | 385-389 | \$1,942.62 |
| 10/31/19 | 390-392 | \$384.02 |
| <i>Total Checks</i> | | <hr/> <i>\$143,045.97</i> |
| 10/19/19 | St Johns County Utility Dept | \$481.28 |
| 10/18/19 | Comcast | \$725.58 |
| 10/27/19 | FPL | \$5,612.89 |
| 10/30/19 | Teco | \$180.28 |
| <i>Total Paid Electronically</i> | | <hr/> <i>\$7,000.03</i> |
| <i>Total General Fund</i> | | <hr/> <i>\$150,046.00</i> |

** Fedex Invoices will be available upon request*

| CHECK DATE | VEND# |INVOICE..... DATE INVOICE | ...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS | VENDOR NAME | STATUS | AMOUNT |CHECK..... AMOUNT # |
|---------------|-------|-----------------------------------|--|----------------------------------|--------|-----------|----------------------------|
| 10/04/19 | 00038 | 9/06/19 131245 | 201909 320-57200-45400 | | * | 110.95 | |
| | | | SEP SECURITY MONITORING | | | | |
| | | | | ATLANTIC SECURITY | | | 110.95 000351 |
| 10/04/19 | 00004 | 9/12/19 9581 | 201909 300-15500-10000 | | * | 5,750.00 | |
| | | | FY20 ADMIN INSURANCE | | | | |
| | | 9/12/19 9581 | 201909 300-15500-10000 | | * | 33,212.00 | |
| | | | FY20 PROPERTY INSURANCE | | | | |
| | | | | EGIS INSURANCE ADVISORS, LLC | | | 38,962.00 000352 |
| 10/04/19 | 00005 | 8/08/19 191391 | 201907 310-51300-31100 | | * | 7,517.79 | |
| | | | JUL PROFESSIONAL SERVICES | | | | |
| | | | | ENGLAND THIMS & MILLER, INC | | | 7,517.79 000353 |
| 10/04/19 | 00005 | 9/10/19 191703 | 201908 310-51300-31100 | | * | 2,062.97 | |
| | | | AUG PROFESSIONAL SERVICES | | | | |
| | | | | ENGLAND THIMS & MILLER, INC | | | 2,062.97 000354 |
| 10/04/19 | 00045 | 8/30/19 59793 | 201908 320-53800-45005 | | * | 900.00 | |
| | | | AUG LAKE MAINTENANCE | | | | |
| | | | | FUTURE HORIZONS, INC. | | | 900.00 000355 |
| 10/04/19 | 00045 | 9/30/19 60213 | 201909 320-53800-45005 | | * | 900.00 | |
| | | | SEP LAKE MAINTENANCE | | | | |
| | | | | FUTURE HORIZONS, INC. | | | 900.00 000356 |
| 10/04/19 | 00001 | 9/01/19 48 | 201909 310-51300-34000 | | * | 3,750.00 | |
| | | | SEP MANAGEMENT FEE | | | | |
| | | 9/01/19 48 | 201909 310-51300-35100 | | * | 166.67 | |
| | | | SEP INFORMATION TECH | | | | |
| | | 9/01/19 48 | 201909 310-51300-31600 | | * | 416.67 | |
| | | | SEP DISSEMINATION SERVICE | | | | |
| | | 9/01/19 48 | 201909 310-51300-51000 | | * | 15.36 | |
| | | | OFFICE SUPPLIES | | | | |
| | | 9/01/19 48 | 201909 310-51300-42000 | | * | 49.55 | |
| | | | POSTAGE | | | | |
| | | 9/01/19 48 | 201909 310-51300-42500 | | * | 282.15 | |
| | | | COPIES | | | | |
| | | 9/01/19 48 | 201909 310-51300-41000 | | * | 19.74 | |
| | | | TELEPHONE | | | | |
| | | | | GOVERNMENTAL MANAGEMENT SERVICES | | | 4,700.14 000357 |
| 10/04/19 | 00047 | 9/01/19 18636 | 201909 310-51300-35200 | | * | 500.00 | |
| | | | AUDIT FYE 9/30/2019 | | | | |
| | | | | GRAU AND ASSOCIATES | | | 500.00 000358 |

MVTP MEADOW VIEW TP BPEREGRINO

*** CHECK DATES 10/01/2019 - 10/31/2019 ***
 MEADOW VIEW @ TWIN CREEKS GF
 BANK A MEADOW VIEW-GENERAL

| CHECK DATE | VEND# |INVOICE..... DATE INVOICE | ...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS | VENDOR NAME | STATUS | AMOUNT |CHECK..... AMOUNT # |
|---------------|-------|-----------------------------------|--|---------------------------------|--------|----------|-----------------------------|
| 10/04/19 | 00003 | 8/30/19 109542 | 201907 310-51300-31500 | JUL GENERAL COUNSEL | * | 4,423.73 | |
| | | | | HOPPING GREEN & SAMS | | | 4,423.73 000359 |
| 10/04/19 | 00003 | 9/25/19 110139 | 201908 310-51300-31500 | AUG GENERAL COUNSEL | * | 4,519.43 | |
| | | | | HOPPING GREEN & SAMS | | | 4,519.43 000360 |
| 10/04/19 | 00014 | 9/01/19 0617414 | 201909 320-57200-45915 | SEP LEASE PAYMENT | * | 2,037.62 | |
| | | | | MUNICIPAL ASSET MANAGEMENT, INC | | | 2,037.62 000361 |
| 10/04/19 | 00022 | 9/23/19 13129558 | 201909 320-57200-45506 | POOL CHEMICALS | * | 450.00 | |
| | | | | POOLSURE | | | 450.00 000362 |
| 10/04/19 | 00022 | 9/23/19 13129558 | 201909 320-57200-45506 | POOL CHEMICALS | * | 135.00 | |
| | | | | POOLSURE | | | 135.00 000363 |
| 10/04/19 | 00028 | 9/16/19 68710063 | 201910 320-57200-45914 | OCT REFUSE | * | 178.75 | |
| | | | | REPUBLIC SERVICES #687 | | | 178.75 000364 |
| 10/07/19 | 00028 | 9/16/19 68710063 | 201910 320-57200-45914 | OCT REFUSE | V | 178.75- | |
| | | | | REPUBLIC SERVICES #687 | | | 178.75-000364 |
| 10/04/19 | 00020 | 7/31/19 33 | 201907 320-57200-45501 | LIFEGUARDS THRU 8/1/19 | * | 3,731.20 | |
| | | | | RIVERSIDE MANAGEMENT SERVICES | | | 3,731.20 000365 |
| 10/04/19 | 00020 | 8/19/19 34 | 201907 320-57200-45505 | JUL POOL MAINTENANCE | * | 155.00 | |
| | | 8/19/19 34 | 201907 320-57200-44200 | JUL REPAIR/REPLACEMENT | * | 1,376.35 | |
| | | 8/19/19 34 | 201907 320-57200-45506 | JUL JUL POOL CHEMICALS | * | 106.49 | |
| | | 8/19/19 34 | 201907 320-57200-44203 | SNACK BAR INVENTORY | * | 214.38 | |
| | | | | RIVERSIDE MANAGEMENT SERVICES | | | 1,852.22 000366 |
| 10/04/19 | 00020 | 8/20/19 35 | 201908 320-57200-45501 | LIFEGUARD THRU 8/11/19 | * | 1,425.76 | |
| | | | | RIVERSIDE MANAGEMENT SERVICES | | | 1,425.76 000367 |

MVTP MEADOW VIEW TP BPEREGRINO

| CHECK DATE | VEND# |INVOICE..... DATE INVOICE | ...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS | VENDOR NAME | STATUS | AMOUNT |CHECK.... AMOUNT # |
|---------------|-------|-----------------------------------|--|---------------------------------|--------|-----------|---------------------------|
| 10/04/19 | 00020 | 8/31/19 37 | 201908 320-57200-45501 | AUG LIFEGUARD SERVICES | * | 948.48 | |
| | | | | RIVERSIDE MANAGEMENT SERVICES | | | 948.48 000368 |
| 10/04/19 | 00020 | 9/18/19 38 | 201908 320-53800-45006 | AUG GROUNDS MAINTENANCE | * | 338.28 | |
| | | 9/18/19 38 | 201908 320-57200-45508 | AUG AMENITY MAINTENANCE | * | 2,134.85 | |
| | | | | RIVERSIDE MANAGEMENT SERVICES | | | 2,473.13 000369 |
| 10/04/19 | 00020 | 9/01/19 36 | 201909 320-57200-45507 | SEP JANITORIAL SERVICES | * | 1,295.00 | |
| | | 9/01/19 36 | 201909 320-57200-45505 | SEP POOL MAINTENANCE | * | 1,365.00 | |
| | | 9/01/19 36 | 201909 320-57200-45504 | SEP OPER MNGM SERVICES | * | 1,666.67 | |
| | | 9/01/19 36 | 201909 320-57200-45500 | SEP FACIL MANAGEMENT | * | 5,000.00 | |
| | | | | RIVERSIDE MANAGEMENT SERVICES | | | 9,326.67 000370 |
| 10/04/19 | 00043 | 7/25/19 L162958 | 201907 320-57200-45919 | TOWELS LUNDRY SERVICES | * | 86.56 | |
| | | | | SIMPLY LINEN SOLUTIONS | | | 86.56 000371 |
| 10/04/19 | 00017 | 10/02/19 10022019 | 201910 320-57200-45911 | UTILITY CONNECTION FEE | * | 1,883.11 | |
| | | | | ST JOHNS COUNTY BOARD OF COUNTY | | | 1,883.11 000372 |
| 10/04/19 | 00046 | 9/20/19 6128557 | 201909 320-53800-45011 | PEST CONTROL INITIAL SRVS | * | 203.30 | |
| | | | | TURNER PEST CONTROL | | | 203.30 000373 |
| 10/04/19 | 00040 | 8/31/19 JAX47493 | 201908 320-53800-45003 | AUG LANDSCAPE MAINTENANCE | * | 15,653.85 | |
| | | | | YELLOWSTONE LANDSCAPE | | | 15,653.85 000374 |
| 10/04/19 | 00040 | 8/31/19 JAX52275 | 201908 320-53800-45009 | IRRIGATION REPAIRS | * | 667.20 | |
| | | | | YELLOWSTONE LANDSCAPE | | | 667.20 000375 |
| 10/04/19 | 00040 | 8/31/19 JAX52276 | 201908 320-53800-45009 | IRRIGATION REPAIRS | * | 544.68 | |
| | | | | YELLOWSTONE LANDSCAPE | | | 544.68 000376 |
| 10/04/19 | 00040 | 9/15/19 53850 | 201909 320-53800-45003 | SEP LANDSCAPE MAINTENANCE | * | 15,653.85 | |
| | | | | YELLOWSTONE LANDSCAPE | | | 15,653.85 000377 |

MVTP MEADOW VIEW TP BPEREGRINO

| CHECK DATE | VEND# |INVOICE..... DATE INVOICE |EXPENSED TO.... YRMO DPT ACCT# SUB | SUBCLASS | VENDOR NAME | STATUS | AMOUNT |CHECK..... AMOUNT | # |
|---------------|-------|-----------------------------------|---|----------|------------------------------------|--------|-----------|--------------------------|--------|
| 10/10/19 | 00002 | 9/18/19 I0321401 | 201909 310-51300-48000 | | NOTISE OF MEETINGS FY20 | * | 103.22 | | |
| | | | | | ST AUGUSTINE RECORD | | | 103.22 | 000378 |
| 10/17/19 | 00036 | 10/27/19 10272019 | 201910 320-57200-49400 | | TRACTOR DRAWN HAYRIDE | * | 600.00 | | |
| | | | | | BOUNCERS,SLIDES, AND MORE INC | | | 600.00 | 000379 |
| 10/17/19 | 00006 | 10/01/19 74648 | 201910 310-51300-54000 | | FT20 SPECIAL DISTRICT FEE | * | 175.00 | | |
| | | | | | DEPARTMENT OF ECONOMIC OPPORTUNITY | | | 175.00 | 000380 |
| 10/17/19 | 00014 | 10/01/19 0617451 | 201910 320-57200-45915 | | OCT LEASE PAYMENT | * | 2,307.62 | | |
| | | | | | MUNICIPAL ASSET MANAGEMENT, INC | | | 2,307.62 | 000381 |
| 10/17/19 | 00048 | 6/28/19 11324A | 201906 320-57200-44207 | | REPAIR FITNESS EQUIPMENT | * | 95.00 | | |
| | | | | | SOUTHEAST FITNESS REPAIR | | | 95.00 | 000382 |
| 10/17/19 | 00040 | 10/01/19 JAX56571 | 201910 320-53800-45003 | | OCT LANDSCAPE MAINTENANCE | * | 15,653.85 | | |
| | | | | | YELLOWSTONE LANDSCAPE | | | 15,653.85 | 000383 |
| 10/17/19 | 00040 | 9/30/19 JAX59468 | 201909 320-53800-45009 | | IRRIGATION REPAIRS | * | 115.00 | | |
| | | | | | YELLOWSTONE LANDSCAPE | | | 115.00 | 000384 |
| 10/25/19 | 00021 | 10/09/19 306955ES | 201909 320-57200-45913 | | SEP GAS | * | 16.12 | | |
| | | | | | FLORIDA NATURAL GAS | | | 16.12 | 000385 |
| 10/25/19 | 00049 | 10/16/19 DP75492 | 201910 320-57200-44200 | | DEPOSIT BUNNER/FLAGS | * | 200.00 | | |
| | | | | | HARBINGER | | | 200.00 | 000386 |
| 10/25/19 | 00049 | 10/16/19 DP75493 | 201910 320-57200-44200 | | DEPOSIT REFURBISH SIGN | * | 841.50 | | |
| | | | | | HARBINGER | | | 841.50 | 000387 |
| 10/25/19 | 00022 | 10/17/19 13129558 | 201910 320-57200-45506 | | POOL CHEMICALS | * | 45.00 | | |
| | | | | | POOLSURE | | | 45.00 | 000388 |
| 10/25/19 | 00022 | 10/17/19 13129558 | 201910 320-57200-45506 | | POOL CHEMICALS | * | 840.00 | | |
| | | | | | POOLSURE | | | 840.00 | 000389 |

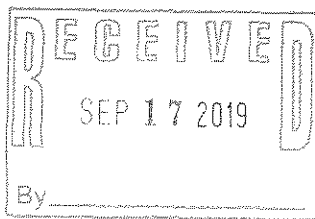
MVTP MEADOW VIEW TP BPEREGRINO



SMARTHOMES.BIZ
SMART HOME SPECIALISTS

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

Meadow View at Twin Creeks CCD
475 West Town Place
Suite #114
St Augustine FL 32092



| PLEASE PAY BY | AMOUNT | INVOICE DATE |
|---------------|----------|--------------|
| 09/06/2019 | \$118.16 | 09/06/2019 |

INVOICE NO. 131245

Site: Beacon Lakes Amenities
Center(Meadow View @ Twin
Creeks)
Site Address: 850 Beacon Lakes Pkwy
St Augustine FL 32092
Period: 09/01/2019 to 09/30/2019
Recurring No.: 170
Job Name:
Order No.:

Description

Meadow View @ Twin Creeks

V-38 (A)

Security Monitoring

| | |
|------------------|----------|
| Sub-Total ex Tax | \$110.95 |
| Tax | \$7.21 |
| Total | \$118.16 |

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

IMPORTANT: Please remember to test your system monthly.

Need automation for your home? Visit us online at www.smarthome.biz

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

| | |
|------------------|----------|
| Sub-Total ex Tax | \$110.95 |
| Tax | \$7.21 |
| Total inc Tax | \$118.16 |
| Amount Applied | \$0.00 |
| Balance Due | \$118.16 |

320-57200-45400 Richard M. Jones

Tax exempt
form



SMARTHOME.BIZ
SMART HOME SPECIALISTS

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

| PLEASE PAY BY | AMOUNT | INVOICE DATE |
|---------------|----------|--------------|
| 09/06/2019 | \$118.16 | 09/06/2019 |

INVOICE NO. 131245

How To Pay

INVOICE NO. 131245



Credit Card (MasterCard, Visa, Amex)



Mail

Detach this section and mail check to:

Atlantic Security
1714 Cesery Blvd
Jacksonville, FL 32211

Credit Card No.

| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

Card Holder's Name: _____ CCV: _____

Expiry Date: / Signature: _____

NAME: Meadow View at Twin Creeks CCD **DUE DATE:** 09/06/2019 **AMOUNT DUE:** \$118.16

Please Reference: 131245



INVOICE

| | |
|-------------------------|--|
| Customer | Meadow View at Twin Creeks Community Development District |
| Acct # | 643 |
| Date | 09/12/2019 |
| Customer Service | Kristina Rudez |
| Page | 1 of 1 |

Meadow View at Twin Creeks Community Development District
c/o Governmental Management Services
475 West Town Place, Ste 114
St. Augustine, FL 32092

| Payment Information | |
|------------------------|--------------|
| Invoice Summary | \$ 38,962.00 |
| Payment Amount | |
| Payment for: | Invoice#9581 |
| 100119283 | |

Thank You

Please detach and return with payment



Customer: Meadow View at Twin Creeks Community Development District

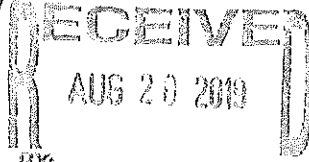
| Invoice | Effective | Transaction | Description | Amount |
|---------|------------|--------------|--|--------------|
| 9581 | 10/01/2019 | Renew policy | Policy #100119283 10/01/2019-10/01/2020 Florida Insurance Alliance Package - Renew policy Due Date: 9/12/2019 <i>Prepaid V-4 (A)</i> <i>1.310.813.45 FY20 Admin Ins \$5750.00</i> <i>1.320.572.442 FY20 Property Ins \$33,212</i> <i>001.300.155.000.</i> | 38,962.00 |
| | | | | Total |
| | | | | \$ 38,962.00 |

Thank You

FOR PAYMENTS SENT OVERNIGHT:
Egis Insurance Advisors LLC, Fifth Third Wholesale Lockbox, Lockbox #234021, 4900 W. 95th St Oaklawn, IL 60453

| | | |
|---|--------------------------|-------------|
| Remit Payment To: Egis Insurance Advisors, LLC | (321)233-9939 | Date |
| Lockbox 234021 PO Box 84021 Chicago, IL 60689-4002 | sclimer@egisadvisors.com | 09/12/2019 |

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



August 8, 2019
Project No: 17348.00000
Invoice No: 0191391

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

Professional Services rendered through July 31, 2019

Professional Personnel

| | | Hours | Rate | Amount | |
|------------------------|-----------|-------|--------|----------|-----------------|
| Project Manager | | | | | |
| Lockwood, Scott | 7/6/2019 | 2.00 | 178.00 | 356.00 | |
| Lockwood, Scott | 7/13/2019 | 21.50 | 178.00 | 3,827.00 | |
| Lockwood, Scott | 7/20/2019 | 17.00 | 178.00 | 3,026.00 | |
| Administrative Support | | | | | |
| Blair, Shelley | 7/13/2019 | 1.00 | 81.00 | 81.00 | |
| Blair, Shelley | 7/20/2019 | 1.00 | 81.00 | 81.00 | |
| Lockwood, Autumn | 7/13/2019 | .50 | 81.00 | 40.50 | |
| Totals | | 43.00 | | 7,411.50 | |
| Total Labor | | | | | 7,411.50 |

Expenses

| | | | | |
|--------------------------|--|-------------------|--------------|---------------|
| Reproductions | | | 61.42 | |
| Delivery / Messenger Svc | | | 31.01 | |
| Total Expenses | | 1.15 times | 92.43 | 106.29 |

Invoice Total this Period **\$7,517.79**

Outstanding Invoices

| Number | Date | Balance |
|--------------|-----------|-----------------|
| 0190392 | 5/7/2019 | 4,025.42 |
| 0191035 | 7/11/2019 | 2,134.40 |
| Total | | 6,159.82 |

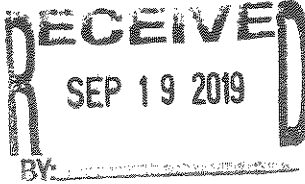
Total Now Due **\$13,677.61**

V-5 (A)
1,310, 573, 311

England-Thims & Miller, Inc.

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS
14775 Old St. Augustine Road • Jacksonville, Florida 32218 • Tel 904-612-8990 • Fax 904-612-9465
CA-00002504 LC-0000315

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



September 10, 2019
Project No: 17348.00000
Invoice No: 0191703

Project 17348.00000 Meadow View at Twin Creek CDD - 2019/2020 General Consulting Services (WA#8)

Professional Services rendered through August 31, 2019

Professional Personnel

| | | Hours | Rate | Amount | |
|------------------------|-----------|-------|--------|----------|-----------------|
| Project Manager | | | | | |
| Lockwood, Scott | 8/10/2019 | 3.25 | 178.00 | 578.50 | |
| Lockwood, Scott | 8/17/2019 | 5.25 | 178.00 | 934.50 | |
| Lockwood, Scott | 8/24/2019 | 1.25 | 178.00 | 222.50 | |
| Administrative Support | | | | | |
| Blair, Shelley | 8/3/2019 | 1.00 | 81.00 | 81.00 | |
| Blair, Shelley | 8/10/2019 | .50 | 81.00 | 40.50 | |
| Blair, Shelley | 8/17/2019 | 2.50 | 81.00 | 202.50 | |
| Totals | | 13.75 | | 2,059.50 | |
| Total Labor | | | | | 2,059.50 |

Expenses

| | | | | |
|-----------------------|--|-------------------|-------------|-------------|
| Reproductions | | | 3.02 | |
| Total Expenses | | 1.15 times | 3.02 | 3.47 |

Invoice Total this Period \$2,062.97

Outstanding Invoices

| Number | Date | Balance |
|--------------|-----------|-----------------|
| 0191035 | 7/11/2019 | 2,134.40 |
| 0191391 | 8/8/2019 | 7,517.79 |
| Total | | 9,652.19 |

Total Now Due \$11,715.16

(A) V-5
1,310,573.311

England-Thimys & Miller, Inc.

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS
14775 Old St. Augustine Road • Jacksonville, Florida 32258 • Tel 904-642-8990 • Fax 904-646-9485
CA-00002584 LC-0000316

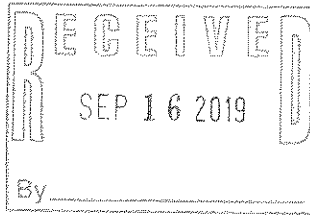
CP

Future Horizons, Inc.

403 North First Street
P O Box 1115
Hastings, FL 32145-1115

Voice: 800-682-1187

Fax: 904-692-1193

**INVOICE**

Invoice Number: 59793

Invoice Date: Aug 30, 2019

Page: 1

Bill To:

Meadow View at Twin Creeks CDD
c/o GMS
475 West Town Place, Ste 114
St. Augustine, FL 32092

Ship to:

Meadow View at Twin Creeks CDD
c/o GMS
475 West Town Place, Ste 114
St. Augustine, FL 32092

| Customer ID | Customer PO | Payment Terms | |
|--------------|-----------------|---------------|----------|
| Beacon02 | Per Contract | Net 30 Days | |
| Sales Rep ID | Shipping Method | Ship Date | Due Date |
| | Hand Deliver | | 9/29/19 |

| Quantity | Item | Description | Unit Price | Amount |
|---|----------------------|---|------------|---------------|
| 1.00 | Aquatic Weed Control | Aquatic Weed Control services performed in August, 2019 | 900.00 | 900.00 |
| <i>B. Hight 9-3-19</i> <i>LAKE MAINT</i> <i>001.320,53800,45005</i> | | | | |
| <i>(A) V-45</i> | | | | |
| Subtotal | | | | 900.00 |
| Sales Tax | | | | |
| Freight | | | | |
| Total Invoice Amount | | | | 900.00 |
| Payment/Credit Applied | | | | |
| TOTAL | | | | 900.00 |

Check/Credit Memo No:

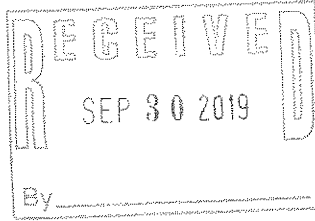
Overdue invoices are subject to finance charges.

Future Horizons, Inc.

403 North First Street
P O Box 1115
Hastings, FL 32145-1115

Voice: 800-682-1187

Fax: 904-692-1193

**INVOICE**

Invoice Number: 60213

Invoice Date: Sep 30, 2019

Page: 1

Bill To:

Meadow View at Twin Creeks CDD
c/o GMS
475 West Town Place, Ste 114
St. Augustine, FL 32092

Ship to:

Meadow View at Twin Creeks CDD
c/o GMS
475 West Town Place, Ste 114
St. Augustine, FL 32092

| Customer ID | Customer PO | Payment Terms | |
|--------------|-----------------|---------------|----------|
| Beacon02 | Per Contract | Net 30 Days | |
| Sales Rep ID | Shipping Method | Ship Date | Due Date |
| | Hand Deliver | | 10/30/19 |

| Quantity | Item | Description | Unit Price | Amount |
|------------------------|----------------------|--|------------|-----------------|
| 1.00 | Aquatic Weed Control | Aquatic Weed Control services performed in September, 2019 <i>B. Hupk 9-30-19 LAKE MAINT 001, 320, 53800, 45005</i> | 900.00 | 900.00 |
| | | | | <i>V-45 (A)</i> |
| Subtotal | | | | 900.00 |
| Sales Tax | | | | |
| Freight | | | | |
| Total Invoice Amount | | | | 900.00 |
| Payment/Credit Applied | | | | |
| TOTAL | | | | 900.00 |

Check/Credit Memo No:

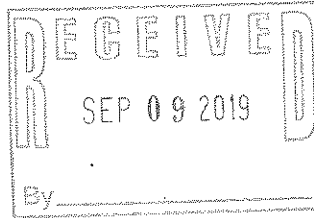
Overdue invoices are subject to finance charges.

