

***CORDOVA PALMS***  
***Community Development District***

*APRIL 10, 2024*

# *AGENDA*

**Cordova Palms  
Community Development District**  
475 West Town Place, Suite 114  
St. Augustine, Florida 32092  
[www.CordovaPalmsCDD.com](http://www.CordovaPalmsCDD.com)

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April 3, 2024

Board of Supervisors  
Cordova Palms Community Development District  
**Call in #: 1-877-304-9269 Code: 410226**

Dear Board Members:

The Cordova Palms Community Development District Meeting is scheduled to be held **Wednesday, April 10, 2024 at 1:00 p.m. at the offices of Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092.**

Following is the agenda for the meeting:

**Audit Committee Meeting**

- I. Call to Order
- II. Approval of Auditor Selection Evaluation Criteria
- III. Other Business
- IV. Adjournment

**Board of Supervisors Meeting**

- I. Call to Order
- II. Public Comment
- III. Approval of Minutes of the March 20, 2024 Meeting
- IV. Acceptance of the Audit Committee's Recommendation and Authorizing Staff to Issue an RFP for Audit Services
- V. Consideration of Proposal for Field Operations and Maintenance Services
- VI. Discussion of the Fiscal Year 2025 Budget
- VII. Consideration of Request for Little Free Library

- VIII. Staff Reports
  - A. District Counsel
  - B. District Engineer – Approval of Requisition Summary
  - C. District Manager
- IX. Financial Reports
  - A. Financial Statements as of February 29, 2024
  - B. Check Register
  - C. Consideration of Construction Funding Request No. 11
- X. Supervisor Requests and Audience Comments
- XI. Next Scheduled Meeting – May 8, 2024 at 1:00 p.m. at the offices of Governmental Management Services, LLC, 475 W. Town Place, Suite 114, St. Augustine, Florida 32092
- XII. Adjournment



*SECOND ORDER OF BUSINESS*

**CORDOVA PALMS CDD**  
**AUDITOR SELECTION**  
**EVALUATION CRITERIA**

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

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

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

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

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

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

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

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

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

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





# *MINUTES*

MINUTES OF MEETING  
CORDOVA PALMS COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Cordova Palms Community Development District was held on Wednesday, March 20, 2024 at 1:00 p.m. at the offices of Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092.

Present and constituting a quorum were:

Chad Sigmon	Chairman
Don Gullion	Vice Chairman
James Shonkwiler	Supervisor

Also present were:

Daniel Laughlin	District Manager
Wes Haber <i>by phone</i>	District Counsel
Scott Wild <i>by phone</i>	District Engineer
Sarah Sweeting	GMS

The following is a summary of the discussions and actions taken at the March 20, 2024 meeting.

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Laughlin called the meeting to order at 1:00 p.m.

**SECOND ORDER OF BUSINESS**

**Public Comment**

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

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the December 13, 2023, Meeting**

There were no comments on the minutes.

On MOTION by Mr. Sigmon seconded by Mr. Shonkwiler with all in favor the minutes of the December 13, 2023 meeting were approved.
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**FOURTH ORDER OF BUSINESS**

**Consideration of Appointing an Audit Committee**

Mr. Laughlin recommended appointing the Board of Supervisors as the Audit Committee.

On MOTION by Mr. Shonkwiler seconded by Mr. Sigmon with all in favor appointing the Board of Supervisors as the Audit Committee was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Gym Equipment Lease**

Mr. Laughlin stated that the total equipment cost is \$46,000 and the term of the lease would be 60 months at \$1,016 per month.

Mr. Sigmon stated that he believes the District would have the option of purchasing the equipment at the end of the lease for \$101.

Mr. Shonkwiler asked what the warranty period is for the equipment.

Mr. Sigmon stated that while the equipment is under lease, the provider will maintain the equipment, but he can look into what the warranty would be beyond that.

Mr. Laughlin stated that typically Districts will pay for a quarterly maintenance program for the equipment.

On MOTION by Mr. Shonkwiler seconded by Mr. Gullion with all in favor the gym equipment lease was approved.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel – Update on Required Ethics Training**

Mr. Haber informed the Board that all CDD board members are now required to complete at least four hours of ethics training per year. The training will be reported on the annual Form 1, which he noted will now be filed electronically with the Commission on Ethics. He also stated that he would review the fitness equipment lease.

**B. District Engineer – Approval of Requisition Summary**

Mr. Wild presented the requisition summary including numbers 59 through 68 totaling \$1,064,009.55.

On MOTION by Mr. Gullion seconded by Mr. Sigmon with all in favor the requisition summary was approved.

**C. District Manager**

Mr. Laughlin stated that fiscal year 2025 budget discussions will begin with the next meeting as the budget must be approved by June 15<sup>th</sup>.

Mr. Sigmon stated that the amenities are under construction currently and there have been some complaints from residents regarding trash, so he thinks it makes sense to bring on part-time maintenance staff.

Mr. Laughlin stated that currently the District is operating \$20,000 under budget. He will solicit proposals for maintenance services.

**SEVENTH ORDER OF BUSINESS                      Financial Reports**

**A. Financial Statements as of January 31, 2024**

Copies of the financial statements were included in the agenda package for the board’s review.

**B. Check Registers**

Copies of the check registers totaling \$1,852,697.52 for November through January and \$699,847.38 for February were included in the agenda package for the Board’s review.

On MOTION by Mr. Shonkwiler seconded by Mr. Sigmon with all in favor the check registers were approved.

**C. Ratification of Construction Funding Request Nos. 7, 8, and 9**

Copies of construction funding request number seven totaling \$327,132.82, number eight totaling \$8,000 and number nine totaling \$398,184.27 were included in the agenda package.

On MOTION by Mr. Shonkwiler seconded by Mr. Sigmon with all in favor construction funding request numbers 7, 8 and 9 were ratified.

**D. Consideration of Construction Funding Request No. 10**

A copy of construction funding request number ten totaling \$4,071.75 was included in the agenda package for the Board’s review.

On MOTION by Mr. Shonkwiler seconded by Mr. Sigmon with all in favor construction funding request number 10 was approved.

**EIGHTH ORDER OF BUSINESS                      Supervisor Requests and Audience Comments**

There being none, the next item followed.

**NINTH ORDER OF BUSINESS                      Next Scheduled Meeting – April 10, 2024 at 1:00 p.m. at the offices of Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092**

**TENTH ORDER OF BUSINESS                      Adjournment**

On MOTION by Mr. Gullion seconded by Mr. Shonkwiler with all in favor the meeting was adjourned

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairman/Vice Chairman

*FOURTH ORDER OF BUSINESS*

**CORDOVA PALMS CDD**  
**AUDITOR SELECTION**  
**EVALUATION CRITERIA**

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

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

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

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

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

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

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

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

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

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

*FIFTH ORDER OF BUSINESS*





# Governmental Management Services

*Serving Florida's Communities*

April 2<sup>nd</sup>, 2024

Cordova Palms Community Development District  
c/o Wesley Haber, District Counsel  
Kutak Rock LLP.  
107 West College Avenue  
Tallahassee, Florida 32301  
Via email to [Wesley.Haber@kutakrock.com](mailto:Wesley.Haber@kutakrock.com)

RE: Proposal for Field Operations and Maintenance Services

Dear Mr. Haber,

Governmental Management Services, L.L.C. ("GMS") is pleased to provide for your review our Proposal associated with providing Field Operations, and Maintenance Services to the Cordova Palms Community Development District ("CDD"). We believe the Proposal demonstrates that we are the best choice for this project. Here are some of the reasons why:

- ❖ We are the leader in the Community Development District industry. We provide district management services to 250+ CDD's across the State of Florida.
- ❖ We have a team of management, financial, administrative, and operations professionals who are extremely qualified to provide these services and meet time and budget requirements.
- ❖ We have a proven approach, methodology, and philosophy towards providing these services that reflect our commitment and ability to deliver comprehensive services that exceed the expectations of our clients.
- ❖ We also have the ability to respond to individual client needs efficiently, effectively, and professionally. Our approach to providing the services for each of the responsibilities described in this RFP is to fully understand them and provide them in a manner that meets all the statutory requirements customized to the approach preferred by the Board of Supervisors.

We thank you for this opportunity to submit our Proposal and would be happy to provide any additional information if requested. Please feel free to contact me at (407) 841-5524, ext. 125, or via email at [DMossing@gmstnn.com](mailto:DMossing@gmstnn.com) if you have any questions or need additional information.

