

***MEADOW VIEW
AT TWIN CREEKS***
Community Development District

MAY 21, 2026

AGENDA

**Meadow View at Twin Creeks
Community Development District**
475 West Town Place, Suite 114
St. Augustine, Florida 32092
www.meadowviewattwincreeksbdd.com

May 14, 2026

Board of Supervisors
Meadow View at Twin Creeks CDD

Dear Board Members:

The Meadow View at Twin Creeks Community Development District Board of Supervisors meeting is scheduled for **Thursday, May 21, 2026 at 10:00 a.m. at the Lake Houses at Beacon Lake, 850 Beacon Lake Parkway St. Augustine, Florida 32095.**

Following is revised the agenda for the meeting:

- I. Roll Call
- II. Public Comment
- III. Approval of Minutes of the April 16, 2026 Meeting
- IV. Update from MBS Capital Markets on Refunding the Series 2016 Bonds
- V. Staff Reports
 - A. Landscape
 - B. District Engineer
 - C. District Counsel
 - D. District Manager
 1. Report on the Number of Registered Voters (2,398)
 2. Reminder of Upcoming Election
 - E. Amenity Manager
 - F. Operations Manager
 1. Report
 2. Discussion of C Buss Pool Maintenance Contract

- VI. Consideration of Amended Towing Policy
- VII. Consideration of Proposal from GMS for Renewal of Onsite Management and Maintenance Staff
- VIII. Consideration of Resolution 2026-05, Approving the Proposed Budget for Fiscal Year 2027 and Setting a Public Hearing Date
- IX. Consideration of Resolution 2026-06, Setting a Public Hearing Date to Adopt Revised Rules of Procedure
- X. Financial Reports
 - A. Financial Statements as of March 31, 2026
 - B. Assessment Receipts Schedule
 - C. Check Register
- XI. Other Business
- XII. Supervisors' Requests and Audience Comments
- XIII. Discussion of Security Matters*
- XIV. Next Scheduled Meetings – June 18, 2026 at 10:00 a.m. at the Lake House at Beacon Lake, 850 Beacon Lake Parkway, St. Augustine, Florida 32095
- XV. Adjournment

* Note: In accordance with Sections 119.071(3)(a) and 281.301, *Florida Statutes*, a portion of the meeting may be closed to the public, as it relates to details of the District's security system plan. The closed session may occur at any time during the meeting and is expected to last approximately thirty (30) minutes but may end earlier or extend longer.

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, April 16, 2026 at 6:00 p.m. at the Lake House at Beacon Lake, 850 Beacon Lake Parkway, St. Augustine, Florida 32095.

Present and constituting a quorum were:

Frank Arias	Chairman
Blaz Kovacic	Vice Chairman
Daryl Berman	Supervisor

Also present were:

Matt Biagetti	District Manager
Katie Buchanan	District Counsel
Scott Lockwood <i>by phone</i>	District Engineer
Jennifer Erickson	Amenity Manager
Christian Birol	Operations Manager
Travis Arnold	Yellowstone Landscape
Rhonda Mossing	MBS Capital Markets

The following is a summary of the discussions and actions taken at the April 16, 2026 meeting.

FIRST ORDER OF BUSINESS

Call to Order

Mr. Biagetti called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

Public Comment

There being no comments, the next item followed.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the March 19,
2026 Meeting**

A copy of the minutes of the March 19, 2026 meeting was included in the agenda package for the Board's review.

On MOTION by Mr. Arias seconded by Mr. Berman with all in favor the March 19, 2026 meeting minutes were approved as presented.

FOURTH ORDER OF BUSINESS

Update from MBS Capital Markets on Refunding the Series 2026 Bonds

Ms. Mossing stated that the Series 2016 Bonds currently have an average coupon rate of 5.31% and are slated to mature in 2047. In looking into a public offering, Ms. Mossing found that a 4.91% interest rate could be achieved. A private placement would bring the rate closer to 4.5%. With a 4.5% interest rate, the smaller single-family homes would save about \$98 per year and the larger units would save \$126 per year.

On MOTION by Mr. Arias seconded by Mr. Berman with all in favor authorizing MBS Capital Markets to send credit packages for a private placement was approved.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Landscape

Mr. Arnold went over the landscape projects completed since the last meeting. He is looking at refreshing the landscape beds around the pool, finding matching products for the beach wall and installing new plants at the roundabout.

B. District Engineer

Mr. Lockwood stated that he is anticipating receiving the report from Legacy Engineering regarding the roadways and would forward it to Mr. Biagetti upon receipt. Next, Mr. Lockwood stated that the county inspector has agreed to inspect the curbs, however they did state that they looked at the repairs and they were good. Next, Mr. Lockwood informed the Board the annual engineer's report is coming due. He asked for authorization to prepare the report for around \$2,000.

On MOTION by Mr. Arias seconded by Mr. Kovacic with all in favor authorizing the District Engineer to prepare the annual engineer's report was approved.

C. District Counsel

Ms. Buchanan reported that three bills were passed during the recent legislative session that would affect special districts. The first would allow for a resident board member to be recalled if certain parameters are met. The second increased sovereign immunity limits moderately. The last would require CDDs to accept electronic payments for certain items.

D. District Manager

Mr. Biagetti reminded the board members to complete their Form 1 by July 1st, and the four hours of ethics training by December 31st. Next, Mr. Biagetti asked if the board would be open to moving the July 16th meeting to July 9th. Lastly, Mr. Biagetti informed the Board that staff is still working to coordinate a security workshop that works for everyone.

E. Amenity Manager

Ms. Erickson provided an overview of past and future community events. Next, Ms. Erickson stated that Next Level Fitness has asked to offer free fitness classes on the event field. Additionally, Jax Swim has offered to do a water aerobics class once per week. There were no objections from the Board.

Mr. Berman asked how Charlie’s Grill was progressing.

Ms. Erickson responded that there have been positive reactions from residents.

Mr. Berman asked if the process for beer and wine has been started.

Ms. Buchanan responded that it has been started, however, they are asking for a board member’s name to be listed on the license.

Mr. Berman stated that he was willing to have his name listed.

On MOTION by Mr. Berman seconded by Mr. Arias with all in favor the agreement with Bites by Ema was ratified.

F. Operations Manager – Report

A copy of the operations report was included in the agenda package for the Board’s review. Mr. Birol

SIXTH ORDER OF BUSINESS

Consideration of Proposals

A. Trash Collection

Mr. Birol presented two proposals for collecting trash around the 25 lakes and the common areas throughout the community totaling \$41,432 and \$53,560.

On MOTION by Mr. Arias seconded by Mr. Berman with all in favor the proposal from Riverside Management Services totaling \$41,432 was approved.

B. Dog Waste Collection

Mr. Birol presented two proposals for dog waste collection. Scoop Daddy’s proposal would come to \$19,000 annually. Doody Calls proposal for dog waste collection would come to \$26,208.

Mr. Berman asked that the dog waste stations be stocked with more bags.

No action was taken on the proposals

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2026-04,
Setting a Monetary Spending Threshold
for Onsite Staff**

Ms. Buchanan stated that a concern was raised that the onsite property managers do not have access to funding for certain unexpected expenses. This resolution would provide authority for the property manager to spend up to \$5,000, and for the property manager and Chair together to authorize spending up to \$10,000. Additionally, the resolution puts in writing authorization for emergency expenses.

The Board’s consensus was to authorize spending up to \$5,000 with the Chair’s, the District Manager’s and property manager’s combined approval.

On MOTION by Mr. Arias seconded by Mr. Berman with all in favor Resolution 2026-04, setting a monetary spending threshold was approved as revised.

EIGHTH ORDER OF BUSIENSS

Consideration of Amended Towing Policy

Mr. Biagetti stated that staff has received numerous complaints in the townhome area of overnight parking issues in the limited parking spots. Ms. Buchanan asked for clarification

as to how the Board would like to manage the overnight parking that would still be feasible for staff.

Ms. Erickson suggested requiring a parking pass if the vehicle will be parked for longer than 48 hours.

Mr. Arias asked staff to bring a proposed policy to the next meeting for the Board's consideration.

NINTH ORDER OF BUSINESS

Ratification of Agreement with Bites by Ema

This item was discussed under the Amenity Manager's report.

TENTH ORDER OF BUSINESS

Discussion of the Fiscal Year 2027 Budget

Mr. Biagetti stated that the budget is scheduled to be approved at the May meeting and adopted in August.

ELEVENTH ORDER OF BUSINESS

Financial Reports

A. Financial Statements as of February 28, 2026

Mr. Biagetti provided an overview of the financial statements, copies of which were included in the agenda package for the Board's review. A modest increase in assessments is currently expected.

B. Assessment Receipts Schedule

Mr. Biagetti reported the on-roll assessments for fiscal year 2026 were 97% collected.

C. Check Register

A copy of the check register totaling \$157,097.30 was included in the agenda package for the Board's review.

On MOTION by Mr. Arias seconded by Mr. Berman with all in favor the check register was approved.

TWELFTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

THIRTEENTH ORDER OF BUSINESS Supervisors’ Requests and Audience Comments

Mr. Berman informed the audience members that anyone interested in running for the seats coming vacant on the board in November will need to file paperwork during the week of June 8th.

A resident asked if there are funds in the budget for updating, cleaning or repairing the furniture in the clubhouse.

Ms. Erickson responded that there is a line item for furniture replacement totaling \$5,000, however staff prefers to wait until the end of the busy season to replace anything. She added that the furniture is cleaned, but not monthly.

A resident asked how she could find the meeting dates and times.

Mr. Berman responded that the meeting dates are posted on the District’s website, www.MeadowViewatTwinCreekscdd.com.

FOURTEENTH ORDER OF BUSINESS Next Scheduled Meeting – May 21, 2026 at 6:00 p.m. at the Lake House at Beacon Lake, 850 Beacon Lake Parkway, St. Augustine, Florida 32095

FIFTEENTH ORDER OF BUSINESS Adjournment

On MOTION by Mr. Arias seconded by Mr. Berman with all in favor the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

FOURTH ORDER OF BUSINESS

Meadowview at Twin Creeks Community Development District

Board of Supervisors Presentation
May 21, 2026

Presented by

MBS Capital Markets, LLC

MBS Capital Markets, LLC
152 Lincoln Avenue
Orlando, FL 32789
(407) 622-0130

MBS Capital Markets, LLC
1902 S. MacDill Ave.
Tampa, FL 33629
(813) 281-2700

MBS Capital Markets, LLC
1005 Bradford Way
Kingston, TN 37763
(865)717-0303



Board of Supervisors

- Frank Arias, Chairperson
- Blaz Kovacic, Vice-Chairperson
- Jessica Brown, Assistant Secretary
- Daryl Berman, Assistant Secretary
- Jim McNamee, Assistant Secretary



Consultants

- District Counsel
 - Kutak Rock LLP
 - Katie Buchanan
- Bond Counsel
 - Bryant Miller Olive
 - Misty Taylor
- Underwriter's Counsel
 - Gray Robinson
 - Brian Fender
 - Jennifer Taylor
- District Engineer
 - England-Thims & Miller
 - Scott Lockwood
- District Manager and Assessment Consultant
 - Government Management Services, LLC
 - Matt Biagetti
 - Sheryl Fulks
- Trustee
 - US Bank Global Trust Services
 - Scott Schuhle



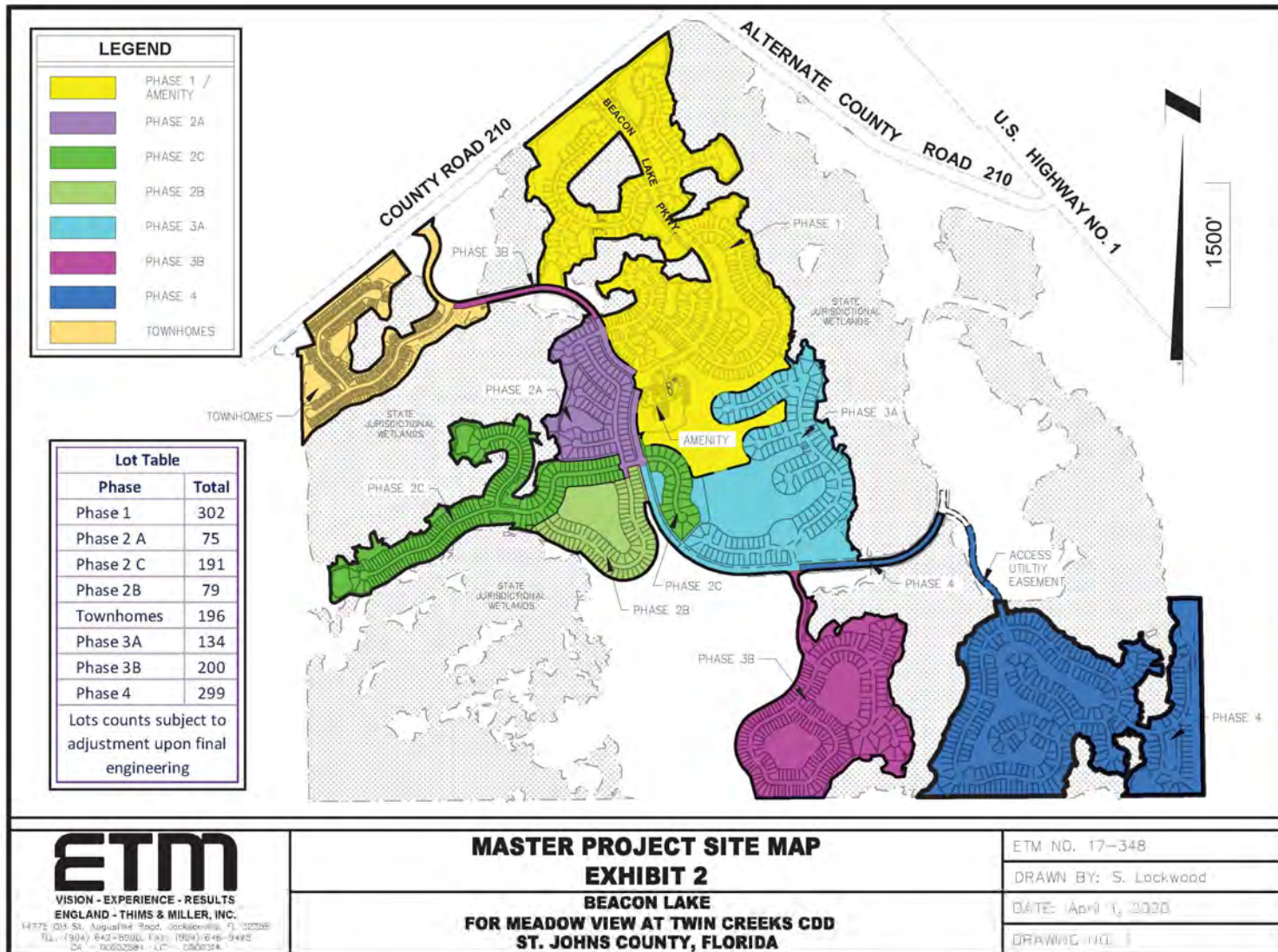
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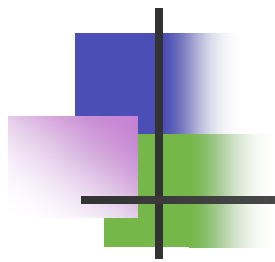
SUMMARY OF DEBT OUTSTANDING	Section 1
BANK TERM SHEETS	Section 2
SERIES 2016A-1 PROJECTED REFUNDING ECONOMICS	Section 3
PROJECTED ASSESSMENTS	Section 4
NEXT STEPS	Section 5
MSRB DISCLOSURES REGARDING UNDERWRITER'S ROLE	Appendix A

Summary of Bonds Outstanding

Series	Phase	Assessable Units	Original Par Amount	Average Coupon	Maturity	First Call Date	Par Outstanding a/o 5/11/2026
2016A-1	1	302	6,640,000	5.310%	5/1/2047	5/1/2026	5,550,000
2016A-2	1	302	5,390,000	5.800%	5/1/2047		
2016B	2 thru 4	1,174	9,405,000	6.000%	5/1/2026		-
2018A-1	2 & THs	462	8,955,000	5.520%	5/1/2049	5/1/2030	7,915,000
2018A-2	2 & THs	462	7,535,000	5.600%	5/1/2049		
2019A-1	3A	134	3,660,000	5.740%	5/1/2049	5/1/2031	3,195,000
2019A-2	3A	134	4,450,000	5.800%	5/1/2049		
2020A-1	2B	79	1,685,000	5.300%	5/1/2051	5/1/2031	1,530,000
2020A-2	2B	79	2,480,000	5.375%	5/1/2051		
2020A-3	2, 3A	341	4,410,000	5.375%	5/1/2051		-
2021 (Phase 3B)	3B	200	5,140,000	3.570%	5/1/2052	5/1/2031	4,650,000
2021 (Phase 4)	4	299	7,615,000	3.740%	5/1/2052	5/1/2031	6,935,000
Totals		1,476	67,365,000				29,775,000

Site Plan and Development Phases





Bank Term Sheets

Summary of Bank Term Sheets

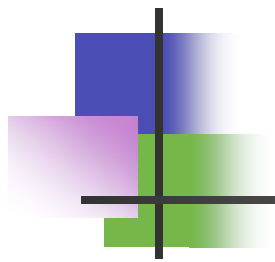
		TERM SHEETS DATED 5/11/2026:		
PRIVATE PLACEMENT		Projection	SouthState Noel Daluise	Seacoast Andres Rincon
Dated/Delivery Date:		6/22/2026	6/22/2026	6/22/2026
Sources:				
	Bond Proceeds			
	Par Amount	5,535,000.00	5,535,000.00	5,520,000.00
Other Sources of Funds:				
	Liquidation of 2016 Revenue Account	245,285.45	246,880.66	246,880.66
	Liquidation of 2016 DSRF	154,705.55	155,610.71	155,610.71
		399,991.00	402,491.37	402,491.37
		5,934,991.00	5,937,491.37	5,922,491.37
Uses:				
Refunding Escrow Deposits				
	Cash Deposit	5,616,082.50	5,616,082.50	5,616,082.50
Other Fund Deposits:				
	Interest to 11/1/2026	89,251.88	90,838.58	83,076.00
Delivery Date Expenses:				
	Cost of Issuance	143,500.00	145,000.00	137,500.00
	Placement Agent Fee at 1.5%	83,025.00	83,025.00	82,800.00
		226,525.00	228,025.00	220,300.00
Other Uses of Funds:				
	Rounding	3,131.62	2,545.29	3,032.87
		5,934,991.00	5,937,491.37	5,922,491.37

Summary of Bank Term Sheets

PRIVATE PLACEMENT			<u>SouthState</u>	<u>Seacoast</u>
		<u>Projection</u>	<u>Noel Daluise</u>	<u>Andres Rincon</u>
Current Series 2016 Bonds				
	Par Outstanding	5,550,000.00	5,550,000.00	5,550,000.00
	Average Coupon	0.05	5.40%	5.40%
	MADS	443,364.15	443,364.15	443,364.15
	Total Debt Service	9,708,037.50	9,708,037.50	9,708,037.50
	Maturity	53,813.00	5/1/2047	5/1/2047
Proposed Series 2026 Refunding Bonds				
	Par Amount	5,535,000.00	5,535,000.00	5,520,000.00
	Average Coupon	4.50%	4.58%	4.20%
	MADS	409,812.50	412,435.50	398,190.00
	Total Debt Service	8,647,239.38	8,707,377.08	8,391,036.00
	Maturity	5/1/2047	5/1/2047	5/1/2047
Reduction in Par Outstanding		15,000.00	15,000.00	30,000.00
Reduction in Average Coupon		0.90%	0.82%	1.20%
Reduction in MADS		33,551.65	30,928.65	45,174.15
Reduction in Total Debt Service		1,060,798.12	1,000,660.42	1,317,001.50
Maturity		unchanged	unchanged	unchanged

Projected Refunding Results Seacoast Bank Term Sheet

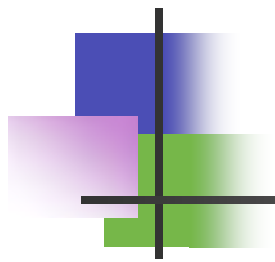
Seacoast Bank Term Sheet at 4.2%												
Projected Refunding Results												
Private Placement												
Product Type	Units	ERU Factor	Total ERUs	% of Debt	Current Annual Debt Service Assmts/Unit (Gross)	Current Annual Gross Assessments	Current Annual/Unit (Net)	Current Total Annual Net Debt Service	Projected Annual Net Debt Service	Projected Annual Net Debt Service Per Unit	Projected Annual Net Savings Per Unit	% Decrease (Increase)
SF - 43'	86	0.90	77.40	25.30%	1,387.70	119,342.20	1,304.44	112,181.67	100,751.57	1,171.53	132.91	10.19%
SF - 53'	111	1.00	111.00	36.29%	1,541.89	171,149.79	1,449.38	160,880.80	144,488.69	1,301.70	147.68	10.19%
SF - 63'	65	1.10	71.50	23.37%	1,696.08	110,245.20	1,594.32	103,630.49	93,071.54	1,431.87	162.45	10.19%
SF - 73'	40	1.15	46.00	15.04%	1,773.17	70,926.80	1,666.78	66,671.19	59,878.20	1,496.95	169.82	10.19%
Totals	302		305.90	100.00%		471,663.99		443,364.15	398,190.00			



NEXT STEPS AND TIMING

Timetable to Bond Closing

Date	Action	Responsibility
3/19/2026 (Thursday)	March Board Meeting: <ul style="list-style-type: none"> Board approved IBA w/ MBS 	ALL
4/16/2026 (Thursday)	April Board Meeting: <ul style="list-style-type: none"> MBS Presentation to Board for Series 2026 Bonds Board Authorizes Consultants to proceed with financing 	
April – May	Prepare and mail Credit Package, Request Term Sheets from Banks	PA
5/11/2026	Term Sheets due from Banks	
5/21/2026 (Thursday)	May Board Meeting: <ul style="list-style-type: none"> Board considers Term Sheets from Banks 	
May – June	Preparation of Closing Documents	ALL
6/18/2026 (Thursday)	June Board Meeting: <ul style="list-style-type: none"> Consideration of Supplemental Assessment Methodology Report Pre-closing on Bonds 	BC ALL
6/22/2026 (Monday)	Close on Bonds	T, UW, BC, B



APPENDIX A



Disclosures Regarding Underwriter's Role – MSRB Rule G-17

Disclosures Concerning the Underwriter's Role

- (i) Municipal Securities Rulemaking Board Rule G-17 requires an underwriter to deal fairly at all times with both municipal issuers and investors;
- (ii) The Underwriter's primary role is to purchase securities with a view to distribution in an arm's-length commercial transaction with the District and it has financial and other interests that differ from those of the District;
- (iii) Unlike a municipal advisor, the Underwriter does not have a fiduciary duty to the District under the federal securities laws and is, therefore, not required by federal law to act in the best interests of the District without regard to its own financial or other interests;
- (iv) The Underwriter has a duty to purchase securities from the District at a fair and reasonable price, but must balance that duty with its duty to sell municipal securities to investors at prices that are fair and reasonable; and
- (v) The Underwriter will review the official statement for the District's securities in accordance with, and as part of, its responsibilities to investors under the federal securities laws, as applied to the facts and circumstances of the transaction.

Disclosure Concerning the Underwriter's Compensation

Underwriter's compensation that is contingent on the closing of a transaction or the size of a transaction presents a conflict of interest, because it may cause the Underwriter to recommend a transaction that it is unnecessary or to recommend that the size of the transaction be larger than is necessary.



Disclosures Regarding Underwriter's Role – MSRB Rule G-17 (cont' d)

Conflicts of Interest

Payments to or from Third Parties. There are no undisclosed payments, values, or credits to be received by the Underwriter in connection with its underwriting of this new issue from parties other than the District, and there are no undisclosed payments to be made by the Underwriter in connection with this new issue to parties other than the District (in either case including payments, values, or credits that relate directly or indirectly to collateral transactions integrally related to the issue being underwritten). In addition, there are no third-party arrangements for the marketing of the District's securities.

Profit-Sharing with Investors. There are no arrangements between the Underwriter and an investor purchasing new issue securities from the Underwriter (including purchases that are contingent upon the delivery by the District to the Underwriter of the securities) according to which profits realized from the resale by such investor of the securities are directly or indirectly split or otherwise shared with the Underwriter.

Credit Default Swaps. There will be no issuance or purchase by the Underwriter of credit default swaps for which the reference is the District for which the Underwriter is serving as underwriter, or an obligation of that District.

Retail Order Periods. For new issues in which there is a retail order period, the Underwriter will honor such agreement to provide the retail order period. No allocation of securities in a manner that is inconsistent with an District's requirements will be made without the District's consent. In addition, when the Underwriter has agreed to underwrite a transaction with a retail order period, it will take reasonable measures to ensure that retail clients are bona fide.

Dealer Payments to District Personnel. Reimbursements, if any, made to personnel of the District will be made in compliance with MSRB Rule G-20, on gifts, gratuities, and non-cash compensation, and Rule G-17, in connection with certain payments made to, and expenses reimbursed for, District personnel during the municipal bond issuance process.

May 11, 2026

Meadow View at Twin Creeks CDD
c/o MBS Capital Markets, LLC
Attn: Rhonda Mossing
1005 Bedford Way
Kingston, TN 37763

Re: Term Sheet Proposal

Dear Rhonda,

We are pleased to advise you that Seacoast National Bank is willing to consider providing financing to Meadow View at Twin Creeks Community Development District. The credit facility will be based substantially on the proposed summary of terms and conditions set forth in the attached Annex I; together with this cover letter, the "Proposal Letter".

This Proposal Letter is merely an expression of interest by the Bank in the proposed financing and should not be construed to be expressly or by implication, a commitment, an offer, an agreement in principle or an agreement by the Bank to make the Loan. The terms are subject to standard credit underwriting and approval by the Bank.

We look forward to working with you on this financing request. If these general terms are satisfactory to you, and you would like the Bank to begin its formal underwriting process toward seeking the appropriate credit approval, please sign this letter were provided below and return no later than
May 25, 2026 .

Should you have any questions regarding the Proposal Letter, please feel free to call me
(941) 920-4716.

Sincerely,



Andres F. Rincon, SVP
1950 Ringling Boulevard
Sarasota, FL 34236

(941) 920-4716
Andres.rincon@seacoastbank.com

ANNEX I

BORROWER	Meadow View at Twin Creeks CDD
LOAN AMOUNT	Not to exceed \$5,550,000
GUARANTORS	Not Applicable
CREDIT FACILITY	Tax-Exempt, Bank Qualified Term Loan
PURPOSE	Refund its outstanding Capital Improvement Revenue Bonds, Series 2016 Bonds
MATURITY	May 1, 2047
INDICATIVE RATES	Fixed rate of 4.20% with a Tax Equivalent Yield of 5.23%.
LOAN FEES	Not Applicable
REPAYMENT	Annual principal payments with semi-annual interest payments.
PREPAYMENT PENALTY	The proposed Loan will be non-callable for the first 5 years from closing. Property owners will be allowed to prepay their assessments at any time during the term of the loan.
COLLATERAL	Pledge of Non-Ad valorem special assessment on 302 residential land owners within the District, including, without limitation, amounts received from any foreclosure proceeding for the enforcement of collection of such Assessments or, if applicable, from the issuance and sale of tax certificates with respect to such assessments.
DEPOSIT RELATIONSHIP	As a material condition to the Loan, for so long as any Obligations remain outstanding, Borrower shall maintain its entire banking relationship exclusively with Seacoast Bank, including, without limitation, all operating accounts, reserve accounts, depository accounts, and all treasury management, lockbox, and related banking services. Borrower shall not establish or maintain any accounts or banking relationships with any other financial institution without the prior written consent of Seacoast Bank.
MADS RESERVE ACCOUNT	Not Applicable
COSTS	Standard and reasonable costs related to this loan transaction are the responsibility of the Borrower.

**ADDITIONAL COVENANTS
AND CONDITIONS**

Receipt and Satisfactory review by Seacoast National Bank-engaged legal counsel of the legal documentation provided by the Bond Counsel engaged in this transaction. Bond Counsel Opinion to include, among other required information, that the form of the proposed Bonds is regular and proper to include an opinion as to tax exemption and enforceability.

Receipt and satisfactory review of the Master Trust Indenture for the proposed funding.

Receipt and satisfactory review of the Series 2026 Bonds Report utilizing the agreed upon terms (loan amount, interest rate, payment schedule, etc.)

FINANCIAL REPORTING

On an annual basis, within 270 days of the Fiscal year end, a copy of the audited financial statements for the Borrower.

On an annual basis, within 90 days of the Fiscal year end, a copy of an internally prepared financial statement for the Borrower.

Failure to provide the financial statements and reports as provided in the preceding paragraphs, after three (3) Business Days' written notice to the District, the District Manager and Counsel to the District, with a copy to the Trustee, shall constitute a "Financial Covenant Reporting Failure." Upon the occurrence of a Financial Covenant Reporting Failure Seacoast National Bank may enforce the provisions of this section by action in mandamus or specific performance, to compel performance of the District's financial reporting obligations under this section. A financial Covenant Reporting Failure under this section shall not constitute an Event of Default under the Master Indenture.

TAX-EXEMPT STATUS

In the event this loan is deemed to no longer be tax exempt, then in such event Borrower shall also pay to Bank, at the time such interest is paid all additional amounts which Bank specifies as necessary to preserve the after-tax yield that Bank would have received at each interest payment date had the loan remained tax exempt.

The Borrower agrees to pay, and indemnify Bank with respect to, any present or future stamp or documentary taxes, or any other excise or property taxes, charges or similar levies which arise from any payment made under this Loan or from the execution, delivery or registration of, or otherwise with respect to this Loan or any agreement or instrument required by, or executed or delivered in connection with, this Loan.

This indicative Term Sheet is for discussion and illustrative purposes only and does not represent a commitment by Seacoast National Bank to provide an extension of credit. I have reviewed and hereby accept the proposed terms and conditions stated in this letter.

THIS TERM SHEET IS AN OUTLINE ONLY AND DOES NOT PURPORT TO SUMMARIZE ALL THE CONDITIONS, COVENANTS, REPRESENTATIONS, WARRANTIES AND OTHER PROVISIONS WHICH WOULD BE CONTAINED IN DEFINITIVE LEGAL DOCUMENTATION FOR THE FACILITIES CONTEMPLATED HEREIN.

Accepted on this _____ day of _____, 2026.

Meadow View at Twin Creeks Community Development District

By: _____

Printed Name: _____



SouthState
NON-BINDING PROPOSAL

May 11, 2026

Meadowview at Twin Creeks Community Development District
MBS Capital Markets, LLC
1902 S MacDill Avenue
Tampa, FL 33629

SouthState Bank (the "Bank") is pleased to have the opportunity to consider your loan request on behalf of Meadowview at Twin Creeks Community Development District.