Governmental Management Services, LLC

1001 Bradford Way
Kingston TN 37763

Invoice**Bill To:**

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



Invoice #: 48

Invoice Date: 9/1/19

Due Date: 9/1/19

Case:

P.O. Number:

| Description | Hours/Qty | Rate | Amount |
|--|-----------|----------|-------------------|
| Management Fees - September 2019 1-31-513-34 | | 3,750.00 | 3,750.00 |
| Information Technology - September 2019 1-31-513-351 | | 166.67 | 166.67 |
| Dissemination Agent Services - September 2019 1-31-513-316 | | 416.67 | 416.67 |
| Office Supplies 1-31-513-51 | | 15.36 | 15.36 |
| Postage 1-31-513-42 | 1 | 49.55 | 49.55 |
| Copies 1-31-513-425 | | 282.15 | 282.15 |
| Telephone 1-31-513-41 | | 19.74 | 19.74 |
| Total | | | \$4,700.14 |
| Payments/Credits | | | \$0.00 |
| Balance Due | | | \$4,700.14 |

Grau and Associates

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

Phone: 561-994-9299

Fax: 561-994-5823

Meadow View at Twin Creeks Community Development District
1408 Hamlin Avenue, Unit E
Saint Cloud, FL 34771

Invoice No. 18636
Date 09/01/2019

| SERVICE | AMOUNT |
|----------------------|-----------|
| Audit FYE 09/30/2019 | \$ 500.00 |
| Current Amount Due | \$ 500.00 |

V-47

(A)

001,810,513,352

REC'D SEP 09 2019

| | | | | | |
|--------|---------|---------|----------|----------|---------|
| 0 - 30 | 31 - 60 | 61 - 90 | 91 - 120 | Over 120 | Balance |
| 500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 |

Payment due upon receipt.

Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

V-3 (4)

1,310.513, 315

STATEMENT

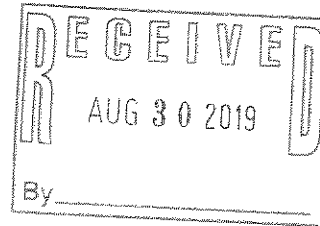
August 30, 2019

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

Bill Number 109542
Billed through 07/31/2019

General Counsel

MVTCDD 00001 JLE



FOR PROFESSIONAL SERVICES RENDERED

| | | | |
|----------|-----|---|----------|
| 07/01/19 | KEM | Research status of budget notice. | 0.10 hrs |
| 07/02/19 | KEM | Research request for proposals templates; prepare variances. | 0.50 hrs |
| 07/06/19 | JLE | Analyze budget and O&M assessments; prepare mailed and published notices, appropriation resolution, assessment resolution and deficit funding agreement; email regarding the same. | 1.40 hrs |
| 07/08/19 | JLE | Analyze issue regarding District boundary; review documents related to the same; email regarding the same; confer with Perry and Oliver regarding various items; follow-up email regarding sale contract; email regarding liquor license; conference call regarding various pending items; follow-up from the same. | 1.90 hrs |
| 07/08/19 | KEM | Research location map; confirm boundaries of district; prepare request for proposals. | 0.50 hrs |
| 07/09/19 | JLE | Confer with Oliver regarding parking inquiry. | 0.20 hrs |
| 07/12/19 | KEM | Confer with district engineer regarding bid documents upload. | 0.20 hrs |
| 07/15/19 | JLE | Confer with Lockwood regarding pending bid. | 0.20 hrs |
| 07/17/19 | JLE | Prepare parking policy; confer with Oliver regarding the same; email regarding the same. | 0.80 hrs |
| 07/18/19 | JLE | Prepare for, travel to and from, and attend Board meeting. | 3.30 hrs |
| 07/19/19 | JLE | Prepare development and contribution agreement; follow-up regarding the same. | 3.10 hrs |
| 07/22/19 | JLE | Continue to review and revise development and contribution agreement; email regarding the same; analyze advanced funding provisions of acquisition and completion agreements; email regarding the same. | 3.20 hrs |
| 07/23/19 | JLE | Conference call regarding development and contribution agreement; revise the same; email regarding the same. | 0.70 hrs |

=====

| | | | |
|----------------------------|-----|---|------------|
| 07/24/19 | KEM | Prepare notices of rule development and rulemaking. | 0.10 hrs |
| 07/25/19 | KEM | Review affidavit of mailing of assessment notice. | 0.10 hrs |
| Total fees for this matter | | | \$4,287.50 |

DISBURSEMENTS

| | |
|-------------------------------------|----------|
| Document Reproduction | 2.00 |
| Travel | 117.85 |
| Conference Calls | 16.38 |
| Total disbursements for this matter | \$136.23 |

MATTER SUMMARY

| | | | |
|----------------------------------|-----------|---------|------------|
| Earlywine, Jere L. | 14.80 hrs | 275 /hr | \$4,070.00 |
| Ibarra, Katherine E. - Paralegal | 1.50 hrs | 145 /hr | \$217.50 |
| TOTAL FEES | | | \$4,287.50 |
| TOTAL DISBURSEMENTS | | | \$136.23 |

TOTAL CHARGES FOR THIS MATTER **\$4,423.73**

BILLING SUMMARY

| | | | |
|----------------------------------|-----------|---------|------------|
| Earlywine, Jere L. | 14.80 hrs | 275 /hr | \$4,070.00 |
| Ibarra, Katherine E. - Paralegal | 1.50 hrs | 145 /hr | \$217.50 |
| TOTAL FEES | | | \$4,287.50 |
| TOTAL DISBURSEMENTS | | | \$136.23 |

TOTAL CHARGES FOR THIS BILL **\$4,423.73**

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

V-3 (A)
1,310, 573. 315

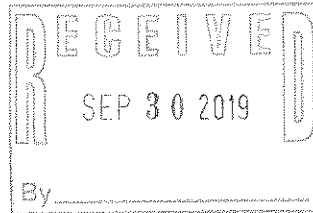
STATEMENT

September 25, 2019

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

Bill Number 110139
Billed through 08/31/2019

General Counsel
MVTCCD 00001 JLE



FOR PROFESSIONAL SERVICES RENDERED

| | | | |
|----------|-----|---|----------|
| 07/30/19 | LMG | Research and revise rules of procedure; prepare memorandum to district regarding same. | 0.30 hrs |
| 08/02/19 | JLE | Email correspondence regarding hardscape/landscape proposals. | 0.20 hrs |
| 08/06/19 | JLE | Confer with Perry regarding contribution agreement; revise the same; email regarding the same. | 0.80 hrs |
| 08/08/19 | JLE | Analyze contribution item, including review of prior bond issuances and assessment amounts; email Perry regarding the same. | 0.90 hrs |
| 08/09/19 | JLE | Confer with Perry regarding contribution agreement; email regarding the same. | 0.50 hrs |
| 08/11/19 | JLE | Email correspondence regarding Clary invoices. | 0.20 hrs |
| 08/12/19 | JLE | Confer with Board Supervisor regarding platting invoices; email regarding the same; conference call regarding contribution agreement; revise agreement; email regarding the same. | 1.20 hrs |
| 08/12/19 | KEM | Prepare notice of rule development and notice of rulemaking. | 0.40 hrs |
| 08/13/19 | JLE | Follow-up on alcohol license. | 0.20 hrs |
| 08/13/19 | KEM | Prepare application for alcohol license. | 1.20 hrs |
| 08/15/19 | JLE | Prepare for, travel to and from, and attend CDD Board meeting; email correspondence regarding bid awards; follow-up regarding the same. | 2.60 hrs |
| 08/15/19 | KEM | Prepare notices of intent to award contract. | 0.50 hrs |
| 08/16/19 | KEM | Prepare application for alcohol license. | 0.40 hrs |
| 08/19/19 | KEM | Prepare application for alcohol license. | 1.00 hrs |
| 08/20/19 | JLE | Review alcohol license application; follow-up regarding the same; conference call regarding Phase 4. | 1.10 hrs |

| | | | |
|----------------------------|-----|---|------------|
| 08/22/19 | KEM | Prepare application for alcohol license. | 0.50 hrs |
| 08/28/19 | KEM | Prepare application for alcohol license. | 0.30 hrs |
| 08/29/19 | JLE | Continue to review and revise Development and Contribution Agreement; prepare revisions to purchase and sale agreement; email regarding the same; confer with Bulleit regarding amenity center; follow-up regarding the same. | 3.80 hrs |
| 08/29/19 | MKR | Research FHA's applicability to age-restricted communities. | 0.80 hrs |
| 08/30/19 | JLE | Review and revise development and contribution agreement based on comments from client; email to working group. | 0.20 hrs |
| 08/30/19 | KEM | Prepare application for alcohol license. | 0.30 hrs |
| Total fees for this matter | | | \$4,121.00 |

DISBURSEMENTS

| | |
|-------------------------------------|----------|
| Travel | 230.00 |
| Conference Calls | 8.45 |
| License Fee | 159.98 |
| Total disbursements for this matter | \$398.43 |

MATTER SUMMARY

| | | | |
|----------------------------------|-----------|---------|------------|
| Earlywine, Jere L. | 11.70 hrs | 275 /hr | \$3,217.50 |
| Ibarra, Katherine E. - Paralegal | 4.60 hrs | 145 /hr | \$667.00 |
| Gentry, Lauren M. | 0.30 hrs | 215 /hr | \$64.50 |
| Rigoni, Michelle K. | 0.80 hrs | 215 /hr | \$172.00 |

| | |
|---------------------|------------|
| TOTAL FEES | \$4,121.00 |
| TOTAL DISBURSEMENTS | \$398.43 |

| | |
|--------------------------------------|-------------------|
| TOTAL CHARGES FOR THIS MATTER | \$4,519.43 |
|--------------------------------------|-------------------|

BILLING SUMMARY

| | | | |
|----------------------------------|-----------|---------|------------|
| Earlywine, Jere L. | 11.70 hrs | 275 /hr | \$3,217.50 |
| Ibarra, Katherine E. - Paralegal | 4.60 hrs | 145 /hr | \$667.00 |
| Gentry, Lauren M. | 0.30 hrs | 215 /hr | \$64.50 |
| Rigoni, Michelle K. | 0.80 hrs | 215 /hr | \$172.00 |

| | |
|---------------------|------------|
| TOTAL FEES | \$4,121.00 |
| TOTAL DISBURSEMENTS | \$398.43 |

| | |
|------------------------------------|-------------------|
| TOTAL CHARGES FOR THIS BILL | \$4,519.43 |
|------------------------------------|-------------------|

Please include the bill number on your check.

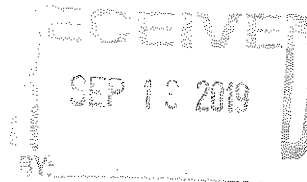
Municipal Asset Management, Inc.

25288 Foothills Drive North
Suite 225
Golden, CO 80401
(303) 273-9494

INVOICE

INVOICE NO: 0617414
DATE: 9/1/2019

To: Meadow View at Twin Creeks CDD
Ernesto J Torres
475 West Town Place, Suite 114
St. Augustine, FL 32902



| DUE DATE | RENTAL PERIOD |
|-----------|---------------|
| 10/7/2019 | |

| PMT NUMBER | DESCRIPTION | AMOUNT |
|------------|--|----------|
| 9 | Lease payment due pursuant to Tax-Exempt Lease Purchase Agreement dated October 25, 2018 for the acquisition of fitness equipment ✓-14 (A) 1,320,572.45915 | 2,307.62 |

TOTAL DUE

\$2,307.62

Please detach coupon and return with check payable to MUNICIPAL ASSET MANAGEMENT, INC. and remit to address above.

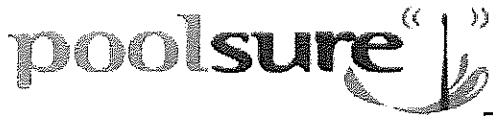
If you have any questions concerning this invoice,
call: Municipal Asset Management, Paul Collings, (303) 273-9494.

THANK YOU FOR YOUR BUSINESS!

| Invoice # | Due Date | Total Due | Amount Enclosed |
|-----------|-----------|------------|-----------------|
| 0617414 | 10/7/2019 | \$2,307.62 | |

Meadow View at Twin Creeks CDD
Ernesto J Torres
475 West Town Place, Suite 114
St. Augustine, FL 32902

Municipal Asset Management, Inc.
25288 Foothills Drive North
Suite 225
Golden, CO 80401



Invoice

Date
Invoice #9/23/2019
131295588963

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

| | |
|-------------------|-------------------------------------|
| Terms | Net 20 |
| Due Date | 10/13/2019 |
| PO # | |
| Delivery Ticket # | Sales Order #1328321 |
| Delivery Date | 9/20/2019 |
| Delivery Location | Meadow View at Twin Creeks CDD Pool |
| Customer # | 13BEA030 |

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

Ship To
Meadow View at Twin Creeks CDD
755 Cr-210 W
St Johns FL 32259

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

| Item ID | Item | Quantity | Units | Rate | Amount |
|--|---------------------------|----------|-------|------|--------|
| 115-300 | Bleach Minibulk Delivered | 300 | gal | 1.50 | 450.00 |
| <div style="text-align: center;"> By _____</div> <div style="text-align: right; margin-top: 20px;">✓-22 (B)</div> | | | | | |

Total 450.00
Amount Due \$450.00

3205720045506 *Richard M. Jr*

Remittance Slip

Customer
13BEA030
Invoice #
131295588963

Amount Due \$450.00

Amount Paid _____

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



131295588963



Invoice

Date
Invoice #9/23/2019
131295588967

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

| | |
|-------------------|---|
| Terms | Net 20 |
| Due Date | 10/13/2019 |
| PO # | |
| Delivery Ticket # | Sales Order #1328322 |
| Delivery Date | 9/20/2019 |
| Delivery Location | Meadow View at Twin Creeks CDD Activity Po... |
| Customer # | 13BEA030 |

| |
|--|
| Bill To |
| Meadow View at Twin Creeks CDD 475 West Town Place Suite 114 St. Augustine FL 32092 |

| | |
|---------|---|
| Ship To | Meadow View at Twin Creeks CDD 755 Cr-210 W St Johns FL 32259 |
|---------|---|

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

| Item ID | Item | Quantity | Units | Rate | Amount |
|---|---------------------------|----------|-------|------|--------|
| 115-300 | Bleach Minibulk Delivered | 60 | gal | 1.50 | 90.00 |
| 160-050 | Pool Acid bulk by Gallon | 15 | gal | 3.00 | 45.00 |
| <div data-bbox="500 911 824 1142" data-label="Image"></div> <div data-bbox="915 890 1110 984" data-label="Text"><p>V-22 (A)</p></div> | | | | | |

Total 135.00
Amount Due \$135.00

3205720045506 Richard M. [Signature]

Remittance Slip

Customer
13BEA030
Invoice #
131295588967

Amount Due \$135.00

Amount Paid _____

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



131295588967

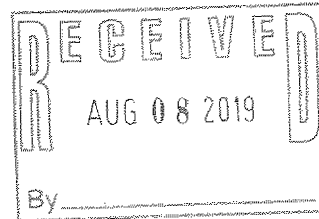
Riverside Management Services, Inc

Suite 305
Jacksonville, FL 32257

Invoice

| Date | Invoice # |
|-----------|-----------|
| 7/31/2019 | 33 |

| |
|--|
| Bill To |
| Meadow View @ Twin Creeks CDD 475 West Town Place Suite 114 St. Augustine, FL 32092 |



| P.O. No. | Terms | Project |
|----------|-------|---------|
| | | |

| Quantity | Description | Rate | Amount |
|----------|---|-------|------------|
| 233.2 | Lifeguard Services through August 1, 2019 320.572, 45501 V-20 (A) | 16.00 | 3,731.20 |
| Total | | | \$3,731.20 |

RHW
8,8,19

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

MVTC CDD

LIFEGUARD INVOICE DETAIL

| <u>Quantity</u> | <u>Description</u> | <u>Rate</u> | <u>Amount</u> |
|-----------------|--------------------|-------------|---------------|
| 233.2 | Lifeguard Services | \$ 16.00 | \$ 3,731.20 |

Covers Period End: August 1, 2019

\$ 3,731.20

LIFEGUARDS #320-572-45501

MEADOWVIEW AT TWIN CREEKS COMMUNITY DEVELOPMENT DISTRICT
LIFEGUARD BILLABLE HOURS
FOR PE 08/01/19

| Date | Hours | Employee | Description |
|---------|-------|----------|--------------|
| 7/19/19 | 4.98 | A.J.D. | Lifeguarding |
| 7/19/19 | 3.95 | A.V. | Lifeguarding |
| 7/19/19 | 5.13 | S.S. | Lifeguarding |
| 7/19/19 | 3.98 | C.B. | Lifeguarding |
| 7/20/19 | 5.13 | A.C. | Lifeguarding |
| 7/20/19 | 5.45 | A.V. | Lifeguarding |
| 7/20/19 | 5.5 | S.S. | Lifeguarding |
| 7/21/19 | 5.5 | A.J.D. | Lifeguarding |
| 7/21/19 | 5.65 | A.C. | Lifeguarding |
| 7/21/19 | 5.13 | A.V. | Lifeguarding |
| 7/22/19 | 5.08 | A.C. | Lifeguarding |
| 7/22/19 | 3.98 | A.V. | Lifeguarding |
| 7/22/19 | 4.02 | A.D. | Lifeguarding |
| 7/22/19 | 5 | S.S. | Lifeguarding |
| 7/23/19 | 5.2 | A.C. | Lifeguarding |
| 7/23/19 | 5.12 | A.D. | Lifeguarding |
| 7/23/19 | 4 | S.S. | Lifeguarding |
| 7/23/19 | 4 | C.B. | Lifeguarding |
| 7/24/19 | 2.3 | A.C. | Lifeguarding |
| 7/24/19 | 3.77 | A.D. | Lifeguarding |
| 7/24/19 | 3.92 | S.S. | Lifeguarding |
| 7/24/19 | 4.18 | C.B. | Lifeguarding |
| 7/25/19 | 3.98 | A.V. | Lifeguarding |
| 7/25/19 | 4 | A.D. | Lifeguarding |
| 7/25/19 | 4.97 | S.S. | Lifeguarding |
| 7/25/19 | 4.9 | C.B. | Lifeguarding |
| 7/26/19 | 3.75 | A.C. | Lifeguarding |
| 7/26/19 | 3.88 | A.D. | Lifeguarding |
| 7/26/19 | 5.05 | S.S. | Lifeguarding |
| 7/26/19 | 4.97 | P.G. | Lifeguarding |
| 7/27/19 | 5.32 | A.C. | Lifeguarding |
| 7/27/19 | 4.03 | A.D. | Lifeguarding |
| 7/27/19 | 3.97 | P.G. | Lifeguarding |
| 7/28/19 | 5.52 | A.C. | Lifeguarding |
| 7/28/19 | 5.47 | P.G. | Lifeguarding |
| 7/29/19 | 5.05 | A.C. | Lifeguarding |
| 7/29/19 | 4.05 | A.V. | Lifeguarding |
| 7/29/19 | 3.9 | A.D. | Lifeguarding |
| 7/29/19 | 5.18 | P.G. | Lifeguarding |
| 7/30/19 | 5 | J.E.S. | Lifeguarding |
| 7/30/19 | 5.02 | A.C. | Lifeguarding |
| 7/30/19 | 4.85 | A.V. | Lifeguarding |
| 7/30/19 | 3.93 | A.D. | Lifeguarding |
| 7/30/19 | 4.02 | P.G. | Lifeguarding |
| 7/31/19 | 4.03 | A.C. | Lifeguarding |
| 7/31/19 | 4.93 | A.V. | Lifeguarding |
| 7/31/19 | 5.08 | A.D. | Lifeguarding |
| 7/31/19 | 3.88 | P.G. | Lifeguarding |
| 8/1/19 | 3 | J.E.S. | Lifeguarding |
| 8/1/19 | 3.5 | A.C. | Lifeguarding |
| 8/1/19 | 3.5 | A.V. | Lifeguarding |
| 8/1/19 | 3.5 | A.D. | Lifeguarding |

TOTAL 233.2

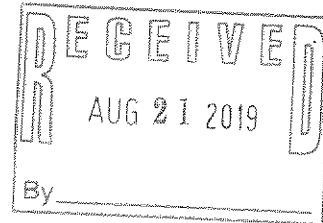
Riverside Management Services, Inc

Suite 305
Jacksonville, FL 32257

Invoice

| Date | Invoice # |
|-----------|-----------|
| 8/19/2019 | 34 |

| |
|--|
| Bill To |
| Meadow View @ Twin Creeks CDD 475 West Town Place Suite 114 St. Augustine, FL 32092 |



| P.O. No. | Terms | Project |
|----------|-------|---------|
| | | |

| Quantity | Description | Rate | Amount |
|----------|--|---------------------------|--------------------|
| | Facility Maintenance July 1 - July 31, 2019 Maintenance Supplies | 1,364.27 487.95 | 1,364.27 487.95 |
| | <i>B. Steph 8-20-19</i> <i>Pool MAINT. - \$155.00</i> <i>001.320.57200.45505</i> <i>REPAIRS & REPLACEMENTS - \$1376.35</i> <i>001.320.57200.44200</i> <i>Pool Chemicals - \$106.49</i> <i>001.320.57200.45506</i> <i>SPRINKLER INVENTORY - \$214.38</i> <i>001.320.57200.44203</i> | <i>V-20</i> <i>(A)</i> | |
| Total | | | \$1,852.22 |

MEADOWVIEW AT TWIN CREEKS COMMUNITY DEVELOPMENT DISTRICT
 MAINTENANCE BILLABLE HOURS
 FOR THE MONTH OF JULY 2019

| <u>Date</u> | <u>Hours</u> | <u>Employee</u> | <u>Description</u> |
|-------------|--------------|-----------------|--|
| 7/2/19 | 6 | K.B. | Pressure washed patio furniture and playground furniture, side of building with spider eggs and webs, fixed tennis court windscreen |
| 7/4/19 | 2 | K.B. | Emergency Call Out - Pools - had to check levels of pool chlorine, pump stopped pumping and pool was getting cloudy |
| 7/8/19 | 2 | K.B. | Emergency Call Out - Returned to pool due to probes being bad, chlorine dropped to 0 |
| 7/9/19 | 8 | K.B. | Pressure washed whole amenity center building and dusted for spider webs and eggs |
| 7/17/19 | 4 | B.M. | Repaired netting on spray feature, picked up supplies, reattach netting to marcite through eyelets |
| 7/16/19 | 8 | K.B. | Painted and touched up areas with paint, raked beach area and filled wash out, dusted webs at boat house |
| 7/22/19 | 8 | K.B. | Raked beach and filled in any washouts, dusted for spider webs and cobwebs, pressure washed patio furniture, replaced filling on lap pool handicap chair |

TOTAL 38

MILES 77

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

MAINTENANCE BILLABLE PURCHASES

Period Ending 08/05/19

| <u>DISTRICT</u> | <u>DATE</u> | <u>SUPPLIES</u> | <u>PRICE</u> | <u>EMPLOYEE</u> |
|--------------------|-------------|---------------------------------|-----------------|-----------------|
| MEADOWVIEW | | | | |
| AT TWIN CREEKS CDD | | | | |
| (MUTC) | | | | |
| | 7/9/19 | Coffee Urn (3) | 154.06 | B.S. |
| | 7/10/19 | Coffee Stirrers | 2.16 | B.S. |
| | 7/10/19 | Foam Plates (2) | 6.07 | B.S. |
| | 7/10/19 | Coffee Cups (4) | 22.91 | B.S. |
| | 7/10/19 | 100 ct. Coffee Lids | 8.80 | B.S. |
| | 7/10/19 | Napkins (2) | 6.83 | B.S. |
| | 7/10/19 | Lipton Tea Pack | 3.44 | B.S. |
| | 7/10/19 | Splenda Pack | 10.11 | B.S. |
| | 7/15/19 | Total Alkalinity 50 pound | 42.64 | B.S. |
| | 7/15/19 | Taylor 0001 Chemical | 13.79 | B.S. |
| | 7/15/19 | Taylor 0002 Chemical | 13.79 | B.S. |
| | 7/15/19 | Taylor 0004 Chemical (2) | 19.23 | B.S. |
| | 7/16/19 | Bow Rake | 12.63 | K.B. |
| | 7/16/19 | Magic Eraser | 7.33 | K.B. |
| | 7/16/19 | Sand Paper Fine | 5.37 | K.B. |
| | 7/16/19 | 6" Plastic Mini Roller Tray | 2.15 | K.B. |
| | 7/16/19 | 4.5x1/4 Mini Roller | 6.74 | K.B. |
| | 7/16/19 | 4x1/4 Roller 2 pk | 6.29 | K.B. |
| | 7/16/19 | 3" Foam Brush | 1.12 | K.B. |
| | 7/16/19 | 2" Flat Brush | 1.36 | K.B. |
| | 7/16/19 | 24" Leaf Rake | 10.33 | K.B. |
| | 7/17/19 | Tiler Cleaner | 17.14 | B.S. |
| | 7/22/19 | Combination Lock | 17.79 | B.S. |
| | 7/23/19 | Female Hose Repair | 5.73 | B.S. |
| | 7/23/19 | 5/8" Hose Repair | 8.60 | B.S. |
| | 7/24/19 | CJ Replacement head Immobilizer | 81.67 | D.S. |
| | | TOTAL | <u>\$487.95</u> | |