Sincerely,

*Darrin Mossing*

Darrin Mossing  
GMS President

Enclosures

**ORLANDO**

219 E. Livingston St.  
Orlando, FL 32801  
(407) 841-5524

**JACKSONVILLE**

9655 Florida Mining Blvd. W  
Suite 305  
Jacksonville, FL 32257  
(904) 940-5850

**ST. AUGUSTINE**

475 West Town Place  
Suite 114  
St. Augustine, FL 32092  
(904) 288-7667

**FT. LAUDERDALE**

5385 N. Nob Hill Road  
Sunrise, FL 33351  
(954) 721-8681

**TAMPA**

4530 Eagle Falls Place  
Tampa, FL 33619  
(813) 344-4844

**PALM COAST**

393 Palm Coast Parkway SW  
Suite 4  
Palm Coast, FL 33137  
(904) 940-5850

**KNOXVILLE**

1001 Bradford Way  
Kingston, TN 37763  
(865) 717-7700

# Proposal For Field Management Services Prepared For The Cordova Palms Community Development District:



## GOVERNMENTAL MANAGEMENT SERVICES, L.L.C.

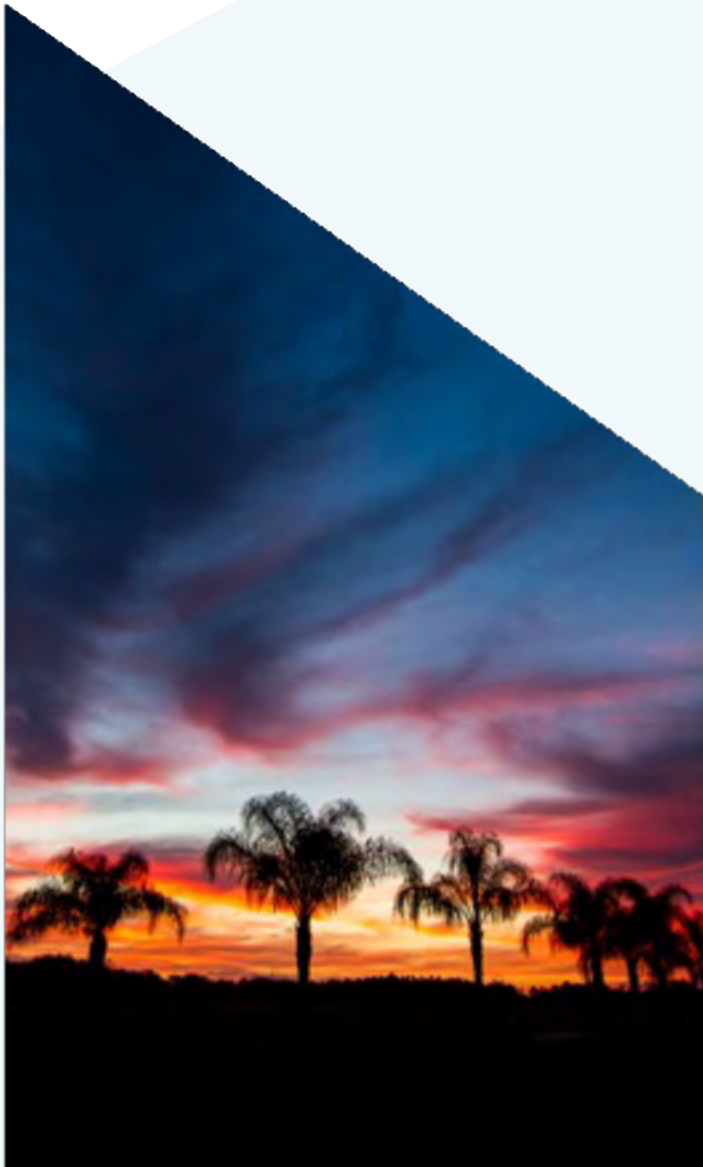
FIELD OPERATIONS  
MANAGEMENT &  
MAINTENANCE  
SERVICES



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

Submitted  
April 2<sup>nd</sup>, 2024

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# COMPANY INFORMATION

**Governmental Management Services ("GMS")** is a family of limited liability companies that was established for the purpose of providing district management services to Special Taxing Districts. With encouragement from industry professionals and the development community, GMS was created to provide an alternative to the existing district management companies. GMS currently has offices in St. Cloud, Orlando, Tampa, Sunrise, Miami, Tallahassee, Port St. Lucie, St. Augustine, Palm Coast, Florida, and Knoxville, Tennessee. Company personnel who would be providing services are generally determined by geography of the District and required services. However, everyone at GMS works together to provide the most efficient, effective and comprehensive management services possible. GMS currently manages over 250 Community Development Districts across the State of Florida and fully understands the requirements of Chapter 190. As described in Section 3, the personnel at GMS are very well known and respected by people involved with Community Development Districts. Many of the personnel have worked with Investment Bankers, Bond Counsel, District Counsel, Engineers, Developers, and Boards of Supervisors across the State of Florida.

They have provided management, financial, administrative, and operational services to over 250 special taxing districts and homeowners associations. Our greatest strength is our ability to respond to individual client needs quickly, efficiently and professionally.

**GMS WAS ESTABLISHED TO  
PROVIDE THE MOST EFFICIENT,  
EFFECTIVE AND  
COMPREHENSIVE MANAGEMENT  
SERVICES FOR COMMUNITY  
DEVELOPMENT DISTRICTS IN THE  
STATE OF FLORIDA.**



# HOW WE WORK

Established in 2004, Governmental Management Services has over 250 full time and part time employees and has offices across the State of Florida. Our commitment to serving our clients and providing the most efficient, effective and comprehensive management services for Community Development Districts continues to fuel our growth.

## Statement of Qualifications

GMS is the best qualified provider of district management services because of the experience of the personnel who will be providing the management services for the District. GMS brings a wealth of experience in the management, administrative, accounting and financial reporting, field operations, and assessment certifications.

GMS focuses exclusively on the services necessary for the proper management of Community Development Districts. Our staff includes managers, accountants, financial analysts, recording secretaries and operations managers all with experience with Community Development Districts and other special districts. We offer integrated management services including:

- General Management
- Recording Secretary Services
- Accounting and Financial Reporting
- Assessment Roll Administration
- Investment Management
- Field Operations Management
- Amenity Management
- Preventative Maintenance
- Dissemination Agent Services
- Utility Billing
- Other Services

## FULLY INTEGRATED SERVICES



These management services are being provided by the principals of GMS to over 250 Community Development Districts across the State of Florida.

# OUR VALUES

## MISSION

The goal of GMS is to provide the most efficient, effective, and comprehensive management services for Community Development Districts in the State of Florida.



## CORE VALUES

Governmental Management Services' greatest strength is its ability to respond to individual client needs quickly, efficiently, and professionally. Listed below are our GMS core values:



### Customer Commitment

*We keep customer needs at the center of all that we do to provide a superior customer experience.*



### Integrity

*We are honest, open, ethical, and fair.*

*People trust us to do what's right.*



### Teamwork

*We win together, not alone.*

*We work together, across divisions, to meet the needs of our customers.*



### Passion and Drive

*We are proud of the services we provide.*

*We play to win and strive to help our customers do the same.*



### Empower Individuals

*Our employees set us apart.*

*We value our employees, encourage their development, and reward their performance.*



### Quality

*Details matter.*

*We provide consistent and unsurpassed service that, together, deliver premium value to our customers.*

# CONTACT INFORMATION

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**Corporate Office:**

1001 Bradford Way  
Kingston, TN 37763  
(865) 717-7700

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As the largest CDD Management firm in the State of Florida, GMS is prepared to provide all CDD Management services directly and does not contemplate the need to subcontract services.