- Borrower:** Meadowview at Twin Creeks Community Development District (the "District")
- Purpose:** To refund the District's existing "Series 2016 Bonds" and pay the cost of issuance.
- Amount and Type:** Not to exceed \$5,535,000.00. The loan will be bank qualified and tax-exempt. It is anticipated to close by June 22, 2026.
- Collateral:** Payable from and secured solely by the Series 2026 Pledged Revenues. The Series 2026 Pledged Revenues are the revenues derived by the District from the Series 2016 Assessments imposed and levied on the corresponding residential units.
- Maturity Date:** 5/1/2047
- Interest Rate:** The interest rate shall be a tax-exempt fixed rate of **4.58%** for the term of the loan, provided the loan is closed by June 22, 2026 (calculated on the basis of a 30-day month and 360-day year).
- Banking Relationship:** Maintain so long as the Loan is outstanding, all its existing banking services, including checking and savings accounts with the Bank provided that the Bank's fees for such banking services remain reasonably comparable with then current market rates for such services for similar organizations located in similar geographic areas as the Borrower. The District will be required to open the accounts on or before closing of the loan. The District will then be required to move the aforementioned balances to the newly opened South State Bank Account (s) within 30 days of closing. Please see attached preliminary Banking Services Proposal.
- Repayment Terms:** Payable annually on May 1, beginning May 1, 2027. Interest payable semi-annually on each May 1 and November 1, beginning November 1, 2026, through corresponding maturity. Final payment schedule subject to the Bank's satisfactory review prior to closing.

Prepayment Penalty:	<p>There will be a 5-year no-call period; thereafter, the loan will be prepayable at par. The only permissible exception would be pre-payments as a result of pre-paid assessments.</p> <p>Upon any optional partial redemption (other than mandatory sinking fund redemptions), the District shall cause to be recalculated and delivered to the Trustee and the Bank a revised mandatory sinking fund schedule recalculated so as to re-amortize the remaining sinking fund installments after giving effect to such redemption in substantially equal annual installments of principal and interest over the remaining term of the loan.</p>
Late Fees:	<p>Bank may, at its option collect from the Borrower a late charge of five percent (5.00%) of any payment not received by Bank within ten (10) days after the payment is due.</p>
Event of Default:	<p>The Bank may recover from the Borrower all expenses incurred including without limitation reasonable attorney's fees, at all levels of the proceedings, whether incurred in connection with collection, bankruptcy, proceedings, trial, appeal or otherwise. The loan documents shall require the Borrower to provide prompt written notice to the Bank of (i) the occurrence of any Event of Default and (ii) the occurrence of any event or condition that, with the giving of notice, the passage of time, or both, would constitute an Event of Default.</p>
Default Rate:	<p>Upon the occurrence and during the continuance of an Event of Default, interest on the outstanding principal balance of the Loan (and, to the extent permitted by law, on all overdue interest and other amounts owing under the loan documents) shall accrue at a rate per annum equal to 3% above the Note rate (the "Default Rate").</p>
Bank Fees:	<p>Bank fees including its Counsel review shall not exceed \$15,000. The Bank's Counsel will be Michael Wiener at Holland & Knight LLP.</p>
Warranties:	<p>The Bank warrants to the District that it will comply with all applicable federal, state, and local laws, regulations, and orders in providing the services under the proposed documents.</p>
Covenants:	<ol style="list-style-type: none"> 1.) Audited Annual Financials within 270 days of fiscal year end and the District Budget no later than 30 days prior to the beginning of each fiscal year of shall be provided to the Bank by the Borrower. 2.) Borrower shall provide such other financial information from time to time as is reasonably requested by the Bank. 3.) Borrower will comply with the terms of the Assessment Proceedings and will covenant to levy assessments sufficient to pay debt service on the Series 2026 Note, subject to the limitation of maximum assessment levels in the assessment proceedings. The assessments will be collected pursuant to the uniform method of collection. 4.) Borrower will do all things required to be eligible to receive each of the sources of Pledged Revenues and will diligently enforce its right to receive the Pledged Revenue and to remain as a community development district. 5.) The District agrees to take such actions as may be required by Treasury regulations to maintain the status of the loan as a tax-exempt obligation. In the event the loan is not considered Tax Exempt as a result of any action or inaction of the District, the Bank reserves the right to increase the interest rate to the taxable rate equivalent (together with retroactive interest, penalties and other fees and costs associated therewith).

Conditions:

- 1.) Formal approval and authorization from the District.
- 2.) Loan documents to be satisfactorily reviewed and approved by Bank's Counsel.

Municipal Advisor Disclosure:

The terms of the Loan described herein have been prepared by the Bank solely for information purposes. The Bank is not recommending an action or providing any advice to the Borrower. The Bank is not acting as a municipal advisor or financial advisor. The Bank is not serving in a fiduciary capacity pursuant to Section 15B of the Securities Exchange Act of 1934 with respect to the information and material contained in this communication. The Bank is acting in their own interest. The Borrower is expected to seek the advice of their municipal advisor (IRMA) and any other professional advisors which they deem appropriate for the credit facility described herein, especially with respect to any legal, regulatory, tax or account treatment.

Premise of Lending:

For the purposes of this bid, the Bank is making a commercial loan to the Borrower. Several conditions exist and are relied upon to determine that this is a commercial loan. Among other conditions, (i) no official statement or other offering materials have been furnished other than this RFP, (ii) the Bank is both knowledgeable and experienced in these financial and business matters and is capable of evaluating the merits and risks of making a commercial loan to be evidenced by the Loan and is financially able to bear the economic risk of holding the Loan, (iii) no CUSIP number will be obtained for the Loan, and (iv) the Bank intends to extend the Loan solely for its own account with no intent to distribute or resell the Loan or any portion thereof.

This Non-Binding Proposal is solely and exclusively intended to serve as a summary of potential credit facility terms and conditions as a basis for preliminary discussion purposes only and to demonstrate SouthState Bank's interest in reviewing your loan request and, subject to SouthState Bank's underwriting requirements, and submission of your request for approval. This proposal may not include all of the terms and provisions that may be contained in any binding commitment letter which may later be offered to you. No oral communications between the parties shall be deemed to supersede this Non-Binding Proposal or indicate any commitment to extend credit in any form.

We appreciate this opportunity to submit our proposal to Meadowview at Twin Creeks Community Development District for consideration. If you have any questions, please do not hesitate to call, or email us at the contact information below.

Sincerely,



05/11/2026

Noel M. Daluise / Senior Vice President
Government Banking
954-682-8781
Noel.Daluise@SouthStateBank.com

Date

Acceptance:

By accepting this Non-Binding Proposal, you acknowledge and agree to the terms hereof, including without limitation the non-binding nature of this Proposal.

Meadowview at Twin Creeks
Community Development District
Authorized Signor

Date

Print Name:

FIFTH ORDER OF BUSINESS

D.

1.

Vicky Oakes
St. Johns County Supervisor of Elections

April 23, 2026

Joseph M. Sarmiento

Attn: Courtney Hogge, Recording Secretary

Request for Registered Voter Totals, Meadow View at Twin Creeks CDD

This letter is in response to your request for Registered Voter Totals for the Meadow View at Twin Creeks Community Development District (CDD). As of 04/15/2026, the total number of active registered voters in Meadow View at Twin Creeks CDD is 2,398. If you have any further questions, please feel free to contact me.

Regards,



Joseph M. Sarmiento
GIS Elections Services Specialist

for

Vicky Oakes, St. Johns County Supervisor of Elections

904-823-2238

jsarmiento@votesjc.gov

2.

NOTICE OF QUALIFYING PERIOD FOR CANDIDATES
FOR THE BOARD OF SUPERVISORS OF THE
MEADOW VIEW AT TWIN CREEKS COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given that the qualifying period for candidates for the office of Supervisor of Meadow View at Twin Creeks Community Development District will commence at **noon on June 8, 2026, and close at noon on June 12, 2026**. Candidates must qualify for the office of Supervisor with the St. Johns County Supervisor of Elections located at the **4455 Avenue A #101, St. Augustine, Florida 32095; Ph: (904) 823-2238**. All candidates shall qualify for individual seats in accordance with Section 99.061, *Florida Statutes*, and must also be a “qualified elector” of the District, as defined in Section 190.003, *Florida Statutes*. A “qualified elector” is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the St. Johns County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, *Florida Statutes*.

Meadow View at Twin Creeks Community Development District has three (3) seats up for election, specifically Seat 2, Seat 4, and Seat 5. Each seat carries a four (4)-year term of office. Elections are non-partisan and will be held at the same time as the general election on November 3, 2026, and in the manner prescribed by law for general elections.

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

F.

1.

Meadow View at Twin Creeks

5/21/2026

Community Development District

Field Operations & Amenity Management Report



Christian Birol

FIELD OPERATIONS MANAGER
RIVERSIDE MANAGEMENT SERVICES, INC.

Jennifer Erickson

AMENITY MANAGER
RIVERSIDE MANAGEMENT SERVICES, INC.

Meadow View at Twin Creeks
Community Development District

Field Operations & Amenity Management Report
May 21, 2026

To: Board of Supervisors

From: Christian Birol
Field Operations Manager

Jennifer Erickson
Amenity Manager

RE: Beacon Lake Field Operations & Amenity Management Report – May 21,
2026

The following is a review of items related to Field Operations, Maintenance,
and Amenity Management of Beacon Lake.



Events

- Food truck schedules are planned through July 2026. We have three food trucks at Food Truck Alley every Friday night 5pm – 8pm
 - Chick fil-A – 2nd and 4th Thursday monthly
 - Pilates Yoga Fusion classes are offered every Tuesday morning by a certified fitness instructor.
 - Beacon Lake Bunco – 2nd Tuesday Monthly
 - Book Club - 2nd Wednesday monthly.
 - Whiskey Club – The last Friday each month 7pm
 - Ladies Night Out 4th Thursday each month 7pm
 - American Mahjong – Monthly 1st Wednesday
- Live Music at the Pool – 5/16, 6/26, 7/3 and 8/1
Dj at the pool – 5/19
Survey Says Trivia – 5/22
Out of School Event – 5/29
Daddy Dance 5/19
Summer kid's craft events will be held in June and July
RoboThink summer camp – June 8-12 and July 6-10
Chris Petraglia's fitness class – see included documents
RubiMusic – would like to offer 2 drawing classes weekly one for kids and one for adults as well as vocal lessons
Bryce Brushes will be offering two paint classes over the summer

Weekly Maintenance Responsibilities

Listed below are weekly maintenance Responsibilities:

- Roadways, tennis courts, playgrounds, pool area, sports complex, soccer field, and parking lot are checked for debris daily.
- All trash receptacles are checked daily and emptied as needed.
- All dog pot waste receptacles are checked and emptied. If needed, (3) times a week, and bags are stocked on a needed basis.
- All pool furniture is straightened and organized at the start of each day, and each chair is inspected for proper working order.
- Slide covers are inspected at the start of each day for proper securement on weekdays.
- Lighting inspections are conducted every month, and bulbs are replaced as needed.
- The entryway, back patio, and front sidewalk are blown off at the start of each day.
- Further maintenance tasks and developments are conducted on an as-needed basis. Examples of these developments are listed in the following

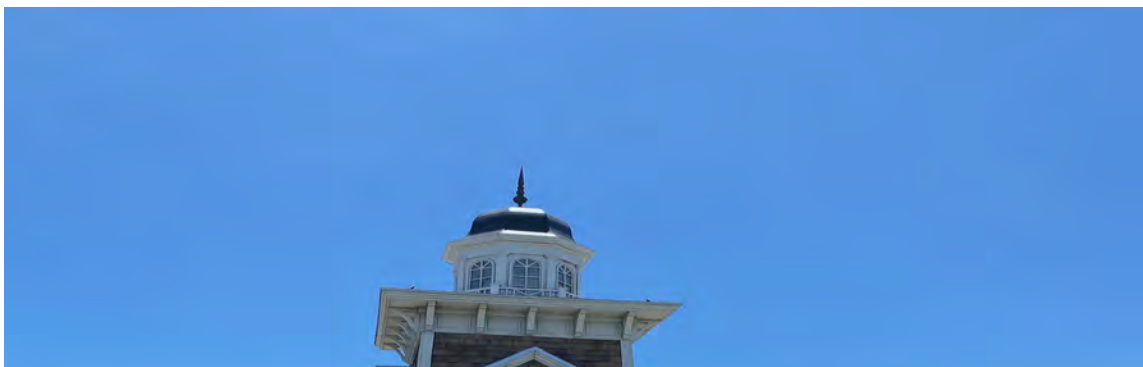


Completed Projects

- Yellowstone has started to put down irrigation for 3B greenspace and Windermere corner green space.
- Yellowstone has completed the new landscaping at the main roundabout.
- East Coast Wells has replaced a well pump in Harborside.
- Yellowstone has completed installing the new annuals for spring.
- Costal Pool removed all rust stains from the bottom of the lap lane pool.
- RMS Installed new tennis ball and pickle ball windscreens.
- RMS painted all garbage cans on property for the upcoming summer season.
- RMS reinforced all handrails on the pool deck.
- RMS pressure-washed Lakeside Park building and all surrounding areas.

Conclusion

For any questions or comments regarding the above information, contact Christian Birol, Manager Of Operations, at cbirol@rmsnf.com and Jennifer Erickson, Amenity Manager, at beaconmanager@rmsnf.com



2.



904.710.8161
 clayton@cbussenterprises.com
 www.cbussenterprises.com
 152 Lipizzan Trail
 Saint Augustine, FL 32095

May 14, 2026

Meadow View at Twin Creeks CDD "Beacon Lake"
 c/o Governmental Management Services, LLC.
 850 Beacon Lake Parkway
 St. Augustine, FL 32095

COMMERCIAL SWIMMING POOL MAINTENANCE CONTRACT

MAINTENANCE COST:

C. Buss Enterprises agrees to provide swimming pool maintenance for the Meadow View at Twin Creeks CDD (Beacon Lake) community pool and splash pool for a total of **\$1600.00 per month**.
 Chemical Controller Rental w/ Chemicals Included for **\$2200.00 per month**. (See attached agreement)
POOL MAINTENANCE & CHEMICAL RENTAL AGREEMENT TOTAL: \$3800.00 PER MONTH.
 Hourly Rate for repairs \$125. Extra Service Visits \$90. Fecal Contamination Service Visit \$225.

SCHEDULE:

Maintenance shall be performed three (3) days per week April 15th through September 15th, two (2) days per week September 16th through April 14th. ON-CALL: 24/7

SCOPE OF WORK:

Check water quality and fill out log sheet as required by FL Code Chapter 64E-9 per visit. Manually skim, brush, vacuum and clean tile as necessary.
 Conduct tests for Free Available Chlorine, Combined Chlorine, Total Chlorine, pH, Acid Demand, Base Demand, Total Alkalinity, Calcium Hardness, Cyanuric Acid and Temperature as needed to maintain water quality levels within requirements of Chapter 64E-9.004(d), maintain Saturation Index within +0.3 to -0.3 for proper water balance.
 Operate filtration and recirculation system, cleaning when necessary. Maintain pool at proper water level. Check all valves for leaks, all bolts for snug fit, respond to variations in the sounds of electric motors, check GFCI for proper operation, clean strainers, maintain proper flow rates, and equipment in clean condition.

TERMS:

All chemicals to perform the above maintenance, plus any chemicals required for special treatment of stains, metals sequestering, foam removal, oil removal, phosphate and nitrate removal, mustard and black algae treatment, and super chlorination **shall be provided only by the service contractor, used as needed and billed.**

The Service Contractor shall not be responsible for any existing damage or stains to the swimming pool or deck finish; or equipment damage due to sump pump failure.

Both parties agree that either party may terminate this agreement, or any person, upon thirty (30) days written notice, sent by regular mail, to the other party. Both parties agree that this is the sole and total agreement between them, and that no verbal or implied agreement shall be valid unless same has been written into this contract or any addendum hereto. No changes or alterations to this agreement shall be made unless both parties have agreed to same in written form properly executed.

Starting Date: _____

Contractor: *Clayton Buss*

Purchaser: _____

Title: President

Title: _____

Date: May 14, 2026

Date: _____

SIXTH ORDER OF BUSINESS

**MEADOW VIEW AT TWIN CREEKS COMMUNITY DEVELOPMENT DISTRICT
RULES RELATING TO OVERNIGHT PARKING AND PARKING ENFORCEMENT**

In accordance with Chapter 190, Florida Statutes, at a duly noticed public meeting on March 5, 2025, the Board of Supervisors of the Meadow View at Twin Creeks Community Development District (“District”) adopted the following policy to govern overnight parking and parking enforcement on certain District property. This policy repeals and supersedes all prior rules and/or policies governing the same subject matter.

~~SECTION 1. INTRODUCTION.~~ The District finds that parked vehicles or vessels (hereinafter defined) on certain of its property overnight (hereinafter defined) cause hazards and danger to the health, safety, and welfare of District residents, paid users, and the public. This policy is intended to provide the District with a means to remove vehicles and vessels from District designated tow away zones consistent with this Policy and as indicated on **Exhibit A** and **Exhibit B** attached hereto.

SECTION 2. DEFINITIONS.

- A.** *Vehicle.* Any mobile item which normally uses wheels, whether motorized or not.
- B.** *Vessel.* Every description of watercraft, barge, or airboat used or capable of being used as a means of transportation on water.
- C.** *Parked.* A vehicle or vessel left unattended by its owner or user.
- D.** *Trailer.* Any non-motorized, mobile structure which normally uses wheels that is drawn by a Vehicle.
- E.** *Tow Away Zone.* District property in which parking is prohibited and in which the District is authorized to initiate a towing and/or removal action.
- F.** *Overnight.* Between the hours of 10:00 p.m. and 6:00 a.m. daily.

SECTION 3. DESIGNATED PARKING AREAS. Parking of any vehicle or vessel is prohibited 24 hours a day, 7 days a week, in the areas within the District’s boundaries depicted in **Exhibit A**, attached hereto and incorporated herein by reference. Vehicles may not be parked at the District’s Amenity Center between the hours of 10:00 p.m. and 6:00 a.m. in the areas depicted in **Exhibit B**, attached hereto and incorporated herein by reference, without an approved overnight parking permit as set forth in Section 5.A.

SECTION 4. ESTABLISHMENT OF TOW AWAY ZONES. The areas set forth in **Exhibit A** and **Exhibit B** are declared Tow Away Zones.

SECTION 5. EXCEPTIONS.

- A. OVERNIGHT PARKING PERMITS.** Residents may apply for an overnight parking permit which will allow such resident and/or guest to park in the District’s

Amenity Center parking areas after operating hours and overnight. Overnight parking permit requests will be granted in accordance with the following:

1. Overnight parking permits may not be issued for a term to exceed seven (7) consecutive days. In no event may an overnight parking permit be granted for more than fourteen (14) nights per year for one vehicle, as identified by the vehicle's license plate number.

2. Residents and paid users interested in an overnight parking permit may submit a request to the District Manager or his/her designee and shall provide the following information:

- (1) The name, address, and contact information of the owner of the vehicle to which the overnight parking permit will be granted;
- (2) The make/model and license plate of the vehicle to which the overnight parking permit will apply;
- (3) The reason and special terms (if any) for the overnight parking permit; and
- (4) The date and time of the expiration of the requested overnight parking permit.

It is the responsibility of the person(s) requesting an overnight parking permit to secure all necessary documentation and approvals. Failure to secure all necessary documentation and approvals will result in the towing and/or removal of the vehicle from the District's property. Improperly permitted vehicles parked in the tow away zones will be subject to towing.

3. Upon receipt of all requested documentation, as set forth above, the District Manager or his/her designee will issue an overnight parking permit to the resident. overnight parking permits will be granted by way of written correspondence by the District Manager or his/her designee. No verbal grants of overnight parking authority will be issued or held valid.

4. The overnight parking permit must be displayed on the bottom left side of the vehicle windshield.

B. VENDORS/CONTRACTORS. The District Manager or his/her designee may authorize vendors/consultants in writing to park company vehicles in order to facilitate District business. All vehicles so authorized must be identified by an overnight parking permit.

SECTION 6. TOWING/REMOVAL PROCEDURES.

- A. SIGNAGE AND LANGUAGE REQUIREMENTS.** Notice of the tow away zones shall be approved by the District’s Board of Supervisors and shall be posted on District property in the manner set forth in Section 715.07, *Florida Statutes*. Such signage is to be placed in conspicuous locations, in accordance with Section 715.07, *Florida Statutes*.
- B. TOWING/REMOVAL AUTHORITY.** To effect towing/removal of a vehicle or vessel, the District Manager or his/her designee must verify that the subject vehicle or vessel was not authorized to park under this rule and then must contact a firm authorized by Florida law to tow/remove the unauthorized vehicle or vessel at the owner’s expense. The unauthorized vehicle or vessel shall be towed/removed by the firm in accordance with Florida law, specifically the provisions set forth in Section 715.07, *Florida Statutes*.
1. If the first offense, the District Manager or his/her designee shall place a written warning on the windshield of the Designated Vehicle. Such written warning shall include the time of issuance of the warning. If the Designated Vehicle remains parked in the Tow Away Zone for 24 hours following the issuance of a written warning, the District Manager or his/her designee then must contact a firm authorized by Florida law to tow/remove the Designated Vehicle for the removal at the owner’s expense. The Designated Vehicle shall be towed/removed by the firm in accordance with Florida law, specifically the provisions set forth in section 715.07, *Florida Statutes*.
 2. If the Designated Vehicle has previously parked in violated on this Policy and received a warning as described above, the District Manager or his/her designee may immediately contact a firm authorized by Florida law to tow/remove the Designated Vehicle for the removal at the owner’s expense. The Designated Vehicle shall be towed/removed by the firm in accordance with Florida law, specifically the provisions set forth in section 715.07, *Florida Statutes*.
- C. AGREEMENT WITH AUTHORIZED TOWING SERVICE.** The District’s Board of Supervisors is hereby authorized to enter and maintain an agreement with a firm authorized by Florida law to tow/remove unauthorized vehicles and in accordance with Florida law and with the policies set forth herein.

SECTION 7. PARKING AT YOUR OWN RISK. Vehicles and vessels may be parked on District property pursuant to this rule, provided however that the District assumes no liability for any theft, vandalism, and/ or damage that might occur to personal property and/or to such vehicles or vessels.

Exhibit A – No Parking 24/7 – Tow Away Zone

Exhibit B - No Overnight Parking – Tow Away Zone

Effective date: May 15, 2025

EXHIBIT A
No Parking 24/7 – Tow Away Zone
[Includes common areas and grass areas]

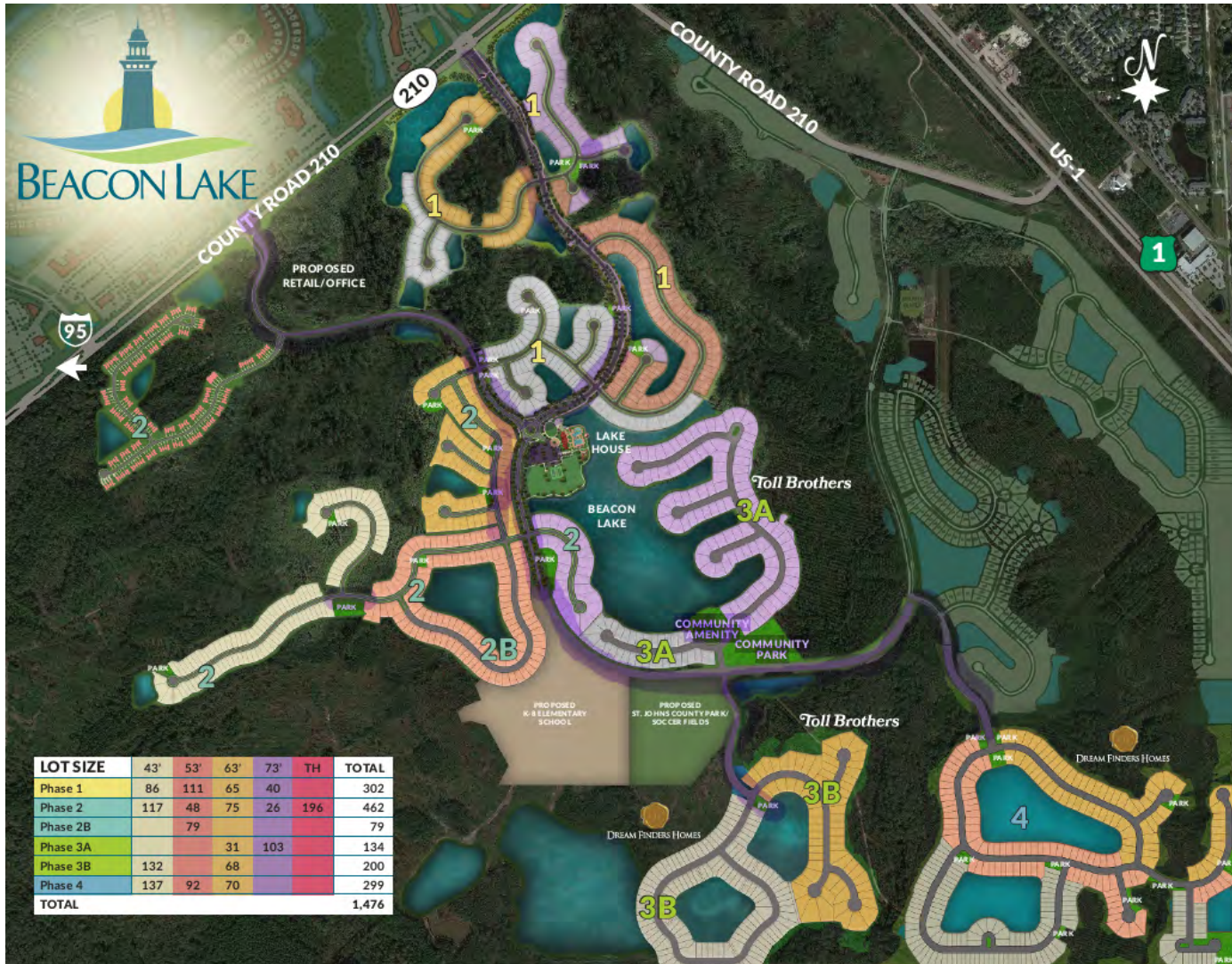
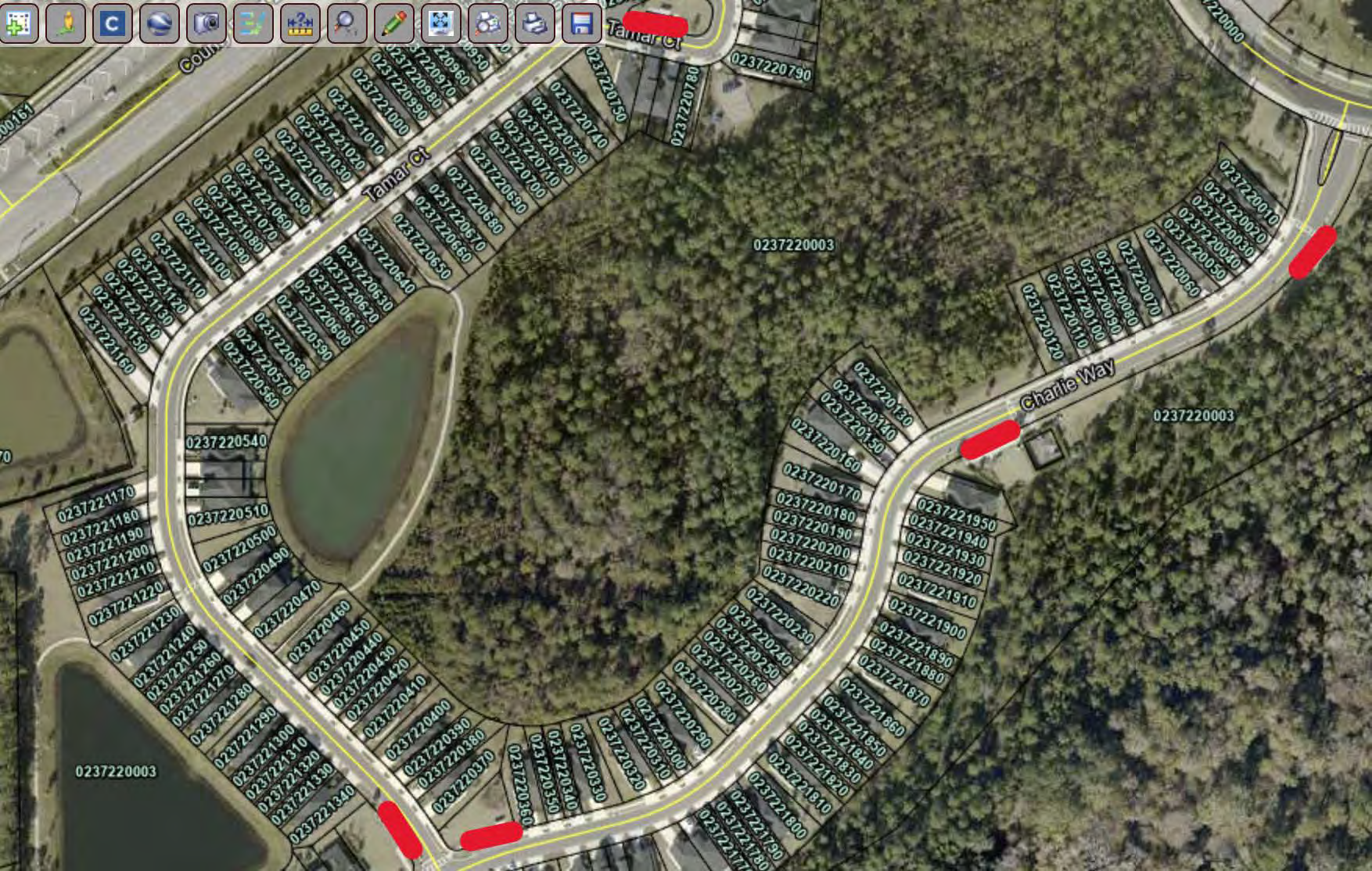


Exhibit B

No Overnight Parking – Tow Away Zone





SEVENTH ORDER OF BUSINESS

RIVERSIDE MANAGEMENT SERVICES, INC.