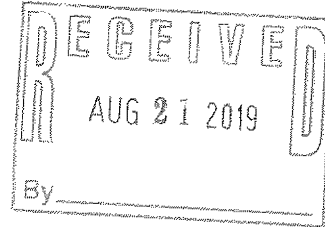
Riverside Management Services, Inc

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

Invoice

| Date | Invoice # |
|-----------|-----------|
| 8/20/2019 | 35 |

| |
|--|
| Bill To |
| Meadow View @ Twin Creeks CDD 475 West Town Place Suite 114 St. Augustine, FL 32092 |



| P.O. No. | Terms | Project |
|----------|-------|---------|
| | | |

| Quantity | Description | Rate | Amount |
|----------|--|-------|------------|
| 89.11 | Lifeguard Services through August 11, 2019 320,572,45501 V-20 (A) | 16.00 | 1,425.76 |
| Total | | | \$1,425.76 |

2nw
8, 20, 19

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

MVTC CDD

LIFEGUARD INVOICE DETAIL

| <u>Quantity</u> | <u>Description</u> | <u>Rate</u> | <u>Amount</u> |
|------------------------------------|--------------------|-------------|--------------------|
| 89.11 | Lifeguard Services | \$ 16.00 | \$ 1,425.76 |
| Covers Period End: August 11, 2019 | | | <u>\$ 1,425.76</u> |

LIFEGUARDS #320-572-45501

Lifeguard

MEADOWVIEW AT TWIN CREEKS COMMUNITY DEVELOPMENT DISTRICT
LIFEGUARD BILLABLE HOURS
FOR PE 08/15/19

| Date | Hours | Employee | Description |
|---------|--------------|----------|--------------|
| 8/2/19 | 3.5 | A.D. | Lifeguarding |
| 8/3/19 | 5.25 | A.C. | Lifeguarding |
| 8/4/19 | 5.5 | A.C. | Lifeguarding |
| 8/5/19 | 5.47 | A.C. | Lifeguarding |
| 8/5/19 | 5.95 | C.B. | Lifeguarding |
| 8/6/19 | 5.37 | A.C. | Lifeguarding |
| 8/6/19 | 6 | C.B. | Lifeguarding |
| 8/7/19 | 4 | A.C. | Lifeguarding |
| 8/7/19 | 3.93 | C.B. | Lifeguarding |
| 8/8/19 | 5.95 | C.B. | Lifeguarding |
| 8/9/19 | 5.07 | A.C. | Lifeguarding |
| 8/9/19 | 5.68 | C.B. | Lifeguarding |
| 8/10/19 | 4.03 | A.C. | Lifeguarding |
| 8/10/19 | 5.95 | A.J.D. | Lifeguarding |
| 8/11/19 | 5.5 | A.C. | Lifeguarding |
| 8/11/19 | 5.98 | C.B. | Lifeguarding |
| 8/11/19 | 5.98 | A.J.D. | Lifeguarding |
| TOTAL | <u>89.11</u> | | |

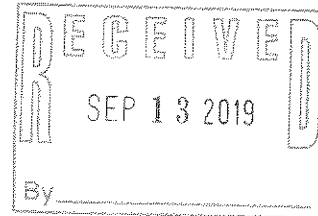
Riverside Management Services, Inc

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

Invoice

| Date | Invoice # |
|-----------|-----------|
| 8/31/2019 | 37 |

| |
|--|
| Bill To |
| Meadow View @ Twin Creeks CDD 475 West Town Place Suite 114 St. Augustine, FL 32092 |



| P.O. No. | Terms | Project |
|----------|-------|---------|
| | | |

| Quantity | Description | Rate | Amount |
|----------|---|-------|----------|
| 59.28 | Lifeguard Services through August 24, 2019 320,572,45501 V-20 (A) | 16.00 | 948.48 |
| Total | | | \$948.48 |

RNW
9.11.19

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

MVTC CDD

LIFEGUARD INVOICE DETAIL

| <u>Quantity</u> | <u>Description</u> | <u>Rate</u> | <u>Amount</u> |
|------------------------------------|--------------------|-------------|------------------|
| 59.28 | Lifeguard Services | \$ 16.00 | \$ 948.48 |
| Covers Period End: August 24, 2019 | | | <u>\$ 948.48</u> |

LIFEGUARDS #320-572-45501

MEADOWVIEW AT TWIN CREEKS COMMUNITY DEVELOPMENT DISTRICT
LIFEGUARD BILLABLE HOURS
8/16/19 to 9/2/19

| Date | Hours | Employee | Description |
|--------------|---------------------|----------|--|
| 8/3/19 | 5.23 | P.G. | Lifeguarding - Timecard Handed in Late |
| 8/4/19 | 5.42 | P.G. | Lifeguarding - Timecard Handed in Late |
| 8/4/19 | 5.48 | A.V. | Lifeguarding - Timecard Handed in Late |
| 8/5/19 | 5.47 | A.V. | Lifeguarding - Timecard Handed in Late |
| 8/6/19 | 5.35 | A.V. | Lifeguarding - Timecard Handed in Late |
| 8/7/19 | 4.6 | A.V. | Lifeguarding - Timecard Handed in Late |
| 8/8/19 | 5.2 | A.V. | Lifeguarding - Timecard Handed in Late |
| 8/17/19 | 3.53 | C.B. | Lifeguarding |
| 8/17/19 | 3.52 | A.J.D. | Lifeguarding |
| 8/18/19 | 3.97 | C.B. | Lifeguarding |
| 8/18/19 | 3.95 | A.J.D. | Lifeguarding |
| 8/18/19 | 5 | A.C. | Lifeguarding |
| 8/24/19 | 2.56 | A.C. | Lifeguarding |
| TOTAL | <u><u>59.28</u></u> | | |

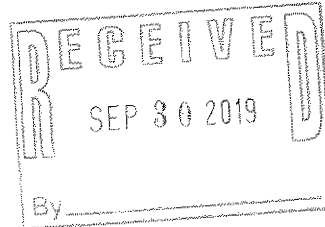
Riverside Management Services, Inc

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

Invoice

| Date | Invoice # |
|-----------|-----------|
| 9/18/2019 | 38 |

| |
|--|
| Bill To |
| Meadow View @ Twin Creeks CDD 475 West Town Place Suite 114 St. Augustine, FL 32092 |



| P.O. No. | Terms | Project |
|----------|-------|---------|
| | | |

| Quantity | Description | Rate | Amount |
|----------|---|----------|------------|
| | Facility Maintenance August 1 - August 31, 2019 | 2,279.91 | 2,279.91 |
| | Maintenance Supplies | 193.22 | 193.22 |
| | <i>B. Stephens 9.27.19</i> | | |
| | <i>Grounds Maint. - \$338.28</i> | | |
| | <i>001.320.53800.45006</i> | | |
| | <i>Amenity Maint. - \$2134.85</i> | | |
| | <i>001.320.57200.45508</i> | | |
| | <i>V/20 (P)</i> | | |
| Total | | | \$2,473.13 |

2mw
9.27.19

RMS

MEADOWVIEW AT TWIN CREEKS COMMUNITY DEVELOPMENT DISTRICT
 MAINTENANCE BILLABLE HOURS
 FOR THE MONTH OF AUGUST 2019

| <u>Date</u> | <u>Hours</u> | <u>Employee</u> | <u>Description</u> |
|-------------|--------------|-----------------|--|
| 8/1/19 | 2.5 | K.B. | Raked beach area ruts, sanded front door and wiped smudges off all doors, dusted front of building for spider webs and eggs |
| 8/6/19 | 8 | K.B. | Pressure washed furniture, dusted for spider webs and eggs, cleaned smudges from doors, fixed tennis court wind screen, pressure washed front of building, blew off leaves and debris from tennis courts |
| 8/13/19 | 8 | K.B. | Pressure washed furniture and front of building, fixed paver that was loose, checked and changed trash receptacles at dog park, fixed tennis court wind screen, blew leaves and debris off tennis courts |
| 8/16/19 | 3 | R.M. | Assembled 4 new flag poles for banner flags, installed 4 banners and poles at 210 entrance, repaired pocket door for office closet |
| 8/20/19 | 8 | K.B. | Pressure washed front entrance and back of building and furniture, fixed tennis court wind screen, blew leaves and debris off tennis court, raked beach to smooth out sand and filled in divots |
| 8/26/19 | 1 | C.P. | Raked beach front and de-cluttered storage closet |
| 8/26/19 | 1 | F.S. | Raked beach area |
| 8/27/19 | 3 | C.P. | Removed debris around lakes |
| 8/27/19 | 3 | B.M. | Removed debris around lakes |
| 8/27/19 | 8 | K.B. | Fixed tennis court wind screens, wiped down doors and used magic eraser, pressure washed front of building and chairs, pressure washed feature and fixed nets underneath |
| 8/28/19 | 5 | F.S. | Secured windscreens on tennis court in preparation for Hurricane Dorian |
| 8/28/19 | 5 | C.P. | Pulled and tied up windscreen and picked up zip-ties, removed debris in tennis court area to prepared for Hurricane Dorian |
| 8/30/19 | 4 | L.F. | Prepared for Hurricane Dorian |
| 8/30/19 | 4 | B.M. | Prepared for Hurricane Dorian |

TOTAL 63.5

MILES 129

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

MAINTENANCE BILLABLE PURCHASES

Period Ending 09/05/19

| <u>DISTRICT</u> | <u>DATE</u> | <u>SUPPLIES</u> | <u>PRICE</u> | <u>EMPLOYEE</u> |
|--------------------|-------------|--------------------------------|-----------------|-----------------|
| MEADOWVIEW | | | | |
| AT TWIN CREEKS CDD | | | | |
| (MVTC) | | | | |
| | 8/8/19 | 4D Nails | 2.93 | B.S. |
| | 8/13/19 | Sikaflex Construction Sealant | 8.31 | K.B. |
| | 8/16/19 | Hand Soap | 7.99 | B.S. |
| | 8/16/19 | Silicone Caulk | 7.56 | B.S. |
| | 8/16/19 | Caulk Gun | 6.87 | B.S. |
| | 8/23/19 | Wire Hamper for Outside Towels | 21.84 | D.S. |
| | 8/23/19 | Basket for Fitness Center | 4.90 | D.S. |
| | 8/28/19 | 5 Copies of Amenity Keys | 36.74 | B.S. |
| | 8/28/19 | 14" Cable Ties 500 pk | 40.97 | B.S. |
| | 8/29/19 | 1/4"x100' Rope (3) | 41.33 | B.S. |
| | 8/29/19 | Nylon Rope | 13.78 | B.S. |
| | | TOTAL | <u>\$193.22</u> | |

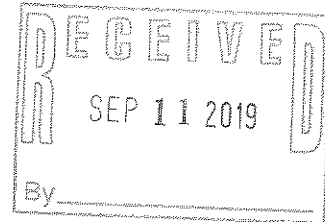
Riverside Management Services, Inc

Invoice

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

| Date | Invoice # |
|----------|-----------|
| 9/1/2019 | 36 |

| |
|--|
| Bill To |
| Meadow View @ Twin Creeks CDD 475 West Town Place Suite 114 St. Augustine, FL 32092 |



| P.O. No. | Terms | Project |
|----------|-------|---------|
| | | |

| Quantity | Description | Rate | Amount |
|----------|---|----------|------------|
| | Janitorial Services - September 2019 320, 572, 45507 | 1,295.00 | 1,295.00✓ |
| | Pool Maintenance Services - September 2019 320, 572, 45505 | 1,365.00 | 1,365.00✓ |
| | Operations Management Services - September 2019 320, 572, 45504 | 1,666.67 | 1,666.67 |
| | Facility Management - Meadow View - September 2019 320, 572, 4550 | 5,000.00 | 5,000.00 |
| | V-20 (A) | | |
| | | Total | \$9,326.67 |

2nd
9, 3, 19

V-43

Simply Linen Solutions

A Division of Star Brite Laundries, LLC

124 Century 21 Drive, Suite 3

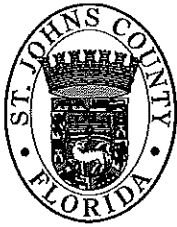
Jacksonville, FL 32216

(904) 855-4014

www.simplylinensolutions.com

| CUSTOMER NAME: <i>Meadow View @ Two Lakes</i> | | | | INVOICE NUMBER L 102250 | | | | DATE <i>7/23/19</i> | | TYPE <i>CCG</i> | | CONTRACT DATE | |
|---|-------|-----------------|-------|-----------------------------------|--------------|--------------|--------------|------------------------------|---------------------------|--------------------|---------------------|-------------------|--------------|
| M | T | W | TH | F | S | SU | PO# | <i>Box as Lake Clubhouse</i> | PMT TERMS <i>10/15</i> | TAX | FREQ. <i>130</i> | ROUTE <i>1</i> | |
| ITEM DESCRIPTION | COLOR | ADDITIONAL INFO | SEC % | DATE: QUANT. | DATE: QUANT. | DATE: QUANT. | DATE: QUANT. | UNIT PRICE | TOTAL AMOUNT | ADJ AMOUNT | | | |
| LAUNDRY SERVICE | | | | | | | | | | | | | |
| <i>Wash & Fold</i> | | | | | | | | <i>136</i> | <i>155</i> | <i>21.02</i> | | | <i>21.08</i> |
| <i>Post Fold</i> | | | | | | | | <i>75</i> | <i>475</i> | <i>35.63</i> | | | <i>35.63</i> |
| <div style="border: 1px solid black; padding: 5px; display: inline-block;"> RECEIVED SEP 25 2019 </div> <div style="font-size: 2em; margin-left: 20px;">320 57200 45919</div> <div style="margin-left: 20px;"> <i>Richard M. Jones</i> </div> | | | | | | | | | | | | | |
| WRAP/PACKAGING | | | | | | | | <i>1</i> | <i>245</i> | <i>2.45</i> | | | <i>2.45</i> |
| SERVICE (INCLUDES: EQUIPMENT / DELIVERY) | | | | | | | | <i>1</i> | <i>1245</i> | <i>24.9</i> | | | <i>24.9</i> |
| <p>Rental linens and textiles are the property of Simply Linen Solutions. Rates are based on a weekly time period. Customer is responsible for lost/damaged/abused linens & textiles and will be billed for replacement. Additional rental and/or replacement costs will be billed for all non-returned linens and textiles. Inventories kept longer than one week are subject to additional fees. Invoices not paid within 30 days of delivery date will incur 10% late fee and interruption of service. Credits are not issued for returned un-used linens.</p> | | | | | | | | | | AMOUNT | <i>24.06</i> | | <i>84.06</i> |
| Delivery Received by: <i>[Signature]</i> Date: _____ | | | | | | | | | | SURCHARGES | <i>2.50</i> | | <i>2.5</i> |
| Signature of Customer: _____ | | | | | | | | | | TAX | | | |
| STRICTLY PROHIBITED: LAUNDERING OR LENDING OF SUPPLIER-OWNED GOODS. | | | | | | | | | | TOTAL | <i>26.56</i> | | <i>86.56</i> |

V-43 (A)



St. Johns County Board of County Commissioners

Utility Department

Blaz Kovacic
BBX Capital
401 East Las Olas Boulevard, Ste 800
Fort Lauderdale, FL 33301

October 2, 2019

Re: Beacon Lake Ph1
SUBCON15-38
Water Connection Fees: Water Fountain for Pocket Park at 205
Concave Ln

1-32-572-45911

Dear Mr. Kovacic,

Please find listed below the required utility unit connection fees for the referenced project.

Service Address: 205 Concave Ln -- Potable Water Meter
Flow Calculation: Pocket Park: Water Fountain 1 Fixture = 250GPD
Total Usage = 250GPD

| Item | Unit Cost | Quantity | Cost |
|-------------------------------|----------------|----------|------------|
| • Water Unit Connection Fees: | \$5.84445 /GPD | 250GPD | \$1,461.11 |
| • 1" Pre-Run Water Meter | \$187.00 | 1 Ea. | \$187.00 |
| • MXU | \$135.00 | 1 Ea. | \$135.00 |
| • Deposit | \$100.00 | 1 Ea. | \$100.00 |
| Total Utility Fees: | | | \$1,883.11 |

Please note that the cost listed above is based on the current Utility fee schedule. Actual cost will be based on the fee schedule at time of payment. The fee schedule is normally adjusted at the beginning of each fiscal year.

A RPZ Backflow Prevention Device must be installed and tested by a licensed plumber. A copy of the test results must be forwarded to the St. Johns County Utility Department within thirty (30) days of meter placement or before final approval by the Utility Department.

Please call the Customer Service office, Tonya Hook at 904 209-2700 ext. 4113, to schedule a time to make payment of the above fees at your convenience. Please submit the attached Commercial Account Application to Tonya Hook also – thook@sjcfl.us

Sincerely,

Larry Miller, P.E.
Chief Engineer - Development

cc: Tonya Hook

Enc: Commercial Account Application



Main: 8400 Baymeadows Way, Suite 12, Jacksonville, Florida 32256
904-355-5300 • Fax: 904-353-1493 • Toll Free: 800-225-5305
www.turnerpest.com

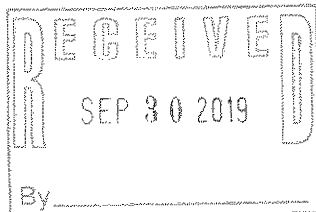
Turner Pest Control LLC
8400 Baymeadows Way
Suite 12
Jacksonville, FL 32256
904-355-5300

Service Slip/Invoice

INVOICE: 6128557
DATE: 9/20/2019
ORDER: 6128557

Bill To: [385188]

Beacon Lake Amenity Center
Brian Stephens
850 Beacon lake pkwy
Saint Augustine, FL 32095



Work Location: [385188] 904-627-9271

Beacon Lake Amenity Center
Brian Stephens
850 Beacon lake pkwy
Saint Augustine, FL 32095

| Work Date | Time | Target Pest | Technician | Time In |
|----------------|----------|--------------|------------|----------|
| 9/20/2019 | 09:16 AM | | | 09:16 AM |
| Purchase Order | Terms | Last Service | Map Code | Time Out |
| | NET 30 | 9/20/2019 | | 10:48 AM |

| Service | Description | Price |
|---------|---|--------------------------|
| CPCI | Commercial Pest Control - Initial Service | 190.00 |
| | | SUBTOTAL \$190.00 |
| | | TAX \$13.30 |
| | | AMT. PAID \$0.00 |
| | | TOTAL \$203.30 |

V-46



B. Steph 9-23-19
Contingency
001.320.53800.45011

AMOUNT DUE \$203.30

TECHNICIAN SIGNATURE

Richard
CUSTOMER SIGNATURE

Balances outstanding over 30 days from the date of service may be subject to a late fee of the lesser of 1.5% per month (18% per year) or the maximum allowed by law.
Customer agrees to pay accrued expenses in the event of collection.

This is by acknowledgement the satisfactory completion of all services rendered and agree to pay the cost of services as specified above.

PLEASE PAY FROM THIS INVOICE



YELLOWSTONE
LANDSCAPE

INVOICE

| INVOICE # | INVOICE DATE |
|-----------|--------------|
| JAX 47493 | 8/31/2019 |
| TERMS | PO NUMBER |
| Net 30 | |

Bill To:

Meadow View at Twin Creeks CDD
c/o GMS-NF, LLC
475 West Town Pl
Suite 114
St. Augustine, FL 32092

Remit To:

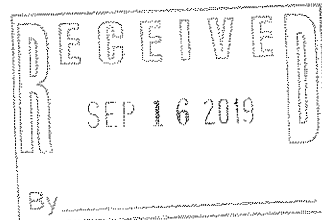
Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Property Name: Meadow View at Twin Creeks
CDD

Invoice Due Date: September 30, 2019

Invoice Amount: \$15,653.85

| Description | Current Amount |
|---|----------------|
| Monthly Landscape Maintenance August 2019 | \$15,653.85 |



Invoice Total \$15,653.85

✓ 40 (A)

B. Stephens 9-16-19
LANDSCAPE MAINT.
001.320.53800.45003

Should you have any questions or inquiries please call (386) 437-6211.



YELLOWSTONE
LANDSCAPE

INVOICE

| INVOICE # | INVOICE DATE |
|-----------|--------------|
| JAX 52275 | 8/31/2019 |
| TERMS | PO NUMBER |
| Net 30 | |

Bill To:

Meadow View at Twin Creeks CDD
c/o GMS-NF, LLC
475 West Town Pl
Suite 114
St. Augustine, FL 32092

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Property Name: Meadow View at Twin Creeks
CDD

Invoice Due Date: September 30, 2019

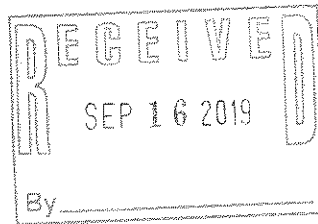
Invoice Amount: \$667.20

| Description | Current Amount |
|-------------|----------------|
|-------------|----------------|

Concave Park Mainline

Irrigation Repairs

\$667.20



Invoice Total

\$667.20

B. H. 9-12-19
IRRIGATION REPAIRS
001.320.83800.45009

V-40 (A)

Should you have any questions or inquiries please call (386) 437-6211.



YELLOWSTONE
LANDSCAPE

INVOICE

| INVOICE # | INVOICE DATE |
|-----------|--------------|
| JAX 52276 | 8/31/2019 |
| TERMS | PO NUMBER |
| Net 30 | |

Bill To:

Meadow View at Twin Creeks CDD
c/o GMS-NF, LLC
475 West Town Pl
Suite 114
St. Augustine, FL 32092

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Property Name: Meadow View at Twin Creeks
CDD

Invoice Due Date: September 30, 2019

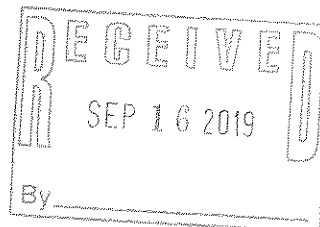
Invoice Amount: \$544.68

| Description | Current Amount |
|--------------------|----------------|
| August Repairs | |
| Irrigation Repairs | \$544.68 |

BAH
Sept 9-12-19
IRRIGATION REPAIRS
001.320.5-3800.45-009

Invoice Total \$544.68

V-40 (A)



Should you have any questions or inquiries please call (386) 437-6211.