**GMS -  
Central Florida**

219 E. Livingston St.  
Orlando, FL 32801  
(407) 841-5524

6200 Lee Vista Blvd  
Ste. 300  
Orlando, FL 32822

1408 Hamlin Avenue,  
Unit E  
St. Cloud, FL 34771

**GMS - Tampa**

4530 Eagle Falls Place  
Tampa, Florida 33619  
(863)-225-1186

**GMS - South  
Florida**

5385 Nob Hill Road  
Sunrise, FL 33351  
(954) 721-8681

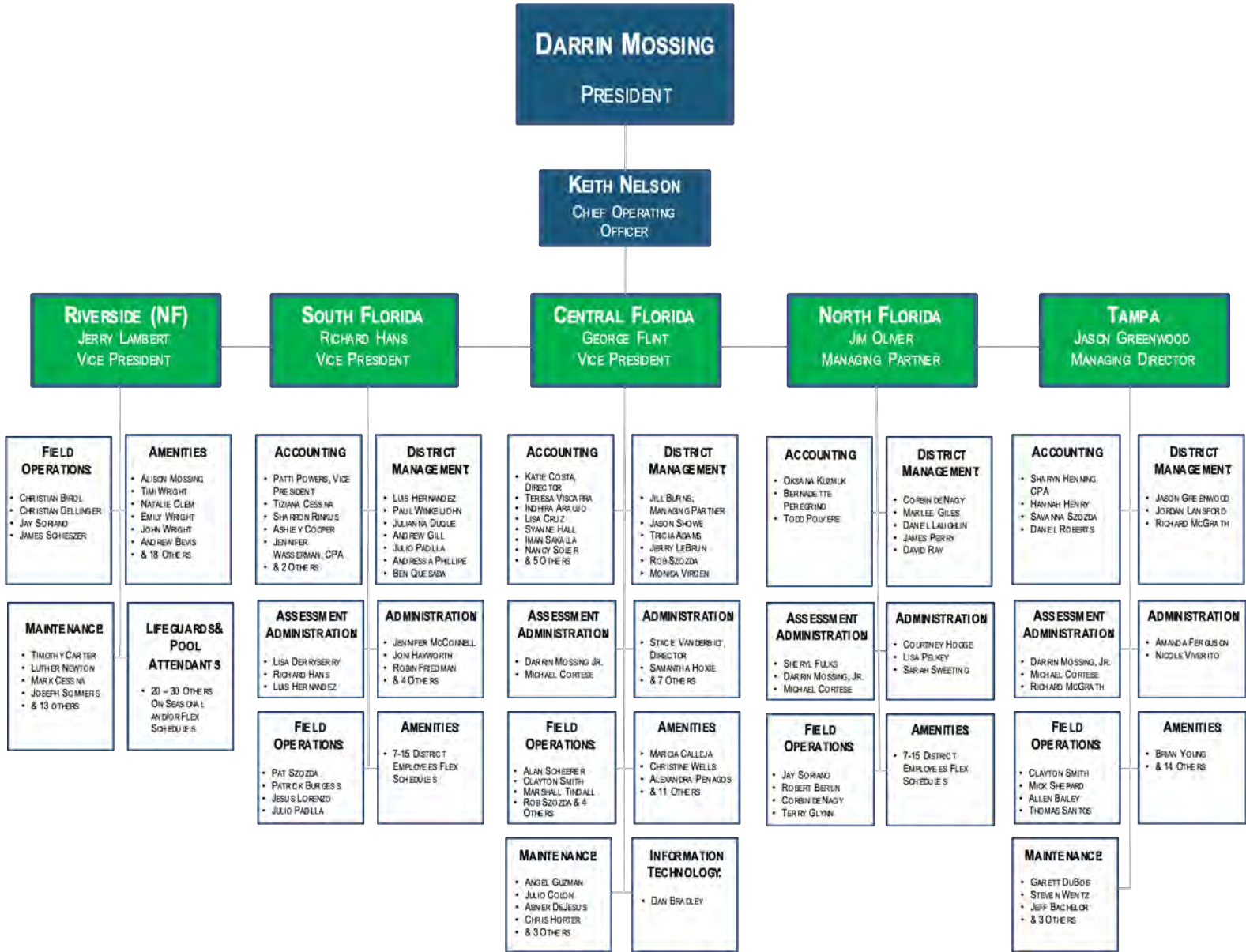
**GMS - North  
Florida**

475 West Town Place,  
Suite 114  
St. Augustine, FL 32092  
(904) 940-5850

393 Palm Coast  
Parkway SW, Suite 4  
Palm Coast, FL 33137


We have additional satellite offices  
throughout the State of Florida

# FAMILY OF COMPANIES





# OUR TEAM



**Although technology has tremendously impacted how services are provided for nearly every business today, GMS realizes an organization is only as good as the individuals working within it. If an organization is not able to retain hardworking, knowledgeable and dedicated employees that understand their client's needs, it is most certain to fail. It is for this reason that GMS has focused a significant effort on recruiting and retaining the best in the district management industry.**

## STATEMENT OF STAFF CONSISTENCY

The District Management Team proposed remains the same for the duration of the contracts. Any changes in the District Management Team will be discussed and approved by the Boards of Supervisors. Members of the management team have worked together for years, and there is complete trust and loyalty in their abilities to provide the most efficient, effective and professional management services possible. In addition, these types of long-term personal relationship among GMS staff are reassuring to our clients because personnel turnover in any organization is extremely detrimental to its ability to provide the necessary services.

*"GMS realizes an organization is only as good as the individuals working within it."*

**EDUCATION**

Ohio University, 1988,  
Bachelor of Science in  
Accounting

**EXPERIENCE**

34 Years

- President and  
Founder – GMS  
Organization
- Corporate  
Operations &  
District Management

# DARRIN MOSSING

## PRESIDENT

Darrin Mossing is the President and Founder of the GMS organization. Mr. Mossing graduated from the Ohio University with a Bachelor’s degree in accounting in June 1988 and began his career as a staff accountant on September 1, 1988, for Indian Trace Community Development District. In November 2004, Mr. Mossing established the GMS organization, which has grown to over 250 CDDs, Homeowners Association and other Special Taxing Districts across the State of Florida.

# JIM OLIVER

## MANAGING PARTNER

Jim Oliver, as managing director of the GMS-North Florida Office, also provides district management services for GMS clients in the Northeast Florida region. Mr. Oliver has a Bachelor of Science Degree in Accounting from the State University of New York. He also has a Master’s of Business Administration from Touro University. After 22 years of active-duty service with the United States Army and Florida National Guard, he retired as a Lieutenant Colonel. He has gained broad experience in governmental liaison work at the local, state and federal levels with experience in utility acquisitions, valuations and negotiations. He has been with GMS since 2005.

**EDUCATION**

Bachelor of Science in  
Accounting From The  
State University Of New  
York

**EXPERIENCE**

18 Years

- District Management
  - Assessment Roll  
Administration
- 22 Years U.S. Army

# JAMES PERRY, CPA

## PARTNER

James Perry has over 19 years of experience in District Management Services. Mr. Perry graduated from the University of Central Florida with a Bachelor of Business Administration in Accounting degree. He has also attended the prestigious University of Pennsylvania-Wharton Executive Development program. He has served in senior financial positions with Fortune 100 companies as well as with the largest governmental utility provider in Northeast Florida. He is also a licensed CPA.

# AMENITY MANAGEMENT & LIFESTYLE PROGRAMMING

**Alison Mossing** is the Director of Amenity Management Services. Alison Mossing relocated to Palm Coast, FL in 2021 from Nashville, TN to join the GMS organization. She graduated with her accounting degree from Middle Tennessee State University in 2017 and spent the next four years working as an accountant in the entertainment industry in Nashville. Since joining the organization, Alison has been active in assisting with district accounting, recruiting and field reporting. Alison was recently promoted to the position of Director of Amenity Services, and now leads our Amenity Management Services practice where she utilizes her experience in entertainment and financial literacy to lead our team of Amenity Management professionals .



# AMENITY MANAGEMENT & FACILITY ATTENDANT **SERVICES**

Communities with Amenity Centers hire GMS to provide a full-time, salaried Amenity Manager on a year-round basis. The Amenity Manager shall have the responsibilities of overseeing all amenity facilities and related direct service contracts, interacting with other entities as needed, including recreational programs and special events.

***GMS HAS THE ABILITY TO CREATE A UNIQUE SCHEDULE TO ACCOMMODATE THE NEEDS OF THE COMMUNITY. SERVICES INCLUDE ALL ITEMS DESCRIBED IN THE RFP AND THE FOLLOWING:***

- The Amenity Manager is the liaison for the Community Development District Board of Supervisors and will attend all District meetings.
- The Amenity Manager will prepare a monthly Manager's Report detailing all activity such as District events, planned events, resident concerns, information regarding completed and planned maintenance projects, etc.
- Respond to all resident questions and concerns regarding the District in a timely and professional manner.
- Maintain a professional relationship with all residents, welcoming and educating new homeowners, issuing access cards, updating resident information, supervising staff members, monitoring facility usage and rentals.
- Coordinate with Operations Manager to ensure all District contracts such as pool maintenance, landscape, janitorial, security, pest control, etc. are in compliance with contract specifications.
- Inspect Amenity Center and common areas for lighting, trash removal, pest control, signage and fencing for necessary maintenance. Inspections include recommendations to improve safety and minimize potential hazards in order to prevent accidents from occurring.
- Coordinate and/or assist with maintenance projects based upon monthly inspection reports

continued on the next page

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- Inventory cleaning products, paper products, office and first aid supplies.
- Coordinate, organize, and promote various special events and activities throughout the year.
- Administer rental program of District Facilities for private parties and events.
- Educate staff members, lifeguards, security guards and public on District policies and procedures.
- Prepare report for recommendations regarding modifications/updates to the policies and procedures as needed.
- Process any insurance claims and related repair work.
- Provide recommendations for annual budget, maintenance program, policies and procedures, safety and community events.
- Responsible for sending CDD information for website updates.
- Interface with vendors for repairs, billing, payments and approve certain invoices.
- Design, promote and implement recreational programs. Recreational Programming is a critical component to satisfying every community. Input from the Board of Supervisors and residents will be sought regarding the selections of activities and special events.
- Youth activities will include, but are not limited to summer camp, teen scene and numerous sports leagues. Adult activities can include trivia, group fitness classes, aqua aerobics, themed dinners, and more.
- The Amenity Manager will also facilitate clubs such as "The Fitness Club," book clubs and "Morning Coffee."



# SAMPLE SPECIAL EVENTS

Social events are for all residents and open to the public, and a critical component to the success of the community. Below are some examples of events currently provided at other communities that GMS has previously assisted in staffing.

## SUMMER CAMP

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

## FALL FESTIVAL

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

## WINTER CELEBRATION

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

## KIDS NIGHT OUT/TEEN SCENE

DJ, games, food, drinks and more to entertain kids & teens.

## ICE CREAM SOCIAL

Ice cream and beverages with contests, raffles and games.

## SPRING FLING

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

## DIVE-IN MOVIE

View a movie by the pool with snacks and beverages while you enjoy the show.



# SAMPLE NEWSLETTER

**RANDAL PARK**  
**Newsletter**  
SEPTMBER 2023

### Fun in the Community

- Senior Center** - Open House for Senior Center members.
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### GARAGE SALE

**Saturday, September 17<sup>th</sup>, 2022  
9:00 am - 3:00 pm**

Please be sure to follow the necessary guidelines listed below during the garage sale:

- All garage sales may please detail to be held later.
- Start your garage sale on Saturday, September 17<sup>th</sup> only.
- Your sale will cost less \$ per to \$ per sale.
- The sale will cost your sale participation fee right, however you must be Member or Associate (including the guest).
- Please notify your contact team regarding the sale.
- Residents will receive a sign at the Randal Park Office.
- Callahan parking lot for the garage sale.

If you have any questions, feel free to contact the management office at 281-361-1523, ext. 114.

Garage sales organized during the year that are held in the morning and go until 12 noon are considered. Not to be held in the afternoon for the year. Residents will be notified if you do not go to a sale at Randal Park Community at least at the Randal Park Office.

It will be placed in the Orlando Sentinel Newspaper and distributed signs will be posted.