50 Ellis Street, Suite 208, St. Augustine, FL 32095

May 14, 2026

Matt Biagetti
Meadow View at Twin Creeks Community Development District
475 West Town Place, Suite 114
World Golf Village
St. Augustine, Florida 32092

Re: Facility Management, Facility Attendants, Field Operations Manager, Lifeguards, Pool Monitors, Private Event Attendants, Canoe Launch Attendants and Trash Collection Services

Dear Matt:

Please consider this proposal for Riverside Management Services, Inc. to continue providing the following services for the Meadow View at Twin Creeks Community Development District:

<u>Services</u>	<u>FY 2026 Adopted Budget</u>	<u>FY 2026 Fees</u>	<u>FY 2027 Proposed Fees</u>
Facility Management	\$104,652	\$104,652	\$108,838
Facility Attendants(1,383 Hrs)	\$41,498	\$41,498	\$41,498
Field Operations Manager	\$100,700	\$100,700	\$104,728
Lifeguards / Pool Attendants(2,660 Hrs)	\$61,479	\$61,479	\$65,168
Pool Monitors (208 Hrs)	\$6,000	\$6,000	\$6,240
Private Event Attendants (367 Hrs)	\$6,500	\$6,500	\$11,000
Canoe Launch Attendants	\$2,000	\$2,000	\$2,000
Trash Collection Services(1,248 Hrs)	\$0	\$42,432	\$44,129
Facility Maintenance		\$40/Hour	\$45/Hour

The proposed fees for Facility Management and Field Operations Manager reflect a cost-of-living increase that allows us to issue percentage salary increases and bonuses each year. The amount for Lifeguard/Pool Attendant Services reflects a \$1.00 per hour increase to offset the impact of the mandated minimum wage increase of \$1.00, taxes, insurance, oversight and cost of living increase. The ownership and management at Riverside Management Services, Inc. would like to thank the Board of Supervisors in advance for your consideration of our request to continue to provide these services to your community.

Sincerely,

Alison Mossing
Alison Mossing
Vice President

EIGHTH ORDER OF BUSINESS

RESOLUTION 2026-05
[FY 2027 BUDGET APPROVAL RESOLUTION]

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MEADOW VIEW AT TWIN CREEKS COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGET(S) FOR FY 2027; SETTING A PUBLIC HEARING THEREON AND DIRECTING PUBLICATION; ADDRESSING TRANSMITTAL AND POSTING REQUIREMENTS; ADDRESSING SEVERABILITY AND EFFECTIVE DATE.

WHEREAS, for the fiscal year beginning October 1, 2026, and ending September 30, 2027 (“**FY 2027**”), the District Manager prepared and submitted to the Board of Supervisors (“**Board**”) of the Meadow View at Twin Creeks Community Development District (“**District**”) prior to June 15, 2026, the proposed budget(s) attached hereto as **Exhibit A (“Proposed Budget”)**; and

WHEREAS, the Board now desires to set the required public hearing on the Proposed Budget.

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget attached hereto as **Exhibit A** is hereby approved preliminarily.

2. **SETTING A PUBLIC HEARING; DIRECTING PUBLICATION.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, time, and location, and District staff is directed to provide notice of the same in accordance with Florida law:

DATE: August 20, 2026
TIME: 10:00 AM
LOCATION: Lake House at Beacon Lake
850 Beacon Lake Parkway
St. Augustine, Florida 32095

3. **TRANSMITTAL TO LOCAL GENERAL PURPOSE GOVERNMENT; POSTING OF PROPOSED BUDGET.** The District Manager is hereby directed to (i) submit a copy of the Proposed Budget to the applicable local general-purpose government(s) at least 60 days prior to its adoption, and (ii) post the approved Proposed Budget on the District’s website in accordance with Chapter 189, Florida Statutes.

4. **SEVERABILITY; EFFECTIVE DATE.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 21ST DAY OF MAY, 2026.

ATTEST:

MEADOW VIEW AT TWIN CREEKS COMMUNITY DEVELOPMENT DISTRICT

Secretary / Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Proposed Budget

Exhibit A
Proposed Budget

Meadow View at Twin Creeks

Community Development District

Proposed Budget

FY 2027



May 21, 2026

Presented by:



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16-17	<u>Debt Service Fund Series 2020</u>
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20-21	<u>Debt Service Fund Series 2021 Phase 4</u>
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Meadow View at Twin Creeks

Community Development District

Proposed Budget

General Fund

Description	Adopted Budget FY2026	Actuals Thru 3/31/26	Projected Next 6 Months	Projected Thru 9/30/26	Proposed Budget FY 2027
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REVENUES:

Special Assessments - On Roll	\$2,220,362	\$2,179,340	\$73,520	\$2,252,860	\$2,508,922
Special Assessments - Gate Monitoring*	32,500	32,500	-	32,500	33,531
Interest/Miscellaneous Income	25,000	25,474	32,112	57,586	50,000
Restricted - Easement Fence Fund	-	4,200	1,800	6,000	-
Facility Revenue	20,000	11,905	18,518	30,423	25,000
TOTAL REVENUES	\$2,297,862	\$2,253,419	\$125,950	\$2,379,369	\$ 2,617,453

EXPENDITURES:

Administrative

Supervisor Fees	\$9,600	\$4,800	\$4,400	\$9,200	\$9,600
FICA Taxes	734	367	337	704	734
Engineering	36,000	18,276	17,724	36,000	36,000
Attorney	30,000	9,631	20,369	30,000	30,000
Annual Audit	7,700	-	7,700	7,700	7,800
Assessment Administration	11,573	11,573	-	11,573	12,036
Arbitrage Rebate	3,600	3,000	600	3,600	3,600
Dissemination Agent	14,466	7,233	7,233	14,466	15,045
Trustee Fees	24,241	20,497	-	20,497	24,750
Management Fees	60,289	30,144	30,145	60,289	62,701
Information Technology	1,865	933	932	1,865	1,939
Website Maintenance	1,336	668	668	1,336	1,389
Telephone	700	390	670	1,060	1,100
Postage & Delivery	1,600	957	2,128	3,085	2,000
Insurance General Liability	9,824	9,256	-	9,256	10,182
Printing & Binding	2,300	255	2,045	2,300	2,300
Legal Advertising	1,500	754	1,187	1,940	1,600
Other Current Charges	1,600	707	898	1,605	1,600
Office Supplies	300	4	150	154	300
Dues, Licenses & Subscriptions	175	175	-	175	175
TOTAL ADMINISTRATIVE	\$219,403	\$119,620	\$97,185	\$216,804	\$ 224,851

Meadow View at Twin Creeks

Community Development District

Proposed Budget

General Fund

Description	Adopted Budget FY2026	Actuals Thru 3/31/26	Projected Next 6 Months	Projected Thru 9/30/26	Proposed Budget FY 2027
Operations & Maintenance					
Amenity Center					
Utilities					
Telephone/Cable/Internet	\$14,902	\$7,719	\$8,606	\$16,324	\$17,300
Electric	48,000	18,409	21,000	39,409	48,000
Water/Irrigation	55,000	26,507	23,856	50,363	55,000
Gas	2,500	890	1,200	2,090	2,500
Trash Removal	9,860	6,356	6,000	12,356	12,400
Security					
Security Monitoring (Atlantic Security)	1,440	666	666	1,331	1,440
Gate Monitoring (Hidden Eyes LLC)	32,500	16,083	17,448	33,531	33,531
Gate Repairs	3,000	1,077	1,000	2,077	3,000
Access Cards	1,500	353	1,147	1,500	1,500
Contracted Security (Roll Kall)	30,000	8,101	8,100	16,201	18,000
Roving Security	-	-	-	-	110,000
Management Contracts					
Facility Management (RMS)	104,652	52,326	52,326	104,652	108,838
Facility Attendant (RMS)	41,498	13,190	16,811	30,000	41,498
Pool Attendants (RMS)	61,479	2,600	62,358	64,959	65,168
Pool Monitors (RMS)	6,000	-	6,000	6,000	6,240
Canoe Launch Attendant (RMS)	2,000	-	100	100	2,000
Field Management / Admin (RMS)	100,700	50,350	50,350	100,700	104,728
Pool Maintenance (Coastal Pool Care LLC)	21,000	6,815	10,054	16,869	21,000
Pool Chemicals (Coastal Pool Care LLC)	29,044	13,831	13,831	27,661	27,661
Janitorial (KBT Professional Cleaning)	31,940	10,939	14,900	25,839	25,096
Facility Maintenance	103,200	45,567	57,169	102,736	106,296
Private Event Attendant (RMS)	6,500	3,702	6,629	10,331	11,000
Trash Collection Services	-	-	17,680	17,680	44,129
Repairs & Maintenance	62,800	40,141	25,800	65,941	67,000
Janitorial Supplies	-	-	-	-	9,500
Pressure Washing	10,000	3,824	4,960	8,784	10,000
Food Service License	600	-	492	492	500
Community Website Services	3,600	1,840	1,800	3,640	3,640
Subscriptions	4,000	1,514	343	1,857	1,000
Pest Control	2,878	1,420	1,442	2,862	2,885
Supplies	1,800	-	900	900	1,800
Furniture, Fixtures & Equipment	5,000	347	2,000	2,347	5,000
Special Events	25,000	17,632	17,113	34,745	35,000
Holiday Decorations	20,000	27,262	-	27,262	28,000
Fitness Center Repairs/Supplies	5,500	925	4,575	5,500	5,500
Office Supplies	2,050	2,850	-	2,850	2,050
ASCAP/BMI Licenses	800	-	-	-	800
Property Insurance	74,906	66,386	-	66,386	63,067
Permit and License	850	-	575	575	850
Rental and Leases	-	3,559	18,958	22,517	37,916
TOTAL AMENITY CENTER	\$926,499	\$453,180	\$476,188	\$929,368	\$ 1,140,833

Meadow View at Twin Creeks

Community Development District

Proposed Budget

General Fund

Description	Adopted Budget FY2026	Actuals Thru 3/31/26	Projected Next 6 Months	Projected Thru 9/30/26	Proposed Budget FY 2027
Grounds Maintenance					
Hydrology Quality/Mitigation	\$6,400	\$-	\$3,200	\$3,200	\$6,400
Electric	36,321	16,051	6,983	23,034	40,000
Landscape Maintenance (Yellowstone)	592,940	298,007	298,007	596,015	596,015
Mulching (Yellowstone)	73,664	45,410	28,254	73,664	73,664
Annuals Rotation (Yellowstone)	52,020	13,005	39,015	52,020	52,020
Landscape Contingency	74,000	21,579	12,000	33,579	35,000
Tree Removal	15,000	982	-	982	15,000
Lake Maintenance (Future Horizon)	31,118	15,559	15,559	31,118	31,118
Grounds Maintenance	41,400	16,653	18,000	34,653	41,400
Pump Repairs	15,000	1,440	10,000	11,440	15,000
Streetlighting	87,000	41,620	44,700	86,320	90,636
Streetlight Repairs	5,000	3,168	1,000	4,168	5,000
Irrigation Repairs	40,000	8,565	26,302	34,867	40,000
Miscellaneous	2,500	25	2,475	2,500	2,500
Contingency	26,000	4,107	21,893	26,000	26,000
Capital Reserves	50,000	50,000	-	50,000	182,027
TOTAL GROUNDS MAINTENANCE	\$1,148,362	\$536,171	\$527,388	\$1,063,559	\$1,251,780
TOTAL EXPENDITURES	\$2,294,264	\$1,108,971	\$1,100,761	\$2,209,732	\$2,617,463
Other Sources/(Uses)					
Transfer In/(Out)	\$-	\$-	\$-	\$-	\$-
TOTAL OTHER SOURCES/(USES)	\$0	\$0	\$0	\$0	\$0
EXCESS REVENUES (EXPENDITURES)	\$0	\$1,144,448	(\$974,811)	\$169,637	\$0

*Special Assessments for Gate Monitoring included in Tax Roll Assessments collection.

Meadow View at Twin Creeks

Community Development District

Budget Narrative

REVENUES

Special Assessments-Tax Roll

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

Special Assessments-Gate Monitoring

The District will levy a non ad-valorem special assessment to owners of 73' Premium lots for the cost incurred for gate monitoring used for the fiscal year and will be included in the tax roll collection.

Interest/Miscellaneous Income

The District will have all excess funds invested with the US Bank Corporate Trust Services. Interest amount is based upon the estimated average balance of funds available during the fiscal year. Miscellaneous Income is any other deposit for the District.

Restricted-Easement Fence Fund

Fees received from residents to install fences within District easements located on residents' lots.

Facility Revenue

Income received from residents for rental of clubroom and purchase of access cards.

Expenditures - Administrative

Supervisors Fees

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting in which they attend. The budgeted amount for the fiscal year is based on all supervisors attending 12 meetings.

FICA Taxes

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

Engineering

The District's engineer will provide general engineering services to the District, i.e. attendance and preparation for monthly board meetings, review of invoices, and other specifically requested assignments.

Attorney

The District's Attorney, will be providing general legal services to the District, i.e., attendance and preparation for monthly Board meetings, review of contracts, review of agreements and resolutions, and other research assigned as directed by the Board of Supervisors and the District Manager.

Annual Audit

The District is required to conduct an annual audit of its financial records by an Independent Certified Public Accounting Firm. The budgeted amount for the fiscal year is based on contracted fees from the previous year engagement plus anticipated increase.

Assessment Roll Administration

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

Arbitrage

The District is required to annually have an arbitrage rebate calculation on the District's Series 2016 A-1/A-2, 2016 B, 2018A-1/A-2, 2019 A-1/A-2, 2020 A1, A2, A3, 2021 Phase 3B and 2021 Phase 4 Special Assessment Bonds. The District is contracted with Grau and Associates, an independent certified public accounting firm, to calculate the rebate liability and submit a report to the District.

Dissemination Agent

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

Contract	Monthly	Annual
GMS	\$1,254	\$15,045

Trustee Fees

The District's Series 2016 A-1/A-2, 2016 B, 2018A-1/A-2, 2019 A-1/A-2, 2020A1-A3, 2021 Phase 3B. and 2021 Phase 4 Special Assessment Bonds are held by a Trustee with US Bank. The amount represents the fee for the administration of the District's bond issue.

Management Fees

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

Information Technology

The District processes all of its financial activities, i.e. accounts payable, financial statements, etc. on a main frame computer leased by Governmental Management Services Florida, LLC.

Meadow View at Twin Creeks

Community Development District

Budget Narrative

Expenditures - Administrative (continued)

Website Maintenance

Per Chapter 2014-22, Laws of Florida, all Districts must have a website to provide detailed information on the CDD as well as links to useful websites regarding Compliance issues. This website will be maintained by GMS, LLC and updated monthly.

Telephone

Internet and Wi-Fi service for Office.

Postage and Delivery

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

Insurance General Liability

The District's General Liability & Public Officials Liability Insurance policy is with a qualified entity that specializes in providing insurance coverage to governmental agencies. The amount is based upon estimated premium.

Printing and Binding

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

Legal Advertising

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

Other Current Charges

Bank charges, amortization schedules, and any other miscellaneous expenses incurred during the year.

Office Supplies

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

Due, Licenses & Subscriptions

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

Expenditures - Amenity Center

Telephone/Cable/Internet

The District will provide phone, internet & cable television services for the Amenity Center.

	Contract	Monthly	Annual
Comcast		\$1,263	\$15,157
AT&T (2 accounts)		\$171	\$2,054
Contingency		\$24	\$289
Total		\$1,458	\$17,500

Electric

The cost of electric associated with the Recreation Facility provided by FPL.

Account #	Location	Monthly	Annual
67216-50049	850 Beacon Lake Prkwy	\$3,500	\$42,000
	Contingency	\$500	\$6,000
Total		\$4,000	\$48,000

Water/Irrigation

Water, sewer and irrigation systems cost for the district provided by St Johns County Utility Department.

Account #	Location	Monthly	Annual
567190-	840&850 Beacon Lk Pkwy	\$2,100	\$25,200
567190-	205 Concave Ln	\$237	\$2,844
567190-	744 Windmere Way Irr	\$19	\$228
567190-	255 Stamberg Ct Park	\$25	\$300
567190-	35 Loosestrife Way	\$60	\$720
567190-	234 Twilight Ln	\$202	\$2,424
567190-	148 Heron Oaks Dr	\$1,200	\$14,400
567190-	19 Twilight Ln	\$51	\$612
	Contingency	\$689	\$8,272
Total		\$4,583	\$55,000

Gas

The District has contracted with TECO and Florida Natural Gas to provide propane delivery for amenity center use.

Meadow View at Twin Creeks

Community Development District

Budget Narrative

Expenditures – Amenity Center (continued)
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Trash Removal

Estimated cost of garbage disposal service will be provided by Republic Services for the District.

Security Monitoring

The District contracted with Atlantic Companies for security monitoring for the Amenity Center.

Contract	Monthly	Annual
Atlantic Security	\$111	\$1,332
Contingency	\$9	\$108
Total	\$120	\$1,440

Gate Monitoring

The District contracted with Hidden Eyes LLC dba Envera for gate monitoring for the community.

Contract	Monthly	Annual
Envera	\$2,569	\$30,822
Contingency	\$140	\$1,678
Total	\$2,708	\$32,500

Gate Repairs

Estimated cost for repairs of gate.

Access Cards

Represents the estimated cost for access cards purchased by the District's Amenity Center.

Contracted Security

Represents the estimated annual cost for off-duty officer services through Roll Kall.

Roving Security

Represents the estimated cost for a Security Firm to monitor CDD owned and maintained areas throughout the District.

Facility Management

The District contracted with Riverside Management Services to provide management services for the Amenity Center.

Contract	Monthly	Annual
Riverside Mgmt Services	\$9,070	\$108,838

Facility Assistant

Services provided by Riverside Management Services, Inc. to provide part time staffing of amenity center.

Contract	Monthly	Annual
Riverside Mgmt Services	\$3,458	\$41,498

Pool Attendants

The District has contracted with Riverside Management Services, Inc. to provide pool lifeguards/or pool attendants during the operating season for the pool.

Pool Monitors

The District has contracted with Riverside Management Services, Inc. to provide monitors at the amenity pool areas.

Canoe Launch Attendant

The District has contracted with Riverside Management Services, Inc. to provide canoe launch attendants during the operating season.

Field Management and Admin

The District contracted Riverside Management Services, Inc. for onsite field management of contracts for District Services such as landscaping, amenity & pool facilities, lake maintenance, etc.

Contract	Monthly	Annual
Riverside Mgmt Services	\$8,727	\$104,728

Pool Maintenance

The estimated amount based on proposed contract with Big Z Pool to provide maintenance of the Amenity Center swimming pool.

Contract	Monthly	Annual
Coastal Pool Care LLC	\$1,363	\$16,355
Contingency	\$387	\$4,645
Total	\$1,750	\$21,000

Pool Chemicals

The estimated amount based on proposed contract with Big Z Pool to provide chemicals to maintain the Amenity Center swimming pool.

Janitorial

The estimated amount based on proposed contract with High Tech Commercial to provide janitorial services for the Amenity Center which includes the purchase of janitorial supplies such as paper towels, soap, garbage bags and cleaning supplies.

Contract	Monthly	Annual
KBT Professional Cleaning	\$1,875	\$22,500
Deep Cleaning	\$216	\$2,596
Total	\$2,091	\$25,096

Meadow View at Twin Creeks
Community Development District
Budget Narrative

Expenditures – Amenity Center (continued)

Facility Maintenance

The estimated amount based on proposed contract with vendors to provide routine repairs and maintenance for the Amenity Center.

Private Event Attendant

The estimated amount for service to cover cost of attendant at private parties.

Trash Collection Services

Repair & Maintenance

Regular maintenance and replacement cost incurred by the Amenity Center of the District.

Janitorial Supplies

The estimated amount on the purchases of paper goods, gym wipes, toilet paper, cleaning chemicals, trash bags, and other consumables for the amenities.

Pressure Washing

The estimated amount for pressure washing throughout the district.

Snack Bar Inventory – CGS

Represents the estimated cost to purchase inventory for food or beverages in the event the District operates the snack bar.

Food Service License

Represents estimated annual cost to obtain licenses and permits to operate the snack bar and gourmet kitchen

Community Website Services

Cost to provide website services for resident events and communication dissemination.

Subscriptions

All annual subscriptions to include Wellbeats, computer software, Constant Contact, Prime subscriptions etc.

Pest Control

The District will contract for pest control services for amenity center.

Supplies

Represents the District expenses for amenity supplies purchased for the amenity center.

Furniture, Fixtures & Equipment

Represents the District expenses for furniture, fixtures and equipment for the amenity center.

Special Events

Represents estimated costs for the District to host special events for the community throughout the Fiscal Year.

Holiday Decorations

Represents estimated costs for the District to decorate the amenity center throughout the Fiscal Year.

Fitness Center Repairs/Supplies

Represents estimated costs for the Fitness Center repairs of equipment, purchase of supplies, and preventative maintenance contract.

Office Supplies

Represents estimated cost for office supplies for the Amenity Center.

ASCAP/BMI Licenses

License fee required to broadcast music to the amenity center.

Property Insurance

The District's Property insurance policy is with Florida Insurance Alliance. FIA specializes in providing insurance coverage to governmental agencies. The amount budgeted represents the estimated premium for property insurance related to the Amenity Center.

Permit and License

Cost of pool permit renewals with Florida Department of Health.

Meadow View at Twin Creeks

Community Development District

Budget Narrative

Expenditures – Grounds Maintenance

Hydrology Quality/Mitigation

Cost to preserve beneficial aquatic plants in the wetland mitigation area and control nuisance and exotic pest plant populations.

Electric

Electric cost billed to district by FPL for common area electric.

Account #	Location	Monthly	Annual
51650-60509	45 Beacon Lake Pkwy # Pump	\$84	\$1,008
17096-40500	44 Beacon Lake Pkwy # Pump	\$628	\$7,536
08979-60506	333 Beacon Lake Pkwy # Pump	\$176	\$2,112
70640-86478	550 Beacon Lake Pkwy #FNTN	\$684	\$8,208
24276-26128	595 Convex Lane Lighting	\$28	\$336
05494-57141	246 Beacon Lake Pkwy #STOP	\$28	\$336
52485-29017	129 Charlie Way #Well	\$135	\$1,620
45848-73154	136 Charlie Way #Well	\$250	\$3,000
60307-71510	35 Loosestrife Way #IRR	\$215	\$2,580
98273-97077	1624 Beacon Lake Pkwy	\$42	\$504
31743-08423	18 Charlie Way	\$35	\$420
07823-65365	21 Lomond Ct #SIGN	\$30	\$360
66553-45301	35 Loosestrife Way #Clubhse	\$320	\$3,840
45423-77140	84 Heron Oaks Dr #IRR	\$35	\$420
16851-95263	1059 Beacon Lake Pkwy - Illum St Sign	\$35	\$420
78417-95268	174 Heron Oaks Dr - Illum St Sign	\$35	\$420
807538-1312	101 Ripple Rd #Irr	\$35	\$420
007233-0251	347 Brandon Lakes Dr #Irr	\$250	\$3,000
	Contingency	\$288	\$3,460
	Total	\$3,333	\$40,000

Landscape Maintenance

Cost to maintain the common areas and amenity center of the District and is contracted with Yellowstone Landscape. Amounts are broken down in the budget.

Contract	Monthly	Annual
Landscape Maint and Phase 4 Addendum	\$49,668	\$596,015
Mulching	\$6,139	\$73,664
Annual Rotation	\$4,335	\$52,020
Total	\$60,142	\$721,699

Landscape Contingency

Other landscape costs that is not under contract which includes landscape light repairs and replacements.

Tree Removals

Cost to remove dead or decaying trees through the Districts.

Lake Maintenance

Cost to provide aquatic plant management for thirteen lakes within the District. Includes treatment of lakes with herbicides and technology to control vegetation, and trash disposal along banks and lakes.

Contract	Monthly	Annual
Future Horizons Inc	\$2,593	\$31,118

Grounds Maintenance

Contracted staff for repairs and trash pick-up on District owned property.

Pump Repairs

Provision for pool pump repair or replacements as needed.

Streetlighting

FPL provides the District street lighting cost for the community. The amount is based upon the agreement plus estimated cost for fuel charges.

Account #	Location	Monthly	Annual
11082-69190	200 Twin Creeks Dr-SL	\$7,449	\$89,388
	Contingency	\$104	\$1,248
	Total	\$7,553	\$90,636

Streetlight Repairs

Estimated costs for street lighting and parking lot repairs and replacements.

Irrigation Repairs

Miscellaneous irrigation repairs and maintenance cost for the District.

Miscellaneous

Any unanticipated and unscheduled maintenance cost to the District.

Contingency

A contingency for any unanticipated and unscheduled cost to the District.

Capital Reserves

The District will establish a reserve to fund the renewal and replacement of District's capital related facilities which will be transferred to a Capital Reserve Fund.

Meadow View at Twin Creeks

Community Development District

Proposed Budget Capital Reserve Fund

Description	Adopted Budget FY2026	Actuals Thru 3/31/26	Projected Next 6 Months	Projected Thru 9/30/26	Proposed Budget FY 2027
REVENUES:					
Capital Reserve Funding - Transfer In	\$50,000	\$50,000	\$-	\$50,000	\$182,027
Interest Income	1,000	1,915	4,200	6,115	5,000
Carry Forward Balance	29,307	29,452	-	29,452	229,667
TOTAL REVENUES	\$80,307	\$81,367	\$4,200	\$85,567	\$416,694
EXPENDITURES:					
Capital Outlay	\$15,000	\$25,197	\$12,490	\$37,687	\$-
Repair and Replacements*	-	46,213	-	46,213	25,000
Other Current Charges	-	-	-	-	-
TOTAL EXPENDITURES	\$15,000	\$71,410	\$12,490	\$83,900	\$25,000
Other Sources/(Uses)					
Transfer in/(Out)	\$-	\$228,000	\$-	\$228,000	\$-
TOTAL OTHER SOURCES/(USES)	\$-	\$228,000	\$-	\$228,000	\$-
TOTAL EXPENDITURES	\$15,000	\$(156,590)	\$12,490	\$(144,100)	\$25,000
EXCESS REVENUES (EXPENDITURES)	\$65,307	\$237,957	\$(8,290)	\$229,667	\$391,694

Meadow View at Twin Creeks
Community Development District
Proposed Budget
Debt Service Series 2016A1 Special Assessment Bonds

Description	Adopted Budget FY2026	Actuals Thru 3/31/26	Projected Next 6 Months	Projected Thru 9/30/26	Proposed Budget FY 2027
REVENUES:					
Special Assessments-Tax Roll	\$443,364	\$435,291	\$8,073	\$443,364	\$443,364
Interest Earnings	12,000	7,609	8,000	15,609	14,000
Carry Forward Surplus ⁽¹⁾	234,748	239,538	-	239,538	253,285
TOTAL REVENUES	\$690,113	\$682,438	\$16,073	\$698,510	\$710,650
EXPENDITURES:					
Interest - 11/1	\$150,113	\$150,113	\$-	\$150,113	\$146,850
Interest - 5/1	150,113	-	150,113	150,113	146,850
Principal - 5/1	145,000	-	145,000	145,000	150,000
TOTAL EXPENDITURES	\$445,225	\$150,113	\$295,113	\$445,225	\$443,700
Other Sources/(Uses)					
Interfund transfer In/(Out)	\$-	\$-	-	-	\$-
TOTAL OTHER SOURCES/(USES)	\$-	\$-	\$-	\$-	\$-
TOTAL EXPENDITURES	\$445,225	\$150,113	\$295,113	\$445,225	\$443,700
EXCESS REVENUES (EXPENDITURES)	\$244,888	\$532,325	\$(279,040)	\$253,285	\$266,950
⁽¹⁾ Carry Forward is Net of Reserve Requirement				Interest Due 11/1/27	\$143,475
					\$143,475

Meadow View at Twin Creeks

Community Development District

Series 2016A-1 Special Assessment Bonds

Period	Outstanding Balance	Coupons	Principal	Interest	Annual Debt Service
11/01/26	5,550,000			146,850	146,850
05/01/27	5,550,000		150,000	146,850	
11/01/27	5,400,000			143,475	440,325
05/01/28	5,400,000		160,000	93,225	
11/01/28	5,240,000			93,225	346,450
05/01/29	5,240,000		165,000	93,225	
11/01/29	5,075,000			93,225	351,450
05/01/30	5,075,000		175,000	93,225	
11/01/30	4,900,000			93,225	361,450
05/01/31	4,900,000		185,000	93,225	
11/01/31	4,715,000			93,225	371,450
05/01/32	4,715,000		195,000	93,225	
11/01/32	4,520,000			93,225	381,450
05/01/33	4,520,000		205,000	93,225	
11/01/33	4,315,000			93,225	391,450
05/01/34	4,315,000		215,000	93,225	
11/01/34	4,100,000			93,225	401,450
05/01/35	4,100,000		225,000	93,225	
11/01/35	3,875,000			93,225	411,450
05/01/36	3,875,000		235,000	93,225	
11/01/36	3,640,000			93,225	421,450
05/01/37	3,640,000		250,000	93,225	
11/01/37	3,390,000			93,225	436,450
05/01/38	3,390,000		260,000	93,225	
11/01/38	3,130,000			86,075	439,300
05/01/39	3,130,000		275,000	86,075	
11/01/39	2,855,000			78,513	439,588
05/01/40	2,855,000		290,000	78,513	
11/01/40	2,565,000			70,538	439,050
05/01/41	2,565,000		310,000	70,538	
11/01/41	2,255,000			62,013	442,550
05/01/42	2,255,000		325,000	62,013	
11/01/42	1,930,000			53,075	440,088
05/01/43	1,930,000		345,000	53,075	
11/01/43	1,585,000			43,588	441,663
05/01/44	1,585,000		365,000	43,588	
11/01/44	1,220,000			33,550	442,138
05/01/45	1,220,000		385,000	33,550	
11/01/45	835,000			22,963	441,513
05/01/46	835,000		405,000	22,963	
11/01/46	430,000			11,825	439,788
05/01/47	430,000		430,000	11,825	441,825
Total			\$5,550,000	\$3,319,175	\$8,869,175

Meadow View at Twin Creeks

Community Development District

Proposed Budget

Debt Service Series 2018A1 & A2 Special Assessment Bonds

Description	Adopted Budget FY2026	Actuals Thru 3/31/26	Projected Next 6 Months	Projected Thru 9/30/26	Proposed Budget FY 2027	
REVENUES:						
Special Assessments-Tax Roll	\$612,533	\$601,380	\$11,153	\$612,533	\$612,533	
Interest Earnings	20,000	10,053	9,948	20,001	20,000	
Carry Forward Surplus ⁽¹⁾	309,007	315,672	-	315,672	330,355	
TOTAL REVENUES	\$941,540	\$927,104	\$21,101	\$948,206	\$962,889	
EXPENDITURES:						
Interest - 11/1	\$222,338	\$222,338	\$-	\$222,338	\$218,088	
Interest - 5/1	222,338	-	222,338	222,338	218,088	
Principal - 5/1	170,000	-	170,000	170,000	180,000	
TOTAL EXPENDITURES	\$614,675	\$222,338	\$392,338	\$614,675	\$616,175	
Other Sources/(Uses)						
Interfund transfer In/(Out)	\$-	\$(3,175)	\$-	\$(3,175)	\$-	
TOTAL OTHER SOURCES/(USES)	\$-	\$(3,175)	\$-	\$(3,175)	\$-	
TOTAL EXPENDITURES	\$614,675	\$225,513	\$392,338	\$617,850	\$616,175	
EXCESS REVENUES (EXPENDITURES)	\$326,865	\$701,592	\$(371,236)	\$330,355	\$346,714	
⁽¹⁾ Carry Forward is Net of Reserve Requirement					Interest Due 11/1/27	\$213,588
						\$213,588