YELLOWSTONE
LANDSCAPE

3235 North State Street
PO Box 849
Bunnell, FL 32110
www.yellowstonelandscape.com

INVOICE

| Date | Invoice No. |
|----------|-------------|
| 09/15/19 | 53850 |
| Terms | Due Date |
| Net 30 | 10/15/19 |

| BILL TO |
|---|
| Jim Oliver GMS-NF, LLC 475 West Town Pl Suite 114 St. Augustine, FL 32092 |

| PROPERTY |
|--|
| Meadow View at Twin Creeks CDD 850 Beacon Lake Pkwy St. Augustine, FL 32095 |

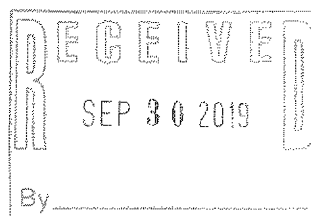
| Amount Due | Enclosed |
|-------------|----------|
| \$15,653.85 | |

Please detach top portion and return with your payment.

| QTY | ITEM | UNIT | PRICE | EXT | PRICE | SALES TAX | LINE TOTAL |
|-----|---|------|-------|-------------|-------|-----------|-------------|
| | #16375 - Monthly Landscape Maintenance September 2019 | | | \$15,653.85 | | \$0.00 | \$15,653.85 |
| | Total | | | \$15,653.85 | | \$0.00 | \$15,653.85 |

B. Hupke 9-27-19
LANDSCAPE MAINT.
001.320.53800.45003

V-40



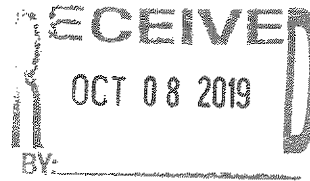
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
|---------------------------------|------------------------|-----------------------|-------------------------|---------------|-----------------|--------------|--------|-----------|----|
| START STOP | NEWSPAPER REFERENCE | DESCRIPTION | PRODUCT | SAU SIZE | BILLED UNITS | TIMES RUN | RATE | AMOUNT | |
| 09/01 | | Balance Forward | | | | | | \$183.99 | |
| 09/25 | P104297 | Payment - Lockbox 350 | | | | | | \$-183.99 | |
| 09/18 09/18 | I03214015-09182019 | Annual Schedule | SA St Augustine Record | 1.00 x 5.7500 | 5.75 | 1 | \$8.98 | \$51.64 | |
| 09/18 09/18 | I03214015-09182019 | Annual Schedule | SA St Aug Record Online | 1.00 x 5.7500 | 5.75 | 1 | \$8.97 | \$51.58 | |
| PREVIOUS AMOUNT OWED: | | | | \$183.99 | | | | | |
| NEW CHARGES THIS PERIOD: | | | | \$103.22 | | | | | |
| CASH THIS PERIOD: | | | | (\$183.99) | | | | | |
| DEBIT ADJUSTMENTS THIS PERIOD: | | | | \$0.00 | | | | | |
| CREDIT ADJUSTMENTS THIS PERIOD: | | | | \$0.00 | | | | | |
| We appreciate your business. | | | | | | | | | |

V-2 (A)

1,310,573.480

RECEIVED
OCT 08 2019
BY: _____

V-2 (A)
 1,310,573,480



INVOICE AND STATEMENT OF ACCOUNT

AGING OF PAST DUE ACCOUNTS

* UNAPPLIED AMOUNTS ARE INCLUDED IN TOTAL AMOUNT DUE



| | | | | | | | | |
|-----------------------------------|--------------------|-------------------------|---------|-----------------------|--------------|--------------------------|----|--------------------------------|
| 21 | CURRENT NET AMOUNT | 22 | 30 DAYS | 60 DAYS | OVER 90 DAYS | * UNAPPLIED AMOUNT | 23 | TOTAL AMOUNT DUE |
| | \$103.22 | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | \$103.22 |
| SALES REP/PHONE # | | ADVERTISER INFORMATION | | | | | | |
| Melissa Rhinehart 904-819-3423 | 1 | BILLING PERIOD | 6 | BILLED ACCOUNT NUMBER | 7 | ADVERTISER/CLIENT NUMBER | 2 | ADVERTISER/CLIENT NAME |
| | | 09/02/2019 - 09/29/2019 | | 15651 | | 15651 | | MEADOW VIEW AT TWIN CREEKS CDD |

MAKE CHECKS PAYABLE TO

The St. Augustine Record Dept 1261
 PO Box 121261
 Dallas, TX 75312-1261

Payment is due upon receipt.

The St. Augustine Record

PLEASE DETACH AND RETURN LOWER PORTION WITH YOUR REMITTANCE



The St. Augustine Record Dept 1261
 PO Box 121261
 Dallas, TX 75312-1261

ADVERTISING INVOICE and STATEMENT

| | | | | | | | | | | | | | | | | | | | |
|---------|--|-------------------------|--|------------------|--|--------------------------------|--|---------|--|-----------------------|--|---|--|--------------------------|--|----|--|------------------|--|
| 1 | | BILLING PERIOD | | 2 | | ADVERTISER/CLIENT NAME | | | | | | | | | | | | | |
| | | 09/02/2019 - 09/29/2019 | | | | MEADOW VIEW AT TWIN CREEKS CDD | | | | | | | | | | | | | |
| COMPANY | | 23 | | TOTAL AMOUNT DUE | | * UNAPPLIED AMOUNT | | 3 | | TERMS OF PAYMENT | | | | | | | | | |
| SA 7 | | | | \$103.22 | | \$0.00 | | | | NET 15 DAYS | | | | | | | | | |
| 21 | | CURRENT NET AMOUNT | | 22 | | 30 DAYS | | 60 DAYS | | OVER 90 DAYS | | | | | | | | | |
| | | \$103.22 | | | | \$0.00 | | \$0.00 | | \$0.00 | | | | | | | | | |
| 4 | | PAGE # | | 5 | | BILLING DATE | | 6 | | BILLED ACCOUNT NUMBER | | 7 | | ADVERTISER/CLIENT NUMBER | | 24 | | STATEMENT NUMBER | |
| | | | | | | 09/29/2019 | | | | 15651 | | | | 15651 | | | | 0000055749 | |

B BILLING ACCOUNT NAME AND ADDRESS

9 REMITTANCE ADDRESS



8 - 2517

MEADOW VIEW AT TWIN CREEKS CDD
 475 W TOWN PL STE 114
 SAINT AUGUSTINE FL 32092-3649



The St. Augustine Record
 Dept 1261
 PO Box 121261
 Dallas, TX 75312-1261

Wed, Sep 18, 2019
9:07:35AM

Legal Ad Invoice

The St. Augustine Record

Send Payments to:
The St. Augusting Record Dept 1261
PO Box 121261
Dallas, TX 75312-1261

Acct: 15651
Phone: 9049405850

Name: MEADOW VIEW AT TWIN CREEKS CDD
Address: 475 WEST TOWN PLACE, SUITE 114

E-Mail:

Client: MEADOW VIEW AT TWIN CREEKS C **City:** SAINT AUGUSTINE **State:** FL **Zip:** 32092

Ad Number: 0003214015-01

Caller: COURTNEY HOGGE

Paytype: BILL

Start: 09/18/2019

Issues: 1

Stop: 09/18/2019

Placement: SA Legals

Rep: Melissa Rhinehart

Copy Line: NOTICE OF MEETINGS MEADOW VIEW AT TWIN CREEKS COMMUNITY DEVELOPMENT DISTRICT The Board of Sup

Lines 68
Depth 5.75
Columns 1
Price \$103.22

NOTICE OF MEETINGS MEADOW VIEW AT TWIN CREEKS COMMUNITY DEVELOPMENT DISTRICT

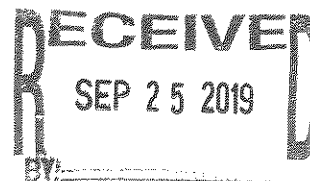
The Board of Supervisors of the Meadow View at Twin Creeks Community Development District will hold their regularly scheduled public meetings for Fiscal Year 2019-2020 at the offices of Governmental Management Services, LLC located at 475 West Town Place, Suite 114, St. Augustine, Florida 32092 at 10:00 a.m. on the third Thursday of each month listed (unless noted otherwise*) as follows:

October 17, 2019
November 21, 2019
December 19, 2019
January 16, 2020
February 20, 2020
March 19, 2020
April 16, 2020
May 21, 2020
June 18, 2020
July 16, 2020
August 20, 2020
September 17, 2020

The meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. The meetings may be continued to a date, time, and place to be specified on the record at the meeting. A copy of the agenda for these meetings may be obtained from Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 or by calling (904) 940-5850. Pursuant to provisions of the Americans with Disabilities Act, 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 48 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

A person who decides to appeal any decision made at the meeting with respect to any matter considered at the meeting 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 Oliver
District Manager
0003214015 September 18, 2019



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# 0003214015-01

PO#

PUBLISHED EVERY MORNING SUNDAY THROUGH SATURDAY
ST. AUGUSTINE AND ST. JOHNS COUNTY, FLORIDA

STATE OF FLORIDA
COUNTY OF ST. JOHNS

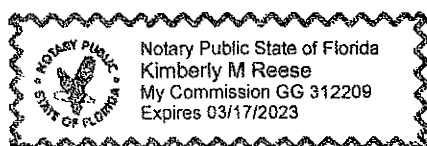
Before the undersigned authority personally appeared MELISSA RHINEHART who on oath says he/she is an Employee of the St. Augustine Record, a daily newspaper published at St. Augustine in St. Johns County, Florida; that the attached copy of advertisement being a **NOTICE OF MEETING** in the matter of **Annual Schedule** was published in said newspaper on **09/18/2019**.

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 SEP 18 2019 day of

by [Signature] who is personally known to me
or who has produced as identification

(Signature of Notary Public)



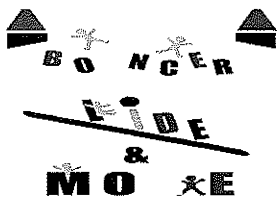
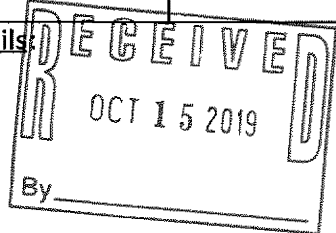
NOTICE OF MEETINGS
MEADOW VIEW AT TWIN CREEKS
COMMUNITY DEVELOPMENT
DISTRICT

The Board of Supervisors of the Meadow View at Twin Creeks Community Development District will hold their regularly scheduled public meetings for Fiscal Year 2019-2020 at the offices of Governmental Management Services, LLC located at 475 West Town Place, Suite 114, St. Augustine, Florida 32092 at 10:00 a.m. on the third Thursday of each month listed (unless noted otherwise*) as follows:

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The meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. The meetings may be continued to a date, time, and place to be specified on the record at the meeting. A copy of the agenda for these meetings may be obtained from Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 or by calling (904) 940-5850. Pursuant to provisions of the Americans with Disabilities Act, 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 48 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office. A person who decides to appeal any decision made at the meeting with respect to any matter considered at the meeting 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 Oliver
District Manager
0003214015 September 18, 2019

| | | | | | |
|--|------------------------------|---|-------------|--|-----------------|
|  | | Bouncers, Slides, and More Inc. 1915 Bluebonnet Way Fleming Island, FL 32003 | | Invoice Date: 27 October, 2019 Invoice No.: 10272019.07 | |
| <u>Name / Address</u> Attn: Danielle Simpson Meadow View at Twin Creeks Riverside Management Services Inc. Governmental Management Services Inc. | | <u>Additional Details:</u> | |  | |
| <u>Description</u> | | <u>Quantity</u> | <u>Rate</u> | <u>Subtotal</u> | <u>Extended</u> |
| 1 | Tractor drawn hayride (4hrs) | 1 | \$600.00 | \$600.00 | \$600.00 |
| 2 | | | | | |
| 3 | | | | | |
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| 17 | | | | | |
| 18 | | | | | |
| 19 | | | | | |
| 20 | | | | | |
| <u>Comments:</u> | | Subtotal | | | \$600.00 |
| | | Sales Tax (0.0%) | | | N/A |
| | | Total | | | \$600.00 |

V-86
 1,320.572,494
 (A)

Florida Department of Economic Opportunity, Special District Accountability Program
FY 2019/2020 Special District Fee Invoice and Update Form
Required by Sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

| | | | |
|----------------------|------------------|------------------|---|
| Invoice No.: 74648 | | | Date Invoiced: 10/01/2019 |
| Annual Fee: \$175.00 | Late Fee: \$0.00 | Received: \$0.00 | Total Due, Postmarked by 12/02/2019: \$175.00 |

STEP 1: Review the following information, make changes directly on the form, and sign and date:

1. Special District's Name, Registered Agent's Name, and Registered Office Address:



FLORIDA DEPARTMENT OF
ECONOMIC OPPORTUNITY

Meadow View at Twin Creeks Community Development District ✓

Mr. Jere Earlywine ✓

Hopping Green and Sams, PA

119 South Monroe Street, Suite 300 ✓

Tallahassee, FL 32301 ✓

- 2. Telephone:** (850) 222-7500 ✓
3. Fax: (850) 224-8551 ✓
4. Email: jeree@hgslaw.com ✓
5. Status: Independent ✓
6. Governing Body: Elected ✓
7. Website Address: www.meadowviewattwincreeksdcd.com ✓
8. County(ies): St. Johns ✓
9. Function(s): Community Development ✓
10. Boundary Map on File: 03/18/2016
11. Creation Document on File: 03/18/2016
12. Date Established: 03/07/2016 ✓
13. Creation Method: Local Ordinance ✓
14. Local Governing Authority: St. Johns County ✓
15. Creation Document(s): County Ordinance 2016-11 ✓
16. Statutory Authority: Chapter 190, Florida Statutes ✓
17. Authority to Issue Bonds: Yes ✓
18. Revenue Source(s): Agreement, Assessments ✓
19. Most Recent Update: 10/26/2018

I do hereby certify that the information above (changes noted if necessary) is accurate and complete as of this date.

Registered Agent's Signature: _____ Date: 10.11.19

STEP 2: Pay the annual fee or certify eligibility for the zero fee:

a. **Pay the Annual Fee:** Pay the annual fee online by following the instructions at www.Floridajobs.org/SpecialDistrictFee or by check payable to the Department of Economic Opportunity.

b. **Or, Certify Eligibility for the Zero Fee:** By initialing each of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, **ALL** of the following statements contained herein and on any attachments hereto are true, correct, complete, and made in good faith as of this date. I understand that any information I give may be verified.

1. This special district and its Certified Public Accountant determined the special district is not a component unit of a local general-purpose government.
2. This special district is in compliance with the reporting requirements of the Department of Financial Services.
3. This special district reported \$3,000 or less in annual revenues to the Department of Financial Services on its Fiscal Year 2017/2018 Annual Financial Report (if created since then, attach an income statement verifying \$3,000 or less in revenues).

Department Use Only: Approved: _____ Denied: _____ Reason: _____

STEP 3: Make a copy of this form for your records.

STEP 4: Mail this form and payment (if paying by check) to the Department of Economic Opportunity, Bureau of Budget Management, 107 E. Madison Street, MSC 120, Tallahassee, FL 32399-4124. Direct any questions to (850) 717-8430.

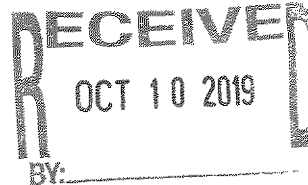
Municipal Asset Management, Inc.

25288 Foothills Drive North
Suite 225
Golden, CO 80401
(303) 273-9494

INVOICE

INVOICE NO: 0617451
DATE: 10/1/2019

To: Meadow View at Twin Creeks CDD
Ernesto J Torres
475 West Town Place, Suite 114
St. Augustine, FL 32902



| DUE DATE | RENTAL PERIOD |
|-----------|---------------|
| 11/7/2019 | |

V-14 (H)
1,320.572. 45915

| PMT NUMBER | DESCRIPTION | AMOUNT |
|------------|---|----------|
| 10 | Lease payment due pursuant to Tax-Exempt Lease Purchase Agreement dated October 25, 2018 for the acquisition of fitness equipment | 2,307.62 |

TOTAL DUE

\$2,307.62

Please detach coupon and return with check payable to MUNICIPAL ASSET MANAGEMENT, INC. and remit to address above.

If you have any questions concerning this invoice,
call: Municipal Asset Management, Paul Collings, (303) 273-9494.

THANK YOU FOR YOUR BUSINESS!

| Invoice # | Due Date | Total Due | Amount Enclosed |
|-----------|-----------|------------|-----------------|
| 0617451 | 11/7/2019 | \$2,307.62 | |

Meadow View at Twin Creeks CDD
Ernesto J Torres
475 West Town Place, Suite 114
St. Augustine, FL 32902

Municipal Asset Management, Inc.
25288 Foothills Drive North
Suite 225
Golden, CO 80401

SoutheastFitness

REPAIR

Equipment Repair & Maintenance

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

Office: 904.683.1439 • Fax: 904.683.1624

southeastfitnessrepair@comcast.net

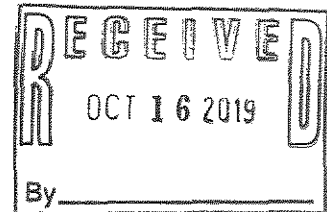
www.southeastfitnessrepair.com

Invoice # 11324A

Date: 28-Jun-2019

Payment is due within 30 days of invoice date.

| | |
|-----------------------------|--|
| Facility Name: | MEADOW VIEW TWIN CREEKS a.k.a Beacon Lake |
| Facility Address: | 850 Beacon Lake Parkway St. Augustine, Florida 32259 |
| Billing Address: | 850 Beacon Lake Parkway St. Augustine, Florida 32259 |
| Contact & Phone: | |
| Reason for call: | I need to let you know we have several things that need repaired Chest press - LF can't use bottom weight Multi Benches have loose screws Leg Press can't use bottom weight plate - THESE MACHINES ONLY HAVE WARRANTY ON PARTS. NOT LABOR & TRAVEL. I THINK THE S/N'S ARE AS FOLLOWS: CHEST PRESS - 101840746894 LEG PRESS - 101838745182 MULTI BENCH - 081810033094 & 08181003396 LEAH 904-627-9271 OR 904-220-7600 |



| Description | Part # | Part Cost | QTY | Total |
|--|--------|-------------|------|-------|
| TRAVEL 1 - 60 MILES: TRAVEL 1 - 60 MILES | | 65.00 | 1.00 | 65.00 |
| LABOR PER HOUR 1 TECH: LABOR PER HOUR 1 TECH | | 60.00 | 0.50 | 30.00 |
| Comments: | | Parts Total | | 95.00 |
| | | Tax | | 0.00 |
| | | Balance | | 95.00 |

Technician: FRANK HARDY

V-48 (A)

Thank you for your business.

320 57200 44207

Please pay unpaid invoice

Approved
Richard M. Jones



YELLOWSTONE
LANDSCAPE

INVOICE

| INVOICE # | INVOICE DATE |
|-----------|--------------|
| JAX 56571 | 10/1/2019 |
| TERMS | PO NUMBER |
| Net 30 | |

Bill To:

Meadow View at Twin Creeks CDD
c/o GMS-NF, LLC
475 West Town Pl
Suite 114
St. Augustine, FL 32092

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Property Name: Meadow View at Twin Creeks
CDD

Invoice Due Date: October 31, 2019

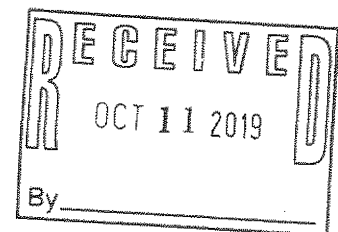
Invoice Amount: \$15,653.85

| Description | Current Amount |
|--|----------------|
| Monthly Landscape Maintenance October 2019 | \$15,653.85 |

Invoice Total \$15,653.85

B. Hup 10-10-19
LANDSCAPE MAINT.
001.320.53800.45003

Ⓟ V-40



Should you have any questions or inquiries please call (386) 437-6211.



YELLOWSTONE
LANDSCAPE

Bill To:

Meadow View at Twin Creeks CDD
c/o GMS-NF, LLC
475 West Town Pl
Suite 114
St. Augustine, FL 32092

Property Name: Meadow View at Twin Creeks
CDD

INVOICE

| INVOICE # | INVOICE DATE |
|-----------|--------------|
| JAX 59468 | 9/30/2019 |
| TERMS | PO NUMBER |
| Net 30 | |

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

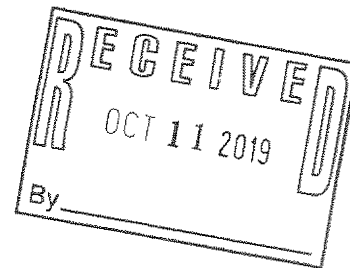
Invoice Due Date: October 30, 2019

Invoice Amount: \$115.00

| Description | Current Amount |
|---------------------------------------|----------------|
| AUGUST IRRIGATION REPAIRS. LAKE ROTOR | |
| Irrigation Reapairs | \$115.00 |

Invoice Total \$115.00

B. Stup 10-10-19
IRRIGATION REPAIRS
001.320.53800.45009
V-40 (A)



Should you have any questions or inquiries please call (386) 437-6211.

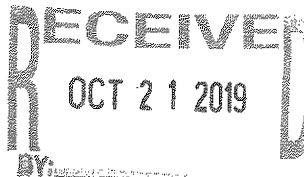
**Florida Natural Gas**P.O. Box 934726
Atlanta, GA 31193-4726

Phone: 877-436-4427 Fax: 844-393-9006

Email: customerservice@onlyfng.com

Invoice

MDG2019 00000115 01

Meadow View at Twin Creeks CDD dba Beacon Lakes Amenity Center
Accounts Payable
475 W. Town Place #114
St Augustine, FL 32092-0000

| | |
|--------------------|--------------------|
| Billing Group #: | 39005 |
| Invoice Date: | October 09, 2019 |
| Invoice #: | 306955ES |
| Due Date: | November 01, 2019 |
| Current Charges: | \$16.12 |
| Last Payment: | \$29.17 |
| Payment Date: | September 23, 2019 |
| Prior Balance Due: | \$0.00 |
| Total Amount Due: | \$16.12 |



| Description | Term | Therm | Cost |
|--|---------------------|--------------|----------------|
| INSIDE FERC FGT Z3 | 09/03/19 - 10/02/19 | 23.40 | \$8.10 |
| Fuel | 09/03/19 - 10/02/19 | 0.67 | \$0.23 |
| Commodity Charges Sub Total: | | 24.07 | \$8.33 |
| Transportation | | | \$1.84 |
| Transportation Charges Sub Total: | | | \$1.84 |
| Customer Charge | | | \$5.95 |
| Miscellaneous Charges Sub Total: | | | \$5.95 |
| Pre-Tax Sub Total: | | | \$16.12 |
| Sales Taxes | | | \$0.00 |
| Taxes Sub Total: | | | \$0.00 |
| Total Current Charges: | | | \$16.12 |

V-24 (A) 1,320.572, 45913

Enough with paper bills! Simplify your life by signing up for FNG's Paperless Billing. It's easy and convenient. Enroll online at OnlyFNG.com.

Please detach and remit this portion with your payment

| | | |
|--------------------|--------------------|------------------------------|
| Billing Group #: | 39005 | Meadow View at Twin Creeks C |
| Invoice Date: | October 09, 2019 | Accounts Payable |
| Invoice #: | 306955ES | 475 W. Town Place #114 |
| Due Date: | November 01, 2019 | St Augustine, FL 32092-0000 |
| Current Charges: | \$16.12 | |
| Last Payment: | \$29.17 | |
| Payment Date: | September 23, 2019 | |
| Prior Balance Due: | \$0.00 | |
| Total Amount Due: | \$16.12 | |
| Amount Paid: | | |

Make Checks Payable To: Florida Natural Gas
Please include your Billing Group # on your check.

Wire/ACH Payment To:

Bank: Wells Fargo Bank Atlanta GA

ABA #: 121000248

Acct Name: Florida Natural Gas

Account #: 2000036933330

Mail Payment To:

Florida Natural Gas
P.O. Box 934726
Atlanta, GA 31193-4726

100000 01 01 000115 000115 P



Florida Natural Gas

Phone: 877-436-4427 Fax: 844-393-9006
Email: customerservice@onlyfng.com

Page 2 of 2

Invoice #: 306955ES

Account Detail

| | | | |
|------------------|-----------------------|--------------------|--------------|
| Service Address: | 850 Beacon Lakes Pkwy | City, State: | St Johns, FL |
| Utility: | TECO - Peoples Gas | Utility Account #: | 221004398311 |

Current Charges

| Natural Gas - Commodity | | | | |
|----------------------------------|---------------------|-------|----------|---------|
| Description | Term | Therm | Price | Cost |
| INSIDE FERC FGT Z3 | 09/03/19 - 10/02/19 | 23.40 | \$0.3460 | \$8.10 |
| Fuel | 09/03/19 - 10/02/19 | 0.67 | \$0.3460 | \$0.23 |
| Totals: | | 24.07 | | \$8.33 |
| Transportation Charges | | | | |
| Description | | Units | Price | Cost |
| Transportation | | 23.40 | \$0.0785 | \$1.84 |
| Totals: | | | | \$1.84 |
| Miscellaneous Charges | | | | |
| Description | | | | Cost |
| Customer Charge | | | | \$5.95 |
| Totals: | | | | \$5.95 |
| Taxes | | | | |
| Description | | | | Cost |
| Florida State Tax 100% Exempt | | | | \$0.00 |
| St. Johns County Tax 100% Exempt | | | | \$0.00 |
| Totals: | | | | \$0.00 |
| Total Account Charges: | | | | \$16.12 |

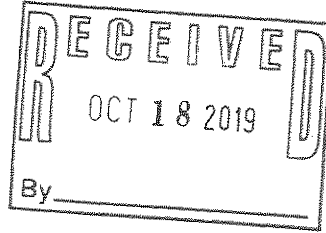


5300 SHAD RD. JACKSONVILLE, FL 32257
TF.800.772.7446 FX.904.268.4642
PH.904.268.4681 harbingersign.com

DEPOSIT INVOICE


Invoice #: **DP75492**

Inv Date: 10/16/19
Customer #: 7012
Page: 4 of 4



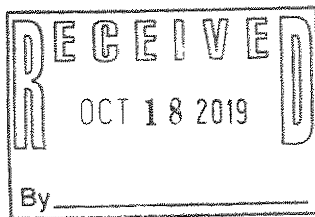
| | |
|--|--|
| SOLD TO: | JOB LOCATION: |
| MEADOW VIEW AT TWIN CREEKS CDD 475 WEST TOWN PLACE SUITE 114 ST. AUGUSTINE FL 32092 | MEADOW VIEW AT TWIN CREEKS CDD 475 WEST TOWN PLACE, SUITE 114 ST. AUGUSTINE FL 32092 |

| ORDERED BY | PO NUMBER | SALESPERSON | ORDER DATE | PAYMENT TERMS | DUE DATE |
|------------|-----------|-------------|------------|------------------------|----------|
| | | | 10/15/19 | 50.0% Due Upon Receipt | 10/30/19 |

| QTY | DESCRIPTION | UNIT PRICE | TOTAL PRICE |
|-----|---|---------------------------------|-------------|
| 2 | QUOTE #118116 BANNER, 3'-0" X 5'-0" BEACON LAKE FLAGS. REFERENCE DRAWING NUMBER BCL102-00. NOTE: CUSTOMER TO PICK UP THE FLAGS. | \$200.00 | \$400.00 |
| | | SUB TOTAL | \$400.00 |
| | ESTIMATED SALES TAXES | | \$0.00 |
| | TOTAL PROPOSAL AMOUNT | | \$400.00 |
| | *** FINAL INVOICE AMOUNT MAY VARY UPON COMPLETION *** | | |
| |  (A) V-48 1, 320, 572.442 | | |
| | | PLEASE PAY THIS DEPOSIT AMOUNT: | \$200.00 |



5300 SHAD RD, JACKSONVILLE, FL 32257
TF.800.772.7446 FX.904.268.4642
PH.904.268.4681 harbingerstgn.com



Proposal #: 75492

Proposal Date: 10/16/19
Customer #: 7012
Page: 1 of 4

| SOLD TO: | JOB LOCATION: |
|--|--|
| MEADOW VIEW AT TWIN CREEKS CDD 475 WEST TOWN PLACE SUITE 114 ST. AUGUSTINE FL 32092 | MEADOW VIEW AT TWIN CREEKS CDD 475 WEST TOWN PLACE, SUITE 114 ST. AUGUSTINE FL 32092 |

Harbinger ("Harbinger"), itself or through its agents or subcontractors (collectively, "Company"), proposes to furnish to Customer the following materials (collectively, "Materials") and work (collectively, "Work"):

| QTY | DESCRIPTION | UNIT PRICE | TOTAL PRICE |
|------------------------|---|------------|-------------|
| 2 | QUOTE #118116 BANNER, 3'-0" X 5'-0" BEACON LAKE FLAGS. REFERENCE DRAWING NUMBER BCL102-00. NOTE: CUSTOMER TO PICK UP THE FLAGS. | \$200.00 | \$400.00 |
| SUB TOTAL: | | | \$400.00 |
| ESTIMATED SALES TAXES: | | | \$0.00 |
| TOTAL PROPOSAL AMOUNT: | | | \$400.00 |

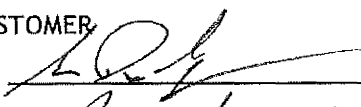
This Proposal is not effective unless signed and dated by Harbinger and will automatically expire if not accepted by Customer in writing within 30 days of the Proposal Date. By signing, Customer (i) agrees that the proposed prices, specifications, and terms and conditions contained herein are satisfactory and accepted; (ii) authorizes Company enter onto the Job Location site and to furnish the materials and perform the Work as specified; and (iii) agrees that payment will be made as specified.