**RANDAL PARK**

### Fun in the City

**Meetings in the Community**

**Events in August**

### From the Randal Park CDD

**From the Randal Park RPOA**  
**The City of Orlando Street Parking Regulations**  
Revised by Council & Employees of the City of Orlando Police Department

### From the Randal Park RPOA

**Save Half Meeting**

**SPCA's Volunteer Event in August**

**Street Trees & Sign Signs**

### From the Randal Park RPOA

**For Your Security**

**Thank You!**

**From the Randal Park THOA**

**Randal Park Townhome Owners Association**

**Community Meeting**

**Resident Meeting for 2023 and 2024**

### Randal Park Reminders

**For the community's enjoyment of the pool please NO:**

- Smoking, alcohol, glass containers, food items.
- High-heeled shoes, dogs, food or drink while in the pool.
- While exiting the security facilities.

**Resident Meeting in 2023 & 2024**

### Important Numbers and Websites

- Randal Park CDD**
- Randal Park RPOA**
- Randal Park THOA**
- City of Orlando**
- Orange Police Department**
- Orange Fire Department**
- City of Orlando Solid Waste Management**
- Orange Water/Sewer Utilities**
- Orange County Property Appraiser**
- U.S. Post Office (Post and Branch)**
- DMV**
- DMV Website**

### Need to Contact Us?

**Residence Manager**

**Amenity Facility Hours of Operation for Residents**

Facility	Hours
Resident Center	Monday - Friday, 9:00 am - 5:00 pm
Pool	Monday - Friday, 9:00 am - 5:00 pm
Tennis Courts	Monday - Friday, 9:00 am - 5:00 pm
Clubhouse	Monday - Friday, 9:00 am - 5:00 pm

**Resident Meeting for 2023 and 2024**

**Resident Meeting for 2023 and 2024**

**Resident Meeting for 2023 and 2024**

**Resident Meeting for 2023 and 2024**

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

# OPERATIONS MANAGEMENT SERVICES

GMS provides Field Contract/Operations Management services to over 30 Districts throughout Florida. **Jerry Lambert** is the Director of Field Operations Management services in the North Florida region. For 28 years Jerry Lambert was the manager of the Prototype Metal Development Center and worked at the Engineering R & D facility in Auburn Hills, Michigan with Faurecia Automotive Seating. He has widespread experience with welding, automotives and assembly. He was the manager of a Testing Facility, Quality Lab, and Shipping & Receiving Departments for 15 years. He held a Michigan Builders License and owned a construction business for 20 years for commercial building interior renovations. Jerry leads customer delivery functions for the North Florida organization. **Jay Soriano** is our Field Operations Manager in Clay county, overseeing maintenance projects and providing field contract/operational management oversight services. After his first degree from East Carolina University, Jay then attended the University of Delaware, where he began his Master's studies in Health Administration and continued studies toward a second Bachelor's in Parks and Recreation programming. Over the past 25 years, Jay has worked as a Director of Recreation, Fitness and Aquatics, and as a manager for Facility operations for companies such as the YMCA, many small private fitness studios, and multiple CDD's, helping to guide them to successful program development, financial stability, and employee training. Working for GMS since 2012, Jay not only holds multiple professional certifications in many aspects of facilities maintenance, management, and program development, but also as an instructor for many professional organizations in Aquatics maintenance, and management, and pool construction.

## PROPER OPERATION OF THE DISTRICTS INCLUDE:

- Administer and manage maintenance contracts for landscaping, stormwater, wastewater and reuse systems management
- Respond to resident and Board of Supervisors inquiries regarding Maintenance Operations
- Coordinate and implement maintenance projects throughout the community with vendors
- Conduct site visits (day and nighttime) to ensure satisfactory operation of the district and prepare periodic reports to the Board
- Review and approve construction contracts, change orders, payment request, etc. during construction phase
- We can also aid in the development of landscaping RFPs as requested.

## PREVENTATIVE REPAIR & MAINTENANCE SERVICES

GMS has an in-house preventative repairs and maintenance department providing fully insured maintenance services in Tampa, Central Florida, and North Florida territories. Small to medium-size maintenance requests are coordinated through the District Manager and/or Field Operations Manager at the direction of the Board of Supervisors.



# FIELD MANAGEMENT SERVICES

As a company, GMS provides field management services to 30 Districts throughout Florida.

*GMS HAS THE ABILITY TO CREATE A UNIQUE SCHEDULE TO ACCOMMODATE THE NEEDS OF THE COMMUNITY. SERVICES INCLUDE ALL ITEMS DESCRIBED IN THE RFP AND THE FOLLOWING:*

- Administer and manage maintenance contracts for landscaping and lake maintenance contracts.
- Respond to resident and Board of Supervisors inquiries regarding Maintenance Operations.
- Coordinate and implement maintenance projects throughout the community with vendors.
- Conduct site visits (day and nighttime) to ensure satisfactory operation of the district and prepare a monthly report to the Board.
- Review and approve construction contracts, change orders, payment request, etc. during construction phase if contracted.



# FACILITY MAINTENANCE SERVICES

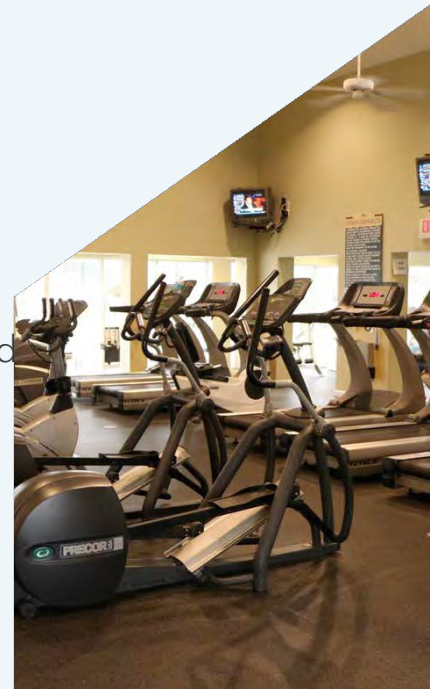
Every community has continuous needs for various maintenance requirements throughout the year. One of the many problems a community faces is who will perform the maintenance service, how much it will cost and when will it be completed. GMS has a strong team of experienced, dedicated and hard-working maintenance personnel with the ability to timely respond to most all maintenance issues throughout the community on a cost-effective basis.

## *SERVICES INCLUDE ALL ITEMS DESCRIBED IN THE RFP AND THE FOLLOWING:*

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

## *SERVICES INCLUDE ALL ITEMS DESCRIBED IN THE RFP AND THE FOLLOWING:*

- Service 1 to 5 times per week
- Sweep and mop tiled areas as necessary
- Clean restrooms, sinks, mirrors, fixtures, toilets and urinals
- Clean interior windows, baseboards, wipe down walls and doors
- Wipe down and sanitize fitness equipment
- Remove trash and replace trash can liners
- Restock supplies, paper products, etc. as needed
- Straighten deck furniture and blow off patio areas
- Pick up trash and debris from the amenity and pool areas

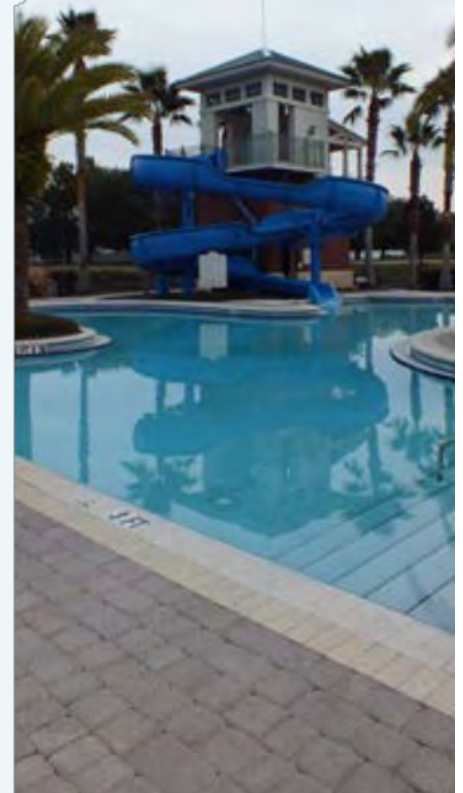


# POOL MAINTENANCE SERVICES

GMS has over six (6) certified pool operators qualified to provide commercial pool maintenance services. Services are customized to meet each clients needs based upon seasonal factors and usage.

## *SERVICES INCLUDE ALL ITEMS DESCRIBED IN THE RFP AND THE FOLLOWING:*

- Service 1 to 5 days per week
- Pool vacuuming
- Skimming
- Brushing tiles
- Chemical balance (Chlorine, PH, Alkalinity, Sequestrant)
- Pool and equipment inspections
- Cleaning of filters
- Blow off pool deck
- Chemicals provided by client
- Emergency call out services to be invoiced separately



# LIFEGUARDING SERVICES

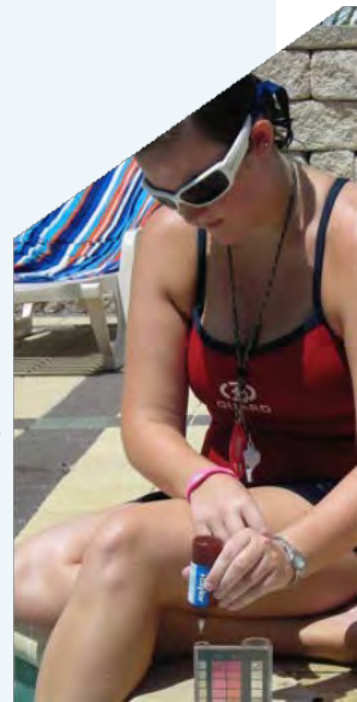
Lifeguards are American Red Cross certified in Lifeguarding, Water Park Lifeguarding, CPR, First Aid and AED for Adults, Infants and Children. For best results, lifeguards shall be at least 16 years of age and perform standard duties associated with an aquatic facility. The District will only be invoiced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