Meadow View at Twin Creeks

Community Development District

Series 2018A-1 Special Assessment Bonds

Period	Outstanding Balance	Coupons	Principal	Interest	Annual Debt Service
11/01/26	7,915,000			218,088	218,088
05/01/27	7,915,000		180,000	218,088	
11/01/27	7,735,000			213,588	611,675
05/01/28	7,735,000		185,000	213,588	
11/01/28	7,550,000			208,963	607,550
05/01/29	7,550,000		195,000	208,963	
11/01/29	7,355,000			204,088	608,050
05/01/30	7,355,000		205,000	204,088	
11/01/30	7,150,000			198,963	608,050
05/01/31	7,150,000		220,000	198,963	
11/01/31	6,930,000			192,913	611,875
05/01/32	6,930,000		230,000	192,913	
11/01/32	6,700,000			186,588	609,500
05/01/33	6,700,000		245,000	186,588	
11/01/33	6,455,000			179,850	611,438
05/01/34	6,455,000		260,000	179,850	
11/01/34	6,195,000			172,700	612,550
05/01/35	6,195,000		270,000	172,700	
11/01/35	5,925,000			165,275	607,975
05/01/36	5,925,000		285,000	165,275	
11/01/36	5,640,000			157,438	607,713
05/01/37	5,640,000		305,000	157,438	
11/01/37	5,335,000			149,050	611,488
05/01/38	5,335,000		320,000	149,050	
11/01/38	5,015,000			140,250	609,300
05/01/39	5,015,000		340,000	140,250	
11/01/39	4,675,000			130,900	611,150
05/01/40	4,675,000		360,000	130,900	
11/01/40	4,315,000			120,820	611,720
05/01/41	4,315,000		380,000	120,820	
11/01/41	3,935,000			110,180	611,000
05/01/42	3,935,000		400,000	110,180	
11/01/42	3,535,000			98,980	609,160
05/01/43	3,535,000		425,000	98,980	
11/01/43	3,110,000			87,080	611,060
05/01/44	3,110,000		450,000	87,080	
11/01/44	2,660,000			74,480	611,560
05/01/45	2,660,000		475,000	74,480	
11/01/45	2,185,000			61,180	610,660
05/01/46	2,185,000		500,000	61,180	
11/01/46	1,685,000			47,180	608,360
05/01/47	1,685,000		530,000	47,180	
11/01/47	1,155,000			32,340	609,520
05/01/48	1,155,000		560,000	32,340	
11/01/48	595,000			16,660	609,000
05/01/49	595,000		595,000	16,660	
					611,660
Total			\$7,915,000	\$6,335,100	\$14,250,100

Meadow View at Twin Creeks

Community Development District

Proposed Budget

Debt Service Series 2019A1 & A2 Special Assessment Bonds

Description	Adopted Budget FY2026	Actuals Thru 3/31/26	Projected Next 6 Months	Projected Thru 9/30/26	Proposed Budget FY 2027
REVENUES:					
Special Assessments-Tax Roll	\$255,335	\$250,686	\$4,649	\$255,335	\$255,335
Interest Earnings	9,000	4,156	4,940	9,096	9,000
Carry Forward Surplus ⁽¹⁾	126,995	129,679	-	129,679	165,983
TOTAL REVENUES	\$391,330	\$408,684	\$9,589	\$418,273	\$430,318
EXPENDITURES:					
Interest - 11/1	\$93,645	\$93,645	\$-	\$93,645	\$91,683
Principal - 5/1	65,000	-	65,000	65,000	70,000
Interest - 5/1	93,645	-	93,645	93,645	91,683
TOTAL EXPENDITURES	\$252,290	\$93,645	\$158,645	\$252,290	\$253,365
Other Sources/(Uses)					
Interfund transfer In/(Out)	\$-	\$-	\$-	\$-	\$-
TOTAL OTHER SOURCES/(USES)	\$-	\$-	\$-	\$-	\$-
TOTAL EXPENDITURES	\$252,290	\$93,645	\$158,645	\$252,290	\$253,365
EXCESS REVENUES (EXPENDITURES)	\$139,040	\$315,039	\$(149,056)	\$165,983	\$176,953
⁽¹⁾ Carry Forward is Net of Reserve Requirement Interest Due 11/1/27					\$89,863 <hr style="border: 0.5px solid black;"/> \$89,863

Meadow View at Twin Creeks

Community Development District

Series 2019A-1 Special Assessment Bonds

Period	Outstanding Balance	Coupons	Principal	Interest	Annual Debt Service
11/01/26	3,210,000			91,683	91,683
05/01/27	3,210,000		70,000	91,683	
11/01/27	3,140,000			89,863	251,545
05/01/28	3,140,000		75,000	89,863	
11/01/28	3,065,000			87,913	252,775
05/01/29	3,065,000		80,000	87,913	
11/01/29	2,985,000			85,833	253,745
05/01/30	2,985,000		80,000	85,833	
11/01/30	2,905,000			83,753	249,585
05/01/31	2,905,000		85,000	83,753	
11/01/31	2,820,000			81,330	250,083
05/01/32	2,820,000		90,000	81,330	
11/01/32	2,730,000			78,765	250,095
05/01/33	2,730,000		95,000	78,765	
11/01/33	2,635,000			76,058	249,823
05/01/34	2,635,000		105,000	76,058	
11/01/34	2,530,000			73,065	254,123
05/01/35	2,530,000		110,000	73,065	
11/01/35	2,420,000			69,930	252,995
05/01/36	2,420,000		115,000	69,930	
11/01/36	2,305,000			66,653	251,583
05/01/37	2,305,000		120,000	66,653	
11/01/37	2,185,000			63,233	249,885
05/01/38	2,185,000		130,000	63,233	
11/01/38	2,055,000			59,528	252,760
05/01/39	2,055,000		135,000	59,528	
11/01/39	1,920,000			55,680	250,208
05/01/40	1,920,000		145,000	55,680	
11/01/40	1,775,000			51,475	252,155
05/01/41	1,775,000		155,000	51,475	
11/01/41	1,620,000			46,980	253,455
05/01/42	1,620,000		165,000	46,980	
11/01/42	1,455,000			42,195	254,175
05/01/43	1,455,000		170,000	42,195	
11/01/43	1,285,000			37,265	249,460
05/01/44	1,285,000		180,000	37,265	
11/01/44	1,105,000			32,045	249,310
05/01/45	1,105,000		195,000	32,045	
11/01/45	910,000			26,390	253,435
05/01/46	910,000		205,000	26,390	
11/01/46	705,000			20,445	251,835
05/01/47	705,000		215,000	20,445	
11/01/47	490,000			14,210	249,655
05/01/48	490,000		230,000	14,210	
11/01/48	260,000			7,540	251,750
05/01/49	260,000		245,000	7,540	
					252,540
Total			\$3,195,000	\$2,683,655	\$5,878,655

Meadow View at Twin Creeks

Community Development District

Proposed Budget

Debt Service Series 2020 A1 & A2 Special Assessment Bonds

Description	Adopted Budget FY2026	Actuals Thru 3/31/26	Projected Next 6 Months	Projected Thru 9/30/26	Proposed Budget FY 2027	
REVENUES:						
Special Assessments-Tax Roll	\$113,041	\$110,983	\$2,058	\$113,041	\$113,041	
Interest Earnings	5,000	2,091	2,318	4,409	4,000	
Carry Forward Surplus ⁽¹⁾	65,250	66,340	-	66,340	70,016	
TOTAL REVENUES	\$183,291	\$179,414	\$4,376	\$183,791	\$187,057	
EXPENDITURES:						
Interest - 11/1	\$40,909	\$40,909	\$-	\$40,909	\$40,272	
Interest - 5/1	40,909	-	40,909	40,909	40,272	
Principal - 5/1	30,000	-	30,000	30,000	30,000	
TOTAL EXPENDITURES	\$111,819	\$40,909	\$70,909	\$111,819	\$110,544	
Other Sources/(Uses)						
Interfund transfer In/(Out)	\$-	\$(1,956)	\$-	\$(1,956)	\$-	
TOTAL OTHER SOURCES/(USES)	\$-	\$(1,956)	\$-	\$(1,956)	\$-	
TOTAL EXPENDITURES	\$111,819	\$42,865	\$70,909	\$113,775	\$110,544	
EXCESS REVENUES (EXPENDITURES)	\$71,473	\$136,549	\$(66,533)	\$70,016	\$76,513	
⁽¹⁾ Carry Forward is Net of Reserve Requirement					Interest Due 11/1/27	\$39,559
						\$39,559

Meadow View at Twin Creeks

Community Development District

Series 2020 A-1 Special Assessment Bonds

Period	Outstanding Balance	Coupons	Principal	Interest	Annual Debt Service
11/1/26	1,530,000			40,272	40,272
5/1/27	1,530,000		30,000	40,272	
11/1/27	1,500,000			39,559	109,831
5/1/28	1,500,000		35,000	39,559	
11/1/28	1,465,000			38,728	113,288
5/1/29	1,465,000		35,000	38,728	
11/1/29	1,430,000			37,897	111,625
5/1/30	1,430,000		35,000	37,897	
11/1/30	1,395,000			37,066	109,963
5/1/31	1,395,000		35,000	37,066	
11/1/31	1,360,000			36,234	108,300
5/1/32	1,360,000		40,000	36,234	
11/1/32	1,320,000			35,184	111,419
5/1/33	1,320,000		40,000	35,184	
11/1/33	1,280,000			34,134	109,319
5/1/34	1,280,000		45,000	34,134	
11/1/34	1,235,000			32,953	112,088
5/1/35	1,235,000		45,000	32,953	
11/1/35	1,190,000			31,772	109,725
5/1/36	1,190,000		50,000	31,772	
11/1/36	1,140,000			30,459	112,231
5/1/37	1,140,000		50,000	30,459	
11/1/37	1,090,000			29,147	109,606
5/1/38	1,090,000		55,000	29,147	
11/1/38	1,035,000			27,703	111,850
5/1/39	1,035,000		55,000	27,703	
11/1/39	980,000			26,259	108,963
5/1/40	980,000		60,000	26,259	
11/1/40	920,000			24,684	110,944
5/1/41	920,000		65,000	24,684	
11/1/41	855,000			22,978	112,663
5/1/42	855,000		65,000	22,978	
11/1/42	790,000			21,231	109,209
5/1/43	790,000		70,000	21,231	
11/1/43	720,000			19,350	110,581
5/1/44	720,000		75,000	19,350	
11/1/44	645,000			17,334	111,684
5/1/45	645,000		80,000	17,334	
11/1/45	565,000			15,184	112,519
5/1/46	565,000		85,000	15,184	
11/1/46	480,000			12,900	113,084
5/1/47	480,000		85,000	12,900	
11/1/47	395,000			10,616	108,516
5/1/48	395,000		90,000	10,616	
11/1/48	305,000			8,197	108,813
5/1/49	305,000		95,000	8,197	
11/1/49	210,000			5,644	108,841
5/1/50	210,000		100,000	5,644	
11/1/50	110,000			2,956	108,600
5/1/51	110,000		110,000	2,956	112,956
Total			\$1,530,000	\$1,276,888	\$2,806,888

Meadow View at Twin Creeks

Community Development District

Proposed Budget

Debt Service Series 2021 Phase 3 B Special Assessment Bonds

Description	Adopted Budget FY2026	Actuals Thru 3/31/26	Projected Next 6 Months	Projected Thru 9/30/26	Proposed Budget FY 2027
REVENUES:					
Special Assessments-Tax Roll	\$277,963	\$272,807	\$5,059	\$277,867	\$277,963
Interest Earnings	9,000	4,900	5,316	10,216	9,000
Carry Forward Surplus ⁽¹⁾	106,534	111,024	-	111,024	116,307
TOTAL REVENUES	\$393,496	\$388,731	\$10,375	\$399,106	\$403,270
EXPENDITURES:					
Interest - 11/1	\$82,495	\$82,495	\$-	\$82,495	\$81,175
Special Call - 11/1	-	5,000	-	5,000	-
Interest - 5/1	82,495	-	82,414	82,414	81,175
Principal - 5/1	110,000	-	110,000	110,000	115,000
Special Call - 5/1	-	-	-	-	-
TOTAL EXPENDITURES	\$274,990	\$87,495	\$192,414	\$279,909	\$277,350
Other Sources/(Uses)					
Interfund transfer In/(Out)	\$-	\$(2,890)	-	(2,890)	\$-
TOTAL OTHER SOURCES/(USES)	\$-	\$(2,890)	\$-	\$(2,890)	\$-
TOTAL EXPENDITURES	\$274,990	\$90,385	\$192,414	\$282,799	\$277,350
EXCESS REVENUES (EXPENDITURES)	\$118,506	\$298,346	\$(182,038)	\$116,307	\$125,920
⁽¹⁾ Carry Forward is Net of Reserve Requirement			Interest Due 11/1/27		\$79,450
					\$79,450

Meadow View at Twin Creeks

Community Development District

Special Assessment Bonds Series 2021 Phase 3B

Period	Outstanding Balance	Coupons	Principal	Interest	Annual Debt Service
11/01/26	4,660,000			81,175	273,670
05/01/27	4,660,000		115,000	81,175	
11/01/27	4,545,000			79,450	275,625
05/01/28	4,545,000		120,000	79,450	
11/01/28	4,425,000			77,650	277,100
05/01/29	4,425,000		120,000	77,650	
11/01/29	4,305,000			75,850	273,500
05/01/30	4,305,000		125,000	75,850	
11/01/30	4,180,000			73,975	274,825
05/01/31	4,180,000		130,000	73,975	
11/01/31	4,050,000			72,025	276,000
05/01/32	4,050,000		135,000	72,025	
11/01/32	3,915,000			69,831	276,856
05/01/33	3,915,000		140,000	69,831	
11/01/33	3,775,000			67,556	277,388
05/01/34	3,775,000		145,000	67,556	
11/01/34	3,630,000			65,200	277,756
05/01/35	3,630,000		150,000	65,200	
11/01/35	3,480,000			62,763	277,963
05/01/36	3,480,000		150,000	62,763	
11/01/36	3,330,000			60,325	273,088
05/01/37	3,330,000		155,000	60,325	
11/01/37	3,175,000			57,806	273,131
05/01/38	3,175,000		165,000	57,806	
11/01/38	3,010,000			55,125	277,931
05/01/39	3,010,000		170,000	55,125	
11/01/39	2,840,000			52,363	277,488
05/01/40	2,840,000		175,000	52,363	
11/01/40	2,665,000			49,519	276,881
05/01/41	2,665,000		180,000	49,519	
11/01/41	2,485,000			46,594	276,113
05/01/42	2,485,000		185,000	46,594	
11/01/42	2,300,000			43,125	274,719
05/01/43	2,300,000		195,000	43,125	
11/01/43	2,105,000			39,469	277,594
05/01/44	2,105,000		200,000	39,469	
11/01/44	1,905,000			35,719	275,188
05/01/45	1,905,000		210,000	35,719	
11/01/45	1,695,000			31,781	277,500
05/01/46	1,695,000		215,000	31,781	
11/01/46	1,480,000			27,750	274,531
05/01/47	1,480,000		225,000	27,750	
11/01/47	1,255,000			23,531	276,281
05/01/48	1,255,000		235,000	23,531	
11/01/48	1,020,000			19,125	277,656
05/01/49	1,020,000		240,000	19,125	
11/01/49	780,000			14,625	273,750
05/01/50	780,000		250,000	14,625	
11/01/50	530,000			9,938	274,563
05/01/51	530,000		260,000	9,938	
11/01/51	270,000			5,063	275,000
05/01/52	270,000		270,000	5,063	275,063
Total			\$4,770,000	\$2,759,653	\$7,529,653

Meadow View at Twin Creeks

Community Development District

Proposed Budget

Debt Service Series 2021 Phase 4 Special Assessment Bonds

Description	Adopted Budget FY2026	Actuals Thru 3/31/26	Projected Next 6 Months	Projected Thru 9/30/26	Proposed Budget FY 2027
REVENUES:					
Special Assessments-Direct	\$422,200	\$414,730	\$7,692	\$422,421	\$420,900
Interest Earnings	12,000	7,036	7,860	14,896	12,000
Carry Forward Surplus ⁽¹⁾	142,572	148,625	-	148,625	156,727
TOTAL REVENUES	\$576,772	\$570,390	\$15,552	\$585,942	\$589,627
EXPENDITURES:					
Interest - 11/1	\$127,693	\$127,693	\$-	\$127,693	\$125,556
Special Call - 11/1	\$-	5,000	-	5,000	-
Interest - 5/1	127,693	-	127,611	127,611	125,556
Principal - 5/1	165,000	-	165,000	165,000	170,000
Special Call - 5/1	-	-	-	-	-
TOTAL EXPENDITURES	\$420,385	\$132,693	\$292,611	\$425,304	\$421,113
Other Sources/(Uses)					
Interfund transfer In/(Out)	\$-	\$(3,911)	-	(3,911)	\$-
TOTAL OTHER SOURCES/(USES)	\$-	\$(3,911)	\$-	\$(3,911)	\$-
TOTAL EXPENDITURES	\$420,385	\$136,604	\$292,611	\$429,215	\$421,113
EXCESS REVENUES (EXPENDITURES)	\$156,387	\$433,787	\$(277,060)	\$156,727	\$168,514

⁽¹⁾ Carry Forward is Net of Reserve Requirement

Interest Due 11/1/27	\$123,006
	\$123,006

Meadow View at Twin Creeks

Community Development District

Special Assessment Bonds Series 2021 Phase 4

Period	Outstanding Balance	Coupons	Principal	Interest	Annual Debt Service
11/01/26	6,935,000			125,556	125,556
05/01/27	6,935,000		170,000	125,556	
11/01/27	6,765,000			123,006	418,563
05/01/28	6,765,000		175,000	123,006	
11/01/28	6,590,000			120,381	418,388
05/01/29	6,590,000		180,000	120,381	
11/01/29	6,410,000			117,681	418,063
05/01/30	6,410,000		185,000	117,681	
11/01/30	6,225,000			114,906	417,588
05/01/31	6,225,000		190,000	114,906	
11/01/31	6,035,000			112,056	416,963
05/01/32	6,035,000		200,000	112,056	
11/01/32	5,835,000			108,806	420,863
05/01/33	5,835,000		205,000	108,806	
11/01/33	5,630,000			105,475	419,281
05/01/34	5,630,000		210,000	105,475	
11/01/34	5,420,000			102,063	417,538
05/01/35	5,420,000		220,000	102,063	
11/01/35	5,200,000			98,488	420,550
05/01/36	5,200,000		225,000	98,488	
11/01/36	4,975,000			94,831	418,319
05/01/37	4,975,000		235,000	94,831	
11/01/37	4,740,000			91,013	420,844
05/01/38	4,740,000		240,000	91,013	
11/01/38	4,500,000			87,113	418,125
05/01/39	4,500,000		250,000	87,113	
11/01/39	4,250,000			83,050	420,163
05/01/40	4,250,000		255,000	83,050	
11/01/40	3,995,000			78,906	416,956
05/01/41	3,995,000		265,000	78,906	
11/01/41	3,730,000			74,600	418,506
05/01/42	3,730,000		275,000	74,600	
11/01/42	3,455,000			69,100	418,700
05/01/43	3,455,000		285,000	69,100	
11/01/43	3,170,000			63,400	417,500
05/01/44	3,170,000		300,000	63,400	
11/01/44	2,870,000			57,400	420,800
05/01/45	2,870,000		310,000	57,400	
11/01/45	2,560,000			51,200	418,600
05/01/46	2,560,000		325,000	51,200	
11/01/46	2,235,000			44,700	420,900
05/01/47	2,235,000		335,000	44,700	
11/01/47	1,900,000			38,000	417,700
05/01/48	1,900,000		350,000	38,000	
11/01/48	1,550,000			31,000	419,000
05/01/49	1,550,000		365,000	31,000	
11/01/49	1,185,000			23,700	419,700
05/01/50	1,185,000		380,000	23,700	
11/01/50	805,000			16,100	419,800
05/01/51	805,000		395,000	16,100	
11/01/51	410,000			8,200	419,300
05/01/52	410,000		410,000	8,200	
					418,200
Total			\$6,935,000	\$4,081,463	\$11,016,463

Meadow View at Twin Creeks

Community Development District

Non-Ad Valorem Assessments Comparison

2026-2027

Neighborhood	O&M Units	Bonds 2016 Units	Bonds 2018 Units	Bonds 2019 Units	Bonds 2020 Units	Bonds 2021 Ph3 Units	Bonds 2021 Ph4 Units	Annual Maintenance Assessments			
								FY 2027	FY2026	Increase/ (decrease) \$	Increase/ (decrease) %
TH	196	0	196	0	0	0	0	\$1,476.81	\$1,306.96	\$169.85	13.0%
43	472	86	117	0	0	130	136	\$1,661.42	\$1,470.33	\$191.09	13.0%
53	330	111	48	0	78	0	92	\$1,846.02	\$1,633.70	\$212.32	13.0%
63	309	65	75	31	0	68	70	\$2,030.62	\$1,797.07	\$233.55	13.0%
73	66	40	26	0	0	0	0	\$2,122.92	\$1,878.76	\$244.16	13.0%
73 Premium	103	0	0	102	0	0	0	\$2,122.92	\$1,878.76	\$244.16	13.0%
Total	1476	302	462	133	78	198	298				

Neighborhood	O&M Units	Bonds 2016 Units	Bonds 2018 Units	Bonds 2019 Units	Bonds 2020 Units	Bonds 2021 Ph3 Units	Bonds 2021 Ph4 Units	Annual Debt Assessments														
								FY 2027						FY2026						Increase/ (decrease) \$		
								Series 2016	Series 2018	Series 2019	Series 2020	Series 2021 Ph3	Series 2021 Ph4	Series 2016	Series 2018	Series 2019	Series 2020	Series 2021 Ph3	Series 2021 Ph4		Total	
TH	196	0	196	0	0	0	0	\$0.00	\$1,233.86	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
43	472	86	117	0	0	130	136	\$1,387.70	\$1,388.09	\$0.00	\$0.00	\$1,387.09	\$1,387.98	\$1,387.70	\$1,388.09	\$0.00	\$0.00	\$1,387.09	\$1,387.98	\$1,387.70	\$1,387.98	\$0.00
53	330	111	48	0	78	0	92	\$1,541.89	\$1,542.32	\$0.00	\$1,541.75	\$0.00	\$1,542.20	\$1,541.89	\$1,542.32	\$0.00	\$1,541.75	\$0.00	\$1,542.20	\$1,541.89	\$1,542.20	\$0.00
63	309	65	75	31	0	68	70	\$1,696.08	\$1,696.55	\$1,698.86	\$0.00	\$1,695.32	\$1,696.41	\$1,696.08	\$1,696.55	\$1,698.86	\$0.00	\$1,695.32	\$1,696.41	\$1,696.08	\$1,696.55	\$0.00
73	66	40	26	0	0	0	0	\$1,773.17	\$1,773.67	\$2,146.75	\$0.00	\$0.00	\$0.00	\$1,773.17	\$1,773.67	\$2,146.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
73 Premium	103	0	0	102	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	1476	302	462	133	78	198	298															

Neighborhood	O&M Units	Bonds 2016 Units	Bonds 2018 Units	Bonds 2019 Units	Bonds 2020 Units	Bonds 2021 Ph3 Units	Bonds 2021 Ph4 Units	Total Assessed Per Unit														
								FY 2027						FY2026						Increase/ (decrease) \$		
								Series 2016	Series 2018	Series 2019	Series 2020	Series 2021 Ph3	Series 2021 Ph4	Series 2016	Series 2018	Series 2019	Series 2020	Series 2021 Ph3	Series 2021 Ph4		Total	
TH	196	0	196	0	0	0	0	\$1,476.81	\$2,710.67	\$1,476.81	\$1,476.81	\$1,476.81	\$1,476.81	\$1,306.96	\$2,540.82	\$1,306.96	\$1,306.96	\$1,306.96	\$1,306.96	\$1,306.96	\$1,306.96	\$169.85
43	472	86	117	0	0	130	136	\$3,049.12	\$3,049.51	\$1,661.42	\$1,661.42	\$3,048.51	\$3,049.40	\$2,858.03	\$2,858.42	\$1,470.33	\$1,470.33	\$2,857.42	\$2,858.31	\$2,857.42	\$2,858.31	\$191.09
53	330	111	48	0	78	0	92	\$3,387.91	\$3,388.34	\$1,846.02	\$3,387.77	\$1,846.02	\$3,388.22	\$3,175.59	\$3,176.02	\$1,633.70	\$3,175.45	\$1,633.70	\$3,175.90	\$3,175.90	\$3,175.90	\$212.32
63	309	65	75	31	0	68	70	\$3,726.70	\$3,727.17	\$3,729.48	\$2,030.62	\$3,725.95	\$3,727.04	\$3,493.15	\$3,493.62	\$3,495.93	\$1,797.07	\$3,492.40	\$3,493.49	\$3,493.49	\$3,493.49	\$233.55
73	66	40	26	0	0	0	0	\$3,896.09	\$3,896.59	\$4,269.67	\$2,122.92	\$2,122.92	\$2,122.92	\$3,651.93	\$3,652.43	\$4,025.51	\$1,878.76	\$1,878.76	\$1,878.76	\$1,878.76	\$1,878.76	\$244.16
73 Premium	103	0	0	102	0	0	0	\$2,122.92	\$2,122.92	\$2,122.92	\$2,122.92	\$2,122.92	\$2,122.92	\$1,878.76	\$1,878.76	\$1,878.76	\$1,878.76	\$1,878.76	\$1,878.76	\$1,878.76	\$1,878.76	\$244.16
Total	1476	302	462	133	78	198	298															

O&M ALLOCATION - ALL LOTS AT PLATTED RATE

LAND USE	TOTAL UNITS	ERU	TOTAL UNITS	TOTAL ERUS	FY27 TOTAL O&M	FY27 NET O&M PER UNIT	FY27 GROSS O&M PER UNIT	FY26 GROSS O&M UNIT	\$ INCREASE GROSS PER UNIT	TOTAL O&M PROCEEDS NET	% Change
TH	196	0.80	196	156.80	272,088.38	1,388.21	1,476.77	1,306.92	169.85	272,088.38	13.0%
43'	472	0.90	472	424.80	737,137.40	1,561.73	1,661.37	1,470.29	191.08	737,137.40	13.0%
53'	330	1.00	330	330.00	572,634.98	1,735.26	1,845.97	1,633.66	212.31	572,634.98	13.0%
63'	309	1.10	309	339.90	589,814.03	1,908.78	2,030.56	1,797.02	233.54	589,814.03	13.0%
73'	66	1.15	66	75.90	131,706.05	1,995.55	2,122.86	1,878.70	244.16	131,706.05	13.0%
73'P	103	1.15	103	118.45	205,541.25	1,995.55	2,122.86	1,878.70	244.16	205,541.25	13.0%
TOTAL	1,476		1,476	1,445.85	2,508,922.09					2,508,922.09	

O&M Special Assessment - Gate Monitoring

73'P	103	1.39	103	143.17	33,531.00	325.54	346.31	-	346.31	33,531.00	
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NINTH ORDER OF BUSINESS

RESOLUTION 2026-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MEADOW VIEW AT TWIN CREEKS COMMUNITY DEVELOPMENT DISTRICT TO DESIGNATE 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 (the “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 (the “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 August 20, 2026, at 10:00 a.m., at the Lake House at Beacon Lake, 850 Beacon Lake Parkway, St. Augustine, Florida 32095.

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 May, 2026.

ATTEST:

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

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

**RULES OF PROCEDURE
MEADOW VIEW AT TWIN CREEKS
COMMUNITY DEVELOPMENT DISTRICT
RULE NO. _____**

EFFECTIVE AS OF _____, 2026

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Rule 1.0 General.

- (1) The Meadow View at Twin Creeks 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 e-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 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 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 within the county or counties 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) Votes Required. No Board member who is present at any meeting of the District Board at which an official decision, ruling, or other official act is to be taken or adopted may abstain from voting in regard to any such decision, ruling, or act; and a vote shall be recorded or counted for each such Board member present, except when, with respect to any such member, there is, or appears to be, a possible conflict of interest under the provisions of s. 112.311, s. 112.313, or s. 112.3143 of the Florida Statutes.
- (7) 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, 286.012, 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 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, Fla. Stat.

Rule 1.3 Public Meetings, Hearings, and Workshops.

- (1) Notice. Except in emergencies, or as otherwise authorized or required by statute or these Rules, at least seven (7) days', but not 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 within the county or counties in which the District is located. A newspaper is deemed to be a newspaper of "**general circulation**" in the county in which the District is located if such newspaper has been in existence for two (2) years at the time of publication of the applicable notice (unless no newspaper within the county has been published for such length) and satisfies the criteria of section 50.011(1) of the Florida Statutes, or if such newspaper is a direct successor of a newspaper which has been so published, as such provisions may be amended from time to time by law. The annual meeting notice required to be published by Section 189.015 of the Florida Statutes, shall be published as provide in Chapter 50 of the Florida Statutes, and such notice published consistent therewith shall satisfy the requirement to give at least seven (7) days' public notice as required herein. 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 (904) 940-5850. 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.”

The date, time, and place of each meeting, hearing, or workshop of the Board shall additionally be posted on the District’s website at least seven (7) days prior to such meeting, hearing, or workshop.

- (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 an agenda of the meeting/hearing/workshop. The agenda and any meeting materials available in an electronic format, excluding any i) confidential and ii) confidential and exempt information, shall be available to the public at least seven (7) 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 comments
- 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

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 within the county in which the District is located. After an emergency meeting, the Board shall publish in a newspaper of general circulation within the county in which the District is located, 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 or as otherwise provided in the resolution approving the annual budget(s). 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 attorney 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),
 - (b) Florida Statutes; and
 - (c) Promote and encourage compliance with applicable laws, rules contracts, grant agreements, and best practices; and
 - (d) Support economical and efficient operations; and
 - (e) Ensure reliability of financial records and reports; and
 - (f) 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, in accordance with the requirements of Section 190.011(5) of the Florida Statutes, and Chapter 120 of the Florida Statutes, including but not limited to Section 120.81(2)(b) of the Florida Statutes. Rulemaking proceedings shall be deemed to have been initiated upon publication of a Notice of Rule Development by the District as required by Section 2 of this Rule. 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. 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) Requirements of a Rule. All District rules as drafted shall:
 - (a) Contain only one subject;
 - (b) Include readable language, meaning it avoids i) the use of obscure words and unnecessarily long or complicated constructions, and ii) the use of unnecessary technical or specialized language that is understood only by members of particular trades or professions;
 - (c) Be indefinite such that the rule does not include a provision whereby the rule, or a portion thereof, automatically expires or is repealed on a specific date or at the end of a specified period, unless otherwise expressly authorized by law; and
 - (d) Only incorporate material by reference in compliance with Section 120.54(1)(i) of the Florida Statutes.