Work will not begin until a down payment of 50.0% of the total proposal amount listed above and a written acceptance is received by Harbinger. The "Additional Terms and Conditions" govern the parties' agreement. Please initial all pages.

HARBINGER

By: _____
Name: _____
Title: _____
Date: _____

CUSTOMER

By: 
Name: Aaron Lyman
Title: DIRECTOR OF DEVELOPMENT
Date: 10-17-19

① 1,320,572.442
V-49

 CUSTOMER INITIALS



5300 SHAD RD. JACKSONVILLE, FL 32257
TF.800.772.7446 FX.904.268.4642
PH.904.268.4681 harbingerstgn.com

Proposal #: 75492

Proposal Date: 10/16/19
Customer #: 7012
Page: 2 of 4

 CUSTOMER INITIALS



5300 SHAD RD. JACKSONVILLE, FL 32257
TF.800.772.7446 FX.904.268.4642
PH.904.268.4681 harbingerstgn.com

Proposal #: 75492

Proposal Date: 10/16/19
Customer #: 7012
Page: 3 of 4

ADDITIONAL TERMS AND CONDITIONS

1. Estimate. The Total Proposal Amount does not include electrical, hookup, Permits (defined below), engineering, or tax, unless specifically stated. The final invoice amount may vary prior to completion. Any alteration from the listed specifications involving extra costs will be executed only upon written orders and will become an extra charge to be paid by Customer over and above the estimate.

2. Payment. Within 30 days after completion of delivery or installation, Customer agrees to pay to Harbinger the full purchase price (less any down payment received), plus any tax or charge now or hereafter imposed by law on the nature, performance, or billing of this Agreement. Interest on any unpaid balance will be charged at the rate of 1.5% per month.

3. Guaranties; Limited Warranty. All Materials are guaranteed to be as specified and all Work is guaranteed to be completed in a workmanlike manner and in accordance with any drawings or specifications submitted. Harbinger warrants solely to Customer any sign or related components installed by Company against material defects in their construction or installation for a period of 1 year from the date of installation, except that this limited warranty does not cover the construction of any digital display sign. TO THE FULLEST EXTENT OF THE LAW, COMPANY'S LIABILITY, RESPONSIBILITIES, AND OBLIGATIONS WILL BE AUTOMATICALLY WAIVED BY CUSTOMER, AND CUSTOMER WILL DEFEND AND INDEMNIFY COMPANY FOR ANY AND ALL CLAIMS OR DAMAGES RELATING TO THE MATERIALS OR WORK, IF CUSTOMER ABUSES, MISUSES, OR MODIFIES ANY MATERIAL INSTALLED BY COMPANY OR FAILS TO MAINTAIN SUCH MATERIALS IN ACCORDANCE WITH COMPANY'S THEN-EXISTING INSTRUCTIONS AND OPERATION OR MAINTENANCE MANUALS. In no event shall Company be liable or responsible for consequential, special, or punitive damages arising out of this Agreement.

4. Permits; Junction Box. Unless otherwise specified herein, Customer shall be responsible for obtaining any permits or other permissions (together, "Permits") required for installation or maintenance of Materials in connection with this Agreement. Further, prior to installation, Customer shall provide access to a junction box of suitable capacity and approved by the National Electric Code (a "Junction Box") to within 5 feet of the proposed display location. Customer shall be liable for any obstruction of delivery due to any delay in obtaining Permits or providing access to a suitable Junction Box. If Customer executes this Agreement without obtaining such Permits or providing such access, then it remains bound to the terms and conditions of this Agreement as if it had done so and agrees to relieve Company from any and all liability due to its failure to install said Materials within the timeframe agreed upon by the parties. Notwithstanding the foregoing, if Customer, rather than Company, makes the final connection to the Junction Box, Company shall not be liable for any damage resulting to the sign or related components due to any such connection.

5. Drilling. When any drilling is necessary, Company will contact the necessary authorities to locate public underground utilities, but Customer shall be solely responsible for identifying the location of private underground utilities or other underground items. Company shall not be liable for any damage to private underground utilities or other underground items that are not identified by Customer. If rock or other unforeseeable conditions are encountered in the drilling process, to the point where special equipment or alternate revisions are required, Harbinger may request additional payment from Customer.

6. Ownership. Company shall retain ownership of all right, title, and interest to the Materials until Harbinger receives payment in full. Notwithstanding the foregoing, after delivery to Customer, any damage from fire or other causes shall be assumed by Customer and will not affect Harbinger's rights to enforce the then unpaid purchase price.

7. Assignment. All terms and conditions of this Agreement shall be binding upon any successors, assignees, or representatives of the respective parties, but no assignment shall be made by Customer without Harbinger's prior written consent, which may be withheld by Harbinger in its sole and absolute discretion.

8. Miscellaneous. This Agreement contains the entire agreement between the parties relating to the Materials and Work contemplated herein, and supersedes any and all prior or conflicting proposals, purchase orders, agreements, or understandings, and it may be altered or modified only by written agreement of the parties. If any court of competent jurisdiction determines that any provision of this Agreement is invalid, such determination shall not affect the validity of any of its other provisions, which shall remain in full force and effect and which shall be construed as to be valid under applicable law. This Agreement shall be governed by the laws of the State of Florida, without giving effect to the principles of conflicts of law. Any action relating to this Agreement must be instituted in federal or state court in Duval County, Florida, and the parties hereby irrevocably submit to the jurisdiction of any such court. In connection with any litigation brought which arises out of or relates to this Agreement, the prevailing party will be entitled to recover all costs therein incurred, including reasonable attorneys' fees at trial and on appeal. THE PARTIES HEREBY WAIVE TRIAL BY JURY IN ANY ACTION OR PROCEEDING ARISING UNDER THIS AGREEMENT.

 CUSTOMER INITIALS



5300 SHAD RD. JACKSONVILLE, FL 32257

TF.800.772.7446

PH.904.268.4681

FX.904.268.4642

harbingersign.com

DEPOSIT INVOICE

Invoice #: **DP75493**



Inv Date: 10/16/19

Customer #: 7012

Page: 4 of 4

| | |
|--|--|
| SOLD TO: | JOB LOCATION: |
| MEADOW VIEW AT TWIN CREEKS CDD 475 WEST TOWN PLACE SUITE 114 ST. AUGUSTINE FL 32092 | MEADOW VIEW AT TWIN CREEKS CDD 475 WEST TOWN PLACE, SUITE 114 ST. AUGUSTINE FL 32092 |

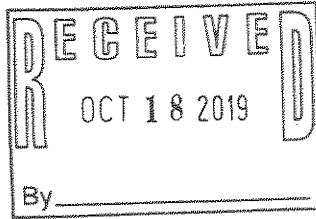
| ORDERED BY | PO NUMBER | SALESPERSON | ORDER DATE | PAYMENT TERMS | DUE DATE |
|------------|-----------|-------------|------------|------------------------|----------|
| | | | 10/16/19 | 50.0% Due Upon Receipt | 11/30/19 |

| QTY | DESCRIPTION | UNIT PRICE | TOTAL PRICE |
|---|--|---|-------------|
| 1 | QUOTE #118126 REFURBISH, 2'-3" X 3'-6" NON-ILLUMINATED HANGING SIGN (SIGN TYPE U). HARBINGER TO DRILL NEW MOUNTING HOLES THROUGH, INSTALL WASHER AND CORN NUT ON BOTTOM, EYE-BOLT ON TOP, BONDO/FILLER/SAND AND PAINT THE SIGN. NOTE: CUSTOMER TO INSTALL THE SIGN. | \$1,683.00 | \$1,683.00 |
| | | SUB TOTAL | \$1,683.00 |
| | | ESTIMATED SALES TAXES | \$0.00 |
| | | TOTAL PROPOSAL AMOUNT | \$1,683.00 |
| | *** FINAL INVOICE AMOUNT MAY VARY UPON COMPLETION *** | | |
|  | |  V-49 1,320,572.442 | |
| PLEASE PAY THIS DEPOSIT AMOUNT: | | | \$841.50 |

harbinger

sign of the future

5300 SHAD RD. JACKSONVILLE, FL 32257
TF.800.772.7446 FX.904.268.4642
PH.904.268.4681 harbinger.com



Proposal #: 75493

Proposal Date: 10/16/19
Customer #: 7012
Page: 1 of 4

| SOLD TO: | JOB LOCATION: |
|--|--|
| MEADOW VIEW AT TWIN CREEKS CDD 475 WEST TOWN PLACE SUITE 114 ST. AUGUSTINE FL 32092 | MEADOW VIEW AT TWIN CREEKS CDD 475 WEST TOWN PLACE, SUITE 114 ST. AUGUSTINE FL 32092 |

Harbinger ("Harbinger"), itself or through its agents or subcontractors (collectively, "Company"), proposes to furnish to Customer the following materials (collectively, "Materials") and work (collectively, "Work"):

| QTY | DESCRIPTION | UNIT PRICE | TOTAL PRICE |
|------------------------|--|------------|-------------|
| 1 | QUOTE #118126 REFURBISH, 2'-3" X 3'-6" NON-ILLUMINATED HANGING SIGN (SIGN TYPE U). HARBINGER TO DRILL NEW MOUNTING HOLES THROUGH, INSTALL WASHER AND CORN NUT ON BOTTOM, EYE-BOLT ON TOP, BONDO/FILLER/SAND AND PAINT THE SIGN. NOTE: CUSTOMER TO INSTALL THE SIGN. | \$1,683.00 | \$1,683.00 |
| SUB TOTAL: | | | \$1,683.00 |
| ESTIMATED SALES TAXES: | | | \$0.00 |
| TOTAL PROPOSAL AMOUNT: | | | \$1,683.00 |

This Proposal is not effective unless signed and dated by Harbinger and will automatically expire if not accepted by Customer in writing within 30 days of the Proposal Date. By signing, Customer (i) agrees that the proposed prices, specifications, and terms and conditions contained herein are satisfactory and accepted; (ii) authorizes Company enter onto the Job Location site and to furnish the materials and perform the Work as specified; and (iii) agrees that payment will be made as specified.

Work will not begin until a down payment of 50.0% of the total proposal amount listed above and a written acceptance is received by Harbinger. The "Additional Terms and Conditions" govern the parties' agreement. Please initial all pages.

HARBINGER

By: _____
Name: _____
Title: _____
Date: _____

CUSTOMER

By: [Signature]
Name: Anna D. Lyman
Title: Director of Development
Date: 10-17-19

(A) 1.320.572.442
V-49


[Signature]
CUSTOMER INITIALS



5300 SHAD RD. JACKSONVILLE, FL 32257
TF.800.772.7446 FX.904.268.4642
PH.904.268.4681 harbingersign.com

Proposal #: 75493

Proposal Date: 10/16/19
Customer #: 7012
Page: 2 of 4

 CUSTOMER INITIALS



5300 SHAD RD. JACKSONVILLE, FL 32257
TF.800.772.7446 FX.904.268.4642
PH.904.268.4681 harbingersign.com

Proposal #: 75493

Proposal Date: 10/16/19
Customer #: 7012
Page: 3 of 4

ADDITIONAL TERMS AND CONDITIONS

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4. Permits; Junction Box. Unless otherwise specified herein, Customer shall be responsible for obtaining any permits or other permissions (together, "Permits") required for installation or maintenance of Materials in connection with this Agreement. Further, prior to installation, Customer shall provide access to a junction box of suitable capacity and approved by the National Electric Code (a "Junction Box") to within 5 feet of the proposed display location. Customer shall be liable for any obstruction of delivery due to any delay in obtaining Permits or providing access to a suitable Junction Box. If Customer executes this Agreement without obtaining such Permits or providing such access, then it remains bound to the terms and conditions of this Agreement as if it had done so and agrees to relieve Company from any and all liability due to its failure to install said Materials within the timeframe agreed upon by the parties. Notwithstanding the foregoing, if Customer, rather than Company, makes the final connection to the Junction Box, Company shall not be liable for any damage resulting to the sign or related components due to any such connection.

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8. Miscellaneous. This Agreement contains the entire agreement between the parties relating to the Materials and Work contemplated herein, and supersedes any and all prior or conflicting proposals, purchase orders, agreements, or understandings, and it may be altered or modified only by written agreement of the parties. If any court of competent jurisdiction determines that any provision of this Agreement is invalid, such determination shall not affect the validity of any of its other provisions, which shall remain in full force and effect and which shall be construed as to be valid under applicable law. This Agreement shall be governed by the laws of the State of Florida, without giving effect to the principles of conflicts of law. Any action relating to this Agreement must be instituted in federal or state court in Duval County, Florida, and the parties hereby irrevocably submit to the jurisdiction of any such court. In connection with any litigation brought which arises out of or relates to this Agreement, the prevailing party will be entitled to recover all costs therein incurred, including reasonable attorneys' fees at trial and on appeal. THE PARTIES HEREBY WAIVE TRIAL BY JURY IN ANY ACTION OR PROCEEDING ARISING UNDER THIS AGREEMENT.

 CUSTOMER INITIALS



Invoice

Date 10/17/2019
Invoice # 1312955894991707 Townhurst Dr
Houston TX 77043
ar@poolsure.com
800-858-POOL (7665)
www.poolsure.com

| | |
|-------------------|---|
| Terms | Net 20 |
| Due Date | 11/6/2019 |
| PO # | |
| Delivery Ticket # | Sales Order #1328644 |
| Delivery Date | 10/17/2019 |
| Delivery Location | Meadow View at Twin Creeks CDD Activity Po... |
| Customer # | 13BEA030 |

Bill To

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

Ship To

Meadow View at Twin Creeks CDD
755 Cr-210 W
St Johns FL 32259

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

| Item ID | Item | Quantity | Units | Rate | Amount |
|--|---------------------------|----------|-------|------|--------|
| 115-300 | Bleach Minibulk Delivered | 30 | gal | 1.50 | 45.00 |
| <div data-bbox="470 921 790 1148"></div> | | | | | |

Approved

32057200 45506

Total 45.00
Amount Due \$45.00

Remittance Slip

Customer
13BEA030
Invoice #
131295589499

Amount Due \$45.00

Amount Paid

Make Checks Payable To

Poolsure
PO Box 55372
Houston, TX 77255-5372

131295589499



Invoice

Date
Invoice #10/17/2019
131295589508

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

| | |
|--------------------------|-------------------------------------|
| Terms | Net 20 |
| Due Date | 11/6/2019 |
| PO # | |
| Delivery Ticket # | Sales Order #1328645 |
| Delivery Date | 10/17/2019 |
| Delivery Location | Meadow View at Twin Creeks CDD Pool |
| Customer # | 13BEA030 |

Bill To

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

Ship To

Meadow View at Twin Creeks CDD
755 Cr-210 W
St Johns FL 32259

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

| Item ID | Item | Quantity | Units | Rate | Amount |
|---|---------------------------|----------|-------|------|--------|
| 115-300 | Bleach Minibulk Delivered | 500 | gal | 1.50 | 750.00 |
| 160-050 | Pool Acid bulk by Gallon | 30 | gal | 3.00 | 90.00 |
| <div data-bbox="487 1003 800 1220"></div> | | | | | |

Total 840.00
Amount Due \$840.00

Approved
3205720045506

Richard May

Remittance Slip

Customer
13BEA030
Invoice #
131295589508

Amount Due \$840.00

Amount Paid _____

Make Checks Payable To

Poolsure
PO Box 55372
Houston, TX 77255-5372



131295589508

From: Jim Oliver joliver@gmsnf.com
Subject: Re: Invoice 0617414 from Municipal Asset Management, Inc.
Date: October 29, 2019 at 3:31 PM
To: Ernesto Torres etorres@gmsnf.com
Cc: Bernadette Peregrino bperegrino@gmsnf.com, Daniel Laughlin dlaughlin@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com

Thanks. Sorry I missed that while signing checks!

Jim Oliver
Governmental Management Services, LLC
475 West Town Place, Suite 114
World Golf Village
St. Augustine, Florida 32092
P: (904) 940-5850 ext. 406
F: (904) 940-5899
E-mail: joliver@gmsnf.com

On Oct 29, 2019, at 3:05 PM, Ernesto Torres <etorres@gmsnf.com> wrote:

Bernadette please see Paul's comments...last check received was \$270.00 short. Meadow View @ Twin Creek fitness rental equipment.

Sincerely,

Ernesto Torres

Governmental Management Services, LLC
475 West Town Place, Suite 114
World Golf Village
St. Augustine, Florida 32092
P: (904) 940-5850 Ext 403
F: (904) 940-5899
E-mail: etorres@gmsnf.com

Begin forwarded message:

From: Paul Collings <pecollings@mamgt.com>
Subject: Invoice 0617414 from Municipal Asset Management, Inc.
Date: October 28, 2019 at 7:21:54 PM EDT
To: "etorres@gmsnf.com" <etorres@gmsnf.com>

Municipal Asset Management, Inc.

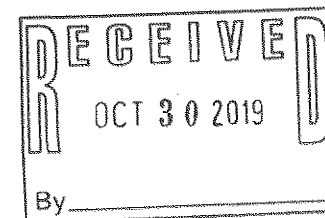
Invoice PAST DUE
0617414 Date: 10/07/2019

Amount Due:
\$270.00

Dear Mr. Torres :

We received your check number 000361 for payment of the attached invoice but it looks like there was a typo on it. The amount paid was \$2,037.62 but the payment amount should have been \$2,307.62. Could you get us a check for the \$270 difference?

Thanks,



Paul Collings
Municipal Asset Management, Inc.
303-273-9494

Municipal Asset Management, Inc.

25288 Foothills Drive North
Suite 225
Golden, CO 80401
(303) 273-9494

PAST DUE

INVOICE

INVOICE NO: 0617414
DATE: 9/1/2019

To: Meadow View at Twin Creeks CDD
Emilio J Torres
475 West Town Place, Suite 114
St. Augustine, FL 32902

| DUE DATE | RENTAL PERIOD |
|-----------|---------------|
| 10/5/2019 | |

| PMT NUMBER | DESCRIPTION | AMOUNT |
|------------|---|----------|
| 9 | Lease payment due pursuant to Tax-Exempt Lease Purchase Agreement dated October 26, 2018 for the acquisition of fitness equipment | 2,307.62 |

TOTAL DUE

\$2,307.62

Please detach coupon and return with check payable to MUNICIPAL ASSET MANAGEMENT, INC. and remit to address above.

If you have any questions concerning this invoice,
call Municipal Asset Management, Paul Collings, (303) 273-9494.

THANK YOU FOR YOUR BUSINESS!

| Invoice # | Due Date | Total Due | Amount Enclosed |
|-----------|------------|------------|-----------------|
| 0617414 | 10/05/2019 | \$2,307.62 | |

Meadow View at Twin Creeks CDD
Emilio J Torres
475 West Town Place, Suite 114
St. Augustine, FL 32902

Municipal Asset Management, Inc
25288 Foothills Drive North
Suite 225
Golden, CO 80401

Municipal Asset Management, Inc.

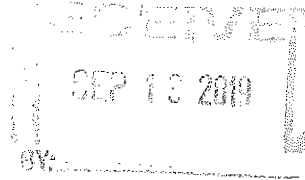
25288 Foothills Drive North
Suite 225
Golden, CO 80401
(303) 273-9494

INVOICE

INVOICE NO: 0617414

DATE: 9/1/2019

To: Meadow View at Twin Creeks CDD
Ernesto J Torres
475 West Town Place, Suite 114
St. Augustine, FL 32902



| DUE DATE | RENTAL PERIOD |
|-----------|---------------|
| 10/7/2019 | |

| PMT NUMBER | DESCRIPTION | AMOUNT |
|------------|--|----------|
| 9 | Lease payment due pursuant to Tax-Exempt Lease Purchase Agreement dated October 25, 2018 for the acquisition of fitness equipment ✓-14 (A) 1,320,572.45915 | 2,307.62 |

TOTAL DUE

\$2,307.62

MEADOW VIEW @ TWIN CREEKS GF

VENDOR NUMBER/NAME: 14 MUNICIPAL ASSET MANAGEMENT, IN

INV DATE INV# AMOUNT DISCOUNT NET

20190901 0617414 2,037.62 2,037.62 SEP LEASE PAYMENT

10/04/2019

CHECK #: 000361

TOTAL

\$2,037.62

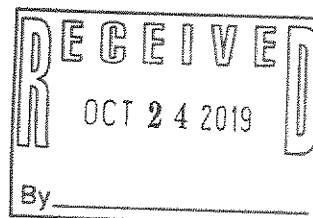
A Division of Sta. Brite Laundries, LLC

www.simplylinensolutions.com

Delivery Received by: _____ Signature of Customer _____

STRICTLY PROHIBITED: LAUNDERING OR LENDING OF SUPPLIER-OWNED GOODS.

④ V-43



Simply Linen Solutions **Past Due**

A Division of Star Brite Laundries, LLC

124 Century 21 Drive, Suite 3
Jacksonville, FL 32216
(904) 855-4014
www.simplylinensolutions.com

| | | | | | | | | | | | |
|--|---|----------|-----------------|----------------------------------|-----------------|-----------------|---------------------------------------|-------------------------|-------------------------|---------------|------------|
| CUSTOMER NAME: <i>Meadowview at Twin Creeks</i> | | | | INVOICE NUMBER <i>L162743</i> | | | | DATE: <i>8/25/14</i> | TYPE <i>COG</i> | CONTRACT DATE | |
| M | T | W | TH | F | S | SU | PO# <i>Meadow View at Twin Creeks</i> | | PMT TERMS <i>NLS</i> | TAX | FREQ. |
| ITEM DESCRIPTION | | COLOR | ADDITIONAL INFO | S R C % | DATE: QUANT. | DATE: QUANT. | DATE: QUANT. | DATE: QUANT. | UNIT PRICE | TOTAL AMOUNT | ADJ AMOUNT |
| LAUNDRY SERVICE | | | | | | | <i>PL</i> | <i>RTN</i> | | | |
| <i>Herzite Towel-wht</i> | | | | | | | | <i>48</i> | <i>.155</i> | <i>7.44</i> | |
| <i>Pool Towel navy</i> | | | | | | | | <i>21</i> | <i>.475</i> | <i>9.98</i> | |
| WRAP/PACKAGING | | | <i>CACT</i> | | | | <i>1</i> | | <i>2.45</i> | <i>2.45</i> | |
| SERVICE (INCLUDES: EQUIPMENT / DELIVERY) | | | | | | | <i>1</i> | <i>1</i> | <i>12.45</i> | <i>24.40</i> | |
| Rental linens and textiles are the property of Simply Linen Solutions. Rates are based on a weekly time period. Customer is responsible for lost/damaged/abused linens & textiles and will be billed for replacement. Additional rental and/or replacement costs will be billed for all non-returned linens and textiles. Inventories kept longer than one week are subject to additional fees. Invoices not paid within 30 days of delivery date will incur 10% late fee and interruption of service. Credits are not issued for returned un-used linens. | | | | | | | | | AMOUNT | <i>44.77</i> | |
| Delivery Received by: _____ Date: <i>8/25/14</i> | | | | | | | | | SURCHARGES | <i>2.50</i> | |
| Signature of Customer: _____ | | | | | | | | | TAX | | |
| STRICTLY PROHIBITED: LAUNDERING OR LENDING OF SUPPLIER-OWNED GOODS. | | | | | | | | | TOTAL | <i>47.27</i> | |

32057200 45919

(A) V-43



Approved

Richard Mayman

D.