## A. Responsibility:

- The primary responsibility of our lifeguards is to prevent drowning and other injuries from occurring through continuous surveillance, eliminating hazardous behaviors, enforcing facility rules and regulations, recognizing and responding quickly to emergencies and working as a team with facility staff and management.
- Lifeguards will be "Rescue Ready" at all times and report unsafe conditions.
- Complete daily pool logs, equipment checklist and necessary forms that correspond with daily activities and incidents.
- Complete required in-service training to review EAP, CPR, First Aid, AED, and all rescue procedures.
- Straighten pool deck furniture, wipe tables, removing debris from pool deck area and walkways, replacing trashcan liners (as time permits) and maintaining restroom cleanliness and supplies, are all secondary responsibilities.
- Lifeguards shall be visited frequently by the Aquatics Director and/or Supervisor. Other secondary responsibilities of lifeguards include but are not limited to:
  - Cleaning pool tiles as time permits
  - Inspecting and maintaining First Aid supplies
  - Inspecting the slide and slide structure before opening pool
  - Testing pH and chlorine levels to maintain Health Department requirements (twice daily)
  - Skimming pool

## B. Staffing Approach & Scheduling

- In the event of inclement weather, staff will follow and enforce District policies. If the weather is predicted to persist throughout the day, the Facility Supervisor shall direct staff accordingly.
- If at any time the Board of Supervisors would like to adjust the hours and/ or days of service, a two-week notices respectfully requested. GMS understands the need for flexibility in order to meet the needs of each community and will provide the necessary staffing in order to provide the services based upon the operating hours of the community.



# REFERENCES

GMS prides itself on the timely delivery of quality services to its clients. As a result, our clients as well as the other CDD industry professionals have come to recognize and appreciate the quality of the services we provide. GMS encourages its prospective clients to call our references and learn what other district supervisors, developers, attorneys, engineers and financial professionals are saying about us. The following table contains just a few of the clients and professionals that are pleased to serve as our references:

## **Cindy Nelsen**

Chair, Double Branch CDD  
1394 Canopy Oaks Drive  
Orange Park, Florida 32065  
(904) 424-9960

[bcnelsen@comcast.net](mailto:bcnelsen@comcast.net)

## **Jeff Robinson**

Chair, Amelia Walk CDD  
85287 Majestic Walk Blvd  
Fernandina Beach, FL 32034  
(770) 990-0957

[Awcdd.jeffrobinson@gmail.com](mailto:Awcdd.jeffrobinson@gmail.com)

## **Batey McGraw**

Chair, Wilford Preserve CDD  
14701 Philips Highway, Suite 300  
Jacksonville, Florida 32256  
(904) 517-7983

[batey.mcgraw@dreamfindershomes.com](mailto:batey.mcgraw@dreamfindershomes.com)

*GMS's current clients are listed in Table 2-1. This grid reflects a portion of the services provided to our clients.*

# GOVERNMENTAL MANAGEMENT SERVICES

Table 2-1. District Management Experience Summary

GMS Client #	GMS Client Name As of 2023-02-19	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
1	Aberdeen	St. Johns	✓	✓	✓		
2	Academical Village	Broward	✓	✓	✓		✓
3	Amelia Concourse	Nassau	✓	✓	✓		
4	Amelia Walk	Nassau	✓	✓	✓		✓
5	Anabelle Island	Clay	✓	✓	✓		
6	Armstrong	Clay	✓	✓	✓		
7	Astoria	Polk	✓	✓	✓		✓
8	Ballentrae Hillsborough	Hillsborough	✓	✓	✓		✓
9	Bannon Lakes	St. Johns	✓	✓	✓		
10	Bartram Park	Duval	✓	✓	✓		
11	Bartram Springs	Duval	✓	✓	✓		
12	Bauer Drive	Miami-Dade	✓	✓	✓		
13	Bay Laurel Center	Marion	✓	✓	✓		
14	Baytree	Brevard	✓	✓	✓		✓
15	Baywinds	Miami-Dade	✓	✓	✓		✓
16	Beacon Tradeport	Miami-Dade	✓	✓	✓		
17	Bella Collina	Lake	✓	✓	✓	✓	✓
18	Bellagio	Miami-Dade	✓	✓	✓		
19	Belmont	Hillsborough	✓	✓	✓		✓
20	Bent Creek	St. Lucie	✓	✓	✓		
21	Biscayne Drive Estates	Miami-Dade	✓	✓	✓		
22	Bonita Village	Lee	✓	✓	✓		
23	Bonnet Creek	Orange	✓	✓	✓		✓
24	Bontaniko	Broward	✓	✓	✓		
25	Bradbury	Polk	✓	✓	✓		
26	Brandy Creek	St. Johns	✓	✓	✓		
27	Bridgewalk	Osceola	✓	✓	✓		✓
28	Campo Bello	Miami-Dade	✓	✓	✓		
29	Candler Hills	Marion	✓	✓	✓		
30	Canopy	Leon	✓	✓	✓		
31	Capital Region	Leon	✓	✓	✓		
32	Central Lake	Lake	✓	✓	✓		
33	Centre Lake	Miami-Dade	✓	✓	✓		✓
34	ChampionsGate	Osceola	✓	✓	✓		
35	ChampionsGate Property Owners	Osceola	✓	✓	✓		
36	ChampionsGate Villas Condo 1	Osceola	✓	✓	✓		
37	Chapel Creek	Pasco	✓	✓	✓		✓
38	City of Coral Gables**	Miami-Dade	✓	✓			
39	Coconut Cay	Miami-Dade	✓	✓	✓		✓
40	Copper Creek	St. Lucie	✓	✓	✓		
41	Copper Oaks	Lee	✓	✓	✓		
42	Coral Bay	Broward	✓	✓	✓		
43	Coral Keys Homes	Miami-Dade	✓	✓	✓		
44	Cordova Palms	St. Johns	✓	✓	✓		✓
45	Creekside	St. Lucie	✓	✓	✓		✓

## CLIENT LISTING



GMS Client #	GMS Client Name As of 2023-02-19	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
46	Crossings	Osceola	✓	✓	✓		✓
47	Crossings At Fleming Island, The	Clay	✓	✓	✓		
48	Crossroads Village Center	Polk	✓	✓	✓		
49	Crosswinds East	Polk	✓	✓	✓		
50	Crystal Cay	Miami-Dade	✓	✓	✓		
51	Cypress Bluff	Duval	✓	✓	✓		
52	Cypress Cove	Broward	✓	✓	✓		
53	Cypress Creek	Hillsborough	✓	✓	✓		
54	Cypress Park Estates	Polk	✓	✓	✓		✓
55	Cypress Ridge	Hillsborough	✓	✓	✓		
56	Davenport Road South	Polk	✓	✓	✓		✓
57	Deer Island	Lake	✓	✓	✓		✓
58	Deer Run	Flagler	✓	✓	✓		✓
59	Double Branch - Recreation	Clay	✓	✓	✓		✓
60	Dowden West	Orange	✓	✓	✓		✓
61	Downtown Doral	Miami-Dade	✓	✓	✓		
62	Downtown Doral South	Miami-Dade	✓	✓	✓		✓
63	Dunes	Flagler	✓	✓	✓		
64	Dupree Lakes	Pasco	✓	✓	✓		
65	Durbin Crossings	St. Johns	✓	✓	✓		
66	Eagle Hammock	Polk	✓	✓	✓		✓
67	East 547	Polk	✓	✓	✓		✓
68	East Homestead	Miami-Dade	✓	✓	✓		✓
69	Eden Hills	Polk	✓	✓	✓		✓
70	Elevation Point	St. Johns	✓	✓	✓		
71	Enclave @ Black Pointe Marina	Miami-Dade	✓	✓	✓		✓
72	Estancia at Wiregrass	Pasco	✓	✓	✓		
73	Eureka Grove	Miami-Dade	✓	✓	✓		
74	Falcon Trace	Orange	✓	✓	✓		✓
75	Forest Brooke	Hillsborough	✓	✓	✓		
76	Forest Lake	Polk	✓	✓	✓		✓
77	Founders Ridge	Lake	✓	✓	✓		
78	Gardens at Hammock Beach	Flagler	✓	✓	✓		
79	GIR East	Osceola	✓	✓	✓		
80	Grande Pines	Orange	✓	✓	✓		
81	Green Corridor**	-Multiple	✓	✓	✓		
82	Griffin Lakes	Broward	✓	✓	✓		
83	Hamilton Bluff	Polk	✓	✓	✓		
84	Hammock Reserve	Polk	✓	✓	✓		✓
85	Harbor Bay	Hillsborough	✓	✓	✓		
86	Hartford Terrace	Polk	✓	✓	✓		
87	Hemingway Point	Broward	✓	✓	✓		✓
88	Heritage Park	St. Johns	✓	✓	✓		✓
89	Heron Isles	Nassau	✓	✓	✓		
90	Hickory Tree	Osceola	✓	✓	✓		