- (3) Statement of Estimated Regulatory Costs. Before adopting, amending, or repealing any rule, other than an emergency rule, the District may prepare a statement of estimated regulatory costs (“**SERC**”) based on the factors set forth in Section 120.541(2) of the Florida Statutes. The District shall prepare a SERC for a proposed rule if in accordance with the requirements of Section 120.541(2) of the Florida Statutes if: i) the proposed rule will have an adverse economic impact on small business; or ii) the proposed rule is likely to directly or indirectly increase regulatory costs in excess of \$200,000 in the aggregate in the state within one (1) year after implementation of the rule.

- (4) 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 (“**Notice of Rule Development**”) setting forth the following:
 - (i) the subject area to be addressed by rule development;
 - (ii) A short, plain explanation of the purpose and effect of the proposed rule;
 - (iii) The grant of rulemaking authority for the proposed rule;
 - (iv) The law being implemented;
 - (v) The proposed rule number; and
 - (vi) If available, either the preliminary text of the proposed rule and any incorporated documents, or a statement of how a person may promptly obtain, without cost, a copy of any preliminary draft of such rule or documents.
- (b) The Notice of Rule Development shall be published in a newspaper of general circulation within the county or counties in which the District is located at least seven (7) days prior to the Notice of Rulemaking required by Section 5 of this Rule, and at least thirty-five (35) days prior to the intended action.

(5) Notice of Rulemaking.

- (a) Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall provide notice of its intended action (the “**Notice of Rulemaking**”) setting forth the following:
 - (i) A short, plain explanation of the purpose and effect of the proposed rule;
 - (ii) The proposed rule number;
 - (iii) A summary of the proposed rule or amendment;
 - (v) The grant of rulemaking authority for the proposed rule;
 - (vi) The law being implemented or interpreted;
 - (vii) The name, e-mail address, and telephone number of the agency employee who may be contacted regarding the intended action;

- (viii) A concise 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, that describes the regulatory impact of the rule in readable language;
 - (ix) The District's website where the statement of estimated regulatory costs can be viewed, in its entirety, if one has been prepared;
 - (x) 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;
 - (xi) A statement as to whether, based on the SERC or other information expressly relied upon and described by the District if no statement of regulatory costs is required, the proposed rule is expected to require legislative ratification pursuant to Section 120.541(3) of the Florida Statutes;
 - (x) The date, time, and location of the public hearing on the proposed rule;
 - (xi) The name, address, and telephone number of the District contact person who can provide information about the public hearing; and
 - (xii) A reference to both the date on which and the place where the Notice of Rule Development required by Section 4 of this Rule appeared, except when the intended action is the repeal of a rule.
- (b) The Notice of Rulemaking shall be published in a newspaper of general circulation within the county or counties in which the District is located at least seven (7) days after the Notice of Rule Development required by Section 4 of this Rule, and at least twenty-eight (28) days prior to the intended action. If the Notice of Rulemaking is not published within one-hundred eighty (180) days of the publication of the Notice of Rule Development, then the District's Board shall approve a concise statement at least seven (7) days prior to the conclusion of the one-hundred eighty (180) day timeframe identifying the reason for the delay, which may be supplemented quarterly until the District has adopted the proposed rule.

- (c) The Notice of Rulemaking shall be mailed or delivered electronically to all persons named in the proposed rule and to all persons who, at least fourteen (14) days before publication of the notice, 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 of the District's rulemaking proceedings. Such persons must furnish a mailing address or e-mail address, and may be required to pay the cost of copying and mailing as applicable.
 - (d) As of the date of publication of the Notice of Rulemaking, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the proposed rule, including all material proposed to be incorporated by reference.
- (6) Modification of Rules.
- (a) Technical Changes.
 - (i) Prior to rule adoption, the District shall publish a notice of correction (“**Notice of Correction**”) if any of the information that is required to be included in the Notice of Rulemaking, including technical changes that correct citations or grammatical, typographical or similar errors that do not otherwise affect the substance of the rule, is omitted or is incorrect. A Notice of Correction cannot be used to make substantive changes to the rule text. The Notice of Correction shall be published in a newspaper of general circulation within the county or counties in which the District is located at least seven (7) days prior to the intended action.
 - (ii) After rule adoption, a technical change to a rule may be approved at any time by the District. Promptly thereafter, a Notice of Correction shall be published by the District in the manner set forth in Section 6(a)(i) of this Rule.
 - (b) Substantive Changes.
 - (i) Prior to rule adoption, the District shall publish a notice of change (“**Notice of Change**”) if there is any substantive change, other than a technical change that corrects citations or grammatical, typographical or similar errors that do not otherwise affect the substance of the rule, to a proposed rule, including any material incorporated by reference, or to a SERC. The Notice of Change must address a summary of the change and shall be published in a newspaper of general circulation within the county or counties in which the District is located at least twenty-one (21) days prior to the intended action. The Notice of Change shall also be sent to those persons set forth in Section 5(C) of this Rule that have made requests

of the District for advance notice of its rulemaking proceedings. Any substantive change must be either be:

1. Supported by the record of the public hearing held on the proposed rule;
2. In response to written materials submitted to the District; or
3. In response to an objection with the proposed rule by the District Board.

(ii) After rule adoption, a substantive change to a rule shall be effectuated by initiating rulemaking as set forth in this Rule.

(7) Withdrawal of Proposed Rules.

- (a) Prior to the adoption of a rule, the District may elect to withdraw the proposed rule in whole or in part. After a rule has become effective, the District may only amend or repeal the rule through initiating the rulemaking procedures set forth in this Rule.
- (b) Prior to the adoption of a rule, the District shall withdraw the proposed rule if the District has either failed to adopt such rule within one-hundred eighty (180) days of the publication of the Notice of Rule Development required by Section 4 of this Rule or to approve a concise statement at least seven (7) days prior to the conclusion of the one-hundred eighty (180) day timeframe identifying the reason for the delay, which may be supplemented quarterly until the District has adopted the proposed rule.
- (c) In the event of a withdrawal of a proposed rule, the District shall publish a notice (“**Notice of Rule Withdrawal**”) in a newspaper of general circulation within the county or counties in which the District is located, and shall provide notice to those persons set forth in Section 5(c) of this Rule that have made requests of the District for advance notice of its rulemaking proceedings.
- (d) Within fifteen (15) days after the end of each calendar quarter, the District shall compile and post on its website a list of each failure to publish a Notice of Rulemaking within the timeframe prescribed by Section 5(b) of this Rule, which list shall include the information set forth in Section 120.54(3)(d)(7) of the Florida Statutes. The District is only required to provide such posting in any calendar quarter(s) in which there is an actual failure to timely publish a Notice of Rulemaking, if any.

(8) Rule Development Workshops.

- (a) Whenever requested in writing by any affected person, the District must conduct a rule development workshop prior to proposing rules for adoption for the purposes of rule development or information gathering for the preparation of the SERC, unless the Chairperson explains in writing why a workshop is unnecessary. The District may initiate a rule development workshop, but is not required to do so.
- (b) If a workshop is held, the District must ensure that the person(s) responsible for preparing the rule and the SERC, if applicable, are available to explain the District's proposed rule and to respond to questions or comments regarding the rule being developed.
- (c) The notice of any workshop shall be published in a newspaper of general circulation within the county or counties in which the District is located at least fourteen (14) days prior to the workshop setting forth the following:
 - (i) The place, date, and time of the workshop;
 - (ii) The subject area that will be addressed; and
 - (iii) The District Manager's contact information.

(9) Petitions to Initiate Rulemaking.

- (a) 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. District staff shall forward a copy of the petition to the District's Board within seven (7) days of its receipt.
- (b) If the petition is directed to an adopted rule, within thirty (30) days following the date of filing a petition, the District shall either i) initiate rulemaking proceedings, ii) otherwise comply with the requested action, or iii) deny the petition with a written statement of its reasons for the denial.
- (c) If the petition is directed to an unadopted rule, within thirty (30) days following the date of filing a petition, the District shall either i) initiate rulemaking, or ii) set a public hearing to consider whether the public interest is served adequately by the application of the proposed rule on a case-by-case basis, as contrasted with its formal adoption as a rule.
 - (i) If the District elects to hold a public hearing, notice of the public hearing ("**Notice of Rulemaking Petition Public Hearing**") shall be published in a newspaper of general circulation within the county

or counties in which the District is located. The public hearing shall be held by the District within thirty (30) days after publication of the Notice of Rulemaking Petition Public Hearing.

(ii) Not later than thirty (30) days following the date of the public hearing held pursuant to Section 9(c)(i) of this Rule, the District shall either i) initiate rulemaking proceedings, ii) otherwise comply with the requested action, or iii) deny the petition with a written statement of its reasons for the denial.

1. If the District decides to initiate rulemaking it shall proceed with the rulemaking process as set forth in this Rule.

2. If the District decides to not initiate rulemaking or otherwise comply with the requested action, the District shall publish a statement of its reasons for not initiating rulemaking or otherwise complying with the requested action and of any changes it will make in the scope or application of the unadopted rule (the “**Notice of Denial of Rulemaking Petition**”). The Notice of Denial of Rulemaking Petition shall be published in a newspaper of general circulation within the county or counties in which the District is located.

(d) Nothing in this Rule shall be construed as requiring the District to adopt, amend, or repeal a rule as initiated by petition.

(10) Public Hearing.

(a) 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 of Rulemaking, 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. When a public hearing is held, the District shall ensure that staff is available to explain the proposed rule and to respond to questions or comments regarding the proposed rule. 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.

(b) The District shall publish notice of the public hearing (“**Notice of Public Hearing**”) in a newspaper of general circulation within the county or counties in which the District is located, either in the text of the Notice of Rulemaking or in a separate publication at least seven (7) days before the

scheduled public hearing. The Notice of Public Hearing shall include the following information:

- (i) The date, time, and location of the public hearing; and
- (ii) The name, address, and telephone number of the District contact person who can provide information about the public hearing.

(11) Emergency Rule Adoption.

- (a) 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 or if the Legislature authorizes the District to adopt emergency rules. 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.
- (b) At the time or prior to the adoption of an emergency rule, the District shall post on its website a notice regarding its adoption of the emergency rule (the “**Notice of Emergency Rule**”) which includes the specific facts and reasons for finding an immediate danger to the public health, safety, or welfare and its reasons for concluding that procedure used is fair under the circumstances. The Notice of Emergency Rule shall thereafter be promptly published in a newspaper of general circulation within the county or counties in which the District is located, and shall include the following information:
 - (i) The full text of the rule(s); and
 - (ii) The District’s findings of immediate danger, necessity, and procedural fairness or a citation to the grant of emergency rulemaking authority.
- (c) An emergency rule shall be effective immediately upon adoption by the District, or on a date less than twenty (20) days thereafter if specified in the emergency rule if the District finds that a later effective date is necessary because of immediate danger to the public health, safety, or welfare. An emergency rule may not be effective for a period of more than ninety (90) days after adoption and may not be renewable, unless the District has initiated rulemaking to adopt rules addressing the subject of the emergency rule and either i) a challenge to the proposed rules has been filed and remains pending or ii) the proposed rules are awaiting ratification by the Legislature, if applicable. Nothing in this paragraph prohibits the District from adopting a rule identical to the emergency rule through the non-emergency rulemaking procedures set forth in this Rule.

- (i) If an emergency rule is being renewed in accordance with Section 11(d) of this Rule, notice of the renewal of the emergency rule (the “**Notice of Renewal of Emergency Rule**”) shall be published before the expiration of the existing emergency rule. The Notice of Renewal of Emergency Rule shall be published in a newspaper of general circulation within the county or counties in which the District is located and shall include the specific facts and reasons for such renewal.
- (ii) For emergency rules with an effective period of longer than ninety (90) days which are intended to replace an existing rule, the Rulemaking Record for the existing rule, as required by Section 13 of this Rule, shall specifically identify the emergency rule that is intended to supersede the existing rule as well as the date that the emergency rule was adopted by the District.
- (d) The District may supersede an emergency rule in effect through the adoption of another emergency rule before the superseded rule expires. The District shall post on its website and publish a Notice of Emergency Rule, in accordance with Section 11(b) of this Rule, identifying the reason for adopting the superseding rule. The superseding rule shall not be in effect longer than the duration of the effective period of the superseded rule.
- (e) The District may make technical changes to an emergency rule within the first seven (7) days after the rule is adopted, and such changes shall be published in a Notice of Correction as set forth in Section 6(a) of this Rule.
- (f) The District may repeal an emergency rule before it expires by publishing a notice (“**Notice of Repeal of Emergency Rule**”) in a newspaper of general circulation within the county or counties in which the District is located. The Notice of Repeal of Emergency Rule shall include the following information:
 - (i) The full text of the emergency rule and a summary thereof;
 - (ii) The rule number; and
 - (iii) A short and plain explanation as to why the conditions specified in the Notice of Emergency Rule no longer require the emergency rule.
- (12) 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 within the county or counties in which the District is located.

- (13) Rulemaking Record. In all rulemaking proceedings, the District shall compile and maintain a rulemaking record (“**Rulemaking Record**”) which shall be on file with the District at least twenty-one (21) days prior to the proposed adoption date of the rule. The Rulemaking Record shall include, as applicable:
- (a) A copy of the rule;
 - (b) Any material incorporated by reference in the rule;
 - (c) A detailed written statement of the facts and circumstances justifying the proposed rule;
 - (d) Any SERC for the rule, if required by Section 120.54(3)(b)1. of the Florida Statutes or otherwise prepared, and any information created or used by the District in determining whether a SERC is required;
 - (e) A statement of the extent to which the proposed rule relates to federal standards on rules on the same subject;
 - (f) The Notice of Rule Development, Notice of Rulemaking, and notice(s) of any workshops held pursuant to Section 8 of this Rule; and
 - (g) If an emergency rule is intended to supersede an existing rule, the emergency rule number and the date that the emergency rule was adopted by the District.
- (14) Petitions to Challenge Rules.
- (a) Any person substantially affected by a proposed or existing 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.
 - (i) A petition alleging the invalidity of a proposed rule shall be filed within twenty-one (21) days after the date of publication of Notice of Rulemaking, within ten (10) days after the final public hearing is held on the proposed rule; within twenty (20) days after the SERC or revised SERC has been prepared and made available as provided in Section 120.541(1)(d) of the Florida Statutes, if applicable; or within twenty (20) days after the date of publication of the Notice of Rule Withdrawal required by Section 7(c) of this Rule.
 - (ii) A petition alleging the invalidity of an existing rule may be filed at any time during which the rule is in effect.
 - (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 proposed or existing rule is substantially affected by it. A person who is not substantially affected by the proposed rule as initially noticed, but who is substantially affected by the rule as a result of a change, may challenge any provision of the resulting proposed rule.

- (c) The petition shall be filed with the District. Within ten (10) days after receiving the petition, or seven (7) days if the challenge relates to an emergency rule, 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 thirty (30) days thereafter, or fourteen (14) days if the challenge relates to an emergency rule, 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) At the hearing, 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.
- (e) Hearings held under this section shall be de novo in nature. For proposed rules, the petitioner has the burden to prove by a preponderance of the evidence that it would be substantially affected by the proposed rule, and the District has the burden to prove by a preponderance of the evidence that the proposed rule is not an invalid exercise of delegated legislative authority as to the objections raised. For existing rules, 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. During the hearing, 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) Within thirty (30) days after the hearing, or fourteen (14) days of the challenge relate to an emergency rule, the hearing officer shall render a decision and state the reasons therefor in writing. The hearing officer's order shall be considered final agency action. The hearing officer may declare all or part of a proposed or existing rule invalid. For a proposed rule, the proposed rule or provision thereof declared invalid shall not be adopted unless the decision of the hearing officer is reversed on appeal. In the event part of a proposed rule is declared invalid, the District may, in its sole discretion, withdraw the proposed rule in its entirety. For an existing rule, the rule or part thereof declared invalid shall become void when the time for filing an appeal expires. In the event that a proposed or existing rule has been declared invalid in whole or part, the District shall promptly publish notice of such occurrence published in a newspaper of general circulation within the county or counties in which the District is located.
- (15) Variations 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. Variations and waivers from District rules may be granted subject to the following:
- (a) Variations 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 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. The District shall maintain a record of the type and disposition of each petition filed.
- (16) Rates, Fees, Rentals and Other Charges. All rates, fees, rentals, or other charges shall be subject to rulemaking proceedings.

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

Law Implemented: §§ 120.54, 120.542, 120.5435, 120.56, 120.81(2), 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 two million dollars (\$2,000,000), for a study activity when the fee for such Professional Services to the District does not exceed two hundred thousand dollars (\$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 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 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 within the county or counties in which the District is located 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. 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 proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Request for Qualifications. 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. “**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. 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) Establishment of Auditor Selection Committee. Prior to a public announcement under section (3) of this Rule that Auditing Services are required, the Board shall establish an 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 shall include at least three individuals, at least one of which must also 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.
- (2) Establishment of Minimum Qualifications and Evaluation Criteria. Prior to a public announcement under section (3) 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 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 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) Ability to furnish the required services; and
 - (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.

- (3) Public Announcement. After identifying the factors to be used in evaluating the proposals for Auditing Services as set forth in section (2) 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 within the county or counties in which the District is located. The public announcement shall allow for at least seven (7) days for the submission of proposals.
- (4) 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, which may be submitted either electronically or via hard copy as determined by the District and provided for in the RFP. For the avoidance of doubt, the Proposals shall not be required to be publicly opened at the date, time, and place provided for in the RFP relative to the submission of Proposals.

- (5) 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 (2)(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.
- (6) 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.

- (7) 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 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.
- (8) 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 e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the RFP. 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 county or counties in which the District is located. 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. 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 proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid. 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 county or counties in which the project 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 e-mail, United States Mail, hand delivery, 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 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) 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.

- (k) Notice of intent to pre-qualify, including rejection of some or all qualifications, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Request for Qualifications. 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.

(2) 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 within the county or counties 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 e-mail (with a delivery and read receipt), United States Mail, hand delivery, 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 e-mail, United States Mail, hand delivery, or 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 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 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) 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 proceed with the procurement of construction services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the construction services without further competitive selection processes.
- (k) 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.

- (1) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. 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.
- (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 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 within the county in which the project 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 e-mail, United States Mail, hand delivery, 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 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) Responsive Proposals are received, the District may purchase design-build services or may reject the proposals for lack of competitiveness. If no Responsive Proposals are received, the District may proceed with the procurement of design-build services in the manner the Board determines is in the best interests of the District, which 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 proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of

the Board meeting where the proposals were evaluated if so provided for in the Design Criteria Package. 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. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the second 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 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 shall require that the contractor, before commencing the work, execute and record a payment and performance bond, or other acceptable surety, 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 or counties 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 e-mail, United States Mail, hand delivery, 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 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 Responsive and Responsible 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 proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. 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) Responsive Bids, Proposals, Replies, or Responses 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 proceed with the procurement of goods, supplies, and materials, in the manner the Board determines is in the best interests of the District, which

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 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 county or counties 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 e-mail, United States Mail, hand delivery, 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 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 proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. 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 proceed with the procurement of maintenance services, in the manner the Board determines is in the best interests of the District, which 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 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.

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 or after posting on the District's website if so provided for in 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 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 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, any person who files a notice of protest must post the protest bond. The amount and form of the protest bond 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 e-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 e-mail (with a delivery and read receipt), 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) 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.
- (6) Judicial Review. A party who is adversely affected by final District action is entitled to judicial review. Judicial review shall be sought in the county where the District is located. All proceedings shall be instituted by filing a notice of appeal or petition for review in accordance with the Florida Rules of Appellate Procedure within thirty (30) calendar days after the rendition of the decision being appealed. The filing of an appeal does not itself stay enforcement of the final District decision. Judicial review of any District action shall be confined to the record transmitted. The record for judicial review shall be compiled in accordance with the Florida Rules of Appellate Procedure. Failure to file a notice of appeal or petition for review within the time prescribed herein shall constitute a waiver of judicial review proceedings.
- (7) Intervenors. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- (8) 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: §§ 120.69(2)(a), 190.033, Fla. Stat.

Rule 4.0 Effective Date.

These Rules shall be effective _____, 2025, 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.

TENTH ORDER OF BUSINESS

A.

Meadow View at Twin Creeks
Community Development District

Unaudited Financial Reporting
March 31, 2026



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Meadow View at Twin Creeks

Community Development District

Combined Balance Sheet

March 31, 2026

	General Fund	Debt Service Fund	Capital Project Fund	Capital Reserve Fund	Totals Governmental Funds
Assets:					
<u>Cash:</u>					
Operating Account	\$ 60,740	\$ -	\$ -	\$ 3,907	\$ 64,647
Assessments Receivable	-	-	-	-	-
Due from General Fund	-	-	-	-	-
Due from Debt Service	-	-	-	-	-
Due from Developer - BBX	-	-	-	-	-
Due from Developer - Dreamfinders	1,719	-	-	-	1,719
Due from Other	4,921	-	-	-	4,921
Due from Capital Reserve	-	-	-	-	-
<u>Investments:</u>					
General Fund Custody	297,452	-	-	-	297,452
State Board of Administration (SBA)-GF	1,700,936	-	-	-	1,700,936
State Board of Administration (SBA)-Fence Easement	98,798	-	-	-	98,798
State Board of Administration (SBA)-Capital Reserve	-	-	-	243,267	243,267
<u>Series 2016</u>					
Reserve	-	154,706	-	-	154,706
Revenue	-	532,325	-	-	532,325
<u>Series 2018</u>					
Reserve A1	-	213,214	-	-	213,214
Revenue A1	-	701,592	-	-	701,592
Reserve A2	-	-	-	-	-
Revenue A2	-	-	-	-	-
Prepayment A 2	-	-	-	-	-
<u>Series 2019</u>					
Reserve	-	89,735	-	-	89,735
Revenue	-	290,876	-	-	290,876
Prepayment A1	-	24,163	-	-	24,163
<u>Series 2020</u>					
Reserve A1	-	43,633	-	-	43,633
Revenue A1	-	135,514	-	-	135,514
Prepayment A1	-	1,035	-	-	1,035
<u>Series 2021 Ph3B</u>					
Reserve	-	140,119	-	-	140,119
Revenue	-	298,258	-	-	298,258
Prepayment	-	87	-	-	87
Construction	-	-	22,119	-	22,119
<u>Series 2021 Ph4</u>					
Reserve	-	211,019	-	-	211,019
Interest	-	-	-	-	-
Revenue	-	433,705	-	-	433,705
Prepayment	-	81	-	-	81
Construction	-	-	32,886	-	32,886
Due From Developer - BBXRETAINAGE	-	-	-	-	-
Prepaid Expenses	6,716	-	-	-	6,716
Deposits	3,760	-	-	-	3,760
Total Assets	\$ 2,175,042	\$ 3,270,063	\$ 55,005	\$ 247,174	\$ 5,747,284

Meadow View at Twin Creeks

Community Development District

Combined Balance Sheet

March 31, 2026

	General Fund	Debt Service Fund	Capital Project Fund	Capital Reserve Fund	Totals Governmental Funds
Liabilities:					
Accounts Payable	\$ 101,200	\$ -	\$ -	\$ 9,217	\$ 110,417
Total Liabilities	\$ 101,200	\$ -	\$ -	\$ 9,217	\$ 110,417
Fund Balance:					
Nonspendable:					
Prepaid Items	\$ 6,716	\$ -	\$ -	\$ -	\$ 6,716
Deposits	3,760	-	-	-	3,760
Restricted for:					
Debt Service	-	3,270,063	-	-	3,270,063
Capital Project	-	-	55,005	-	55,005
Assigned for:					
Capital Reserve Fund	-	-	-	237,957	237,957
Capital Reserves	-	-	-	-	-
Unassigned	2,063,367	-	-	-	2,063,367
Total Fund Balances	\$ 2,073,843	\$ 3,270,063	\$ 55,005	\$ 237,957	\$ 5,636,868
Total Liabilities & Fund Balance	\$ 2,175,042	\$ 3,270,063	\$ 55,005	\$ 247,174	\$ 5,747,284

Meadow View at Twin Creeks

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending March 31, 2026

	Adopted Budget	Prorated Budget Thru 03/31/26	Actual Thru 03/31/26	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 2,220,364	\$ 2,179,340	\$ 2,179,340	\$ -
Special Assessments - Gate Monitoring*	32,500	32,500	32,500	-
Interest/Miscellaneous Income	25,000	12,500	25,474	12,974
Restricted Easement Fence Fund	-	-	4,200	4,200
Facility Revenue	20,000	10,000	11,905	1,905
Total Revenues	\$ 2,297,864	\$ 2,234,340	\$ 2,253,419	\$ 19,079
Expenditures:				
<u>General & Administrative:</u>				
Supervisor Fees	\$ 9,600	\$ 4,800	\$ 4,800	\$ -
PR-FICA	734	367	367	-
Engineering	36,000	18,000	18,276	(276)
Attorney	30,000	15,000	9,631	5,369
Annual Audit	7,700	-	-	-
Assessment Administration	11,573	11,573	11,573	-
Arbitrage Rebate	3,600	3,000	3,000	-
Dissemination Agent	14,466	7,233	7,233	-
Trustee Fees	24,241	24,241	20,497	3,744
Management Fees	60,289	30,145	30,144	-
Information Technology	1,865	932	933	-
Website Maintenance	1,336	668	668	-
Website Hosting	3,600	1,800	-	1,800
Telephone	700	350	390	(40)
Postage & Delivery	1,600	800	957	(157)
Insurance General Liability/Public Officials	9,824	9,824	9,256	568
Printing & Binding	2,300	1,150	255	895
Legal Advertising	1,500	750	754	(4)
Other Current Charges	1,600	800	707	93
Office Supplies	300	150	4	146
Dues, Licenses & Subscriptions	175	175	175	-
Total General & Administrative	\$ 223,003	\$ 131,758	\$ 119,620	\$ 12,139

Meadow View at Twin Creeks

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending March 31, 2026

	Adopted Budget	Prorated Budget Thru 03/31/26	Actual Thru 03/31/26	Variance
<i>Operations & Maintenance</i>				
Amenity Center Expenditures				
<i>Utilities</i>				
Telephone/Cable/Internet	\$ 14,902	\$ 7,451	\$ 7,719	\$ (268)
Electric	48,000	24,000	18,409	5,591
Water/Sewer/Irrigation	55,000	27,500	26,507	993
Gas	2,500	1,250	890	360
Trash Removal	9,860	6,356	6,356	-
<i>Security</i>				
Security Monitoring	1,440	720	666	54
Gate Monitoring	32,500	16,250	16,083	167
Gate Repairs	3,000	1,077	1,077	-
Access Cards	1,500	353	353	-
Contacted Security	30,000	15,000	8,101	6,899
<i>Management Contracts</i>				
Facility Management	104,652	52,326	52,326	0
Facility Attendant	41,498	20,749	13,190	7,560
Pool Attendants	61,479	2,600	2,600	-
Pool Monitors	6,000	-	-	-
Canoe Launch Attendant	2,000	-	-	-
Field Management / Admin	100,700	50,350	50,350	-
Pool Maintenance	21,000	10,500	6,815	3,686
Pool Chemicals	29,044	14,522	13,831	692
Janitorial	31,940	15,970	10,939	5,031
Facility Maintenance	103,200	51,600	45,567	6,033
Private Event Attendant	6,500	3,250	3,702	(452)
Repairs & Maintenance	62,800	40,141	40,141	-
Pressure Washing	10,000	5,000	3,824	1,176
Food Service License	600	300	-	300
Community Website Services	3,600	1,800	1,840	(40)
Subscriptions	4,000	2,000	1,514	486
Pest Control	2,878	1,439	1,420	19
Supplies	1,800	900	-	900
Furnitures, Fixtures & Equipment	5,000	347	347	-
Special Events	25,000	17,632	17,632	-
Holiday Decorations	20,000	20,000	27,262	(7,262)
Fitness Center Repairs/Supplies	5,500	2,750	925	1,825
Office Supplies	2,050	1,025	2,850	(1,825)
ACA++SCAP/BMI Licenses	800	400	-	400
Property Insurance	74,906	74,906	66,386	8,520
Permit and License	850	-	-	-
Rental and Leases	-	-	3,559	(3,559)
Subtotal Amenity Center Expenditures	\$ 926,499	\$ 490,465	\$ 453,180	\$ 37,285

Meadow View at Twin Creeks

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending March 31, 2026

	Adopted Budget	Prorated Budget Thru 03/31/26	Actual Thru 03/31/26	Variance
Ground Maintenance Expenditures				
Hydrology Quality/Mitigation	\$ 6,400	\$ -	\$ -	\$ -
Electric	36,321	18,160	16,051	2,109
Landscape Maintenance	592,940	296,470	298,007	(1,537)
Mulching	73,664	45,410	45,410	-
Annuals Rotation	52,020	13,005	13,005	-
Landscape Contingency	74,000	21,579	21,579	-
Tree Removal	15,000	982	982	-
Lake Maintenance	31,118	15,559	15,559	-
Grounds Maintenance	41,400	20,700	16,653	4,047
Pump Repairs	15,000	1,440	1,440	-
Streetlighting	87,000	43,500	41,620	1,880
Streetlight Repairs	5,000	2,500	3,168	(668)
Irrigation Repairs	40,000	20,000	8,565	11,435
Miscellaneous	2,500	1,250	25	1,225
Contingency	26,000	13,000	4,107	8,893
Capital Reserve	50,000	50,000	50,000	-
Subtotal Ground Maintenance Expenditures	\$ 1,148,362	\$ 563,555	\$ 536,171	\$ 27,384
Total Operations & Maintenance	\$ 2,074,861	\$ 1,054,020	\$ 989,351	\$ 64,669
Total Expenditures	\$ 2,297,864	\$ 1,185,778	\$ 1,108,971	\$ 76,807
Excess (Deficiency) of Revenues over Expenditures	\$ -		\$ 1,144,448	
<i>Other Financing Sources/(Uses):</i>				
Transfer In 2018A2 and 2020A2 Close Out	\$ -		5,131	
Transfer(Out)	\$ -		(228,000)	
Total Other Financing Sources/(Uses)	\$ -		\$ (222,869)	
Net Change in Fund Balance	\$ -		\$ 921,579	
Fund Balance - Beginning	\$ -		\$ 1,152,264	
Fund Balance - Ending	\$ -		\$ 2,073,843	

(1) Includes special assessments for gate monitoring.