Meadow View at Twin Creeks

Community Development District

Funding Request #41

November 13, 2019

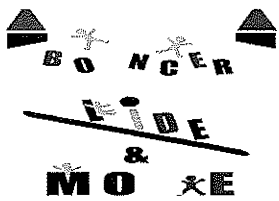
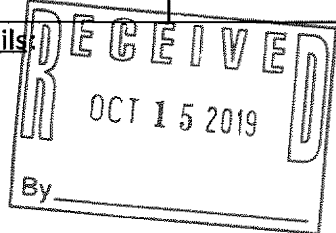
| PAYEE | GENERAL FUND | |
|--|------------------|---------------------|
| | FY 2019 | FY 2020 |
| 1 Bouncers, Slides & More | | |
| Tractor Drawn Hayride Inv #10272019.07 10/27/19 | | \$ 600.00 |
| Movie Nights Inv #11052019.01 11/4/19 | | \$ 1,750.00 |
| 2 Champion Brands | | |
| 1 Keg Inv 11.13.19 | | \$ 115.00 |
| 3 Comcast | | |
| November Internet, TV and Telephone 10/27/19 | | \$ 721.79 |
| 4 Florida Natural Gas | | |
| September Amenity Center Gas Inv #3028959ES 10/09/19 | | \$ 16.12 |
| 5 Governmental Management Services, LLC | | |
| November Management Fees Inv #51 11/1/19 | | \$ 4,988.50 |
| 6 Harbinger | | |
| Beacon Lake Flags Inv #DP75492 10/16/19 | | \$ 200.00 |
| Refurbish Non-Illuminated Hanging Sign Inv #DP75493 10/16/19 | | \$ 841.50 |
| 7 Hopping Green & Sams | | |
| September General Counsel Inv #110544 10/17/19 | | \$ 3,641.06 |
| 8 Jump for Joy | | |
| Bounce houses Event November 23, 2019 10/285/19 | | \$ 2,311.00 |
| 9 Kram Kran Photo | | |
| 11-23 Event Photography Inv #214 11/23/19 | | \$ 270.00 |
| 12-28 Event Photography Inv #215 12/10/19 | | \$ 270.00 |
| 10 Micamy Design Studio | | |
| Trash Cans delivery and install Inv #17-007.0-07 11/16/19 | | \$ 3,369.60 |
| 11 MunicipalAsset Management Inc | | |
| November Lease Payment Invoice #0617494 11/1/19 | | \$ 2,307.62 |
| 12 Poolsure | | |
| October Pool Chemical Inv #131295589508 10/17/19 | | \$ 840.00 |
| October Activity Pool Chemical Inv #131295589499 10/17/19 | | \$ 45.00 |
| 13 Republic Servcies | | |
| November Service Inv #0687-001013076 10/16/19 | | \$ 179.71 |
| 14 Riverside Management Services Inc | | |
| Facility and Management Services October 2019 Inv #43 11/1/19 | | \$ 9,326.67 |
| 15 Real Time Entertainment & Management | | |
| The Band Be Easy April 4, 2020 Inv #rteam0155 11/5/19 | | \$ 1,125.00 |
| The Band Be Easy May 25, 2020 Inv #rteam0156 11/5/20 | | \$ 1,125.00 |
| The Band Be Easy December 20, 2019 Inv #rteam0157 11/5/21 | | \$ 200.00 |
| The Band Be Easy December 28, 2019 Inv #rteam0161 11/8/21 | | \$ 250.00 |
| 16 Simply Linen Solutions | | |
| Laundry Service for Towels Inv #162956 10/23/19 | | \$ 66.75 |
| Laundry Service for Towels Inv #162743 8/28/19 | \$ 47.27 | |
| 17 St Johns County Board of County | | |
| Utility Connection Fee 205 Convave Ln 10/2/19 | | \$ 1,883.11 |
| 18 Southeast Fitness Repair | | |
| Fitness Equipment Repairs Inv #11324A 6/28/19 | \$ 95.00 | |
| 19 The St Augustine Record | | |
| Notice of Meeting 10/17/19 I03222242-10092019 | | \$ 85.27 |
| 20 Wausau Tile | | |
| White Metal Trash Cans Quote 26686-2 11/6/19 | | \$ 2,152.45 |
| 21 Yellowstone Landscape | | |
| October Monthly Lawn Maintenance Inv #JAX56571 10/1/19 | | \$ 15,653.85 |
| August Irrigation Repairs and Lake Rotor Inv #JAX59468 9/30/19 | \$ 115.00 | |
| | \$ 257.27 | \$ 54,335.00 |
| Total Funding Request | | \$ 54,592.27 |

Please make check payable to:


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

Signature: _____
Chairman/Vice Chairman

Signature: _____
Secretary/Asst. Secretary

|  | | Bouncers, Slides, and More Inc. 1915 Bluebonnet Way Fleming Island, FL 32003 | | Invoice Date: 27 October, 2019 Invoice No.: 10272019.07 | | |
|--|------------------------------|---|----------|--|----------|----------|
| <u>Name / Address</u> Attn: Danielle Simpson Meadow View at Twin Creeks Riverside Management Services Inc. Governmental Management Services Inc. | | <u>Additional Details:</u> | |  | | |
| Description | | Quantity | Rate | | Subtotal | Extended |
| 1 | Tractor drawn hayride (4hrs) | 1 | \$600.00 | | \$600.00 | \$600.00 |
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| 20 | | | | | | |
| <u>Comments:</u> | | Subtotal | | | | \$600.00 |
| | | Sales Tax (0.0%) | | | | N/A |
| | | Total | | | | \$600.00 |

V-86
 1,320.572,494
 (A)

| | | | | | | | | |
|--|--------------|---|-----------------------------|-------------|-----------------|-----------------|--|--|
|  | | | | | | | Invoice <u>Date</u> : 04 November, 2019 <u>Invoice No.</u> :11052019.01 | |
| Bouncers, Slides, and More Inc. 1915 Bluebonnet Way Fleming Island, FL 32003 | | | | | | | | |
| <u>Name / Address</u> Attn: Beacon Lakes Mgmt. Meadow View at Twin Creeks Riverside Management Services Inc. Governmental Management Services Inc. | | | Additional Details : | | | | | |
| <u>Description</u> | | | <u>Quantity</u> | <u>Rate</u> | <u>Discount</u> | <u>Subtotal</u> | <u>Extended</u> | |
| 1 | Movie Nights | 5 | \$450.00 | 20% | \$350.00 | \$1,750.00 | | |
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| 19 | | | | | | | | |
| 20 | | | | | | | | |
| Comments: | | | Subtotal | | | \$1,750.00 | | |
| | | | Sales Tax (0.0%) | | | N/A | | |
| | | | Total | | | \$1,750.00 | | |

Net Total **\$115.00**

Pricing date 11/12/2019



| | | |
|-----------------|---|---------|
| Gross | + | \$85.00 |
| Deposits | + | \$30.00 |
| Discounts | | \$0.00 |
| Postoffs | | \$0.00 |
| Delivery Charge | | \$0.00 |
| Marketing Funds | | \$0.00 |
| Tax | | \$0.00 |
| Shortage | | \$0.00 |
| Credits | | \$0.00 |

| | Product ID | Description | Case Qty | Each Qty | Case FLP | Each FLP | Post-o |
|---|------------|------------------------------|----------|----------|----------|----------|--------|
| ☰ | 85153 | INTUITION KEG 1-10 IPA 1/6BB | 1 | | 85.000 | 0.000 | 0.0 |

Total R

Sam Minor | *On Premise Tel-Sell*

ChampionBrands.net

5520 Florida Mining Blvd. S

Jacksonville, FL 32257

O: 904.268.1220 ext. 328



Hello,

Thanks for choosing Comcast Business.

Your bill at a glance

For 850 BEACON LAKE PKWY, SAINT AUGUSTINE, FL,
32095-7499

| | | |
|-------------------------------|--------|-----------------|
| Previous balance | | \$726.58 |
| EFT Payment - thank you | Oct 19 | -\$726.58 |
| Balance forward | | \$0.00 |
| Regular monthly charges | Page 3 | \$676.20 |
| Taxes, fees and other charges | Page 3 | \$45.59 |
| New charges | | \$721.79 |

Amount due **\$721.79**



Thanks for paying by Auto Pay

Your electronic payment of \$721.79 will be applied on Nov 18, 2019.

Your bill explained

- This page gives you a quick summary of your monthly bill. A detailed breakdown of your charges begins on page 3.

Need help?

- Visit business.comcast.com/myaccount or see page 2 for other ways to contact us.

Detach the bottom portion of this bill and enclose with your payment

Please write your account number on your check or money order

Do not include correspondence with payment

COMCAST
BUSINESS

141 NW 16TH ST
POMPANO BEACH FL 33060-5250

MEADOW VIEW AT TWIN CREEK
ATTN ERNESTO TORRES
475 W TOWN PL STE 114
SAINT AUGUSTINE, FL 32092-3649

Account number **8495 74 140 1436385**

Automatic payment Nov 18, 2019

Please pay **\$721.79**

Electronic payment will be applied Nov 18, 2019

COMCAST
PO BOX 71211
CHARLOTTE NC 28272-1211

849574140143638500721795

Download the Comcast Business App

Manage your account anytime, anywhere with the Comcast Business App – an innovative all-in-one tool designed with your business in mind.

- Manage your account details
- Pay your bill and customize billing options
- View upcoming appointments



Did you know?

No more mailing monthly checks!
With Auto Pay, it's easy to save time, energy and stamps. Enroll today at business.comcast.com/myaccount



Need help? We're here for you



Visit us online

Get help and support at
business.comcast.com/help



Call us anytime

800-391-3000
Open 24 hours, 7 days a week for billing and technical support

Useful information

Moving?

We can help ensure it's a smooth transition.
Visit business.comcast.com/learn/moving to learn more.

Accessibility:

If you are hearing impaired, call 711. For issues affecting customers with disabilities, call **1-855-270-0379**, chat live at support.xfinity.com/accessibility, email accessibility@comcast.com, fax **1-866-599-4268** or write to Comcast at 1701 JFK Blvd., Philadelphia, PA 19103-2838 Attn: M. Gifford.

Ways to pay



No more mailing monthly checks

Set up Auto Pay to save time, energy and stamps. It's easy to enroll, just visit business.comcast.com/myaccount



Go paperless and say goodbye to clutter

Sign up for Paperless Billing to view and pay your bill online. It's faster, easier and helps cut down on clutter. Visit business.comcast.com/myaccount to get started.

Additional billing information

More ways to pay:



Online

Visit My Account at business.comcast.com/myaccount



By App

Download the Comcast Business App



In-Store

Visit business.comcast.com/servicecenter to find a store near you

Regular monthly charges

\$676.20

Comcast Business services

\$498.55

| | |
|---|----------|
| TV Preferred Business Video | \$74.95 |
| Sports Pack | \$8.95 |
| HD Technology Fee | \$9.95 |
| Business Internet 1g <i>Includes \$210.00 Service Discount</i> | \$289.95 |
| Wifi Pro Expanded Coverage | \$29.90 |
| Static IP - 1 | \$19.95 |
| Mobility Voice Line Business Voice Qty 2 @ \$29.95 each <i>Includes \$30.00 Service Discount</i> | \$59.90 |
| Voice Mail Service | \$5.00 |

Equipment & services

\$156.05

| | |
|---|----------|
| TV Adapter | \$0.50 |
| Service To Additional TV With TV Box And Remote Qty 3 @ \$9.95 each | \$29.85 |
| Service To Additional TV With TV Adapter Qty 13 @ \$7.75 each | \$100.75 |
| Equipment Fee Access Point Qty 2 @ \$5.00 each | \$10.00 |
| Equipment Fee Voice | \$14.95 |

Service fees

\$21.60

| | |
|----------------------------------|---------|
| Broadcast TV Fee | \$10.00 |
| Directory Listing Management Fee | \$2.00 |
| Regional Sports Fee | \$7.60 |
| Voice Network Investment | \$2.00 |

Taxes, fees and other charges

\$45.59

Other charges

\$3.42

| | |
|--------------------------------|--------|
| Federal Universal Service Fund | \$2.48 |
| Regulatory Cost Recovery | \$0.94 |

Taxes & government fees

\$42.17

| | |
|-----------------------------------|---------|
| Sales Tax | \$2.56 |
| State Communications Services Tax | \$22.28 |
| Local Communications Services Tax | \$16.53 |

What's included?

**Internet:** Fast, reliable internet on our Gig-speed network**TV:** Keep your employees informed and customers entertained**Voice Numbers:** (904)217-3052,
(904)342-0678Visit business.comcast.com/myaccount for more details*You've saved \$240.00 this month with your service discounts.*

...continued

911 Fees

\$0.80

Additional information

The Regulatory Cost Recovery fee is neither government mandated nor a tax, but is assessed by Comcast to recover certain federal, state, and local regulatory costs.

The FCC modifies the rate that voice providers pay into the USF on a quarterly basis. USF is assessed on applicable voice services as the Federal Universal Service Fund at the FCC's approved rate. See: <http://www.fcc.gov/encyclopedia/contribution-factor-quarterly-filings-universal-service-fund-usf-management-support> A new rate becomes effective 10/01/2019.

Beginning October 14, 2019, Comcast Business will apply a monthly equipment rental fee for unreturned equipment. The charge is based on the rental cost of the equipment and will remain on the account until the equipment is returned. Monthly Rental Charges: Unreturned TV Adapter \$0.50, Unreturned TV Box \$2.70, Unreturned advanced TV equipment \$200.00-\$450.00 depending on model, Unreturned Equipment Fee Internet \$16.95, Unreturned Equipment Security Equipment \$10 (1080p) and Unreturned Equipment Security Equipment \$14.95 (720p).

Information on programmer contract expirations, which could affect our carriage of the programmer's channels, can be found at <https://my.xfinity.com/contractrenewals/> or by calling 866.216.8634

**Florida Natural Gas**P.O. Box 934726
Atlanta, GA 31193-4726

Phone: 877-436-4427 Fax: 844-393-9006

Email: customerservice@onlyfng.com

Invoice

MDG2019 00000115 01

Meadow View at Twin Creeks CDD dba Beacon Lakes Amenity Center
Accounts Payable
475 W. Town Place #114
St Augustine, FL 32092-0000**RECEIVED**
OCT 21 2019
BY: [Signature]

| | |
|--------------------|--------------------|
| Billing Group #: | 39005 |
| Invoice Date: | October 09, 2019 |
| Invoice #: | 306955ES |
| Due Date: | November 01, 2019 |
| Current Charges: | \$16.12 |
| Last Payment: | \$29.17 |
| Payment Date: | September 23, 2019 |
| Prior Balance Due: | \$0.00 |
| Total Amount Due: | \$16.12 |



| Description | Term | Therm | Cost |
|--|---------------------|--------------|----------------|
| INSIDE FERC FGT Z3 | 09/03/19 - 10/02/19 | 23.40 | \$8.10 |
| Fuel | 09/03/19 - 10/02/19 | 0.67 | \$0.23 |
| Commodity Charges Sub Total: | | 24.07 | \$8.33 |
| Transportation | | | \$1.84 |
| Transportation Charges Sub Total: | | | \$1.84 |
| Customer Charge | | | \$5.95 |
| Miscellaneous Charges Sub Total: | | | \$5.95 |
| Pre-Tax Sub Total: | | | \$16.12 |
| Sales Taxes | | | \$0.00 |
| Taxes Sub Total: | | | \$0.00 |
| Total Current Charges: | | | \$16.12 |

V-24 (A) 1,320.572, 45913

Enough with paper bills! Simplify your life by signing up for FNG's Paperless Billing. It's easy and convenient. Enroll online at OnlyFNG.com.

Please detach and remit this portion with your payment

| | |
|--------------------|--------------------|
| Billing Group #: | 39005 |
| Invoice Date: | October 09, 2019 |
| Invoice #: | 306955ES |
| Due Date: | November 01, 2019 |
| Current Charges: | \$16.12 |
| Last Payment: | \$29.17 |
| Payment Date: | September 23, 2019 |
| Prior Balance Due: | \$0.00 |
| Total Amount Due: | \$16.12 |
| Amount Paid: | |

Meadow View at Twin Creeks C
Accounts Payable
475 W. Town Place #114
St Augustine, FL 32092-0000**Make Checks Payable To: Florida Natural Gas**
Please include your Billing Group # on your check.**Wire/ACH Payment To:**

Bank: Wells Fargo Bank Atlanta GA

ABA #: 121000248

Acct Name: Florida Natural Gas

Account #: 2000036933330

Mail Payment To:Florida Natural Gas
P.O. Box 934726
Atlanta, GA 31193-4726

100000 01 01 000115 000115 P



Florida Natural Gas

Phone: 877-436-4427 Fax: 844-393-9006
Email: customerservice@onlyfng.com

Page 2 of 2

Invoice #: 306955ES

Account Detail

| | | | |
|------------------|-----------------------|--------------------|--------------|
| Service Address: | 850 Beacon Lakes Pkwy | City, State: | St Johns, FL |
| Utility: | TECO - Peoples Gas | Utility Account #: | 221004398311 |

Current Charges

| Natural Gas - Commodity | | | | |
|----------------------------------|---------------------|-------|----------|---------|
| Description | Term | Therm | Price | Cost |
| INSIDE FERC FGT Z3 | 09/03/19 - 10/02/19 | 23.40 | \$0.3460 | \$8.10 |
| Fuel | 09/03/19 - 10/02/19 | 0.67 | \$0.3460 | \$0.23 |
| Totals: | | 24.07 | | \$8.33 |
| Transportation Charges | | | | |
| Description | | Units | Price | Cost |
| Transportation | | 23.40 | \$0.0785 | \$1.84 |
| Totals: | | | | \$1.84 |
| Miscellaneous Charges | | | | |
| Description | | | | Cost |
| Customer Charge | | | | \$5.95 |
| Totals: | | | | \$5.95 |
| Taxes | | | | |
| Description | | | | Cost |
| Florida State Tax 100% Exempt | | | | \$0.00 |
| St. Johns County Tax 100% Exempt | | | | \$0.00 |
| Totals: | | | | \$0.00 |
| Total Account Charges: | | | | \$16.12 |

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 51

Invoice Date: 11/1/19

Due Date: 11/1/19

Case:

P.O. Number:

Bill To:

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



| Description | Hours/Qty | Rate | Amount |
|--|-----------|----------|------------|
| Management Fees - November 2019 | | 3,937.50 | 3,937.50 |
| Information Technology - November 2019 | | 166.67 | 166.67 |
| Dissemination Agent Services - November 2019 | | 625.00 | 625.00 |
| Office Supplies | | 15.54 | 15.54 |
| Postage | | 9.00 | 9.00 |
| Copies | | 202.35 | 202.35 |
| Telephone | | 32.44 | 32.44 |
| Total | | | \$4,988.50 |
| Payments/Credits | | | \$0.00 |
| Balance Due | | | \$4,988.50 |

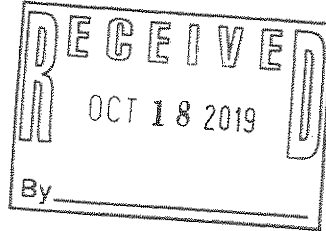


5300 SHAD RD. JACKSONVILLE, FL 32257
TF.800.772.7446 FX.904.268.4642
PH.904.268.4681 harbingersign.com

DEPOSIT INVOICE


Invoice #: **DP75492**

Inv Date: 10/16/19
Customer #: 7012
Page: 4 of 4



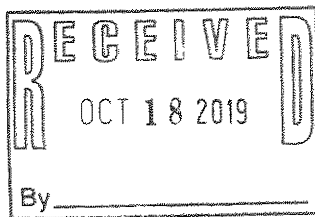
| | |
|--|--|
| SOLD TO: | JOB LOCATION: |
| MEADOW VIEW AT TWIN CREEKS CDD 475 WEST TOWN PLACE SUITE 114 ST. AUGUSTINE FL 32092 | MEADOW VIEW AT TWIN CREEKS CDD 475 WEST TOWN PLACE, SUITE 114 ST. AUGUSTINE FL 32092 |

| ORDERED BY | PO NUMBER | SALESPERSON | ORDER DATE | PAYMENT TERMS | DUE DATE |
|------------|-----------|-------------|------------|------------------------|----------|
| | | | 10/15/19 | 50.0% Due Upon Receipt | 10/30/19 |

| QTY | DESCRIPTION | UNIT PRICE | TOTAL PRICE |
|-----|---|-----------------------|-------------|
| 2 | QUOTE #118116 BANNER, 3'-0" X 5'-0" BEACON LAKE FLAGS. REFERENCE DRAWING NUMBER BCL102-00. NOTE: CUSTOMER TO PICK UP THE FLAGS. | \$200.00 | \$400.00 |
| | | SUB TOTAL | \$400.00 |
| | | ESTIMATED SALES TAXES | \$0.00 |
| | | TOTAL PROPOSAL AMOUNT | \$400.00 |
| | *** FINAL INVOICE AMOUNT MAY VARY UPON COMPLETION *** | | |
| |  (A) V-48 1, 320, 572.442 | | |
| | PLEASE PAY THIS DEPOSIT AMOUNT: | | \$200.00 |



5300 SHAD RD, JACKSONVILLE, FL 32257
TF.800.772.7446 FX.904.268.4642
PH.904.268.4681 harbingerstgn.com



Proposal #: 75492

Proposal Date: 10/16/19
Customer #: 7012
Page: 1 of 4

| SOLD TO: | JOB LOCATION: |
|--|--|
| MEADOW VIEW AT TWIN CREEKS CDD 475 WEST TOWN PLACE SUITE 114 ST. AUGUSTINE FL 32092 | MEADOW VIEW AT TWIN CREEKS CDD 475 WEST TOWN PLACE, SUITE 114 ST. AUGUSTINE FL 32092 |

Harbinger ("Harbinger"), itself or through its agents or subcontractors (collectively, "Company"), proposes to furnish to Customer the following materials (collectively, "Materials") and work (collectively, "Work"):

| QTY | DESCRIPTION | UNIT PRICE | TOTAL PRICE |
|------------------------|---|------------|-------------|
| 2 | QUOTE #118116 BANNER, 3'-0" X 5'-0" BEACON LAKE FLAGS. REFERENCE DRAWING NUMBER BCL102-00. NOTE: CUSTOMER TO PICK UP THE FLAGS. | \$200.00 | \$400.00 |
| SUB TOTAL: | | | \$400.00 |
| ESTIMATED SALES TAXES: | | | \$0.00 |
| TOTAL PROPOSAL AMOUNT: | | | \$400.00 |

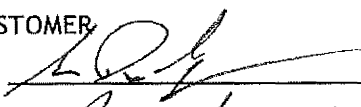
This Proposal is not effective unless signed and dated by Harbinger and will automatically expire if not accepted by Customer in writing within 30 days of the Proposal Date. By signing, Customer (i) agrees that the proposed prices, specifications, and terms and conditions contained herein are satisfactory and accepted; (ii) authorizes Company enter onto the Job Location site and to furnish the materials and perform the Work as specified; and (iii) agrees that payment will be made as specified.

Work will not begin until a down payment of 50.0% of the total proposal amount listed above and a written acceptance is received by Harbinger. The "Additional Terms and Conditions" govern the parties' agreement. Please initial all pages.

HARBINGER

By: _____
Name: _____
Title: _____
Date: _____

CUSTOMER

By: 
Name: Aaron Lyman
Title: DIRECTOR OF DEVELOPMENT
Date: 10-17-19

① 1,320,572.442
V-49


 CUSTOMER INITIALS



5300 SHAD RD. JACKSONVILLE, FL 32257
TF.800.772.7446 FX.904.268.4642
PH.904.268.4681 harbingerstgn.com

Proposal #: 75492

Proposal Date: 10/16/19
Customer #: 7012
Page: 2 of 4

 CUSTOMER INITIALS



5300 SHAD RD. JACKSONVILLE, FL 32257
TF.800.772.7446 FX.904.268.4642
PH.904.268.4681 harbingerstgn.com

Proposal #: 75492

Proposal Date: 10/16/19
Customer #: 7012
Page: 3 of 4

ADDITIONAL TERMS AND CONDITIONS

1. Estimate. The Total Proposal Amount does not include electrical, hookup, Permits (defined below), engineering, or tax, unless specifically stated. The final invoice amount may vary prior to completion. Any alteration from the listed specifications involving extra costs will be executed only upon written orders and will become an extra charge to be paid by Customer over and above the estimate.