## CLIENT LISTING



GMS Client #	GMS Client Name As of 2023-02-19	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
91	Hicks Ditch	Lake	✓	✓	✓		
92	Highland Meadows West	Polk	✓	✓	✓		✓
93	Holly Hill Road East	Polk	✓	✓	✓		✓
94	Hollywood Beach	Broward	✓	✓	✓		
95	Homestead 50	Pasco	✓	✓	✓		
96	Indigo	Volusia	✓	✓	✓		
97	Indigo East	Marion	✓	✓	✓		
98	Interlaken	Broward	✓	✓	✓		
99	Islands at Doral Townhomes	Miami-Dade	✓	✓	✓		
100	Islands of Doral III	Miami-Dade	✓	✓	✓		
101	Isle of Bartram Park	St. Johns	✓	✓	✓		
102	Kingman Gate	Miami-Dade	✓	✓	✓		✓
103	Knightsbridge	Osceola	✓	✓	✓		
104	Lake Ashton	Polk	✓	✓	✓		
105	Lake Ashton II	Polk	✓	✓	✓		
106	Lake Deer	Polk	✓	✓	✓		
107	Lake Emma	Lake	✓	✓	✓		✓
108	Lake Harris	Lake	✓	✓	✓		
109	Lake Lizzi	Osceola	✓	✓	✓		
110	Lake Mattie Preserve	Polk	✓	✓	✓		
111	Lakes by the Bay South	Miami-Dade	✓	✓	✓		✓
112	Lakeside Plantation	Sarasota	✓	✓	✓		
113	Landings	Flagler	✓	✓	✓		
114	Landings @ Miami Beach	Miami-Dade	✓	✓	✓		
115	Lawson Dunes	Polk	✓	✓	✓		
116	Live Oak Lake	Osceola	✓	✓	✓		✓
117	Lucaya	Lee	✓	✓	✓		
118	Lucerne Park	Polk	✓	✓	✓		✓
119	Majorca Isles	Miami-Dade	✓	✓	✓		
120	Mayfair	Brevard	✓	✓	✓		
121	McJunkin @ Parkland	Broward	✓	✓	✓		
122	Meadowview @ Twin Creeks	St. Johns	✓	✓	✓		
123	Mediterranea	Palm Beach	✓	✓	✓		
124	Middle Village	Clay	✓	✓	✓		
125	Mirada	Lee	✓	✓	✓		
126	Montecito	Brevard	✓	✓	✓		✓
127	Narcoossee	Orange	✓	✓	✓		✓
128	Nob Hill HOA	Broward	✓	✓	✓		
129	North Boulevard	Polk	✓	✓	✓		✓
130	North Powerline Road	Polk	✓	✓	✓		✓
131	North Springs	Broward	✓	✓	✓		
132	Northern Riverwalk	Palm Beach	✓	✓	✓		
133	Oakridge	Broward	✓	✓	✓		
134	Old Hickory	Osceola	✓	✓	✓		✓
135	Old Palm	Palm Beach	✓	✓	✓		

## CLIENT LISTING





GMS Client #	GMS Client Name As of 2023-02-19	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
136	Orchid Grove	Broward	✓	✓	✓		✓
137	Osceola Chain of Lakes	Osceola	✓	✓	✓		✓
138	OTC	Duval	✓	✓	✓		
139	Palm Coast Park	Flagler	✓	✓	✓		
140	Palm Glades	Miami-Dade	✓	✓	✓		✓
141	Palms of Terra Ceia Bay	Manatee	✓	✓	✓		
142	Park Creek	Hillsborough	✓	✓	✓		
143	Peace Creek	Polk	✓	✓	✓		✓
144	Pine Air Lakes	Collier	✓	✓	✓		
145	Pine Isles	Miami-Dade	✓	✓	✓		
146	Pine Ridge Plantation	Clay	✓	✓	✓		
147	Poinciana	Polk	✓	✓	✓		✓
148	Poinciana West	Polk	✓	✓	✓		✓
149	Pollard Road	Polk	✓	✓	✓		
150	Portofino Isles	St. Lucie	✓	✓	✓		
151	Portofino Landings	St. Lucie	✓	✓	✓		✓
152	Portofino Shores	St. Lucie	✓	✓	✓		
153	Portofino Springs	Lee	✓	✓	✓		
154	Portofino Vineyards	Lee	✓	✓	✓		
155	Portofino Vista	Osceola	✓	✓	✓		
156	Preston Cove	Osceola	✓	✓	✓		
157	Quail Roost	Miami-Dade	✓	✓	✓		
158	Randal Park	Orange	✓	✓	✓		✓
159	Randal Park POA	Orange	✓				✓
160	Randal Park THOA	Orange	✓				✓
161	Remington	Osceola	✓	✓	✓		✓
162	Reserve	St. Lucie	✓	✓	✓		
163	Reserve II	St. Lucie	✓	✓	✓		
164	Residences at Tohoqua HOA	Osceola	✓				✓
165	Reunion East	Osceola	✓	✓	✓		✓
166	Reunion West	Osceola	✓	✓	✓		✓
167	Rhodine Road North	Hillsborough	✓	✓	✓		✓
168	Ridgewood Trails	Clay	✓	✓	✓		
169	River Place	St. Lucie	✓	✓	✓		✓
170	Riverbend	Hillsborough	✓	✓	✓		
171	Rivercrest	Hillsborough	✓	✓	✓		
172	Rivers Edge	St. Johns	✓	✓	✓		
173	Rivers Edge II	St. Johns	✓	✓	✓		
174	Rivers Edge III	St. Johns	✓	✓	✓		
175	Riverwalk (Everbe)	Orange	✓	✓	✓		
176	Rolling Hills	Clay	✓	✓	✓		
177	Rolling Oaks	Osceola	✓	✓	✓		
178	Sabal Palm	Broward	✓	✓	✓		
179	Saddle Creek Preserve of PC	Polk	✓	✓	✓		✓
180	Sampson Creek	St. Johns	✓	✓	✓		

## CLIENT LISTING



GMS Client #	GMS Client Name As of 2023-02-19	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
181	San Simeon	Miami-Dade	✓	✓	✓		✓
182	Sandmine Road	Polk	✓	✓	✓		✓
183	Sawyer's Landing	Miami-Dade	✓	✓	✓		
184	Scenic Highway	Polk	✓	✓	✓		✓
185	Scenic Terrace North	Polk	✓	✓	✓		
186	Scenic Terrace South	Polk	✓	✓	✓		✓
187	Schaller Preserve	Polk	✓	✓	✓		
188	Sedona Point	Miami-Dade	✓	✓	✓		
189	Shingle Creek	Osceola	✓	✓	✓		✓
190	Shingle Creek @ Bronson	Osceola	✓	✓	✓		✓
191	Siena North	Miami-Dade	✓	✓	✓		
192	Silver Palms	Miami-Dade	✓	✓	✓		
193	Six Mile	Clay	✓	✓	✓		
194	Solterra	Miami-Dade	✓	✓	✓		
195	South Dade Venture	Miami-Dade	✓	✓	✓		
196	South Kendall	Miami-Dade	✓	✓	✓		
197	South Village	Clay	✓	✓	✓		
198	St. Augustine Lakes CDD	St. Johns	✓	✓	✓		
199	Stoneybrook South	Osceola	✓	✓	✓		✓
200	Stoneybrook South @ CG	Osceola	✓	✓	✓		✓
201	Storey Creek	Osceola	✓	✓	✓		✓
202	Storey Drive	Orange	✓	✓	✓		✓
203	Storey Park	Orange	✓	✓	✓		✓
204	Sweetwater Creek	St. Johns	✓	✓	✓		
205	Talis Park	Collier	✓	✓	✓		
206	Tapestry	Osceola	✓	✓	✓		✓
207	Terra Bella	Pasco	✓	✓	✓		
208	Tesoro	St. Lucie	✓	✓	✓		✓
209	TIFA	Brevard	✓	✓	✓		
210	Tison's Landing	Duval	✓	✓	✓		
211	Tohoqua	Osceola	✓	✓	✓		✓
212	Tohoqua Master Association	Osceola	✓				✓
213	Tohoqua Reserve	Osceola	✓				✓
214	Tolomato	St. Johns	✓	✓	✓		
215	Towne Park	Polk	✓	✓	✓		✓
216	Townhomes at Tohoqua	Osceola	✓				✓
217	Tranquility	Brevard	✓	✓	✓		
218	Treeline Preserve	Lee	✓	✓	✓		
219	Turtle Run	Broward	✓	✓	✓		✓
220	Valencia Water Control District	Orange	✓	✓	✓		
221	Veranda Landing	St. Lucie	✓	✓	✓		
222	Verano #1	St. Lucie	✓	✓	✓		
223	Verano #2	St. Lucie	✓	✓	✓		
224	Verano #3	St. Lucie	✓	✓	✓		
225	Verano #4	St. Lucie	✓	✓	✓		

## CLIENT LISTING



GMS Client #	GMS Client Name As of 2023-02-19	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
226	Verano #5	St. Lucie	✓	✓	✓		
227	Verano Center	St. Lucie	✓	✓	✓		
228	Viera East	Brevard	✓	✓	✓		
229	Villa Portofino East	Miami-Dade	✓	✓	✓		
230	Villa Portofino West	Miami-Dade	✓	✓	✓		
231	Villages of Biscayne Park	Miami-Dade	✓	✓	✓		
232	Villages Of Bloomingdale	Hillsborough	✓	✓	✓		
233	Villamar	Polk	✓	✓	✓		✓
234	Vizcaya in Kendall	Miami-Dade	✓	✓	✓		✓
235	Water's Edge	Pasco	✓	✓	✓		
236	Waterford Estates	Charlotte	✓	✓	✓		
237	Waterstone	St. Lucie	✓	✓	✓		
238	Weiberg Road	Polk	✓	✓	✓		
239	Wellness Ridge	Lake	✓	✓	✓		
240	Westside	Osceola	✓	✓	✓		✓
241	Westside Haines City	Polk	✓	✓	✓		
242	Westview North	Miami-Dade	✓	✓	✓		
243	Westwood OCC	Orange	✓	✓	✓		
244	Wilford Preserve	Clay	✓	✓	✓		
245	Willow Creek	Brevard	✓	✓	✓		✓
246	Wind Meadows South	Polk	✓	✓	✓		✓
247	Windsor at Westside	Osceola	✓	✓	✓		✓
248	Windsor Cay	Lake	✓	✓	✓		
249	Windward	Osceola	✓	✓	✓		✓
250	Woodland Ranch Estates	Polk	✓	✓	✓		
251	Wynnfield Lakes	Duval	✓	✓	✓		
252	Wynnmere West	Hillsborough	✓	✓	✓		
253	Yarborough Lane	Polk	✓	✓	✓		
254	Zephyr Ridge	Pasco	✓	✓	✓		
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## CLIENT LISTING



# RISK MANAGEMENT REQUIREMENTS

**ACORD CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY) 01/12/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsements.