Meadow View at Twin Creeks

Community Development District

Capital Reserve Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending March 31, 2026

	Adopted Budget	Prorated Budget Thru 03/31/26	Actual Thru 03/31/26	Variance
Revenues				
Capital Reserve Transfer In	\$ 50,000	\$ 50,000	\$ 50,000	\$ -
Interest	1,000	500	1,915	1,415
Total Revenues	\$ 51,000	\$ 50,500	\$ 51,915	\$ 1,415
Expenditures:				
Capital Outlay	\$ 15,000	\$ 15,000	\$ 25,197	\$ (10,197)
Repair and Replacement	-	-	46,213	(46,213)
Other Current Charges	-	-	-	-
Total Expenditures	\$ 15,000	\$ 15,000	\$ 71,410	\$ (10,197)
Excess (Deficiency) of Revenues over Expenditures	\$ 36,000		\$ (19,495)	
Other Financing Sources/(Uses)				
Transfer In/(Out)	\$ -	\$ -	\$ 228,000	\$ 228,000
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ 228,000	\$ 228,000
Net Change in Fund Balance	\$ 36,000		\$ 208,505	
Fund Balance - Beginning	\$ 29,307		\$ 29,452	
Fund Balance - Ending	\$ 65,307		\$ 237,957	

Meadow View at Twin Creeks

Community Development District

Debt Service Fund Series 2016 A1

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending March 31, 2026

	Adopted Budget	Prorated Budget Thru 03/31/26	Actual Thru 03/31/26	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 443,364	\$ 435,291	\$ 435,291	\$ -
Interest Income	12,000	6,000	7,609	1,609
Total Revenues	\$ 455,364	\$ 441,291	\$ 442,900	\$ 1,609
Expenditures:				
Interest - 11/1	\$ 150,113	\$ 150,113	\$ 150,113	\$ -
Interest - 5/1	150,113	-	-	-
Principal - 5/1	145,000	-	-	-
Total Expenditures	\$ 445,225	\$ 150,113	\$ 150,113	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 10,139	\$ 291,179	\$ 292,787	\$ 1,609
Other Financing Sources/(Uses):				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 10,139	\$ 291,179	\$ 292,787	\$ 1,609
Fund Balance - Beginning	\$ 234,748		\$ 394,243	
Fund Balance - Ending	\$ 244,888		\$ 687,031	

Meadow View at Twin Creeks

Community Development District

Debt Service Fund Series 2018 A1/A2

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending March 31, 2026

	Adopted Budget	Prorated Budget Thru 03/31/26	Actual Thru 03/31/26	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 612,533	\$ 601,380	\$ 601,380	\$ -
Interest Income	20,000	10,000	10,053	53
Total Revenues	\$ 632,533	\$ 611,380	\$ 611,433	\$ 53
Expenditures:				
Interest - 11/1	\$ 222,338	\$ 222,338	\$ 222,338	\$ -
Interest - 5/1	222,338	-	-	-
Principal - 5/1	170,000	-	-	-
Total Expenditures	\$ 614,675	\$ 222,338	\$ 222,338	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 17,858	\$ 389,043	\$ 389,095	\$ 53
Other Financing Sources/(Uses):				
Transfer In/(Out)	\$ -	\$ -	\$ (3,175.03)	\$ (3,175)
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ (3,175)	\$ (3,175)
Net Change in Fund Balance	\$ 17,858	\$ 389,043	\$ 385,920	\$ (3,122)
Fund Balance - Beginning	\$ 309,007		\$ 528,885	
Fund Balance - Ending	\$ 326,865		\$ 914,806	

Meadow View at Twin Creeks

Community Development District

Debt Service Fund Series 2019 A1/A2

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending March 31, 2026

	Adopted Budget	Prorated Budget Thru 03/31/26	Actual Thru 03/31/26	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 255,335	\$ 250,686	\$ 250,686	\$ -
Interest Income	9,000	4,500	4,156	(344)
Total Revenues	\$ 264,335	\$ 255,186	\$ 279,005	\$ 23,819
Expenditures:				
Interest - 11/1	\$ 93,645	\$ 93,645	\$ 93,645	\$ -
Interest - 2/1	65,000	-	-	-
Principal - 5/1	93,645	-	-	-
Total Expenditures	\$ 252,290	\$ 93,645	\$ 93,645	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 12,045	\$ 161,541	\$ 185,360	\$ 23,819
Other Financing Sources/(Uses):				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 12,045	\$ 161,541	\$ 185,360	\$ 23,819
Fund Balance - Beginning	\$ 126,995		\$ 219,414	
Fund Balance - Ending	\$ 139,040		\$ 404,774	

Meadow View at Twin Creeks

Community Development District

Debt Service Fund Series 2020 A1/A2

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending March 31, 2026

	Adopted Budget	Prorated Budget Thru 03/31/26	Actual Thru 03/31/26	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 113,041	\$ 110,983	\$ 110,983	\$ -
Interest Income	5,000	2,500	2,091	(409)
Total Revenues	\$ 118,041	\$ 113,483	\$ 113,074	\$ (409)
Expenditures:				
Interest - 11/1	\$ 40,909	\$ 40,909	\$ 40,909	\$ -
Interest - 5/1	40,909	-	-	-
Principal - 5/1	30,000	-	-	-
Total Expenditures	\$ 111,819	\$ 40,909	\$ 40,909	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 6,222	\$ 72,573	\$ 72,165	\$ (409)
Other Financing Sources/(Uses):				
Transfer In/(Out)	\$ -	\$ -	\$ (1,956)	\$ (1,956)
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ (1,956)	\$ (1,956)
Net Change in Fund Balance	\$ 6,222	\$ 72,573	\$ 70,209	\$ (2,365)
Fund Balance - Beginning	\$ 65,250		\$ 109,973	
Fund Balance - Ending	\$ 71,473		\$ 180,182	

Meadow View at Twin Creeks

Community Development District

Debt Service Fund Series 2021 Phase 3B

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending March 31, 2026

	Adopted Budget	Prorated Budget Thru 03/31/26	Actual Thru 03/31/26	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 277,963	\$ 272,807	\$ 272,807	\$ -
Interest Income	9,000	4,500	4,900	400
Prepayments	-	-	-	-
Total Revenues	\$ 286,963	\$ 277,307	\$ 277,707	\$ 400
Expenditures:				
Interest - 11/1	\$ 82,495	\$ 82,495	\$ 82,495	\$ -
Special Call - 11/1	-	-	5,000	(5,000)
Interest - 5/1	82,495	-	-	-
Principal - 5/1	110,000	-	-	-
Total Expenditures	\$ 274,990	\$ 82,495	\$ 87,495	\$ (5,000)
Excess (Deficiency) of Revenues over Expenditures	\$ 11,973	\$ 194,812	\$ 190,212	\$ (4,600)
Other Financing Sources/(Uses):				
Transfer In/(Out)	\$ -	\$ -	\$ (2,890)	\$ (2,890)
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ (2,890)	\$ (2,890)
Net Change in Fund Balance	\$ 11,973	\$ 194,812	\$ 187,322	\$ (7,490)
Fund Balance - Beginning	\$ 106,534		\$ 251,143	
Fund Balance - Ending	\$ 118,506		\$ 438,465	

Meadow View at Twin Creeks

Community Development District

Debt Service Fund Series 2021 Phase 4

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending March 31, 2026

	Adopted	Prorated Budget	Actual	
	Budget	Thru 03/31/26	Thru 03/31/26	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 422,200	\$ 414,730	\$ 414,730	\$ -
Interest Income	12,000	6,000	7,036	1,036
Total Revenues	\$ 434,200	\$ 420,730	\$ 421,766	\$ 1,036
Expenditures:				
Interest - 11/1	\$ 127,693	\$ 127,693	\$ 127,693	\$ -
Special Call - 11/1	-	-	5,000	(5,000)
Interest - 5/1	127,693	-	-	-
Principal - 5/1	165,000	-	-	-
Total Expenditures	\$ 420,385	\$ 127,693	\$ 132,693	\$ (5,000)
Excess (Deficiency) of Revenues over Expenditures	\$ 13,815	\$ 293,037	\$ 289,073	\$ (3,964)
Other Financing Sources/(Uses):				
Transfer In/(Out)	\$ -	\$ -	\$ (3,911)	\$ (3,911)
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ (3,911)	\$ (3,911)
Net Change in Fund Balance	\$ 13,815	\$ 293,037	\$ 285,162	\$ (7,875)
Fund Balance - Beginning	\$ 142,572		\$ 359,643	
Fund Balance - Ending	\$ 156,387		\$ 644,805	

Meadow View at Twin Creeks

Community Development District

Capital Projects Fund Series 2021 Phase 3B

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending March 31, 2026

	Actual
	Thru 03/31/26
Revenues	
Interest Income	\$ 373
Developer Contributions	34,116
Total Revenues	\$ 34,488
Expenditures:	
Capital Outlay	\$ 34,116
Total Expenditures	\$ 34,116
Excess (Deficiency) of Revenues over Expenditures	\$ 373
Other Financing Sources/(Uses)	
Transfer In/(Out)	\$ 2,890
Total Other Financing Sources (Uses)	\$ 2,890
Net Change in Fund Balance	\$ 3,263
Fund Balance - Beginning	\$ 18,856
Fund Balance - Ending	\$ 22,119

Meadow View at Twin Creeks

Community Development District

Capital Projects Fund Series 2021 Phase 4

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending March 31, 2026

	Actual
	Thru 03/31/26
Revenues	
Interest Income	\$ 560
Developer Contribution	78,648
Total Revenues	\$ 79,208
Expenditures:	
Capital Outlay	\$ 78,648
Total Expenditures	\$ 78,648
Excess (Deficiency) of Revenues over Expenditures	\$ 560
Other Financing Sources/(Uses)	
Transfer In/(Out)	\$ 3,911
Total Other Financing Sources (Uses)	\$ 3,911
Net Change in Fund Balance	\$ 4,471
Fund Balance - Beginning	\$ 28,415
Fund Balance - Ending	\$ 32,886

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:	5/1/2047
Reserve Fund Definition	30% of Max Annual Debt Service
Reserve Fund Requirement	\$132,765
Reserve Fund Balance	154,706
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)
Less: May 1, 2020	(\$110,000)
Less: May 1, 2021	(\$115,000)
Less: May 1, 2022	(\$120,000)
Less: May 1, 2023	(\$125,000)
Less: May 1, 2024	(\$130,000)
Less: May 1, 2025	(\$140,000)
Current Bonds Outstanding	\$5,695,000

Series 2018 A1 Special Assessment Bonds	
Interest Rate:	4.25%-5.8%
Maturity Date:	5/1/1949
Reserve Fund Definition	30% of MADS
Reserve Fund Requirement	\$183,765
Reserve Fund Balance	213,214
Bonds outstanding - 11/19/2018	\$8,955,000
Less: May 1, 2020	(\$130,000)
Less: May 1, 2021	(\$135,000)
Less: May 1, 2022	(\$140,000)
Less: May 1, 2023	(\$150,000)
Less: May 1, 2024	(\$155,000)
Less: May 1, 2025	(\$160,000)
Current Bonds Outstanding	\$8,085,000

Series 2019 A1 Special Assessment Bonds	
Interest Rate:	5.20%-5.70%
Maturity Date:	5/1/1949
Reserve Fund Definition	30% of MADS
Reserve Fund Requirement	\$76,500
Reserve Fund Balance	89,735
Bonds outstanding - 2/25/2019	\$3,660,000
Less: May 1, 2020	(\$50,000)
Less: May 1, 2021	(\$50,000)
Less: May 1, 2022	(\$55,000)
Less: May 1, 2023	(\$60,000)
Less: May 1, 2024	(\$60,000)
Less: May 1, 2024 - Special Call	(\$30,000)
Less: February 1, 2025 - Special Call	(\$5,000)
Less: May 1, 2025	(\$65,000)
Current Bonds Outstanding	\$3,285,000

Meadow View at Twin Creeks

Community Development District

Long Term Debt Report

Series 2020 A1 Special Assessment Bonds	
Interest Rate:	4.25%
Maturity Date:	5/1/2026
Reserve Fund Definition	30% of MADS
Reserve Fund Requirement	\$33,986
Reserve Fund Balance	43,633
Bonds outstanding - 5/18/2020	\$1,685,000
Less: November 1, 2021 (Prepayment)	(\$20,000)
Less: May 1, 2022	(\$25,000)
Less: May 1, 2023	(\$25,000)
Less: May 1, 2024	(\$25,000)
Less: May 1, 2025	(\$30,000)
Current Bonds Outstanding	\$1,560,000

Series 2021 PH 3B Special Assessment Bonds	
Interest Rate:	2.40-3.75%
Maturity Date:	5/1/2052
Reserve Fund Definition	50% of MADS
Reserve Fund Requirement	\$138,981
Reserve Fund Balance	140,119
Bonds outstanding - 10/26/2021	\$5,140,000
Less: May 1, 2023	(\$105,000)
Less: August 1, 2023	(\$20,000)
Less: May 1, 2024	(\$105,000)
Less: May 1, 2024 - Special Call	(\$5,000)
Less: May 1, 2025	(\$110,000)
Less: May 1, 2025 - Special Call	(\$25,000)
Less: November 1, 2025 - Special Call	(\$5,000)
Current Bonds Outstanding	\$4,765,000

Series 2021 PH 4 Special Assessment Bonds	
Interest Rate:	2.40-4.00%
Maturity Date:	5/1/2052
Reserve Fund Definition	50% of MADS
Reserve Fund Requirement	\$211,100
Reserve Fund Balance	211,019
Bonds outstanding - 10/26/2021	\$7,615,000
Less: May 1, 2023	(\$155,000)
Less: May 1, 2024	(\$160,000)
Less: May 1, 2025	(\$165,000)
Less: May 1, 2025 - Special Call	(\$25,000)
Less: November 1, 2025 - Special Call	(\$5,000)
Current Bonds Outstanding	\$7,105,000

TOTAL Bonds Outstanding	\$30,495,000
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B.

C.

Meadow View at Twin Creeks
COMMUNITY DEVELOPMENT DISTRICT

Fiscal Year 2026
Check Register

<i>Date</i>	<i>Check #'s</i>	<i>Amount</i>
General Fund		
3/2/26	3304-3309	\$40,361.70
3/10/26	3310-3323	36,376.01
3/18/26	3324-3334	68,179.88
3/19/26	3335-3338	9,220.40
TOTAL		\$154,137.99
Capital Reserve Fund		
3/10/26	10	\$3,773.00
3/17/26	11	8,800.00
TOTAL		\$12,573.00
Autopayments		
3/2/26	AT&T	\$74.90
3/2/26	WF CC Autopayment - Jen Erickson Clark	1,922.38
3/2/26	WF CC Autopayment - Christian Birol	2,030.79
3/2/26	RollKall Technol	1,484.43
3/3/26	TECO	129.86
3/6/26	Florida Natural Gas	54.95
3/10/26	Republic Services	989.36
3/18/26	St Johns County Utility Dept	3,813.94
3/20/26	Comcast	1,263.05
3/20/26	IRS FICA Tax Payment	122.40
3/23/26	AT&T	96.30
3/30/26	WF CC Autopayment - Christian Birol	709.66
3/30/26	WF CC Autopayment - Jen Erickson Clark	2,749.17
3/30/26	RollKall Technol	1,450.31
3/31/26	FPL	12,830.07
3/31/26	AT&T	74.90
Total Paid Electronically		\$29,796.47
Total General Fund		\$196,507.46

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
3/02/26	00204	12/03/25	CFR #64	202602	300	13100	10100			*	2,267.70		
			FNL-ILLUM SIGNS INV7403						ALLSTAR ELECTRICAL CONTRACTORS INC			2,267.70	003304
3/02/26	00189	2/27/26	3996	202603	320	57200	49400			*	596.00		
			TOY-FILLED PLASTIC EGGS										
		2/27/26	3996	202603	320	57200	49400			*	596.00		
			CANDY-FILLED PLASTIC EGGS						AYERS DISTRIBUTING COMPANY			1,192.00	003305
3/02/26	00186	3/01/26	264658	202603	320	57200	45507			*	1,368.00		
			MAR JANITORIAL SERVICES						NEWVENTURE OF JACKSONVILLE INC			1,368.00	003306
3/02/26	00209	3/01/26	3479	202603	320	57200	44205			*	300.00		
			MAR WEB HOSTING/MAINT										
		3/01/26	3479	202603	320	57200	44205			*	40.00		
			ANN FEE-KAYAK RENTAL						JSK MARKETING LLC			340.00	003307
3/02/26	00216	11/26/25	CFR #20	202602	300	13100	10101			*	34,434.00		
			DIST SIGN/INSTAL INV27033						LAKESIDE SIGN COMPANY LLC			34,434.00	003308
3/02/26	00040	2/17/26	1111244	202602	320	53800	45009			*	760.00		
			MAINLINE REPR-CONCEVE LN						YELLOWSTONE LANDSCAPE INC			760.00	003309
3/10/26	00065	2/28/26	32356	202602	320	57200	44200			*	1,075.00		
			NEW BACKFLOW INSTAL/TEST						P3 SERVICES OF FL LLC			1,075.00	003310
3/10/26	00114	3/01/26	766213	202603	320	57200	45410			*	2,680.54		
			GATE MONITORING APR26						HIDDEN EYES LLC			2,680.54	003311
3/10/26	00199	3/06/26	2026-03-	202603	320	57200	49400			*	1,550.00		
			SPRING BREAK EVENT-3/18						FIRST COAST FOAM PARTY LLC			1,550.00	003312
3/10/26	00001	3/01/26	136	202603	310	51300	34000			*	5,024.08		
			MAR MANAGEMENT FEES										
		3/01/26	136	202603	310	51300	35300			*	111.33		
			MAR WEBSITE ADMIN										
		3/01/26	136	202603	310	51300	35100			*	155.42		
			MAR INFORMATION TECH										

MVTP MEADOW VIEW TP TLEE

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
3/01/26		136		202603	310	51300	31600			*	1,205.50		
			MAR DISSEMINATION SVCS										
3/01/26		136		202603	310	51300	51000			*	.51		
			OFFICE SUPPLIES										
3/01/26		136		202603	310	51300	42000			*	169.21		
			POSTAGE										
3/01/26		136		202603	310	51300	42500			*	49.65		
			COPIES										
3/01/26		136		202603	310	51300	41000			*	85.89		
			TELEPHONE										
			GOVERNMENTAL MANAGEMENT SERVICES									6,801.59	003313
3/10/26	00020	2/28/26	440	202602	320	57200	45509			*	423.90		
			FEB PRIVATE EVT ATTENDENT										
			RIVERSIDE MANAGEMENT SERVICES									423.90	003314
3/10/26	00020	2/28/26	441	202602	320	57200	49400			*	679.50		
			FEB SPECIAL EVT ASSISTANT										
			RIVERSIDE MANAGEMENT SERVICES									679.50	003315
3/10/26	00020	2/28/26	442	202602	320	57200	45510			*	1,422.60		
			FEB FACILITY ATTENDANT										
			RIVERSIDE MANAGEMENT SERVICES									1,422.60	003316
3/10/26	00020	3/01/26	439	202603	320	57200	45504			*	8,391.67		
			MAR FIELD MGMT/ADMIN										
		3/01/26	439	202603	320	57200	45500			*	8,721.00		
			MAR FACILITY MANAGEMENT										
			RIVERSIDE MANAGEMENT SERVICES									17,112.67	003317
3/10/26	00148	2/23/26	33246	202602	320	57200	45420			*	350.00		
			REPR ENTRY GATE MAINBOARD										
			THE GATE STORE, INC.									350.00	003318
3/10/26	00077	1/27/26	0019143	202601	320	57200	45508			*	1,557.36		
			RPLD 10MFD CAPACITOR										
			THIGPEN HEATING & COOLING, INC.									1,557.36	003319
3/10/26	00077	1/28/26	0019176	202601	320	57200	45508			*	697.20		
			INSTAL NEW CONDENSING FAN										
			THIGPEN HEATING & COOLING, INC.									697.20	003320
3/10/26	00077	3/02/26	0020174	202602	320	57200	45508			*	199.00		
			DIAG-KITCHEN THERMOSTAT										
			THIGPEN HEATING & COOLING, INC.									199.00	003321

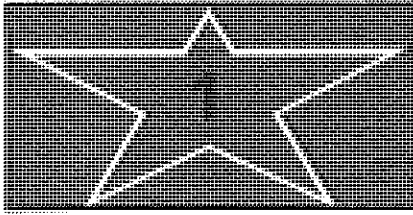
MVTP MEADOW VIEW TP TLEE

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
3/10/26	00221	2/28/26	7597080	202602	310	51300	48000		USA TODAY MEDIA CORP	*	95.84	95.84	003322
3/10/26	00040	3/02/26	1119716	202603	320	53800	45009		YELLOWSTONE LANDSCAPE INC	*	1,730.81	1,730.81	003323
3/18/26	00038	1/15/26	428000	202601	320	57200	45400		ATLANTIC SECURITY	*	110.95	110.95	003324
3/18/26	00038	1/20/26	428486	202601	320	57200	44200		ATLANTIC SECURITY	*	720.00	720.00	003325
3/18/26	00038	2/16/26	432446	202602	320	57200	45400		ATLANTIC SECURITY	*	110.95	110.95	003326
3/18/26	00223	12/19/25	93516725	202512	320	57200	45508		CINTAS	*	958.00	958.00	003327
3/18/26	00076	3/16/26	54586	202603	320	53800	45007		EAST COAST WELLS & PUMPS SERVICES	*	1,250.00	1,250.00	003328
3/18/26	00005	3/10/26	225021	202602	310	51300	31100		ENGLAND THIMS & MILLER INC	*	2,458.32	2,458.32	003329
3/18/26	00200	3/16/26	03162026	202603	320	57200	49400		REBECCA WENGROW FIXEL	*	225.00		
		3/16/26	03162026	202603	320	57200	49400			*	500.00		
		3/16/26	03162026	202603	320	57200	49400			*	225.00		
		3/16/26	03162026	202603	320	57200	49400			*	250.00		
		3/16/26	03162026	202603	320	57200	49400			*	250.00		
		3/16/26	03162026	202603	320	57200	49400			*	500.00		
												1,950.00	003330

MVTP MEADOW VIEW TP TLEE

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
3/18/26	00020	3/12/26	443	202602	320	57200	45508		FACILITY MAINTENANCE-FEB	*	4,500.00		
		3/12/26	443	202602	320	57200	44200		REPAIRS & MAINTENANCE-FEB	*	3,200.00		
		3/12/26	443	202602	320	53800	45006		GROUND MAINTENANCE-FEB	*	2,300.00		
		3/12/26	443	202602	320	53800	45011		CONTINGENCY-FEB	*	208.40		
RIVERSIDE MANAGEMENT SERVICES												10,208.40	003331
3/18/26	00077	3/11/26	0020350	202603	320	57200	45508		COMMERICAL PLANNED MAINT	*	505.00		
THIGPEN HEATING & COOLING, INC.												505.00	003332
3/18/26	00046	3/16/26	62195774	202603	320	57200	45917		MAR PEST CONTROL SERVICES	*	240.38		
TURNER PEST CONTROL LLC												240.38	003333
3/18/26	00040	3/01/26	1123150	202603	320	53800	45003		MAR LANDSCAPE MAINTENANCE	*	49,667.88		
YELLOWSTONE LANDSCAPE INC												49,667.88	003334
3/19/26	00215	1/01/26	20251834	202601	320	57200	45506		JAN POOL CHEMICALS	*	2,305.10		
COASTAL POOL CARE LLC												2,305.10	003335
3/19/26	00215	12/01/25	20251669	202512	320	57200	45506		DEC POOL CHEMICALS	*	2,305.10		
COASTAL POOL CARE LLC												2,305.10	003336
3/19/26	00215	2/01/26	20251829	202602	320	57200	45506		FEB POOL CHEMICALS	*	2,305.10		
COASTAL POOL CARE LLC												2,305.10	003337
3/19/26	00215	3/01/26	20252327	202603	320	57200	45506		MAR POOL CHEMICALS	*	2,305.10		
COASTAL POOL CARE LLC												2,305.10	003338
TOTAL FOR BANK A											154,137.99		
TOTAL FOR REGISTER											154,137.99		

MVTP MEADOW VIEW TP TLEE



APPROVED CONSTRUCTION FUNDING
 LAST PAYMENT
 CHRISTIAN BIROL 12/05/2025

Allstar Electrical Contractors Inc.

135 Jenkins Street Suite 105B #107
 Saint Augustine, FL 32086 US
 (904)460-1001
 allstar@allstar-electric.org
 http://www.allstar-electric.org

Code to: 1.300.13100.10100

RECEIVED
 By Tara Lee at 11:15 am, Feb 25, 2026

INVOICE

BILL TO
 Meadow View At Twin Creeks CDD
 850 Beacon Lake Parkway
 St Augustine, FL 32210

INVOICE 7403
 DATE 12/03/2025
 TERMS Net 15
 DUE DATE 12/18/2025

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Sales:Sales Item Horizontal Bore from existing power to new location needing power: Location 1: Beacon Lake Parkway and Garda Ct/Concave Lane 100 Feet Location 2: Beacon Lake Parkway and Concave lane to existing transformer This Location requires a Meter and Small Panel to service the new Stop Sign location tapped off of an existing Transformer #1800 or 18001 or 44635 Location 3: Trophy Lake Dr and Twin Creeks Drive 94 Feet (existing power at stop sign) We will do our best to minimize damage to area, but are not responsible to replace or repair grass that may be damaged.	0.10	13,500.00	1,350.00
	Sales:Sales Item Labor and Material for wiring through horizontal bore and connecting to sign with coordination with FPL and County for permitting. Location 4: Charlie way and Beacon Parkway will be tied into existing 120v circuit for landscape lighting.	0.10	6,862.00	686.20
	Sales:Sales Item Phase 4 at Heron Oaks Drive: Install meter and sub panel with photo eye and power for new entrance sign on opposite side of the cart path. Requires mobile jetting service		2,315.00	231.50
	Administrative:Office Related We will require a deposit of 50% to schedule and secure material. Final payment upon completion of work with a Net 15 Payment.	1	0.00	0.00

Our Family Company appreciates your Business!
 Please do not hesitate to contact us for any reason.

BALANCE DUE

\$2,267.70

All Materials provided by ASECI are warrantied for 1 year after the Date of the work performed.
 There will be a 1% Late fee at 15 days past due and an Accrued Late Fee per 30 days past due

License #EC13012959

Ayers Distributing Company
 1191 Pioneer Circle
 Watkinsville, GA 30677
 1-800-647-3509
 FAX 706-757-3939

INVOICE 3996

DATE: 2-27-26
 SALES PERSON: BSV

SOLD TO

MEADOWVIEW AT TWIN CREEKS CDD
 475 W TOWN PLACE #114
 SAINT AUGUSTINE, FL 32092

SHIP TO

BEACON LAKE
 50 ELLIS ST, STE 208
 SAINT AUGUSTINE, FL 32095
 ATTN: JEN ERICKSON

YOUR ORDER NO. [] DATE SHIPPED: 3-3-26 SHIPPED VIA: UPS F.O.B. POINT: DEST TERMS: DUE UPON RECEIPT

QUAN.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
4	CASE 1000	TOY-FILLED PLASTIC EGGS	\$ 149	\$ 596
4	CASE 1000	CANDY-FILLED PLASTIC EGGS	\$ 149	\$ 596
			SHIPPING \$	\$ -
		THANK YOU, FROM THE AYERS FAMILY	TOTAL DUE \$	\$ 1,192.00

1 320 57200 49400 Special Events
 Approved J Erickson 3.2.2026

RECEIVED
 By Tara Lee at 10:29 am, Mar 02, 2026

[Handwritten signatures and scribbles]



HIGH TECH

COMMERCIAL CLEANING

Invoice	
Date	Invoice #
3/1/2026	264658

Bill To
Meadow View at Twin Creeks CDD Attn: Jenn Clark-Erickson 850 Beacon Lake Pkwy St Augustine, FL 32095

Please Remit Payment To:

NewVenture of Jacksonville, Inc. DBA High Tech Commercial Cleaning 8130 Baymeadows Circle W., #306 Jacksonville, FL 32256-1837

Questions about billing?
904-224-0770, 904-507-5020 fax, accounting@htccleaning.com
Questions about service?
Jacksonville area 904-732-7270 ~ Daytonn area 386-760-2677

TERMS: NET 10

Quantity	Description	Rate	Amount
	<p>FEE FOR JANITORIAL SERVICE: Month of March 2026</p> <p>Meadow View at Twin Creeks CDD 850 Beacon Lake Pkwy St Augustine, FL 32095</p> <p>FL DR-14 85-8017121617C-7 exp 11/30/2026</p> <p>Billing on behalf of High Tech Commercial Cleaning franchisee, Patrick Lorenzo</p> <p>1 320 57200 45507 Amenity-Janitorial Approved Jen Erickson 2.20.2026</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p>RECEIVED By Tara Lee at 12:50 pm, Feb 20, 2026</p> </div>	1,368.00	1,368.00
Thank you for your business.		Total	\$1,368.00

JSK Marketing, LLC

234 Saint Augustine Blvd
Jacksonville Beach, FL
32250-6055 USA
jenn@jskmarketing.com
www.jskmarketing.com

1 320 57200 44205 Comm. Website
Approved 3.2.2026 J Erickson



RECEIVED
By Tara Lee at 10:43 am, Mar 02, 2026

INVOICE

BILL TO
Jim Oliver
Meadow View at Twins Creek CDD

INVOICE 3479
DATE 03/01/2026
TERMS Net 15
DUE DATE 03/16/2026

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Web Hosting		1	300.00	300.00
Reimbursable Expenses	Annual Plug-In fee for Kayak rental plug-in	1	40.00	40.00

Thank you for your business! Feel free to pay electronically via card or ACH.
Checks can be mailed to 3949 3rd Street South #379
Jacksonville Beach, Florida 32250.