2. Payment. Within 30 days after completion of delivery or installation, Customer agrees to pay to Harbinger the full purchase price (less any down payment received), plus any tax or charge now or hereafter imposed by law on the nature, performance, or billing of this Agreement. Interest on any unpaid balance will be charged at the rate of 1.5% per month.

3. Guaranties; Limited Warranty. All Materials are guaranteed to be as specified and all Work is guaranteed to be completed in a workmanlike manner and in accordance with any drawings or specifications submitted. Harbinger warrants solely to Customer any sign or related components installed by Company against material defects in their construction or installation for a period of 1 year from the date of installation, except that this limited warranty does not cover the construction of any digital display sign. TO THE FULLEST EXTENT OF THE LAW, COMPANY'S LIABILITY, RESPONSIBILITIES, AND OBLIGATIONS WILL BE AUTOMATICALLY WAIVED BY CUSTOMER, AND CUSTOMER WILL DEFEND AND INDEMNIFY COMPANY FOR ANY AND ALL CLAIMS OR DAMAGES RELATING TO THE MATERIALS OR WORK, IF CUSTOMER ABUSES, MISUSES, OR MODIFIES ANY MATERIAL INSTALLED BY COMPANY OR FAILS TO MAINTAIN SUCH MATERIALS IN ACCORDANCE WITH COMPANY'S THEN-EXISTING INSTRUCTIONS AND OPERATION OR MAINTENANCE MANUALS. In no event shall Company be liable or responsible for consequential, special, or punitive damages arising out of this Agreement.

4. Permits; Junction Box. Unless otherwise specified herein, Customer shall be responsible for obtaining any permits or other permissions (together, "Permits") required for installation or maintenance of Materials in connection with this Agreement. Further, prior to installation, Customer shall provide access to a junction box of suitable capacity and approved by the National Electric Code (a "Junction Box") to within 5 feet of the proposed display location. Customer shall be liable for any obstruction of delivery due to any delay in obtaining Permits or providing access to a suitable Junction Box. If Customer executes this Agreement without obtaining such Permits or providing such access, then it remains bound to the terms and conditions of this Agreement as if it had done so and agrees to relieve Company from any and all liability due to its failure to install said Materials within the timeframe agreed upon by the parties. Notwithstanding the foregoing, if Customer, rather than Company, makes the final connection to the Junction Box, Company shall not be liable for any damage resulting to the sign or related components due to any such connection.

5. Drilling. When any drilling is necessary, Company will contact the necessary authorities to locate public underground utilities, but Customer shall be solely responsible for identifying the location of private underground utilities or other underground items. Company shall not be liable for any damage to private underground utilities or other underground items that are not identified by Customer. If rock or other unforeseeable conditions are encountered in the drilling process, to the point where special equipment or alternate revisions are required, Harbinger may request additional payment from Customer.

6. Ownership. Company shall retain ownership of all right, title, and interest to the Materials until Harbinger receives payment in full. Notwithstanding the foregoing, after delivery to Customer, any damage from fire or other causes shall be assumed by Customer and will not affect Harbinger's rights to enforce the then unpaid purchase price.

7. Assignment. All terms and conditions of this Agreement shall be binding upon any successors, assignees, or representatives of the respective parties, but no assignment shall be made by Customer without Harbinger's prior written consent, which may be withheld by Harbinger in its sole and absolute discretion.

8. Miscellaneous. This Agreement contains the entire agreement between the parties relating to the Materials and Work contemplated herein, and supersedes any and all prior or conflicting proposals, purchase orders, agreements, or understandings, and it may be altered or modified only by written agreement of the parties. If any court of competent jurisdiction determines that any provision of this Agreement is invalid, such determination shall not affect the validity of any of its other provisions, which shall remain in full force and effect and which shall be construed as to be valid under applicable law. This Agreement shall be governed by the laws of the State of Florida, without giving effect to the principles of conflicts of law. Any action relating to this Agreement must be instituted in federal or state court in Duval County, Florida, and the parties hereby irrevocably submit to the jurisdiction of any such court. In connection with any litigation brought which arises out of or relates to this Agreement, the prevailing party will be entitled to recover all costs therein incurred, including reasonable attorneys' fees at trial and on appeal. THE PARTIES HEREBY WAIVE TRIAL BY JURY IN ANY ACTION OR PROCEEDING ARISING UNDER THIS AGREEMENT.

 CUSTOMER INITIALS



5300 SHAD RD. JACKSONVILLE, FL 32257

TF.800.772.7446

PH.904.268.4681

FX.904.268.4642

harbingersign.com

DEPOSIT INVOICE

Invoice #: **DP75493**


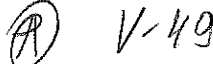
Inv Date: 10/16/19

Customer #: 7012

Page: 4 of 4

| | |
|--|--|
| SOLD TO: | JOB LOCATION: |
| MEADOW VIEW AT TWIN CREEKS CDD 475 WEST TOWN PLACE SUITE 114 ST. AUGUSTINE FL 32092 | MEADOW VIEW AT TWIN CREEKS CDD 475 WEST TOWN PLACE, SUITE 114 ST. AUGUSTINE FL 32092 |

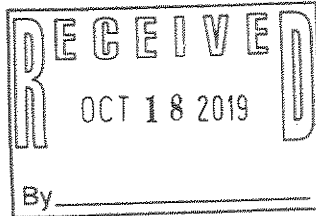
| ORDERED BY | PO NUMBER | SALESPERSON | ORDER DATE | PAYMENT TERMS | DUE DATE |
|------------|-----------|-------------|------------|------------------------|----------|
| | | | 10/16/19 | 50.0% Due Upon Receipt | 11/30/19 |

| QTY | DESCRIPTION | UNIT PRICE | TOTAL PRICE |
|---|--|---|-------------|
| 1 | QUOTE #118126 REFURBISH, 2'-3" X 3'-6" NON-ILLUMINATED HANGING SIGN (SIGN TYPE U). HARBINGER TO DRILL NEW MOUNTING HOLES THROUGH, INSTALL WASHER AND CORN NUT ON BOTTOM, EYE-BOLT ON TOP, BONDO/FILLER/SAND AND PAINT THE SIGN. NOTE: CUSTOMER TO INSTALL THE SIGN. | \$1,683.00 | \$1,683.00 |
| | | SUB TOTAL | \$1,683.00 |
| | | ESTIMATED SALES TAXES | \$0.00 |
| | | TOTAL PROPOSAL AMOUNT | \$1,683.00 |
| | *** FINAL INVOICE AMOUNT MAY VARY UPON COMPLETION *** | | |
|  | |  1,320,572.442 | |
| PLEASE PAY THIS DEPOSIT AMOUNT: | | | \$841.50 |

harbinger

sign of the future

5300 SHAD RD. JACKSONVILLE, FL 32257
TF.800.772.7446 FX.904.268.4642
PH.904.268.4681 harbinger.com



Proposal #: 75493

Proposal Date: 10/16/19
Customer #: 7012
Page: 1 of 4

| SOLD TO: | JOB LOCATION: |
|--|--|
| MEADOW VIEW AT TWIN CREEKS CDD 475 WEST TOWN PLACE SUITE 114 ST. AUGUSTINE FL 32092 | MEADOW VIEW AT TWIN CREEKS CDD 475 WEST TOWN PLACE, SUITE 114 ST. AUGUSTINE FL 32092 |

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Work will not begin until a down payment of 50.0% of the total proposal amount listed above and a written acceptance is received by Harbinger. The "Additional Terms and Conditions" govern the parties' agreement. Please initial all pages.

HARBINGER

By: _____
Name: _____
Title: _____
Date: _____

CUSTOMER

By: 
Name: Alan D. Lyman
Title: Director of Development
Date: 10-17-19

(A) 1.320.572.442
V-49



CUSTOMER INITIALS



5300 SHAD RD. JACKSONVILLE, FL 32257
TF.800.772.7446 FX.904.268.4642
PH.904.268.4681 harbingersign.com

Proposal #: 75493

Proposal Date: 10/16/19
Customer #: 7012
Page: 2 of 4

 CUSTOMER INITIALS



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Proposal Date: 10/16/19
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Page: 3 of 4

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 CUSTOMER INITIALS

Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

===== STATEMENT =====

October 17, 2019

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

Bill Number 110544
Billed through 09/30/2019

General Counsel

MVTCDD 00001 JLE

FOR PROFESSIONAL SERVICES RENDERED

| | | | |
|----------|-----|---|----------|
| 09/03/19 | LMG | Research taxable bonds. | 2.40 hrs |
| 09/03/19 | KEM | Research Division of Hotels and Restaurants contact person for alcohol license application section. | 0.20 hrs |
| 09/04/19 | JLE | Email correspondence regarding Phase 4 agreements; review revised agreements; email regarding the same. | 0.50 hrs |
| 09/04/19 | LMG | Research closed amenities; research taxable bonds. | 2.80 hrs |
| 09/05/19 | JLE | Analyze issues regarding private use of amenity center; conference call regarding the same. | 0.20 hrs |
| 09/06/19 | JLE | Confer with Oliver regarding amenity usage agreement. | 0.20 hrs |
| 09/06/19 | LMG | Confer with Earlywine regarding closed amenities; revise memorandum regarding same. | 0.90 hrs |
| 09/08/19 | LMG | Download relevant cases and finalize memorandum regarding private amenities; transmit same to Earlywine. | 0.70 hrs |
| 09/09/19 | KEM | Prepare alcohol license application. | 0.10 hrs |
| 09/10/19 | KEM | Prepare application for alcohol license and response to notice to owner. | 0.50 hrs |
| 09/12/19 | JLE | Conference call regarding vendor contracts, parking resolution and other pending items. | 0.40 hrs |
| 09/12/19 | KEM | Prepare resolution adopting towing policies and landscape and irrigation installation agreement. | 0.60 hrs |
| 09/17/19 | JLE | Confer with Bulleit regarding legal research; review and analyze correspondence regarding alcohol license; review past DBPR rulings regarding the same; email to agency regarding the same. | 0.90 hrs |
| 09/17/19 | KEM | Prepare landscape and irrigation installation agreement and application for alcohol license. | 1.30 hrs |

| | | | |
|----------------------------|-----|---|------------|
| 09/19/19 | JLE | Prepare for, travel to and from, and attend Board meeting. | 2.60 hrs |
| 09/23/19 | JLE | Review sales contract; follow-up regarding the same; confer with Sommerstein regarding the same; follow-up email. | 0.70 hrs |
| 09/24/19 | KEM | Prepare application for alcohol license. | 0.10 hrs |
| 09/30/19 | KEM | Prepare application for alcohol license. | 0.20 hrs |
| Total fees for this matter | | | \$3,409.50 |

DISBURSEMENTS

| | |
|-------------------------------------|----------|
| Document Reproduction | 15.00 |
| Travel | 189.66 |
| Conference Calls | 9.10 |
| United Parcel Service | 17.80 |
| Total disbursements for this matter | \$231.56 |

MATTER SUMMARY

| | | | |
|----------------------------------|----------|---------|------------|
| Earlywine, Jere L. | 5.50 hrs | 275 /hr | \$1,512.50 |
| Ibarra, Katherine E. - Paralegal | 3.00 hrs | 145 /hr | \$435.00 |
| Gentry, Lauren M. | 6.80 hrs | 215 /hr | \$1,462.00 |
| TOTAL FEES | | | \$3,409.50 |
| TOTAL DISBURSEMENTS | | | \$231.56 |

| | |
|--------------------------------------|-------------------|
| TOTAL CHARGES FOR THIS MATTER | \$3,641.06 |
|--------------------------------------|-------------------|

BILLING SUMMARY

| | | | |
|----------------------------------|----------|---------|------------|
| Earlywine, Jere L. | 5.50 hrs | 275 /hr | \$1,512.50 |
| Ibarra, Katherine E. - Paralegal | 3.00 hrs | 145 /hr | \$435.00 |
| Gentry, Lauren M. | 6.80 hrs | 215 /hr | \$1,462.00 |
| TOTAL FEES | | | \$3,409.50 |
| TOTAL DISBURSEMENTS | | | \$231.56 |

| | |
|------------------------------------|-------------------|
| TOTAL CHARGES FOR THIS BILL | \$3,641.06 |
|------------------------------------|-------------------|

Please include the bill number on your check.

From: Beacon Manager beaconmanager@rmsnf.com
Subject: Fwd: Your Receipt from jump for joy bouncers and slide rentals - Order #15170
Date: October 28, 2019 at 9:01 AM
To: Bernadette Peregrino bperegrino@gmsnf.com

Bernadette,

Please pay approved invoice for MVTC Fall Festival Under Special Events 1 320 57200 49400

Richard McGeeveran
Beacon Lake Amenity Manager
850 Beacon Lake Parkway
St. Augustine, Florida 32095

Office : 904-217-3052
Email: Beaconmanager@rmsnf.com

----- Forwarded message -----

From: <devotedsurf@gmail.com>
Date: Thu, Oct 10, 2019 at 8:34 AM
Subject: Your Receipt from jump for joy bouncers and slide rentals - Order #15170
To: <beaconmanager@rmsnf.com>

Invoice/Receipt #15170



jump for joy bouncers and slide rentals

5800 E Hwy 100
palm coast, fl 32164
386 931 5854








www.jumpforjoybouncersandsliderentals.com

**Important
Information -
Please Read
Below!**

11/23/2019 09:00am, 11/23/2019 06:00pm

Meadow View at Twin Creeks
850 beacon lake parkway
St Augustine, FL 32095
beaconmanager@rmsnf.com
904-217-3052/904-217-3052
Order Created by: Robbie Throne
Customer Comments:

Sat, Nov 20 9:00 am - 6:00 pm

| | | |
|---|-------------------------------|-------------------------|
|  | 16 Foot Carousel Bounce House | \$105.00 x 1 = \$105.00 |
|  | Big Top Combo | \$169.00 x 1 = \$169.00 |
|  | Tiger PlayGround | \$199.00 x 1 = \$199.00 |
|  | 73 foot obstacle course | \$495.00 x 1 = \$495.00 |
|  | Football Blitz | \$99.00 x 1 = \$99.00 |
|  | Wrecking Ball Interactive | \$199.00 x 1 = \$199.00 |
|  | Toxic Meltdown | \$995.00 x 1 = \$995.00 |

| | |
|---------------------|------------|
| SubTotal | \$2,261.00 |
| Travel Fee \$50.00 | \$2,311.00 |
| Tax: 7.00% \$161.77 | \$2,472.77 |

Total \$2,472.77

Min Payment Req'd \$25.00

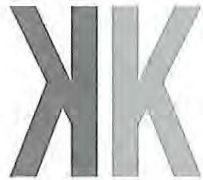
Due \$2,472.77

[Click here to view contract](#)

[\(Click here to Digitally Sign your Contract\)](#)

A few tips and reminders: (PLEASE READ BELOW)

- 1) We accept cash, checks and most credit cards (not AmEx). If paying with cash, please note that our drivers don't carry change. Payment is due at time of set up.
- 2) We can set up on most surfaces but **not rocks of any kind**. Please call us if you are unsure.
- 3) All inflatable units **MUST** be staked in the ground for safety. If your event will be on a surface where stakes are not allowed, please contact us to discuss other options such as sandbags. (additional fees may apply).
- 4) We will call you the day before your event with a set up time (we sometimes have to arrive very early to get all of the jumps out on time but we do not charge for the extra time)



KRAM KRAN PHOTO

Invoice #214

Nov 23, 2019

BILL TO

Meadow View at Twin Creeks c/o Richard McGeveran
beaconmanager@rmsnf.com

FROM

Mark Krancer
7045 barkwood drive
Jacksonville, FL 32277
MKRANCER84@GMAIL.COM
+1 9046242848



INVOICE ITEMS

AMOUNT

11-23 Beacon Lake event photography noon to 2pm
2 hrs x \$135.00/hr

\$270.00

3 hours transportation, setup (courtesy discount, \$225 value)

\$0.00

\$270.00

PAYMENT DUE **DEC 23, 2019**

MESSAGE

Thanks for your business.



KRAM KRAN PHOTO

Invoice #215

Dec 10, 2019



BILL TO

Meadow View at Twin Creeks c/o Richard McGeeveran
beaconmanager@rmsnf.com

FROM

Mark Krancer
7045 barkwood drive
Jacksonville, FL 32277
MKRANCER84@GMAIL.COM
+1 9046242848

INVOICE ITEMS

AMOUNT

12-28 Beacon Lake event photography 7 to 9pm
2 hrs x \$135.00/hr

\$270.00

3 hours editing, transportation, setup (courtesy discount, \$225 value)

\$0.00

\$270.00

PAYMENT DUE JAN 10, 2020

MESSAGE

Thanks for your business.



Micamy Design Studio
4887 Victor Street
Jacksonville, FL 32207
904-683-6625
Acct@MicamyDesign.com



1-32-572-45920

BILL TO

Meadow View at Twin Creek CDD
Attn: Danielle Simpson
475 W Town Place, Suite 114
St. Augustine, FL 32092

SHIP TO

Beacon Lake Amenity
Additional Trash Cans

INVOICE 17-007.0-07

DATE 11/06/2019 **TERMS** Net 10

DUE DATE 11/16/2019

TRACKING NO.

17-007.0

P.O. NUMBER

17-007.0

PROJECT MANAGER

BB

| ACTIVITY | DESCRIPTION | QTY | RATE | AMOUNT |
|----------------------------|---------------------------------------|-----|----------|----------|
| Furniture Fee | Furniture Fee - Additional Trash Cans | 1 | 3,174.60 | 3,174.60 |
| Delivery and Set-Up | Delivery & Install | 1 | 195.00 | 195.00 |

TOTAL DUE

\$3,369.60

Municipal Asset Management, Inc.

25288 Foothills Drive North
Suite 225
Golden, CO 80401
(303) 273-9494


INVOICE

INVOICE NO: 0617494

DATE: 11/1/2019

To: Meadow View at Twin Creeks CDD
Ernesto J Torres
475 West Town Place, Suite 114
St. Augustine, FL 32902

| DUE DATE | RENTAL PERIOD |
|-----------|---------------|
| 12/7/2019 | |

| PMT NUMBER | DESCRIPTION | AMOUNT |
|------------|--|----------|
| 11 | Lease payment due pursuant to Tax-Exempt Lease Purchase Agreement dated October 25, 2018 for the acquisition of fitness equipment  | 2,307.62 |

TOTAL DUE

\$2,307.62

Please detach coupon and return with check payable to MUNICIPAL ASSET MANAGEMENT, INC. and remit to address above.

If you have any questions concerning this invoice,
call: Municipal Asset Management, Paul Collings, (303) 273-9494.

THANK YOU FOR YOUR BUSINESS!

| Invoice # | Due Date | Total Due | Amount Enclosed |
|-----------|-----------|------------|-----------------|
| 0617494 | 12/7/2019 | \$2,307.62 | |

Meadow View at Twin Creeks CDD
Ernesto J Torres
475 West Town Place, Suite 114
St. Augustine, FL 32902

Municipal Asset Management, Inc.
25288 Foothills Drive North
Suite 225
Golden, CO 80401



Invoice

Date
Invoice #10/17/2019
131295589508

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

| | |
|--------------------------|-------------------------------------|
| Terms | Net 20 |
| Due Date | 11/6/2019 |
| PO # | |
| Delivery Ticket # | Sales Order #1328645 |
| Delivery Date | 10/17/2019 |
| Delivery Location | Meadow View at Twin Creeks CDD Pool |
| Customer # | 13BEA030 |

Bill To

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

Ship To

Meadow View at Twin Creeks CDD
755 Cr-210 W
St Johns FL 32259

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

| Item ID | Item | Quantity | Units | Rate | Amount |
|---|---------------------------|----------|-------|------|--------|
| 115-300 | Bleach Minibulk Delivered | 500 | gal | 1.50 | 750.00 |
| 160-050 | Pool Acid bulk by Gallon | 30 | gal | 3.00 | 90.00 |
| <div data-bbox="487 1003 802 1222"></div> | | | | | |

Total 840.00
Amount Due \$840.00

Approved
3205720045506

Richard May

Remittance Slip

Customer
13BEA030
Invoice #
131295589508

Amount Due \$840.00

Amount Paid _____

Make Checks Payable To

Poolsure
PO Box 55372
Houston, TX 77255-5372



131295589508



Invoice

Date 10/17/2019
Invoice # 1312955894991707 Townhurst Dr
Houston TX 77043
ar@poolsure.com
800-858-POOL (7665)
www.poolsure.com

| | |
|-------------------|---|
| Terms | Net 20 |
| Due Date | 11/6/2019 |
| PO # | |
| Delivery Ticket # | Sales Order #1328644 |
| Delivery Date | 10/17/2019 |
| Delivery Location | Meadow View at Twin Creeks CDD Activity Po... |
| Customer # | 13BEA030 |

Bill To

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

Ship To

Meadow View at Twin Creeks CDD
755 Cr-210 W
St Johns FL 32259

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

| Item ID | Item | Quantity | Units | Rate | Amount |
|--|---------------------------|----------|-------|------|--------|
| 115-300 | Bleach Minibulk Delivered | 30 | gal | 1.50 | 45.00 |
| <div data-bbox="470 921 790 1148"></div> | | | | | |

Approved

32057200 45506

Total 45.00
Amount Due \$45.00

Remittance Slip

Customer
13BEA030
Invoice #
131295589499

Amount Due \$45.00

Amount Paid

Make Checks Payable To

Poolsure
PO Box 55372
Houston, TX 77255-5372

131295589499



REPUBLIC
SERVICES

8619 Western Way
Jacksonville FL 32256-036060

Customer Service (904) 731-2456
RepublicServices.com/Support

Account Number 3-0687-0013996
Invoice Number 0687-001013076
Invoice Date October 16, 2019
Previous Balance \$0.00
Payments/Adjustments \$0.00
Current Invoice Charges \$179.71

Autopayment
\$179.71

Payment Due Date
November 05, 2019

CURRENT INVOICE CHARGES

| Description | Reference | Quantity | Unit Price | Amount |
|---|-----------|----------|------------|-----------------|
| Meadowview At Twin Creeks Cdd 850 Beacon Lake Pkwy PO 9687022-51 | | | | |
| St. Augustine, FL Contract: 9687022 (C51) | | | | |
| 1 Waste Container 6 Cu Yd, 1 Lift Per Week | | | | |
| Pickup Service 11/01-11/30 | | | \$114.00 | \$114.00 |
| Container Refresh 11/01-11/30 | | 1.0000 | \$9.00 | \$9.00 |
| Administrative Fee | | | | \$5.95 |
| Total Fuel/Environmental Recovery Fee | | | | \$42.59 |
| Total Franchise - Local | | | | \$8.17 |
| CURRENT INVOICE CHARGES, AutoPayment due on November 05, 2019 | | | | \$179.71 |

Electronics Recycling with BlueGuard™

Convenient recycling solutions that are safe for your business and good for our planet. To learn more, visit RepublicServices.com/Electronics



8619 Western Way
Jacksonville FL 32256-036060

Do not Pay

* Thank you for Your Automatic Payment *

Autopayment \$179.71
Payment Due Date November 05, 2019
Account Number 3-0687-0013996
Invoice Number 0687-001013076

Return Service Requested

MEADOWVIEW AT TWIN CREEKS CDD
BRIAN STEPHENS
475 W TOWN PL
STE 114
ST AUGUSTINE FL 32092-3648

☐
For Billing Address Changes,
Check Box and Complete Reverse.