**PRODUCER:** Zelen Risk Solutions, Inc. 7964 Devoe Street Jacksonville FL 32220  
**CONTACT NAME:** Holly Howe  
**PHONE (BUS. USE ONLY):** (904) 262-8080 **FAX (BUS. USE ONLY):** (904) 262-1444  
**E-MAIL ADDRESS:** hholly@zelenrisk.com

**INSURED:** Governmental Management Services, LLC 1001 Bradford Way Kingston TN 37763  
**INSURER A:** Security National Insurance Company  
**INSURER B:** OBE Specialty Insurance Company

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

LINE	TYPE OF INSURANCE	ADDITIONAL INFORMATION	POLICY NUMBER	POLICY EFF. DATE	POLICY EXP. DATE	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIED PER: POLICY <input checked="" type="checkbox"/> PRO. <input type="checkbox"/> LOC.		SES1794996-00	10/01/2023	10/01/2024	EACH OCCURRENCE: \$1,000,000 DAMAGE TO RENTED EQUIPMENT: \$100,000 MED. EXP. (incl. sub. parties): \$10,000 PERSONAL & ADV. INJURY: \$1,000,000 GENERAL AGGREGATE: \$2,000,000 PRODUCTS - COMP/OP AGG: \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALLIANCE AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> UMBRELLA LIAB. <input checked="" type="checkbox"/> EXCESS LIAB. <input checked="" type="checkbox"/> CLAIMS-MADE SEC. <input type="checkbox"/> RETENTION: 0		MCOX101157-00	10/01/2023	10/01/2024	COMBINED SINGLE LIMIT (EA. ACCIDENT): \$3 BODILY INJURY (Per person): \$3 BODILY INJURY (Per accident): \$3 PROPERTY DAMAGE: \$3 AGGREGATE: \$2,000,000 WORKERS COMPENSATION AND EMPLOYERS' LIABILITY: \$ ANY PROFESSIONAL SERVICE OFFICER/MEMBER EXCLUDED? (Indemnity in NW) <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A (Type, date and state of description of operations below)

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

**Certificate holder is additional insured with respect to general liability when required by written contract.**

**CERTIFICATE HOLDER:** Cordova Palms CDD, 475 West Town Place, Suite 114, St. Augustine, Florida 32092

**CANCELLATION:** SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  
 AUTHORIZED REPRESENTATIVE: *Vicky M. Zelen*

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**ACORD CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY) 01/12/2024

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**PRODUCER:** State Farm Edie Williams State Farm 300 AIA N Suite 304 Ponte Vedra, FL 32082  
**CONTACT NAME:** Angela Dietrich  
**PHONE (BUS. USE ONLY):** 904-425-4024 **FAX (BUS. USE ONLY):** 904-425-4049  
**E-MAIL ADDRESS:** Angela@EdieWilliams.com

**INSURED:** Governmental Management Services, LLC 1001 Bradford Way Kingston, TN 37763  
**INSURER A:** State Farm Mutual Automobile Insurance Company  
**INSURER B:**

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

LINE	TYPE OF INSURANCE	ADDITIONAL INFORMATION	POLICY NUMBER	POLICY EFF. DATE	POLICY EXP. DATE	LIMITS
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIED PER: POLICY <input type="checkbox"/> PRO. <input type="checkbox"/> LOC.					EACH OCCURRENCE: \$3 DAMAGE TO RENTED EQUIPMENT: \$3 MED. EXP. (incl. sub. parties): \$3 PERSONAL & ADV. INJURY: \$3 GENERAL AGGREGATE: \$3 PRODUCTS - COMP/OP AGG: \$3
	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALLIANCE AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> UMBRELLA LIAB. <input type="checkbox"/> EXCESS LIAB. <input type="checkbox"/> CLAIMS-MADE SEC. <input type="checkbox"/> RETENTION: 0		E13 2052 A07 59E	01/07/2024	07/07/2024	COMBINED SINGLE LIMIT (EA. ACCIDENT): \$3 BODILY INJURY (Per person): \$1,000,000 BODILY INJURY (Per accident): \$1,000,000 PROPERTY DAMAGE: \$1,000,000 AGGREGATE: \$3 WORKERS COMPENSATION AND EMPLOYERS' LIABILITY: \$3 ANY PROFESSIONAL SERVICE OFFICER/MEMBER EXCLUDED? (Indemnity in NW) <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A (Type, date and state of description of operations below)

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

**CERTIFICATE HOLDER:** Cordova Palms CDD, 475 West Town Place, Suite 114, St. Augustine, Florida 32092

**CANCELLATION:** SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  
 AUTHORIZED REPRESENTATIVE: *Angela Dietrich*

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# RISK MANAGEMENT REQUIREMENTS

**ACORD** **CERTIFICATE OF LIABILITY INSURANCE** (DATE (MM/DD/YYYY)) 01/12/2024

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**PRODUCER:** Zelen Risk Solutions, Inc. 7964 Dove Street Jacksonville FL 32220

**CONTACT NAME:** Vicky Zelen  
**PHONE:** (904) 292-9980  
**FAX:** (904) 292-1444  
**E-MAIL:** vicky@zelenrisk.com

**INSURER(S) AFFORDING COVERAGE:**

**INSURER A:** Security National Insurance Company  
**INSURER B:** Bridgefield Casualty Insurance Company  
**INSURER C:** Hartford Fire Insurance Company  
**INSURER D:** Nautius Insurance Company

**INSURED:** Riverside Management Services, Inc. 1001 Bradford Way Kingston TN 37763

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE	TYPE OF INSURANCE	CLASS CODE	POLICY NUMBER	ISSUE DATE (MM/DD/YYYY)	EXPIRES (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/>		9581794006-03	07/27/2023	07/27/2024	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES \$100,000 MED. EXP. (Any one person) \$5,000 PERSONAL AND ADV. INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP. OP. \$2,000,000
D	COMMERCIAL AUTOMOBILE LIABILITY ANY AUTO <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/>		AN1296126	10/18/2023	07/27/2024	EACH OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY EMPLOYER (Mandatory in HI) OFFICER/DIRECTOR/ELIGIBLE (Mandatory in HI) PART-TIME EMPLOYEES (Mandatory in HI)		196-23349	10/18/2023	10/18/2024	E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EMPLOYEES \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
C	Crime		21TP0343210-22	11/04/2022	11/04/2023	Employee theft on Client's Premises \$500,000

DESCRIPTION OF OPERATIONS/LOCATIONS (VEHICLES (ACORD 101, Additional Payment Schedule, may be attached more spaces required))  
 Certificate holder is additional insured with respect to the general liability when required by written contract.

**CERTIFICATE HOLDER:** Cordova Palms CDD  
475 West Town Place, Suite 114  
St. Augustine, Florida 32092

**CANCELLATION:** SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  
 AUTHORIZED REPRESENTATIVE: Vicky M. Zelen

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**ACORD** **CERTIFICATE OF LIABILITY INSURANCE** (DATE (MM/DD/YYYY)) 01/16/2024

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**PRODUCER:** State Farm Edie Williams State Farm 330 A1A N Suite 324 Ponte Vedra, FL 32082

**CONTACT NAME:** Angela Dietrich  
**PHONE:** 904-425-8254  
**FAX:** 904-425-8049  
**E-MAIL:** Angela@EdieWilliams.com

**INSURER(S) AFFORDING COVERAGE:** State Farm Mutual Automobile Insurance Company 2517B

**INSURED:** Riverside Management Services, Inc. 1001 Bradford Way Kingston, TN 37763

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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TYPE	TYPE OF INSURANCE	CLASS CODE	POLICY NUMBER	ISSUE DATE (MM/DD/YYYY)	EXPIRES (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/>					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES \$ MED. EXP. (Any one person) \$ PERSONAL AND ADV. INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP. OP. \$
D	COMMERCIAL AUTOMOBILE LIABILITY ANY AUTO <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/>		E13 2052-A07-59E	01/07/2024	07/07/2024	EACH OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000 PERSONAL AND ADV. INJURY \$1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY EMPLOYER (Mandatory in HI) OFFICER/DIRECTOR/ELIGIBLE (Mandatory in HI) PART-TIME EMPLOYEES (Mandatory in HI)					E.L. EACH ACCIDENT \$ E.L. DISEASE - EMPLOYEES \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS/LOCATIONS (VEHICLES (ACORD 101, Additional Payment Schedule, may be attached more spaces required))

**CERTIFICATE HOLDER:** Cordova Palms CDD  
475 West Town Place, Suite 114  
St. Augustine, Florida 32092

**CANCELLATION:** SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  
 AUTHORIZED REPRESENTATIVE: Angela Dietrich

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# COST OF SERVICES

## MANAGEMENT SERVICES

Management services will be provided for a fixed annual fee.