BALANCE DUE

\$340.00

[Pay invoice](#)

Meadow View at Twin Creeks

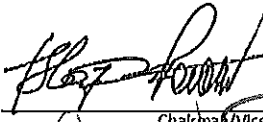
Community Development District
Construction Phase 4 - Dreamfinders

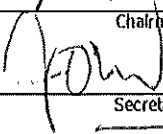
Construction Funding Request #20
January 12, 2026

Req.	PAYEE		
	Lakeside Sign Company Beacon Lake Phase 4 Signage- Invoice 27033	\$	32,715.00
	Total Funding Request	\$	32,715.00

Please make check payable to:

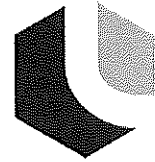
Meadow View at Twin Creeks CDD
c/o GMS LLC
475 West Town Place
Suite 114
St. Augustine FL 32092

Signature:  _____
Chairman/Vice Chairman

Signature:  _____
Secretary/Asst. Secretary

Lakeside Sign Company

407 N Pilot Knob Rd
Denver, NC 28037 US
www.tsrfi.com



**LAKESIDE
SIGN COMPANY**
The Sign Resource

INVOICE

BILL TO
MEADOW VIEW AT TWIN CREEKS COMMUNITY
DEVELOPMENT DISTRICT
475 W TOWN PL STE 114
SAINT AUGUSTINE, FL
32092-3649 US

SHIP TO
Beacon Lake
64 Beacon Lake Pkwy
St. Johns, FL 32259

INVOICE 27033
DATE 11/26/2025
TERMS Net 30
DUE DATE 12/26/2025

SALES REP
RENNE PREY

QTY	DESCRIPTION	RATE	AMOUNT
1 Misc Signs	SIGN TYPE A/S-3; MANUFACTURE 12'-0" TALL CUSTOM STOP/STREET SIGN WITH LED ILLUMINATION.	10,446.00	10,446.00T
1 Install	INSTALL 12'-0" TALL CUSTOM STOP/STREET SIGN WITH LED ILLUMINATION. NOTE: QUOTE INCLUDES ANCHOR BOLTS AND BREAKAWAY BOLTS.	2,910.00	2,910.00T
7 Install	INSTALL 33" X 33" PEDESTRIAN CROSSWALK AHEAD SIGN.	615.00	4,305.00T
8 Install	INSTALL 33" X 33" PEDESTRIAN CROSSWALK W/DIAGONAL ARROW.	615.00	4,920.00T
4 Install	INSTALL 2'-9" X 2'-3" SPEED LIMIT SIGN.	615.00	2,460.00T
7 Install	INSTALL 2'-9" X 2'-9" CUSTOM STOP/STREET SIGN WITH BLADES AND LIGHTHOUSE LOGO.	657.00	4,599.00T
2 Install	INSTALL 18" X 12" NO PARKING SIGN.	615.00	1,230.00T
3 Install	INSTALL 2'-9" X 2'-9" STOP/DO NOT ENTER SIGN.	615.00	1,845.00T

SUBTOTAL	32,715.00
TAX (0%)	0.00
TOTAL	32,715.00
BALANCE DUE	\$32,715.00

Estimate Summary

Estimate 3114	22,677.00
Invoice 7402	9,070.80
Invoice 7014	11,338.50
Invoice 7148	0.00
This invoice 7403	\$2,267.70
Total invoiced	22,677.00

[Pay invoice](#)

All Materials provided by ASECI are warrantied for 1 year after the Date of the work performed.
There will be a 1% Late fee at 15 days past due and an Accrued Late Fee per 30 days past due
License #EC13012959

APPROVED IRRIGATION REPAIRS
53800.320.45009
CHRISTIAN BIROL 02/18/2026



INVOICE

INVOICE #	INVOICE DATE
1111244	2/17/2026
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

Address: 850 Beacon Lake Pkwy
St. Augustine , FL 32095

Invoice Due Date: March 19, 2026

Invoice Amount: \$760.00

Description	Current Amount
Mainline repair*****Conceve Lane***** Irrigation Repairs	\$760.00

RECEIVED

By Tara Lee at 10:07 am, Feb 18, 2026

Invoice Total \$760.00

IN COMMERCIAL LANDSCAPING

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

APPROVED REPAIRS AND MAINTENANCE
 57200.320.44200
 CHRISTIAN BIROL 03/03/2026

Bob's Backflow & Plumbing Services

4640 Subchaser Ct., Ste 113
 Jacksonville, FL 32244

Phone # (904) 268-8009 Fax # (904) 292-4403

RECEIVED
 By Tara Lee at 11:18 am, Mar 03, 2026

INVOICE

32356

Invoice Date

2/28/2026

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

Job Location
Meadow View at Twin Creeks Various Address Saint Augustine, FL 32092



P.O. Number	Terms	Due Date
	Net 30	3/30/2026

Serviced	Description	Quantity	Price Each	Amount
2/27/2026	.75" Watts LF919 S#: 74677- Potable (Backflow was removed) Labor 2 Men to install a new backflow, flush, test, certify, and insulate	2.5	200.00	500.00
	.75' Wilkins 975XL2 Serial# VABA24311	1	420.00	420.00
	Piping & Materials	1	60.00	60.00
	Insulation to protect the device against future freeze damage.	1	50.00	50.00
	Backflow Test: Backflow Test/ Certified and submitted to proper Water Utility Provider - PASSED	1	45.00	45.00

Total	\$1,075.00
Payments/Credits	\$0.00
Balance Due	\$1,075.00

Thank you for your business. We appreciate your prompt payment.
 Please make checks payable to Bob's Backflow and include your invoice number.

Envera

8281 Blaikie Court
Sarasota, FL 34240
(941) 556-7066

APPROVED GATE MONITORING
57200.320.45410
CHRISTIAN BIROL 03/02/2026

RECEIVED
By Tara Lee at 2:30 pm, Mar 02, 2026

<h1>Invoice</h1>	
Invoice Number 766213	Date 03/01/2026
Customer Number 300380	Due Date 04/01/2026

Page: 1

Customer Name	Customer Number	PO Number	Invoice Date	Due Date
Meadow View at Twin Creeks CDD	300380		03/01/2026	04/01/2026

Quantity	Description	Months	Rate	Amount
<i>2358 - Gate Access - Meadow View at Twin Creeks CDD - 850 Beacon Lake Pkwy, Saint Augustine, FL</i>				
1.00	Envera Kiosk System 04/01/2026 - 04/30/2026	1.00	\$500.00	\$500.00
1.00	Data Management 04/01/2026 - 04/30/2026	1.00	\$150.00	\$150.00
1.00	Service & Maintenance 04/01/2026 - 04/30/2026	1.00	\$334.54	\$334.54
1.00	Virtual Gate Guard Monitoring 04/01/2026 - 04/30/2026	1.00	\$1,696.00	\$1,696.00
			Subtotal:	\$2680.54
			Tax	\$0.00
			Payments/Credits Applied	\$0.00
			Invoice Balance Due:	\$2680.54

Date	Invoice #	Description	Amount	Balance Due
3/1/2026	766213	Monitoring Services	\$2680.54	\$2680.54

Envera

8281 Blaikie Court
Sarasota, FL 34240
(941) 556-7066

<h1>Invoice</h1>	
Invoice Number 766213	Date 03/01/2026
Customer Number 300380	Due Date 04/01/2026

Net Due: \$2,680.54

Amount Enclosed: _____

Meadow View at Twin Creeks CDD
475 W Park Place Ste 114
Saint Augustine, FL 32092

REMIT TO: Envera
PO Box 2086
Hicksville, NY 11802

1 320 57200 49400 special events
approved jen erickson 3.6.2026

INVOICE



RECEIVED
By Tara Lee at 1:37 pm, Mar 06, 2026

First Coast Foam Party LLC
101 Marketside ave Suite 404-154, ponte vedra, FL 32081
Phone: +1 904-834-1311;
firstcoastfoamparty@gmail.com; Website:
www.Firstcoastfoamparty.com

Invoice No# : 2026-03-18-02
Invoice Date : Mar 6, 2026
Due Date : Mar 18, 2026



\$1,550.00 USD

AMOUNT DUE

BILL TO

Meadow View at Twin Creeks CDD
Jennifer Erickson
850 Beacon Lake Parkway, ST AUGUSTINE, FL 32095, UNITED STATES
beaconmanager@rmsnf.com
Phone: +1 904-217-3052

SHIP TO

Meadow View at Twin Creeks CDD
Jennifer Erickson
850 Beacon Lake Parkway, ST AUGUSTINE, FL 32095, UNITED STATES

#	ITEMS & DESCRIPTION	QTY/HRS	PRICE	AMOUNT(\$)
1	3 hours of Game truck March 18 5 - 8	1	\$600.00	\$600.00
2	3 hours of Basketball Party March 18 5 - 8	1	\$400.00	\$400.00
3	2 hours of Foam Party March 18 6 - 8	1	\$550.00	\$550.00
			Subtotal	\$1,550.00
			TOTAL	\$1,550.00 USD

NOTES TO CUSTOMER

Thank you for allowing us to party with you! Please consider leaving us a kind remark on our social media or Google and referrals are always welcome!

TERMS AND CONDITIONS

Rules and Regulations: By hiring First Coast Foam Party LLC you understand that the following rules apply: Do not eat the foam, no running, no diving, no rough play, the foam can become slippery, if we see inappropriate behavior we will address the behavior and have the right to end the event for safety reasons. We can not be held responsible for your children's actions. The foam is hypo-allergenic, dye-free, biodegradable and safe for kids, pets, grass and pools. The main ingredient in the foam is Sodium Lauryl Sulfate. The color/glow can leave a residue on clothes that should wash out in a few washes but can stain clothing. By hiring First Coast Foam Party LLC you agree to hold First Coast Foam Party LLC, it's employees, agents or representatives harmless and indemnify them against any and all claims for property damage and/or personal injury claims.

Governmental Management Services, LLC
 475 West Town Place, Suite 114
 St. Augustine, FL 32092

Invoice

Invoice #: 136
Invoice Date: 3/1/26
Due Date: 3/1/26
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 - March 2026		5,024.08	5,024.08
Website Administration - March 2026		111.33	111.33
Information Technology - March 2026		155.42	155.42
Dissemination Agent Services - March 2026		1,205.50	1,205.50
Office Supplies		0.51	0.51
Postage		169.21	169.21
Copies		49.65	49.65
Telephone		85.89	85.89

Total	\$6,801.59
Payments/Credits	\$0.00
Balance Due	\$6,801.59

RECEIVED
By Tara Lee at 9:04 am, Mar 06, 2026

Riverside Management Services, Inc
475 West Town Place
Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 440
Invoice Date: 2/28/2026
Due Date: 2/28/2026
Case:
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Private Event Attendant through February 2026 1.320.57200.45509	14.13	30.00	423.90
<i>Alison Moxing</i> 3-6-26			

Total	\$423.90
Payments/Credits	\$0.00
Balance Due	\$423.90

RECEIVED
By Tara Lee at 10:54 am, Mar 06, 2026

MVTC CDD

PRIVATE EVENT ATTENDANT INVOICE DETAIL

Quantity	Description	Rate	Amount
14.13	Private Event Attendant Covers February 2026	\$ 30.00	\$ 423.90
	TOTAL DUE:		<u>\$ 423.90</u>

Private Event Attendant 1.320.57200.45509

MEADOW VIEW TWINS CREEKS COMMUNITY DEVELOPMENT DISTRICT
PRIVATE EVENT ATTENDANT BILLABLE HOURS
THROUGH FEBRUARY 2026

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
2/21/26	5.05	S.D.	Private Event Attendant
2/22/26	3	K.B.	Private Event Attendant
2/28/26	6.08	S.D.	Private Event Attendant
TOTAL	<u>14.13</u>		

Riverside Management Services, Inc
475 West Town Place
Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 441
Invoice Date: 2/28/2026
Due Date: 2/28/2026
Case:
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Special Event Assistant through February 2026 1,320.57200.49400	22.65	30.00	679.50
<i>Alison Moring</i> 3.6.26			

Total	\$679.50
Payments/Credits	\$0.00
Balance Due	\$679.50

RECEIVED

By Tara Lee at 10:53 am, Mar 06, 2026

MVTC CDD

SPECIAL EVENT ASSISTANT INVOICE DETAIL

Quantity	Description	Rate	Amount
22.65	Special Event Assistant Covers February 2026	\$ 30.00	\$ 679.50
	TOTAL DUE:		<u>\$ 679.50</u>

Special Event Assistant 1.320.57200.49400

MEADOW VIEW TWINS CREEKS COMMUNITY DEVELOPMENT DISTRICT
SPECIAL EVENT ASSISTANT BILLABLE HOURS
THROUGH FEBRUARY 2026

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
2/6/26	3	K.B.	Special Event - Food Truck Friday
2/7/26	4	K.B.	Special Event - Vendor Village
2/13/26	3	K.B.	Special Event - Food Truck Friday
2/20/26	3.03	K.B.	Special Event - Food Truck Friday
2/21/26	4.1	K.B.	Special Event - Murder Mystery
2/24/26	2.52	S.D.	Special Event - Kids Game Night
2/27/26	3	K.B.	Special Event - Food Truck Friday
TOTAL	<u>22.65</u>		

Riverside Management Services, Inc
475 West Town Place
Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 442
Invoice Date: 2/28/2026
Due Date: 2/28/2026
Case:
P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
Facility Attendant through February 2026 <i>001.320,57200,45510</i>	47.42	30.00	1,422.60
<i>Alison Mossing</i> <i>3-6-26</i>			

RECEIVED
By Tara Lee at 10:53 am, Mar 06, 2026

Total	\$1,422.60
Payments/Credits	\$0.00
Balance Due	\$1,422.60

MVTC CDD
FACILITY ATTENDANT INVOICE DETAIL

Quantity	Description	Rate	Amount
47.42	Facility Attendant Covers February 2026	\$ 30.00	\$ 1,422.60
	TOTAL DUE:		<u>\$ 1,422.60</u>

Facility Management 001.320.57200.45510

MEADOW VIEW TWINS CREEKS COMMUNITY DEVELOPMENT DISTRICT
 FACILITY ATTENDANT BILLABLE HOURS
 THROUGH JANUARY 2026

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
2/1/26	2.05	S.D.	Facility Attendant
2/2/26	2	K.B.	Facility Attendant
2/3/26	2.12	S.D.	Facility Attendant
2/4/26	2	K.B.	Facility Attendant
2/5/26	2.12	S.D.	Facility Attendant
2/7/26	2.05	S.D.	Facility Attendant
2/8/26	2.05	S.D.	Facility Attendant
2/9/26	2	K.B.	Facility Attendant
2/10/26	2.05	S.D.	Facility Attendant
2/11/26	2.1	K.B.	Facility Attendant
2/12/26	2.07	S.D.	Facility Attendant
2/14/26	2.03	S.D.	Facility Attendant
2/15/26	2.07	S.D.	Facility Attendant
2/16/26	2	K.B.	Facility Attendant
2/17/26	2.05	S.D.	Facility Attendant
2/18/26	2	K.B.	Facility Attendant
2/19/26	2.02	S.D.	Facility Attendant
2/22/26	2.05	S.D.	Facility Attendant
2/23/26	2	K.B.	Facility Attendant
2/24/26	2.5	K.B.	Facility Attendant
2/25/26	2.02	K.B.	Facility Attendant
2/26/26	2.07	S.D.	Facility Attendant
2/28/26	2	K.B.	Facility Attendant
TOTAL	<u><u>47.42</u></u>		

Riverside Management Services, Inc
475 West Town Place
Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 439
Invoice Date: 3/1/2026
Due Date: 3/1/2026
Case:
P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
1.320.57200.45504 - Contract Administration - March 2026		8,391.67	8,391.67
1.320.57200.45500 - Facility Management - Meadow View - March 2026		8,721.00	8,721.00
<i>Alison Moring</i> 3-5-26			

Total \$17,112.67

Payments/Credits \$0.00

Balance Due \$17,112.67

RECEIVED

By Tara Lee at 8:40 am, Mar 06, 2026

APPROVED GATE REPAIRS
 57200.320.45420
 CHRISTIAN BIROL 02/24/2026



The Gate Store, Inc.
 1230 N US Highway 1, Unit 11
 Ormond Beach, FL 32174
 thegatestoreinc@gmail.com
 386-333-9375
 www.tgsgates.com
 LIC# EST2002412

Invoice

DATE	INVOICE NO.
2/23/2026	33246

BILL TO
Meadow View at Twin Creeks CDD C/O Beacon Lake Amenity Manager 850 Beacon Lake Parkway St. Augustine, Florida 32095

SHIP TO

P.O. NO.	TERMS	DUE DATE	REP	SHIP DATE	SHIP VIA	FOB	PROJECT
	net-15	3/10/2026	ML	2/23/2026			
ITEM	DESCRIPTION			QTY	RATE	AMOUNT	
Troubleshoot	Diagnostics; To check and troubleshoot the entry gate mainboards reported as not working correctly. To identify the issue and perform necessary actions to correct the fault. To observe and test operations. Service call complete on 2/3/26. 1.5 hrs			1	350.00	350.00	

Thank You For Being Our Customer	Subtotal	\$350.00
----------------------------------	-----------------	----------

RECEIVED
 By Tara Lee at 2:14 pm, Mar 03, 2026

Sales Tax ()	\$0.00
Total	\$350.00

Payments/Credits	\$0.00
Balance Due	\$350.00

THIGPEN

HEATING & COOLING, INC.

Since 1962

Please remit payment to:

Thigpen Heating and Cooling, Inc.
 2801 Dawn Road, Jacksonville FL 32207
 Phone: 904-448-1962 Website: www.thigpenac.com
 License # CACO56726 | CACO56729 | CN208226

INVOICE : 0019143

Bill To : 123452
Meadow View At Twin Creeks CDD 850 Beacon Lake Pkwy Saint Augustine, FL 32095

Invoice Date : 01/27/2026	Install Date : 01/10/2019
Service Order : 044357	Page : 1 of 2
Serviced At : 123452	
Meadow View At Twin Creeks CDD 850 Beacon Lake Pkwy Saint Augustine, FL 32095	APPROVED FACILITY MAINTENANCE 57200.320.45508 CHRISTIAN BIROL 03/06/2026

Contact	Telephone	Call Type	Customer PO	Terms
CHRISTIAN BIROL	(904)217-3052	CSVC		DUE UPON RECEIPT

Service Comments :

01/13-Replaced 10mfd capacitor in condensing unit. Replaced 3 pole Contactor in air handler. Need to add capacitor to quote for condenser fan motor. We must return to replace condenser fan motor and complete 3 system intensive cleaning.
 1/22/26 LR-Pulled and cleaned blower wheels and evaporator coils and drain pans and drain lines. On all three split systems. After cleaning started units and checked operation of systems. Running adequately at this time.

Description	Mfg Name	Model	Serial No
Air Handler	MISC	FB4CNP061	2118F20420
Description	Mfg Name	Model	Serial No
Air Handler	MISC	FB4CNP048	1818F02115
Description	Mfg Name	Model	Serial No
Air Handler	MISC	FB4CNP061	098F00208
Qty	Description	Price	Extended
1	CONTACTOR * 3 POLE 40 AMP 24V	483.42	483.42
3	CLEAN BLOWER WHEEL TO 18IN DIAMETER IN PLACE ALSO CLEAN AHU	357.98	1,073.94
	Total Parts for Unit		1,557.36
	Total Labor for Unit		0.00

See Over < 2 >



HEATING & COOLING, INC.

Since 1962

Please remit payment to:

Thigpen Heating and Cooling, Inc.
 2801 Dawn Road, Jacksonville FL 32207
 Phone: 904-448-1962 Website: www.thigpenac.com
 License # CACO56726 | CACO56729 | CN208226

INVOICE : 0019143

Bill To : 123452
Meadow View At Twin Creeks CDD 850 Beacon Lake Pkwy Saint Augustine, FL 32095

Invoice Date : 01/27/2026	Install Date : 01/10/2019
Service Order : 044357	Page : 2 of 2
Serviced At : 123452	
Meadow View At Twin Creeks CDD 850 Beacon Lake Pkwy Saint Augustine, FL 32095	

Contact	Telephone	Call Type	Customer PO	Terms
CHRISTIAN BIROL	(904)217-3052	CSVC		DUE UPON RECEIPT

PLEASE REMIT TO:
Thigpen Heating & Cooling, Inc
 2801 Dawn Road
 Jacksonville, FL 32207

Materials:	1,557.36
Misc:	0.00
Trip Charge:	0.00
Labor:	0.00
Subtotal:	1557.36
Sales Tax:	0.00
Total:	1557.36 USD
Balance Due:	1557.36 USD

RECEIVED
 By Tara Lee at 10:48 am, Mar 06, 2026



HEATING & COOLING, INC.

Since 1962

Please remit payment to:

Thigpen Heating and Cooling, Inc.
 2801 Dawn Road, Jacksonville FL 32207
 Phone: 904-448-1962 Website: www.thigpenac.com
 License # CACO56726 | CACO56729 | CN208226

INVOICE : 0019176

Invoice Date : 01/28/2026	Install Date : 01/10/2019
Service Order : 044701	Page : 1 of 2
Serviced At : 123452	
Meadow View At Twin Creeks CDD 850 Beacon Lake Pkwy Saint Augustine, FL 32095	
APPROVED FACILITY MAINTENANCE 57200.320.45508 CHRISTIAN BIROL 03/06/2026	

Bill To : 123452
Meadow View At Twin Creeks CDD 850 Beacon Lake Pkwy Saint Augustine, FL 32095

Contact	Telephone	Call Type	Customer PO	Terms
CHRISTIAN BIROL	(904)217-3052	CSVC		DUE UPON RECEIPT

Service Comments :

1/20/26 LR Took out bad condensing fan motor. Installed new condensing fan motor and capacitor. Started unit checked amps on condensing fan motor. Also checked amps on compressor. Check charge on unit checked operation of system. System running adequately at this time.

Description	Mfg Name	Model	Serial No	Qty	Price	Extended
Air Handler	MISC	FB4CNP061	2118F20420			
				1	687.20	687.20
				1	10.00	10.00
Total Parts for Unit						697.20

Description	Mfg Name	Model	Serial No	Qty	Price	Extended
Condenser	CARRIER	38AUZAOAA085AOA	1118C9142			
Total Labor for Unit						0.00



HEATING & COOLING, INC.

Since 1962

Please remit payment to:

Thigpen Heating and Cooling, Inc.
2801 Dawn Road, Jacksonville FL 32207
Phone: 904-448-1962 Website: www.thigpenac.com
License # CACO56726 | CACO56729 | CN208226

INVOICE : 0019176

Invoice Date :01/28/2026	Install Date :01/10/2019
Service Order :044701	Page : 2 of 2
Serviced At : 123452	
Meadow View At Twin Creeks CDD 850 Beacon Lake Pkwy Saint Augustine, FL 32095	

Bill To : 123452
Meadow View At Twin Creeks CDD 850 Beacon Lake Pkwy Saint Augustine, FL 32095

Contact	Telephone	Call Type	Customer PO	Terms
CHRISTIAN BIROL	(904)217-3052	CSVC		DUE UPON RECEIPT

PLEASE REMIT TO:
Thigpen Heating & Cooling, Inc
2801 Dawn Road Jacksonville, FL 32207

Materials:	697.20
Misc:	0.00
Trip Charge:	0.00
Labor:	0.00
Subtotal:	697.20
Sales Tax:	0.00
Total:	697.20 USD
Balance Due:	697.20 USD

RECEIVED
By Tara Lee at 10:46 am, Mar 06, 2026

THIGPEN

HEATING & COOLING, INC.

Since 1962

Please remit payment to:

Thigpen Heating and Cooling, Inc.
 2801 Dawn Road, Jacksonville FL 32207
 Phone: 904-448-1962 Website: www.thigpenac.com
 License # CACO56726 | CACO56729 | CN208226

INVOICE : 0020174

Invoice Date :03/02/2026	Install Date :07/02/2020
Service Order :045574	Page : 1 of 1
Serviced At : 123452	
Meadow View At Twin Creeks CDD 850 Beacon Lake Pkwy Saint Augustine, FL 32095	
APPROVED FACILITY MAINTENANCE 57200.320.45508 CHRISTIAN BIROL 03/06/2026	

Bill To : 123452
Meadow View At Twin Creeks CDD 850 Beacon Lake Pkwy Saint Augustine, FL 32095

Contact	Telephone	Call Type	Customer PO	Terms
CHRISTIAN BIROL	(904)217-3052	CSVC		DUE UPON RECEIPT

Service Comments :

2/25/26 LR-Check thermostat in kitchen area not coming above 68. Hood has fresh air make up on it and has cool air coming through vents . Hood is designed for the make up air to always be running. Pulling cool air from outside that is why thermostat is staying at 68°. Checked heat and dining area working properly at this time. Thermostat on wall in kitchen area goes to the hood for the fresh air make up.

Description	Mfg Name	Model	Serial No	
Air Handler	MISC	40RUAA08A2A6	4817U13322	
Total Labor for Unit				0.00
Qty	Description	Price	Extended	
1	Commercial Diagnostic	179.00	179.00	
1	Commercial Environmental Fee	20.00	20.00	
Total Parts for Unit				199.00

PLEASE REMIT TO:

Thigpen Heating & Cooling, Inc

2801 Dawn Road
 Jacksonville, FL 32207

Materials:	199.00
Misc:	0.00
Trip Charge:	0.00
Labor:	0.00
Subtotal:	199.00
Sales Tax:	0.00
Total:	199.00 USD
Balance Due:	199.00 USD

RECEIVED

By Tara Lee at 10:43 am, Mar 06, 2026

USA TODAY CO.



PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

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

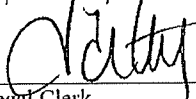
STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the St Augustine Record, published in St Johns County, Florida; that the attached copy of advertisement, being a Govt Public Notices, was published on the publicly accessible website of St Johns County, Florida, or in a newspaper by print in the issues of, on:

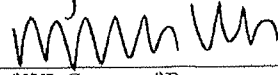
SAG St Augustine Record 02/10/2026
SAG staugustine.com 02/10/2026

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 02/10/2026



Legal Clerk



Notary, State of WI, County of Brown

8.25.26

My commission expires

Publication Cost: \$95.84
Tax Amount: \$0.00
Payment Cost: \$95.84
Order No: 12035865 # of Copies:
Customer No: 764130 1
PO #:

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

MARIAH VERHAGEN
Notary Public
State of Wisconsin

MEADOW VIEW AT TWIN CREEKS COMMUNITY DEVELOPMENT DISTRICT

NOTICE OF BOARD OF SUPERVISORS MEETING

Notice is hereby given that the Board of Supervisors ("Board") of the Meadow View at Twin Creeks Community Development District ("District") will hold a regular meeting on Thursday, February 19, 2026 at 10:00 a.m. at the Lake House Amenity Center located at 850 Beacon Lake Parkway, St. Augustine, Florida 32095, where the Board may consider any business that may properly come before it ("Meeting"). An electronic copy of the agenda may be obtained by contacting the office of the District Manager, c/o Governmental Management Services, LLC, at (904) 940-5850 or mbiagetti@gmsnf.com ("District Manager's Office") and is also expected to be available on the District's website, www.meadowviewattwincreeksccd.com at least seven days prior to the meeting. The meeting will be conducted in accordance with the provisions of Florida law for community development districts and will be open to the public. The meeting may be continued in progress without additional notice to a date, time, and place to be specified on the record at the meeting.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the Meeting is advised that person will need a record of 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. Any person requiring special accommodations at the Meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the Meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office. If you are unable to participate by telephone, please contact the District Manager's office at (904) 940-5850 or jolliver@gmsnf.com for further accommodations.

Matt Biagetti
District Manager

APPROVED IRRIGATION REPAIRS
53800.320.45009
CHRISTIAN BIROL 03/02/2026



INVOICE

INVOICE #	INVOICE DATE
1119716	3/2/2026
TERMS	PO NUMBER
Net 30	

Bill To:

Meadow View at Twin Creeks CDD
c/o GMS-NF, LLC
475 West Town PI
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

Address: 850 Beacon Lake Pkwy
St. Augustine , FL 32095

Invoice Due Date: April 1, 2026

Invoice Amount: \$1,730.81

Description	Current Amount
Decoder replacement *****The Landings- Zones 5,48,49***** Irrigation Repairs	\$1,730.81

RECEIVED
By Tara Lee at 2:41 pm, Mar 02, 2026

Invoice Total \$1,730.81

IN COMMERCIAL LANDSCAPING

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



APPROVED SECURITY
 MONITORING
 57200.320.45400
 CHRISTIAN BIROL 03/17/2026

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

RECEIVED
 By Tara Lee at 9:00 am, Mar 17, 2026

PLEASE PAY BY	AMOUNT	INVOICE DATE
02/05/2026	\$110.95	01/15/2026

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

INVOICE NO. 428000

Site: 850 Beacon Lakes Pkwy St
 Augustline
 Site Address: 850 Beacon Lakes Pkwy
 St Augustine FL 32092
 Period: 02/01/2026 to 02/28/2026
 Recurring No.: 17336
 Job Name:
 Order No.:

Description
 Meadow View @ Twin Creeks

MONITORING - MONTHLY

Item	Quantity	Unit Price	Total
Cellular Fire Monitoring	1.00	\$79.00	\$79.00
Monitoring with Cellular Communicator	1.00	\$31.95	\$31.95
Sub-Total ex Tax			\$110.95
Tax			\$0.00
Total			\$110.95

**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	\$0.00
Total Inc Tax	\$110.95
Amount Applied	\$0.00
Balance Due	\$110.95

APPROVED REPAIRS AND MAINTENANCE
57200.320.44200
CHRISTIAN BIROL 03/17/2026

Atlantic Companies, Inc.
Tel. 904-743-8444
www.smarthome.biz
sales@smarthome.biz



RECEIVED

By Tara Lee at 11:10 am, Mar 17, 2026

PLEASE PAY BY	AMOUNT	INVOICE DATE
02/17/2026	\$720.00	01/20/2026

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

INVOICE NO. 428486

Site: 850 Beacon Lakes Pkwy St
Augustine
Site Address: 850 Beacon Lakes Pkwy
St Augustine FL 32092
Job No.: 90873
Job Name:
Order No.:

Description
RETURN TRIP
FIRST CALL

Customer is having issues with the following:

Hi. This is Jennifer Erickson at Beacon Lake. Number is 9 0 4 2 1 7 3 0 5 2. I need to get a list of the access card swipes for Friday, December nineteenth at approximately between 9 40 PM and 9 50 PM. I tried to pull it off Atrium. However, Atrium is not populating all of the swipes for the access cards. It's starting on the seventeenth, and it skips to the 20 second. I need this urgently. Thank you. Also, the Lakeside gate needs magnetic strip as well.

Service - Security

Item	Quantity	Unit Price	Total
Crash-bar Surface Strike	1.00	\$570.00	\$570.00
Residential service	1.00 hrs	\$150.00	\$150.00
		Sub-Total ex Tax	\$720.00
		Tax	\$0.00
		Total	\$720.00

APPROVED SECURITY MONITORING
 57200.320.45400
 CHRISTIAN BIROL 03/17/2026

Atlantic Companies, Inc.
 Tel. 904-743-8444
 www.smarthome.biz
 sales@smarthome.biz



RECEIVED
 By Tara Lee at 8:58 am, Mar 17, 2026

PLEASE PAY BY	AMOUNT	INVOICE DATE
03/09/2026	\$110.95	02/16/2026

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

INVOICE NO. 432446

Site: 850 Beacon Lakes Pkwy St
 Augustine
Site Address: 850 Beacon Lakes Pkwy
 St Augustine FL 32092
Period: 03/01/2026 to 03/31/2026
Recurring No.: 17336
Job Name:
Order No.:

Description
 Meadow View @ Twin Creeks

MONITORING - MONTHLY

Item	Quantity	Unit Price	Total
Cellular Fire Monitoring	1.00	\$79.00	\$79.00
Monitoring with Cellular Communicator	1.00	\$31.95	\$31.95
Sub-Total ex Tax			\$110.95
Tax			\$0.00
Total			\$110.95

"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	\$0.00
Total Inc Tax	\$110.95
Amount Applied	\$0.00
Balance Due	\$110.95



Atlantic Companies, Inc.
Tel. 904-743-8444
www.smarthome.blz
sales@smarthome.blz

PLEASE PAY BY	AMOUNT	INVOICE DATE
03/09/2026	\$110.95	02/16/2026

INVOICE NO. 432446

How To Pay

INVOICE NO. 432446



Credit Card (MasterCard, Visa, Amex)
Please add billing zip if not same as address above.