Make Checks Payable To:

REPUBLIC SERVICES #687
PO BOX 9001099
LOUISVILLE KY 40290-1099

Riverside Management Services, Inc

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

Invoice

| Date | Invoice # |
|-----------|-----------|
| 11/1/2019 | 43 |

| Bill To |
|--|
| Meadow View @ Twin Creeks CDD 475 West Town Place Suite 114 St. Augustine, FL 32092 |

| P.O. No. | Terms | Project |
|----------|-------|---------|
| | | |

| Quantity | Description | Rate | Amount |
|----------|--|--------------|------------|
| | Janitorial Services - November 2019 320,572,45507 | 1,295.00 | 1,295.00 |
| | Pool Maintenance Services - November 2019 320,572,45505 | 1,365.00 | 1,365.00 |
| | Operations Management Services - November 2019 320,572,45504 | 1,666.67 | 1,666.67 |
| | Facility Management - Meadow View - November 2019 320,572,4550 | 5,000.00 | 5,000.00 |
| | | Total | \$9,326.67 |

RHW
11.1.19



Real Time Entertainment & Management

1021 16th Street N
Jacksonville Beach, , United States 32250
9048618128

The Band Be Easy at Beacon Lakes Manager 850 Beacon Lake Parkway, St. Augustine, FL, 32095,
United States
April 4, 2020

INVOICE rteam0155

Total **\$ 1,125.00**
Due **11/12/19**
Created 11/5/19

PAY NOW

Meadow View at Twin Creek

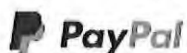
Richard McGeveran
beaconmanager@rmsnf.com

| | |
|------------------------|--------------------|
| Subtotal | \$ 1,125.00 |
| Tax | \$ 0.00 |
| Total | \$ 1,125.00 |
| Income Tax Withholding | \$ 0.00 |
| Amount Due | \$ 1,125.00 |

Invoice Details

Apr 4, 2020 - The Band Be Easy

Performance Fee \$ 1,125.00



BANKTRANSFER



Powered by Gigamonster



Real Time Entertainment & Management
1021 16th Street N
Jacksonville Beach, , United States 32250
9048618128

The Band Be Easy at Beacon Lakes Manager 850 Beacon Lake Parkway, St. Augustine, FL, 32095,
United States
May 25, 2020

INVOICE **rteam0156**
Total **\$ 1,125.00**
Due **11/12/19**
Created 11/5/19

PAY NOW

Meadow View at Twin Creek
Richard McGeveran
beaconmanager@rmsnf.com

| | |
|------------------------|--------------------|
| Subtotal | \$ 1,125.00 |
| Tax | \$ 0.00 |
| Total | \$ 1,125.00 |
| Income Tax Withholding | \$ 0.00 |
| Amount Due | \$ 1,125.00 |

Invoice Details
May 25, 2020 - The Band Be Easy
Performance Fee

\$ 1,125.00





Real Time Entertainment & Management

1021 16th Street N
Jacksonville Beach, , United States 32250
9048618128

The Band Be Easy at **Beacon Lakes Manager** 850 Beacon Lake Parkway, St. Augustine, FL, 32095,
United States
December 20, 2019

INVOICE **rteam0157**
Total **\$ 200.00**
Due **7 days after contract is signed**
Created 11/5/19

PAY NOW

Meadow View at Twin Creek
Richard McGeveran
beaconmanager@rmsnf.com

| | |
|------------------------|------------------|
| Subtotal | \$ 200.00 |
| Tax | \$ 0.00 |
| Total | \$ 200.00 |
| Income Tax Withholding | \$ 0.00 |
| Amount Due | \$ 200.00 |

Invoice Details
Dec 20, 2019 - The Band Be Easy

| | |
|-----------------|-----------|
| Performance Fee | \$ 200.00 |
|-----------------|-----------|



Real Time Entertainment & Management

1021 16th Street N
Jacksonville Beach, , United States 32250
9048618128



The Band Be Easy at **Beacon Lakes Manager** 850 Beacon Lake Parkway, St. Augustine, FL, 32095,
United States

December 28, 2019

INVOICE **rteam0161**

Total **\$ 250.00**
Due **7 days after contract is signed**
Created 11/8/19

PAY NOW

Meadow View at Twin Creek

Richard McGeeveran
beaconmanager@rmsnf.com

| | |
|------------------------|------------------|
| Subtotal | \$ 250.00 |
| Tax | \$ 0.00 |
| Total | \$ 250.00 |
| Income Tax Withholding | \$ 0.00 |
| Amount Due | \$ 250.00 |

Invoice Details

Dec 28, 2019 - The Band Be Easy

| | |
|-----------------|-----------|
| Performance Fee | \$ 250.00 |
|-----------------|-----------|



Simply Linen Solutions

A Division of Star Brite Laundries, LLC

124 Century 21 Drive, Suite 3
Jacksonville, FL 32216
(904) 855-4014
www.simplylinensolutions.com

| | | | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|-----------------------------------|--|--|--|-------------------------|--|--------------------|--|----------------------|--|-------------------|--|
| CUSTOMER NAME: Meadow View at Twin Lakes | | | | | | | | | | INVOICE NUMBER L 162956 | | | | DATE 10/23/19 | | TYPE 606 | | CONTRACT DATE | | | |
| M T W TH F S SU M T <u>W</u> TH F S SU | | | | | | | | | | PO# Beacon 16 clubhouse | | | | PMT TERMS N15 | | TAX — | | FREQ. EOW | | ROUTE 1 | |

| ITEM DESCRIPTION | COLOR | ADDITIONAL INFO | S/C % | DATE: | DATE: | DATE: | DATE: | UNIT PRICE | TOTAL AMOUNT | ADJ AMOUNT |
|--|-------|-----------------|-------|--------|--------|--------|--------|-------------------|--------------|------------|
| | | | | QUANT. | QUANT. | QUANT. | QUANT. | | | |
| LAUNDRY SERVICE | | | | | | | | | | |
| Towel | Wht | | | | | | 113 | .135 | 17.52 | |
| Pool Towel | Navy | | | | | 21 | 46 | .475 | 31.83 | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
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| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| WRAP/PACKAGING | | CART | | | | | 1 | 2.45 | 2.45 | |
| SERVICE (INCLUDES: EQUIPMENT / DELIVERY) | | | | | | | 1 | 12.45 | 12.45 | |
| Rental linens and textiles are the property of Simply Linen Solutions. Rates are based on a weekly time period. Customer is responsible for lost/damaged/abused linens & textiles and will be billed for replacement. Additional rental and/or replacement costs will be billed for all non-returned linens and textiles. Inventories kept longer than one week are subject to additional fees. Invoices not paid within 30 days of delivery date will incur 10% late fee and interruption of service. Credits are not issued for returned un-used linens. | | | | | | | | AMOUNT | 64.25 | |
| | | | | | | | | SURCHARGES | 2.50 | |
| | | | | | | | | TAX | — | |
| | | | | | | | | TOTAL | 66.75 | |

Delivery Received by: [Signature]

Signature of Customer

Date: 10-23

(R5W)

STRICTLY PROHIBITED: LAUNDERING OR LENDING OF SUPPLIER-OWNED GOODS.

Simply Linen Solutions **Past Due**

A Division of Star Brite Laundries, LLC

124 Century 21 Drive, Suite 3
Jacksonville, FL 32216
(904) 855-4014
www.simplylinensolutions.com

| | | | | | | | | | | | |
|--|---|----------|-----------------|----------------------------------|-----------------|-----------------|---------------------------------------|-------------------------|-------------------------|---------------|------------|
| CUSTOMER NAME: <i>Meadowview at Twin Creeks</i> | | | | INVOICE NUMBER <i>L162743</i> | | | | DATE: <i>8/25/14</i> | TYPE <i>COG</i> | CONTRACT DATE | |
| M | T | W | TH | F | S | SU | PO# <i>Meadow View at Twin Creeks</i> | | PMT TERMS <i>NLS</i> | TAX | FREQ. |
| ITEM DESCRIPTION | | COLOR | ADDITIONAL INFO | S R C % | DATE: QUANT. | DATE: QUANT. | DATE: QUANT. | DATE: QUANT. | UNIT PRICE | TOTAL AMOUNT | ADJ AMOUNT |
| LAUNDRY SERVICE | | | | | | | <i>PL</i> | <i>RTN</i> | | | |
| <i>Herzite Towel-wht</i> | | | | | | | | <i>48</i> | <i>.155</i> | <i>7.44</i> | |
| <i>Pool Towel navy</i> | | | | | | | | <i>21</i> | <i>.475</i> | <i>9.98</i> | |
| WRAP/PACKAGING | | | <i>CACT</i> | | | | <i>1</i> | | <i>2.45</i> | <i>2.45</i> | |
| SERVICE (INCLUDES: EQUIPMENT / DELIVERY) | | | | | | | <i>1</i> | <i>1</i> | <i>12.45</i> | <i>24.40</i> | |
| Rental linens and textiles are the property of Simply Linen Solutions. Rates are based on a weekly time period. Customer is responsible for lost/damaged/abused linens & textiles and will be billed for replacement. Additional rental and/or replacement costs will be billed for all non-returned linens and textiles. Inventories kept longer than one week are subject to additional fees. Invoices not paid within 30 days of delivery date will incur 10% late fee and interruption of service. Credits are not issued for returned un-used linens. | | | | | | | | | AMOUNT | <i>44.77</i> | |
| Delivery Received by: _____ Date: <i>8/25/14</i> | | | | | | | | | SURCHARGES | <i>2.50</i> | |
| Signature of Customer: _____ | | | | | | | | | TAX | | |
| STRICTLY PROHIBITED: LAUNDERING OR LENDING OF SUPPLIER-OWNED GOODS. | | | | | | | | | TOTAL | <i>47.27</i> | |

32057200 45919

(A) V-43



Approved

Richard Mayman



St. Johns County Board of County Commissioners

Utility Department

Blaz Kovacic
BBX Capital
401 East Las Olas Boulevard, Ste 800
Fort Lauderdale, FL 33301

October 2, 2019

Re: Beacon Lake Ph1
SUBCON15-38
Water Connection Fees: Water Fountain for Pocket Park at 205
Concave Ln

1-32-572-45911

Dear Mr. Kovacic,

Please find listed below the required utility unit connection fees for the referenced project.

Service Address: 205 Concave Ln -- Potable Water Meter
Flow Calculation: Pocket Park: Water Fountain 1 Fixture = 250GPD
Total Usage = 250GPD

| Item | Unit Cost | Quantity | Cost |
|-------------------------------|----------------|----------|------------|
| • Water Unit Connection Fees: | \$5.84445 /GPD | 250GPD | \$1,461.11 |
| • 1" Pre-Run Water Meter | \$187.00 | 1 Ea. | \$187.00 |
| • MXU | \$135.00 | 1 Ea. | \$135.00 |
| • Deposit | \$100.00 | 1 Ea. | \$100.00 |
| Total Utility Fees: | | | \$1,883.11 |

Please note that the cost listed above is based on the current Utility fee schedule. Actual cost will be based on the fee schedule at time of payment. The fee schedule is normally adjusted at the beginning of each fiscal year.

A RPZ Backflow Prevention Device must be installed and tested by a licensed plumber. A copy of the test results must be forwarded to the St. Johns County Utility Department within thirty (30) days of meter placement or before final approval by the Utility Department.

Please call the Customer Service office, Tonya Hook at 904 209-2700 ext. 4113, to schedule a time to make payment of the above fees at your convenience. Please submit the attached Commercial Account Application to Tonya Hook also – thook@sjcfl.us

Sincerely,

Larry Miller, P.E.
Chief Engineer - Development

cc: Tonya Hook

Enc: Commercial Account Application

SoutheastFitness

REPAIR

Equipment Repair & Maintenance

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

Office: 904.683.1439 • Fax: 904.683.1624

southeastfitnessrepair@comcast.net

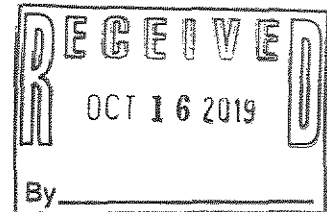
www.southeastfitnessrepair.com

Invoice # 11324A

Date: 28-Jun-2019

Payment is due within 30 days of invoice date.

| | |
|-----------------------------|--|
| Facility Name: | MEADOW VIEW TWIN CREEKS a.k.a Beacon Lake |
| Facility Address: | 850 Beacon Lake Parkway St. Augustine, Florida 32259 |
| Billing Address: | 850 Beacon Lake Parkway St. Augustine, Florida 32259 |
| Contact & Phone: | |
| Reason for call: | I need to let you know we have several things that need repaired Chest press - LF can't use bottom weight Multi Benches have loose screws Leg Press can't use bottom weight plate - THESE MACHINES ONLY HAVE WARRANTY ON PARTS. NOT LABOR & TRAVEL. I THINK THE S/N'S ARE AS FOLLOWS: CHEST PRESS - 101840746894 LEG PRESS - 101838745182 MULTI BENCH - 081810033094 & 08181003396 LEAH 904-627-9271 OR 904-220-7600 |



| Description | Part # | Part Cost | QTY | Total |
|--|--------|--------------------|------|-------|
| TRAVEL 1 - 60 MILES: TRAVEL 1 - 60 MILES | | 65.00 | 1.00 | 65.00 |
| LABOR PER HOUR 1 TECH: LABOR PER HOUR 1 TECH | | 60.00 | 0.50 | 30.00 |
| Comments: | | Parts Total | | 95.00 |
| | | Tax | | 0.00 |
| | | Balance | | 95.00 |

Technician: FRANK HARDY

V-48 (A)

Thank you for your business.

320 57200 44207

Please pay unpaid invoice

Approved
Richard M. Jones

| 10 | 11 | 12 | 14 | 13 | 15 | 16 | 17 | 18 | 19 |
|---------------------------------|------------------------|-----------------------|----|-------------------------|---------------|-----------------|--------------|--------|-----------|
| START STOP | NEWSPAPER REFERENCE | DESCRIPTION | | PRODUCT | SAU SIZE | BILLED UNITS | TIMES RUN | RATE | AMOUNT |
| 09/29 | | Balance Forward | | | | | | | \$103.22 |
| 10/21 | P108248 | Payment - Lockbox 378 | | | | | | | \$-103.22 |
| 10/09 10/09 | I03222242-10092019 | BOS REG MTG 10/17/19 | | SA St Augustine Record | 1.00 x 4.7500 | 4.75 | 1 | \$8.98 | \$42.66 |
| 10/09 10/09 | I03222242-10092019 | BOS REG MTG 10/17/19 | | SA St Aug Record Online | 1.00 x 4.7500 | 4.75 | 1 | \$8.97 | \$42.61 |
| PREVIOUS AMOUNT OWED: | | | | | \$103.22 | | | | |
| NEW CHARGES THIS PERIOD: | | | | | \$85.27 | | | | |
| CASH THIS PERIOD: | | | | | (\$103.22) | | | | |
| DEBIT ADJUSTMENTS THIS PERIOD: | | | | | \$0.00 | | | | |
| CREDIT ADJUSTMENTS THIS PERIOD: | | | | | \$0.00 | | | | |
| We appreciate your business. | | | | | | | | | |

RECEIVED

NOV 12 2019

BY: _____



INVOICE AND STATEMENT OF ACCOUNT

AGING OF PAST DUE ACCOUNTS

* UNAPPLIED AMOUNTS ARE INCLUDED IN TOTAL AMOUNT DUE



| | | | | | | | | | |
|-----------------------------------|--------------------|----|-------------------------|---------|-----------------------|--------------------|--------------------------|------------------|--------------------------------|
| 21 | CURRENT NET AMOUNT | 22 | 30 DAYS | 60 DAYS | OVER 90 DAYS | * UNAPPLIED AMOUNT | 23 | TOTAL AMOUNT DUE | |
| | \$85.27 | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | \$85.27 | |
| SALES REP/PHONE # | | 25 | ADVERTISER INFORMATION | | | | | | |
| Melissa Rhinehart 904-819-3423 | | 1 | BILLING PERIOD | 6 | BILLED ACCOUNT NUMBER | 7 | ADVERTISER/CLIENT NUMBER | 2 | ADVERTISER/CLIENT NAME |
| | | | 09/30/2019 - 11/03/2019 | | 15651 | | 15651 | | MEADOW VIEW AT TWIN CREEKS CDD |

MAKE CHECKS PAYABLE TO

The St. Augustine Record Dept 1261
 PO Box 121261
 Dallas, TX 75312-1261

Payment is due upon receipt.

The St. Augustine Record

PLEASE DETACH AND RETURN LOWER PORTION WITH YOUR REMITTANCE

The St. Augustine Record Dept 1261
 PO Box 121261
 Dallas, TX 75312-1261

ADVERTISING INVOICE and STATEMENT

| | | | | | | | | | | | | | | |
|---------|--------------------|-------------------------|------------------|---------|--------------------|--------------------------------|---|------------------|--------------------------|--|----|--|------------------|--|
| 1 | | BILLING PERIOD | | 2 | | ADVERTISER/CLIENT NAME | | | | | | | | |
| | | 09/30/2019 - 11/03/2019 | | | | MEADOW VIEW AT TWIN CREEKS CDD | | | | | | | | |
| COMPANY | | 23 | TOTAL AMOUNT DUE | | * UNAPPLIED AMOUNT | | 3 | TERMS OF PAYMENT | | | | | | |
| SA 7 | | \$85.27 | | \$0.00 | | NET 15 DAYS | | | | | | | | |
| 21 | CURRENT NET AMOUNT | | 22 | 30 DAYS | | 60 DAYS | | OVER 90 DAYS | | | | | | |
| | | \$85.27 | | \$0.00 | | \$0.00 | | \$0.00 | | | | | | |
| 4 | PAGE # | 5 | BILLING DATE | | 6 | BILLED ACCOUNT NUMBER | | 7 | ADVERTISER/CLIENT NUMBER | | 24 | | STATEMENT NUMBER | |
| | | 11/03/2019 | | 15651 | | 15651 | | 0000057921 | | | | | | |

8 BILLING ACCOUNT NAME AND ADDRESS

9 REMITTANCE ADDRESS



8 - 2520

MEADOW VIEW AT TWIN CREEKS CDD
 475 W TOWN PL STE 114
 SAINT AUGUSTINE FL 32092-3649



The St. Augustine Record
 Dept 1261
 PO Box 121261
 Dallas, TX 75312-1261

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# 000322242-01
PO#

PUBLISHED EVERY MORNING SUNDAY THROUGH SATURDAY
ST. AUGUSTINE AND ST. JOHNS COUNTY, FLORIDA

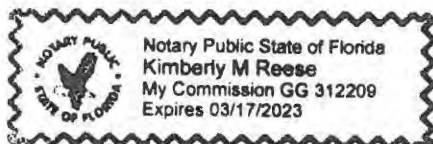
STATE OF FLORIDA
COUNTY OF ST. JOHNS

Before the undersigned authority personally appeared MELISSA RHINEHART 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 **BOS REG MTG 10/17/19** was published in said newspaper on **10/09/2019**.

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 09 day of OCT 2019
by Melissa Rhinehart who is personally known to me
or who has produced as identification

(Signature of Notary Public)



**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, October 17, 2019 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 provision of Florida Law for Community Development Districts. The meeting may be continued to a date, time, and place to be specified on the record at the meeting. A copy of the agenda for this meeting may be obtained from Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 or by calling (904) 940-5850.

There may be occasions when one or more Supervisors or staff will participate by telephone. Pursuant to provisions of the Americans with Disabilities Act, 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 48 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

A person who decides to appeal any decision made at the meeting with respect to any matter considered at the meeting 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 Oliver
District Manager
000322242 October 9, 2019

Wed, Oct 9, 2019
9:15:02AM

Legal Ad Invoice

The St. Augustine Record

Send Payments to:
The St. Augusting Record Dept 1261
PO Box 121261
Dallas, TX 75312-1261

Acct: 15651
Phone: 9049405850
E-Mail:

Name: MEADOW VIEW AT TWIN CREEKS CDD
Address: 475 WEST TOWN PLACE, SUITE 114

Client: MEADOW VIEW AT TWIN CREEKS (City: SAINT AUGUSTINE State: FL Zip: 32092

Ad Number: 0003222242-01 Caller: COURTNEY HOGGE Paytype: BILL
Start: 10/09/2019 Issues: 1 Stop: 10/09/2019
Placement: SA Legals Rep: Melissa Rhinehart
Copy Line: NOTICE OF MEETING MEADOW VIEW AT TWIN CREEKS COMMUNITY DEVELOPMENT DISTRICT The regular meetin

Lines 55
Depth 4.75
Columns 1
Price \$85.27

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, October 17, 2019 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 provision of Florida Law for Community Development Districts. The meeting may be continued to a date, time, and place to be specified on the record at the meeting. A copy of the agenda for this meeting may be obtained from Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 or by calling (904) 940-5850.

There may be occasions when one or more Supervisors or staff will participate by telephone. Pursuant to provisions of the Americans with Disabilities Act, 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 48 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

A person who decides to appeal any decision made at the meeting with respect to any matter considered at the meeting 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 Oliver
District Manager
0003222242 October 9, 2019

Cover Sheet

Quote: 26686-2

DATE: Wednesday, November 6, 2019

SALES PERSON: Kbeck

PHONE: 863-816-8070

EMAIL: kprecast@msn.com

CUSTOMER: Meadow View at Twin Creeks CDD

ADDRESS: 850 Beacon Lake Parkway
St. Augustine, FL 32095

CONTACT: DANIELLE SIMPSON
P: 602-373-7227
dsimpson@bbxcapital.co

SHIP TO: BBx Capital

850 Beacon Lake Parkway
St. Augustine, FL 32095

PROJECT: Meadow View At Twin Creeks

QUOTATION REMAINS VALID FOR 30 DAYS FROM QUOTE DATE UNLESS OTHERWISE NOTED.

NOTES:

Color: std. colors and finish



PURCHASING CONDITIONS:

1. The purchase order and payment should be made out to Wausau Tile.
2. To expedite shipment, please include an address for billing and an address for delivery.

TERMS & CONDITIONS:

1. This is a materials only bid valid for 30 days from date of bid. Prices are based on square footage or units as listed above, and subject to change if there are any increases or decreases of quantities to the project.
2. 30% down payment is required on all custom or modified products prior to start of production.
3. Field measurements, specifications and quantity confirmation are responsibilities of the customer.
4. Freight rates are based on today's rates and are valid for 30 days from bid. Delivery is for one location only unless noted in bid.
5. Customer will be notified when product is ready for delivery. Storage charges apply if customer delays shipment more than 30 days after notice.
6. All cancelled /returned orders must receive prior approval from a sales representative.
7. Both installation and assembly are the responsibility of the customer or its consignee.
8. Materials must be unloaded within 2 hours of arrival or customer will be charged for hold-over at the rate of \$100/hour.
9. Wausau Tile standard purchase and warranty terms apply as stated under Terms of Sale on Wausau Tile's Website
10. Sales or use tax is customer's responsibility and due as part of the payment to Wausau Tile before shipping occurs unless a properly executed tax exempt certificate is provided to Wausau Tile. Deliver the tax exempt certificate by fax to 715-355-4627 or provide an original by mail if required by state law.
11. Federal Contracting Compliance and CA Transparency in Supply Chains Act is available on Wausau Tile's Website.

CUSTOMER APPROVED BY:

Tectura Designs



DIRECT: (715) 359-3121 | MAIN: (800) 388-8728
Mailing Address: P.O. Box 1520, Wausau, WI 54402-1520
Shipping Address: 9001 Business Hwy 51, Rothschild, WI 54474

Quote: 26686-2

| Quantity | Product | UOM | Description | Weight | Cost Each Per UOM | Cost Total |
|----------|---------|-----|-------------------------------|--------|-------------------|------------|
| 3.00 | MF3302 | EA | 22"DIA SIDE DR/CONC BASE, 36G | 175.00 | \$582.000 | \$1,746.00 |

Total Weight: 525.00

Quotation in effect for 30 days from issue date unless otherwise noted.
Final count and/or square footage validation responsibility of customer.

Items Cost: \$1,746.00
Sales Tax: \$0.00
Shipping: \$406.45
TOTAL: \$2,152.45

NOTES:
Color: std. colors and finish



YELLOWSTONE
LANDSCAPE

INVOICE

| INVOICE # | INVOICE DATE |
|-----------|--------------|
| JAX 56571 | 10/1/2019 |
| TERMS | PO NUMBER |
| Net 30 | |

Bill To:

Meadow View at Twin Creeks CDD
c/o GMS-NF, LLC
475 West Town Pl
Suite 114
St. Augustine, FL 32092

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Property Name: Meadow View at Twin Creeks
CDD

Invoice Due Date: October 31, 2019

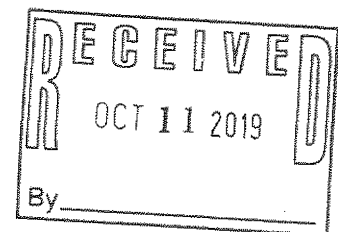
Invoice Amount: \$15,653.85

| Description | Current Amount |
|--|----------------|
| Monthly Landscape Maintenance October 2019 | \$15,653.85 |

Invoice Total \$15,653.85

B. Hup 10-10-19
LANDSCAPE MAINT.
001.320.53800.45003

Ⓟ V-40



Should you have any questions or inquiries please call (386) 437-6211.



YELLOWSTONE
LANDSCAPE

Bill To:

Meadow View at Twin Creeks CDD
c/o GMS-NF, LLC
475 West Town Pl
Suite 114
St. Augustine, FL 32092

Property Name: Meadow View at Twin Creeks
CDD

INVOICE

| INVOICE # | INVOICE DATE |
|-----------|--------------|
| JAX 59468 | 9/30/2019 |
| TERMS | PO NUMBER |
| Net 30 | |

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

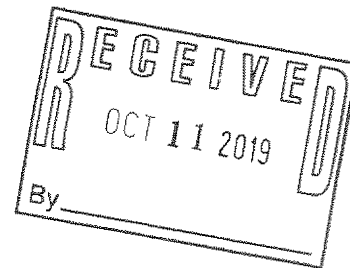
Invoice Due Date: October 30, 2019

Invoice Amount: \$115.00

| Description | Current Amount |
|---------------------------------------|----------------|
| AUGUST IRRIGATION REPAIRS. LAKE ROTOR | |
| Irrigation Reapairs | \$115.00 |

Invoice Total \$115.00

B. Stup 10-10-19
IRRIGATION REPAIRS
001.320.53800.45009
V-40 (A)



Should you have any questions or inquiries please call (386) 437-6211.