Mail
Detach this section and mail check to:
Atlantic Companies, Inc.
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:** 03/09/2026 **AMOUNT DUE:** \$110.95

Please Reference: 432446



CINTAS
 P.O. Box 631025
 CINCINNATI, OH 45263-1025

Service / Billing # (904)562-7000
 Fax # (904)562-7020
 Payment Inquiry # (877)275-4933

Invoice

Ship To Meadow View at Twin Creek
 850 BEACON LAKE PKWY
 ST AUGUSTINE, FL 32095

Invoice # 9351672574
Invoice Date 12/19/2025
Credit Terms NET 30 DAYS
Customer # 27425770
Cintas Route LOC #0292 ROUTE 0055
Order # 7060438466
Payer # 27425770

Bill To Meadow View at Twin Creek
 850 BEACON LAKE PKWY
 ST AUGUSTINE, FL 32095

Material #	Description	Quantity	Unit Price	Ext Price	Tax
15119	CINTAS EMPTY 5 SHELF FA CABINET	2 EA	\$0.00	\$0.00	
15129	CINTAS 5 SHELF FIRST AID FILL	2 EA	\$479.00	\$958.00	
Invoice Sub-total				\$958.00	
Tax				\$0.00	
Invoice Total				\$958.00	

Remit To CINTAS
 P.O. Box 631025
 CINCINNATI, OH 45263-1025

Note 1 320 57200 45508 Amenity Maint.
 Approved Jen Erickson 3.10.2026

RECEIVED
 By Tara Lee at 2:56 pm, Mar 10, 2026

APPROVED PUMP REPAIRS
 53800.320.45007
 CHRISTIAN BIROL 03/17/2026

East Coast Wells & Pump Service
 135 Jenkins Street, Ste.105B#322
 St. Augustine, FL 32086-5182
 904 824-6630
 www.eastcoastwells.com
 eastcoastwells@gmail.com

INVOICE

RECEIVED
 By Tara Lee at 11:19 am, Mar 17, 2026

DATE	INVOICE #
3/16/2026	54586

BILL TO:

Meadow View CDD
 c/o Riverside Management
 9655 Florida Mining Blvd West
 Building 300 Suite 305
 Jacksonville, FL 32257

P.O. NO	TERMS	REP	PERMIT #
	DUE UPON RECEIPT	DH	

QUANTITY	DESCRIPTION	RATE	AMOUNT
	SITE: BEACON LAKES - CHARLIE WAY AS QUOTED: - REPLACED CONTROL BOX, PRESSURE SWITCH & GAUGE	1,250.00	1,250.00
We accept cash, check, and all major cards (3% credit/debit card processing fee applies)		Total	\$1,250.00
All pumps carry a one year manufacturer's warranty. Parts & labor are provided free of charge for a 30 day period following installation. Labor is not covered under warranty after the first 30 days and will be billed at the current business rate. All discrepancies must be reported within 10 days. 18% APR will be applied to past due invoices not paid in full within 30 days. Reasonable collection and attorney's fees will be assessed to all accounts placed for collection.		Payments/Credits	\$0.00
		Balance Due	\$1,250.00



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

March 10, 2026

Invoice No: 225021

Total This Invoice \$2,458.32

Project 17348.04000 MC@TC CDD 2025 General Consulting (WA#29)

Professional Services rendered through February 28, 2026

Phase 1. General Consulting Engineering Services

CDD Meeting Online

Send SJC Pavement repair information - PCP installation.

Prepare and Print Maps for Curb Repair Field Review

Field review with Richard Gray (Riverside) Curb cracks throughout project - Townhomes, Phase 2, 2B, 3A, 3B, 4A, 4B and 4C.

Field review with Christian Birol (Riverside) Curb cracks for Phase I and Twin Creeks Drive and Beacon Lake Parkway.

Discussion with Legacy Engineering on Pavement Report

Send Plans and Geotechnical Reports for Phase I to Legacy for additional information request

Labor

		Hours	Rate	Amount
Senior Engineer/Project Manager				
Lockwood, Scott	2/7/2026	.75	255.00	191.25
Lockwood, Scott	2/14/2026	.75	255.00	191.25
Lockwood, Scott	2/21/2026	1.00	255.00	255.00
Lockwood, Scott	2/28/2026	7.25	255.00	1,848.75
Totals		9.75		2,486.25
Total Labor				2,486.25

Billing Limits	Current	Prior	To-Date
Total Billings	2,486.25	21,982.50	24,468.75
Limit			27,500.00
Remaining			3,031.25

Total this Phase \$2,486.25

Phase XP. Expenses

Additional Fees

Credit			-27.93
Total Additional Fees			-27.93

Total this Phase -\$27.93

Project

17348.04000

MC@TC CDD 2025 General Consulting (WA#29

Invoice

225021

Total This Invoice

\$2,458.32

RECEIVED

By Tara Lee at 12:25 pm, Mar 12, 2026



INVOICE

1 320 57200 49400 special events
Approved Jen Erickson
3.16.2026

March 16, 2026

First Coast Characters & More!
3068 Jacob Fixel Court
Jacksonville, Florida 32257

Meadow View at Twin Creek CDD
ATTN: Jen Erickson
475 W Town Place #114
St. Augustine, FL 32092

RECEIVED

By Tara Lee at 8:16 am, Mar 17, 2026

MARCH 28, 2026
11:00AM – 2:00PM

Easter Bunny (\$75.00 an hour for 3 hours)	\$ 225.00
Animal Riders with Attendant	\$ 500.00
Face Painter (3 hours)	\$ 225.00
Inflatable with Generator (5 and under)	\$ 250.00
Inflatable with Generator	\$ 250.00
GAMES with attendant (2x) Frog Fling Roll-a-Ball (Single Skee ball) Bean Bag tic tac toe Spring Duck Fishing	\$ 500.00

TOTAL DUE: \$1950.00

Due upon receipt. Please make checks payable to FIRST COAST CHARACTERS & MORE!

Riverside Management Services, Inc
 475 West Town Place
 Suite 114
 St. Augustine, FL 32092

Invoice

Invoice #: 443
 Invoice Date: 3/12/2026
 Due Date: 3/12/2026
 Case:
 P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Facility Maintenance February 1 - February 28, 2026	255.21	40.00	10,208.40
APPROVED 3/16/2026 CHRISTIAN BIROL			
FACILITY MAINTENANCE \$4500.00 57200.320.45508			
REPAIRS AND MAINTENANCE \$3200.00 57200.320.44200			
GROUNDS MAINTENANCE \$2300.00 53800.320.45006			
CONTINGENCY \$208.40 53800.320.45011			
<i>Alison Moring</i> 3-17-26			

RECEIVED
 By Tara Lee at 12:40 pm, Mar 17, 2026

Total	\$10,208.40
Payments/Credits	\$0.00
Balance Due	\$10,208.40

**MEADOWVIEW AT TWIN CREEKS COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF FEBRUARY 2026**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
2/2/26	8.37	M.C.	Zip tied windscreens on pickleball courts, reported leaking lift station and it has been repaired, straightened and organized pool deck and patio chairs, tables and umbrellas, removed debris along street and both two ten entrances to the amenity center, straightened and organized lake side park
2/3/26	8.48	M.C.	Installed the fallen bollard with more cement it was damaged and down for a second time, removed key gate five that was stuck in lock, assisted with shutting off running water at amenity center kids playground, straightened and organized all pool and patio chairs, tables and umbrellas and put back in correct place, checked and changed all trash receptacles, emptied and restocked dog waste receptacles
2/3/26	8	D.M.	Cemented in bollard at the landing housing in back near pond, removed broken shower handle and head at lake side park, straightened and organized all pool deck and patio furniture, checked and changed all trash receptacles, emptied and restocked dog waste receptacles
2/4/26	7.98	M.C.	Laid sown bonding agent at lake side park fire pit, performed maintenance on water fountain at amenity center kids playground, removed the two downed windscreens at tennis courts, removed debris in parking lot at amenity center, straightened and organized pool deck and patio chairs, tables and umbrellas
2/4/26	7.87	D.M.	Assisted with laying down bonding agent on concrete at lake side park, performed maintenance on water fountain at children's park behind amenity center, removed damaged windscreens, removed debris around amenity center and parking lots, straightened and organized pool deck and patio furniture
2/5/26	8	D.M.	Fastened down windscreens at tennis courts, conducted maintenance on water fountain at amenity center kids playground, removed debris around amenity center, pool deck, parking lot and courts
2/6/26	8	D.M.	Straightened and organized pool deck and patio furniture, remove debris around amenity center, pool deck, parking lot, courts, field, roadways and common areas, checked and change trash receptacles, emptied and restocked dog waste receptacles
2/9/26	8.1	M.C.	Adjusted bollards at landings to straighten position, cleaned up lake side park and organized chairs, swept sand back towards volleyball courts, removed debris from basketball courts, lake side park, around amenity center, parking lot and fields, straightened and organized pool deck and patio chairs, tables and umbrellas
2/10/26	8.23	M.C.	Pressure washed lake side park, removed spiders and webs, cut some cable hanging down in amenity center playground and now it is safely wrapped around pole, straightened and organized pool deck and patio chairs, tables and umbrellas, removed debris around community, checked and changed trash receptacles, emptied and restocked dog waste receptacles
2/10/26	8.05	D.M.	Removed debris around amenity center, pool deck, parking lot and around neighborhood, pressure washed building at lake side park, checked and changed trash receptacles, emptied and restocked dog waste receptacles
2/11/26	7.43	M.C.	Bollard in the landings was moving around and has been secured with cement, bolted bollard to a four foot plywood and installed four foot down into the ground, straightened and organized pool deck and patio chairs, tables and umbrellas, removed debris along roadways
2/11/26	7.28	D.M.	Concreted bollard into the ground at the landings housing area, removed debris from parking lot, around amenity center, fields, pool deck, lake side park and along roadways, checked and changed trash receptacles
2/12/26	8.13	D.M.	Zip tied windscreens on tennis court and pickleball courts, removed debris around amenity center, pool deck, parking lot, lake side park and all ponds
2/13/26	8.15	M.C.	Straightened and organized pool deck and patio chairs, tables and umbrellas, removed debris around amenity center and through out community, checked and changed all trash receptacles, emptied and restocked dog waste receptacles, removed debris from

**MEADOWVIEW AT TWIN CREEKS COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF FEBRUARY 2026**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
			all ponds
2/13/26	8	D.M.	Removed debris around all ponds in the community and roadways, checked and changed all trash receptacles, emptied and restocked dog waste receptacles
2/16/26	7.98	M.C.	Started to peel off coating on the splash park walls to assist with renovations of the water park, collected street advertising signs, organized lake side park
2/16/26	8.43	D.M.	Worked on removing film from water park panels, straightened and organized all pool deck and patio furniture, blew leaves and debris off sidewalks, removed debris around amenity center and parking lot
2/17/26	8.55	M.C.	Moved bollard from behind forward and secured it with bolts, hung new flags at the round about, straightened and organized pool deck and patio chairs, tables and umbrellas, removed debris around community, checked and changed all trash receptacles, emptied and restocked dog waste receptacles, brought in supplies and stored
2/17/26	7.78	D.M.	Installed bollard in ground with bolts and concrete, removed film from panels on splash park, removed debris around parking lot, amenity center and pool deck, straightened and organized all furniture
2/18/26	9.03	M.C.	Working on removing film, thin plastic fake wood panels in splash park, straightened and organized pool deck and patio chairs, tables and umbrellas
2/18/26	5	D.M.	Continued to removed film from panels at splash park, straightened and organized pool deck and patio furniture, removed debris in parking lot, pool deck and around amenity center
2/19/26	7.8	D.M.	Set up furniture in social hall for board meeting, continued to remove film from panels on splash park, removed debris from roadways and lakes, checked and changed trash receptacles
2/20/26	6.23	M.C.	Moved volleyball nets from phase four to inside closet, removed lacrosse goal to closet, rescreened pickleball downed windscreen, reset social hall tables and chairs, straightened and organized pool deck and patio chairs, tables and umbrellas, removed debris around pool deck and amenity center, checked and changed all trash receptacles, emptied and restocked dog waste receptacles
2/20/26	6.8	D.M.	Took down volleyball net at phase four and stored in maintenance closet, re-zip tied windscreen at pickleball courts, removed debris from parking lots, around amenity center and common areas, checked and changed trash receptacles, emptied and restocked dog waste receptacles
2/23/26	8.02	M.C.	Finished stripping down and removing splash park walls with wood like film, straightened and organized pool deck and patio chairs, tables and umbrellas
2/23/26	8.03	D.M.	Removed film from panels at splash park and completed all panels
2/24/26	7.68	M.C.	Straightened and organized pool deck and patio chairs, tables and umbrellas, removed debris from common areas, around amenity center and through community, checked and changed all trash receptacles, emptied and restocked all dog waste receptacles
2/24/26	7.7	D.M.	Removed debris around amenity center, pool deck, parking lot, playgrounds, courts and roadways, checked and changed all trash receptacles, emptied and restocked all dog waste receptacles
2/25/26	5.88	D.M.	Took down damaged windscreen at tennis courts, straightened and organized pool deck and patio furniture, removed debris around amenity center, pool deck, parking lot and fields, checked and changed trash receptacles
2/26/26	7.92	M.C.	Replaced dented bollard at call box at the landings, installed new shower head and handle, straightened and organized lake side park chairs and tables, removed debris in parking lots and roadways
2/26/26	7.75	D.M.	Reinstalled new shower head and handle at lake side park, replaced dented bollard at call box at landings and bolted in concrete, removed debris around amenity center, parking lot and pool area
2/27/26	7.63	M.C.	Straightened out bollards and reset the second one with larger bolts, worked on the kitchen doors that was broken, secured all doors in the inside, straightened and

MEADOWVIEW AT TWIN CREEKS COMMUNITY DEVELOPMENT DISTRICT
 MAINTENANCE BILLABLE HOURS
 FOR THE MONTH OF FEBRUARY 2026

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
2/27/26	6.93	D.M.	organized lake side park, checked and changed trash receptacles, emptied and restocked dog waste receptacles Repositioned bollards at the landings and bolted into concrete, removed debris at amenity center, pool deck, parking lot, courts and field, straightened and organized pool deck furniture, checked and changed trash receptacles, emptied and restocked dog waste receptacles
TOTAL	<u>255.21</u>		
MILES	<u>0</u>		*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

THIGPEN

HEATING & COOLING, INC.

Since 1962

Please remit payment to:

Thigpen Heating and Cooling, Inc.
 2801 Dawn Road, Jacksonville FL 32207
 Phone: 904-448-1962 Website: www.thigpenac.com
 License # CACO56726 | CACO56729 | CN208226

INVOICE : 0020350

Bill To : 123452
Meadow View At Twin Creeks CDD 850 Beacon Lake Pkwy Saint Augustine, FL 32095
RECEIVED By Tara Lee at 9:02 am, Mar 17, 2026

Invoice Date : 03/11/2026	Install Date : 01/10/2019
Service Order : 045560	Page : 1 of 3
Serviced At : 123452	
Meadow View At Twin Creeks CDD 850 Beacon Lake Pkwy Saint Augustine, FL 32095	APPROVED FACILITY MAINTENANCE 57200.320.45508 CHRISTIAN BIROL 03/17/2026

Contact	Telephone	Call Type	Customer PO	Terms
CHRISTIAN BIROL	(904)217-3052	CMNT		DUE UPON RECEIPT

Service Comments :

3/10/26 Matt Performed preventative maintenance, Cleaned all coils, Changed all filters, Flushed all drain lines, Changed Belt, Checked all Pressures, Temperatures and electrical amperage's. Verified all capacitors read within manufacture range. CX is using top of Carrier AHU as a storage place where belt is located. See file room

Description	Mfg Name	Model	Serial No
Air Handler	MISC	FB4CNP061	2118F20420
Description	Mfg Name	Model	Serial No
Condenser	MISC	25HCE460A300	1018E07754
Description	Mfg Name	Model	Serial No
Air Handler	MISC	FB4CNP048	1818F02115
Description	Mfg Name	Model	Serial No
Condenser	MISC	25HCE448A300	2118E03167
Description	Mfg Name	Model	Serial No
Mini Split System	MISC	SLZ-KA09NA	83M01258
Description	Mfg Name	Model	Serial No
Mini Split System	MISC	MX2-2C2DNAZ	82P01065

See Over < 2 >



HEATING & COOLING, INC.

Since 1962

Please remit payment to:

Thigpen Heating and Cooling, Inc.
 2801 Dawn Road, Jacksonville FL 32207
 Phone: 904-448-1962 Website: www.thigpenac.com
 License # CACO56726 | CACO56729 | CN208226

INVOICE : 0020350

Invoice Date :03/11/2026 Install Date :01/10/2019

Service Order :045560 Page : 2 of 3

Serviced At : 123452

Meadow View At Twin Creeks CDD
 850 Beacon Lake Pkwy
 Saint Augustine, FL 32095

Bill To : 123452

Meadow View At Twin Creeks CDD
 850 Beacon Lake Pkwy
 Saint Augustine, FL
 32095

Contact	Telephone	Call Type	Customer PO	Terms
CHRISTIAN BIROL	(904)217-3052	CMNT		DUE UPON RECEIPT

Description	Mfg Name	Model	Serial No
Mini Split System	MISC	SLZ-KA09NA	83M01255
Description	Mfg Name	Model	Serial No
Air Handler	MISC	FB4CNP061	098F00208
Description	Mfg Name	Model	Serial No
Condenser	MISC	25HCE460A0300	2018E20068
Description	Mfg Name	Model	Serial No
Make Up Air Unit	MISC	A1-G10-MPU	4008618
Description	Mfg Name	Model	Serial No
Condenser	MISC	25HCE24A300	4216603883
Description	Mfg Name	Model	Serial No
Make Up Air Unit	MISC	A2-G12-MPU	4008618
Description	Mfg Name	Model	Serial No
Condenser	MISC	25HCE460A500	0818E00634

See Over < 3 >



HEATING & COOLING, INC.

Since 1962

Please remit payment to:

Thigpen Heating and Cooling, Inc.
 2801 Dawn Road, Jacksonville FL 32207
 Phone: 904-448-1962 Website: www.thigpenac.com
 License # CACO56726 | CACO56729 | CN208226

INVOICE : 0020350

Bill To : 123452
Meadow View At Twin Creeks CDD 850 Beacon Lake Pkwy Saint Augustine, FL 32095

Invoice Date : 03/11/2026	Install Date : 01/10/2019
Service Order : 045560	Page : 3 of 3
Serviced At : 123452	
Meadow View At Twin Creeks CDD 850 Beacon Lake Pkwy Saint Augustine, FL 32095	

Contact	Telephone	Call Type	Customer PO	Terms
CHRISTIAN BIROL	(904)217-3052	CMNT		DUE UPON RECEIPT

Description	Mfg Name	Model	Serial No
Air Handler	MISC	40RUAA08A2A6	4817U13322

Description	Mfg Name	Model	Serial No
Mini Split System	MISC	MXZ-2C20NA2	82PO1065

Description	Mfg Name	Model	Serial No
Roof Top Unit	CARRIER	38AUZA08A0B5-0A0	1118C91472

Qty	Description	Price	Extended
	Total Parts for Unit		0.00
	Total Labor for Unit		0.00
	Maintenance Contract :		505.00

PLEASE REMIT TO:
Thigpen Heating & Cooling, Inc
 2801 Dawn Road
 Jacksonville, FL 32207

Materials:	0.00
Misc:	505.00
Trip Charge:	0.00
Labor:	0.00
Subtotal:	505.00
Sales Tax:	0.00
Total:	505.00 USD
Balance Due:	505.00 USD

APPROVED PEST CONTROL
 57200.320.45917
 CHRISTIAN BIROL 03/172026

Service Slip/Invoice



PAYMENT ADDRESS:
 Turner Pest Control LLC • P.O. Box 600323 • Jacksonville, Florida 32260-0323
 904-355-5300 • Toll Free: 800-226-5305 • turnerpest.com

Turner Pest Control LLC
 PO Box 600323
 Jacksonville, FL 32260-0323
 904-355-5300

INVOICE:	621957749
DATE:	03/16/2026
ORDER:	621957749

Bill To: [385188]
 Meadow View at Twin Creeks CDD
 475 W Town Pl
 Suite 114
 Saint Augustine, FL 32092

Work Location: [385188] 904-234-1977
 Beacon Lake Amenity Center
 Christian Birol
 850 Beacon Lake Parkway
 St Augustine, FL 32095-7458

Work Date	Time	Target Pest	Technician	Time In
03/16/2026	12:44 PM	MICE, RATS, ROACH, S		12:44 PM
Purchase Order	Terms	Last Service	Map Code	Time Out
	NET 30	03/16/2026		01:20 PM

Service	Description	Price
CPCM	Commercial Pest Control - Monthly Service	\$240.38
		SUBTOTAL \$240.38
		TAX \$0.00
		AMT. PAID \$0.00
		TOTAL \$240.38
		AMOUNT DUE \$240.38

RECEIVED
 By Tara Lee at 11:17 am, Mar 17, 2026

TECHNICIAN SIGNATURE

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.

Hereby acknowledge the satisfactory completion of all services rendered, and agree to pay the cost of services as specified above.

INVOICE



INVOICE #	INVOICE DATE
1123150	3/1/2026
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

Address: 850 Beacon Lake Pkwy
St. Augustine, FL 32095

Invoice Due Date: March 31, 2026

Invoice Amount: \$49,667.88

Description	Current Amount
Monthly Landscape Maintenance March 2026	\$49,667.88

RECEIVED
By Tara Lee at 8:46 am, Mar 04, 2026

Invoice Total \$49,667.88

IN COMMERCIAL LANDSCAPING

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

Coastal Pool Care
PO Box 1844
Ponte Vedra Beach, FL 32004
US
(904) 377-8300
coastalpoolcarejax@gmail.com

APPROVED POOL CHEMICALS
57200.320.45506
CHRISTIAN BIROL 03/19/2026

RECEIVED
By Tara Lee at 8:26 am, Mar 19, 2026



INVOICE

BILL TO
Meadow View at Twin Creeks CDD (Beacon Lakes)
850 Beacon Lake Parkway
St. Augustine, FL 32095

INVOICE 20251834
DATE 01/01/2026
TERMS Net 30
DUE DATE 01/31/2026

DATE	ACTIVITY	QTY	AMOUNT
	Commercial Chemical Service Chemicals: Chlorine and Acid Additional chemicals not included but available and billed in addition, algicide, metal out phosphate treatments, and black algae treatments.	1	2,305.10

THANK YOU FOR YOUR BUSINESS!

BALANCE DUE

\$2,305.10

COASTAL POOL CARE OFFERS WEEKLY CLEANING, REPAIRS,
EQUIPMENT UPGRADES, POOL REMODELS, INSPECTIONS AND
WARRANTY FOR JANDY AND PENTAIR.

LICENSED AND INSURED CPC1459939 LI45356

Ways to pay



View and pay

APPROVED POOL CHEMICALS
57200.320.45506
CHRISTIAN BIROL 03/19/2026

Coastal Pool Care

PO Box 1844
Ponte Vedra Beach, FL 32004
US
(904) 377-8300
coastalpoolcarejax@gmail.com

RECEIVED
By Tara Lee at 8:25 am, Mar 19, 2026



INVOICE

BILL TO
Meadow View at Twin Creeks CDD (Beacon Lakes)
850 Beacon Lake Parkway
St. Augustine, FL 32095

INVOICE 20251669
DATE 12/01/2025
TERMS Net 30
DUE DATE 12/31/2025

DATE	ACTIVITY	QTY	AMOUNT
	Commercial Chemical Service Chemicals: Chlorine and Acid Additional chemicals not included but available and billed in addition, algicide, metal out phosphate treatments, and black algae treatments.	1	2,305.10

THANK YOU FOR YOUR BUSINESS!

BALANCE DUE

\$2,305.10

COASTAL POOL CARE OFFERS WEEKLY CLEANING, REPAIRS,
EQUIPMENT UPGRADES, POOL REMODELS, INSPECTIONS AND
WARRANTY FOR JANDY AND PENTAIR.

LICENSED AND INSURED CPC1459939 LI45356

Ways to pay



[View and pay](#)

APPROVED POOL CHEMICALS
57200.320.45506
CHRISTIAN BIROL 03/19/2026

Coastal Pool Care
PO Box 1844
Ponte Vedra Beach, FL 32004
US
(904) 377-8300
coastalpoolcarejax@gmail.com

RECEIVED
By Tara Lee at 8:28 am, Mar 19, 2026



INVOICE

BILL TO
Meadow View at Twin Creeks CDD (Beacon Lakes)
850 Beacon Lake Parkway
St. Augustine, FL 32095

INVOICE 20251829B
DATE 02/01/2026
TERMS Net 30
DUE DATE 03/03/2026

DATE	ACTIVITY	QTY	AMOUNT
	Commercial Chemical Service Chemicals: Chlorine and Acid . Additional chemicals not included but available and billed in addition, algicide, metal out phosphate treatments, and black algae treatments.	1	2,305.10

THANK YOU FOR YOUR BUSINESS!

BALANCE DUE

\$2,305.10

COASTAL POOL CARE OFFERS WEEKLY CLEANING, REPAIRS,
EQUIPMENT UPGRADES, POOL REMODELS, INSPECTIONS AND
WARRANTY FOR JANDY AND PENTAIR.

LICENSED AND INSURED CPC1459939 LI45356

Ways to pay



APPROVED POOL CHEMICALS
57200.320.45506
CHRISTIAN BIROL 03/19/2026

Coastal Pool Care

PO Box 1844
Ponte Vedra Beach, FL 32004
US
(904) 377-8300
coastalpoolcarejax@gmail.com

RECEIVED
By Tara Lee at 8:29 am, Mar 19, 2026



INVOICE

BILL TO
Meadow View at Twin Creeks CDD (Beacon Lakes)
850 Beacon Lake Parkway
St. Augustine, FL 32095

INVOICE 20252327
DATE 03/01/2026
TERMS Net 30
DUE DATE 03/31/2026

DATE	ACTIVITY	QTY	AMOUNT
	Commercial Chemical Service Chemicals: Chlorine and Acid Additional chemicals not included but available and billed in addition, algicide, metal out phosphate treatments, and black algae treatments.	1	2,305.10

THANK YOU FOR YOUR BUSINESS!

BALANCE DUE

\$2,305.10

COASTAL POOL CARE OFFERS WEEKLY CLEANING, REPAIRS,
EQUIPMENT UPGRADES, POOL REMODELS, INSPECTIONS AND
WARRANTY FOR JANDY AND PENTAIR.

LICENSED AND INSURED CPC1459939 LI45356

Ways to pay

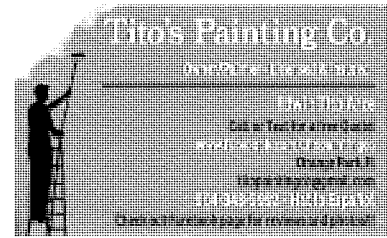


[View and pay](#)

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
3/10/26	00003	1/05/26 26-0121	202603 600-53800-60100	FNLPMPT-PAINTING-SPLASH PD TITOS PAINTING CO LLC	*	3,773.00	3,773.00 000010
3/17/26	00219	3/16/26 14228-1	202603 600-53800-60100	FNLPMPT-AWINIGS-POOL/T.CRT BOREE CANVAS UNLIMITED INC	*	8,800.00	8,800.00 000011
TOTAL FOR BANK B						12,573.00	
TOTAL FOR REGISTER						12,573.00	

MVTP MEADOW VIEW TP TLEE

APPROVED REPAIRS AND
REPLACEMENTS
CAPITAL RESERVE 002.600.53800.60100
CHRISTIAN BIROL 03/09/2026



INVOICE

TITO'S PAINTING CO. LLC
10309 Scott Mill Rd
Jacksonville, FL 32257-6226

Titopaintingco@gmail.com
+1 (904) 343-9992
<https://www.facebook.com/Titopaintingco>

Bill to

Meadow View at Twin Creeks
850 Beacon Lake Pkwy
Saint Augustine FL 32259

Invoice details

Invoice no.: 26-0121
Invoice date: 01/05/2026

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Services - Ext	New Invoice 26-0121 - for Balance owed to Invoice 26-0102 Exterior: Painting of community kids pool area. Slide, railings, all metal posts. Application is of Paint is PPG two part.		\$3,773.00	\$3,773.00
2.		Materiales	Quote includes labor, materials & Paint - Paint Brand: Paint is PPG two part		\$0.00	\$0.00
3.		Initial payment	50% of balance due by day 1 of job. Then, final balance at completion of job. NO PERSONAL CHECKS		\$0.00	\$0.00
4.		Acceptable payment options	Payment accepted: CashApp, Cashier Checks, Cash & Credit cards (Fee associated). NO PERSONAL CHECKS!		\$0.00	\$0.00
5.		Taxes (Only if pymt with Credit card)	If payment with Credit card, taxes will be applied and a new invoice will be sent.		\$0.00	\$0.00

Total

\$3,773.00

Ways to pay



Note to customer

Thank you for your business.

RECEIVED

By Tara Lee at 9:44 am, Mar 10, 2026

View and pay

APPROVED REPAIRS AND REPLACEMENTS
 CAPITAL RESERVE
 CHRISTIAN BIROL 03/17/2026

BOREE CANVAS UNLIMITED, INC

Invoice

4635 HIGHWAY AVENUE
 JAX, 32254
 (904) 388-8770 - (800) 396-6770
 WEBSITE: www.boreecanvas.com

RECEIVED
 By Tara Lee at 10:55 am, Mar 17, 2026

DATE	INVOICE #
3/16/2026	14228-1

2.600.538.60100 *TRL*

BILL TO
MEADOW VIEW AT TWIN CREEKS 850 BEACON LAKE PKWY. ST. AUGUSTINE, FL 32095

P.O. NO.	TERMS
	50% DP / BAL C.O...

DESCRIPTION	QTY	RATE	AMOUNT
RECOVER (3) A-FRAME AWNINGS @ POOL AREA AND (1) @ TENNIS COURT Down Payment Check #4 Tax Exempt	1	17,600.00	17,600.00T
		-8,800.00	-8,800.00
		0.00%	0.00
REMOVE AWNING COVER IN EXCESS OF 75MPH WINDS			

Thank you for choosing Boree Canvas.	Total	\$8,800.00
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