*See Exhibits "A" and "B"*

Reimbursable expenses such as copies, postage, courier services, printing, and binding will be billed on a monthly basis. Management fees are invoiced at the beginning of each month and due within 30 days of the invoice date. Subsequent management fees will be established based upon the adoption of the annual operating budget, which will be adjusted to reflect ongoing levels of service.





## EXHIBIT "A" – FIELD OPERATIONS MANAGEMENT FEE SCHEDULE

Service Descriptions	GMS Fiscal Year 2024 Fees *
<p><b>Field Management Services:</b></p> <ul style="list-style-type: none"> <li>Annual Fee paid in equal monthly payments (plus, reimbursable expenses)</li> <li>Weekly On-Site Inspections and Vendor Coordination as defined in the Scope of Services</li> </ul>	<p><b>Annualized</b></p> <p><b>\$18,000</b></p>
<p><b>Additional Services:</b></p> <ul style="list-style-type: none"> <li>All other requested items not specifically denoted in Exhibit "B" will be subject to either a flat rate proposal or an hourly rate proposal to the District</li> </ul>	<p><b>To Be Negotiated</b></p>
<p><b>Out-of-Pocket Reimbursable Expenses</b></p> <ul style="list-style-type: none"> <li>Written pre-approval from the District Manager or District must be included for any reimbursable expenses over \$1,000.00 a month.</li> </ul>	<p><b>To Be Negotiated</b></p>
<p><b>Facility Maintenance and Repair Services.</b></p> <ul style="list-style-type: none"> <li>GMS has a comprehensive on-site and insured maintenance service for small to medium size projects which can be provided at the direction of the District Board Of Supervisors and/or the District Manager. \$50.00/Hour + Expenses.</li> </ul>	<p><b>\$50.00/Hour + Expenses</b></p>

\* Fees reflect the Annual Budget for services For Fiscal Year 2024 with dates effective October 1st, 2023, through September 30th, 2024.

For Fiscal Year 2025, with dates effective October 1st, 2024, through September 30th, 2025, the GMS fees will be negotiated and will be reflected in the Adopted 2025 Budget.

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## EXHIBIT "B" – FIELD OPERATIONS MANAGEMENT SCOPE OF SERVICES

### Service Descriptions

- Monitor all Landscaping, Irrigation, and Wetland Contracts for compliance issues and meet with vendors on-site to resolve failures or disputes raised or identified.
- Provide in-house expertise to provide vendor and staff oversight as it pertains to the maintenance of the District's landscaping, aquatics, and facilities.
- Within the first 30 days of the Agreement, evaluate the performance of all existing operational vendors, the scopes of services under which maintenance is currently conducted, and provide the Board with a report and recommendations.
- Develop and manage Requests for Proposals to include attendance at pre-bid meetings, bid openings and evaluation and recommendations to the Board.
- Once per month, the Operations Manager will conduct a walk-through with each major vendor. At a minimum, these vendors shall include the landscape maintenance vendor, aquatics vendor, and any other vendor as requested by the Board.
- All tasks and directives to the District's vendors shall be tracked and updated through an action item database specifically tailored to the District's needs.
- Schedule and meet with residents and the appropriate staff members and/or vendors to provide direction, assistance, and or recommendations as appropriate in response to requests for information or assistance.
- Provide warning letters, cease and desist notices, and other appropriate communication in response to violations of rules and policies relating to conservation lands and applicable Water Management District compliance issues and community rule violations.
- Oversee the process of enforcement of parking rules and other directives as identified by the Board of Supervisors relating to the parks and other District lands.
- Schedule tasks for ongoing maintenance or repair of District lands and facilities and verify completion or progress. Use a web-based task management program and keep current.
- Develop proposals and suggestions for improvements to the efficiency and/or quality of maintenance programs.
- Provide recommendations for annual budget and maintenance programs.
- Interface with vendors for repairs, billing, and payments and preapprove certain invoices as needed.
- Provide a monthly update to the District Manager for inclusion in his management report to the Board.

*We pride ourselves on customizing unique solutions for our clients.*



# TO THE BOARD OF SUPERVISORS OF **Cordova Palms CDD**




**THANK**

**YOU**




SERVING  
FLORIDA'S  
COMMUNITIES



 **Address:**  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

 **Direct Phone Line:**  
(407) 841-5524 x 125

 **Darrin Mossing, GMS President:**  
[DMOSSING@GMSTNN.COM](mailto:DMOSSING@GMSTNN.COM)

*SEVENTH ORDER OF BUSINESS*

Begin forwarded message:

**From:** Mila Iris Martinez <milairismartinez@gmail.com>  
**Subject:** Little Free Library  
**Date:** April 3, 2024 at 5:32:04 PM EDT  
**To:** dlaughlin@gmsnf.com  
**Cc:** cathymartinez2010@gmail.com, martinezluisv@gmail.com

Good evening Mr. Laughlin,

I hope that you are having a great week so far! My name is Mila, my family and I are current residents of Cordova Palms. I was given your contact information by Cecely Meredith, Community Manager of AMH. I have been in communication with both her and Jacquelyn Heflin, District Manager of AMH, throughout the afternoon in regards to an idea that I have.

There is an organization called Little Free Library that has freestanding boxes filled with books where you can take a book and/or leave a book. I attached a photo of one to this email. Here is their website for your reference, <https://littlefreelibrary.org/>.

I was wondering if we could possibly put one up in our community. My father and I could build it, and my mother and I can help supply the very first books as well as maintain it. I think that the residents in our community would really enjoy it! Both Jacquelyn and Cecely enthusiastically support this idea. I understand, however, that it is the CDD that is responsible for approving requests such as this.

Thank you so much for reading my email, I look forward to hearing from you!

Mila Martinez







*EIGHTH ORDER OF BUSINESS*

*B.*

**CORDOVA PALMS CDD**

**REQUISITION SUMMARY**

**Cordova CDD 2022-2 Bonds-Acquisition and Construction Account 126173**

**April 10, 2024  
TO BE RATIFIED**

<u>Date of Requisition</u>	<u>Req #</u>	<u>Payee</u>	<u>Reference</u>	<u>REQUISITION TOTAL</u>
<b>Cordova CDD 2022-2 Bonds-Acquisition and Construction Account 118690 FOR RATIFICATION</b>				
3/29/2024	69	AJ Johns, Inc.	Cordova Palms Phase 3 - Contractor Application for Payment No. 23001-14 (March 2023)	\$ 36,609.99
<b>Cordova CDD 2022-2 Bonds-Acquisition and Construction Account FOR RATIFICATION</b>				<b>\$ 36,609.99</b>
<u>Date of Requisition</u>	<u>Req #</u>	<u>Payee</u>	<u>Reference</u>	<u>INVOICE AMOUNT</u>
<b>Cordova CDD 2022-2 Bonds-Acquisition and Construction Account 118690 FOR APPROVAL</b>				
<b>Cordova CDD 2022-2 Bonds-Acquisition and Construction Account FOR APPROVAL</b>				<b>\$ -</b>

**TOTAL REQUISITIONS TO BE RATIFIED AT APRIL 10, 2024 CDD MEETING \$ 36,609.99**



*NINTH ORDER OF BUSINESS*

*A.*

***Cordova Palms***  
***Community Development District***

***Unaudited Financial Reporting***  
***February 29, 2024***



**Cordova Palms**  
**Community Development District**  
**Combined Balance Sheet**  
**February 29, 2024**

	General Fund	Debt Service Fund	Capital Project Fund	Totals Governmental Funds
<b>Assets:</b>				
<b>Cash:</b>				
Operating Account	\$ 327,473	\$ -	\$ -	\$ 327,473
Assessment Receivable	140,760	575,283	-	716,043
Due from General Fund	-	197,803	-	197,803
<b>Investments:</b>				
State Board of Administration (SBA)	100,456	-	-	100,456
<b>Series 2021</b>				
Reserve	-	201,450	-	201,450
Interest	-	114	-	114
Capital Interest	-	1,355	-	1,355
Prepayment	-	475,701	-	475,701
Revenue	-	107,505	-	107,505
Sinking	-	490	-	490
Construction	-	-	1,130	1,130
<b>Series 2022-1</b>				
Reserve	-	76,175	-	76,175
Interest	-	56	-	56
Capital Interest	-	8,980	-	8,980
Prepayment	-	133,769	-	133,769
Revenue	-	34,817	-	34,817
Construction	-	-	29	29
<b>Series 2022-2</b>				
Reserve	-	245,399	-	245,399
Interest	-	164	-	164
Capital Interest	-	25,612	-	25,612
Revenue	-	3,043	-	3,043
Construction	-	-	864	864
Prepaid Expenses	1,067	-	-	1,067
Deposits	2,682	-	-	2,682
<b>Total Assets</b>	<b>\$ 572,437</b>	<b>\$ 2,087,716</b>	<b>\$ 2,023</b>	<b>\$ 2,662,176</b>
<b>Liabilities:</b>				
Accounts Payable	\$ 4,952	\$ -	\$ -	\$ 4,952
Due to Debt Service 2021	143,973	-	-	143,973
Due to Debt Service 2022-1	53,830	-	-	53,830
Retainage Payable	-	-	467,183	467,183
Contracts Payable	-	-	8,000	8,000
<b>Total Liabilities</b>	<b>\$ 202,755</b>	<b>\$ -</b>	<b>\$ 475,183</b>	<b>\$ 677,937</b>
<b>Fund Balance:</b>				
Nonspendable:				
Prepaid Items	\$ 1,067	\$ -	\$ -	\$ 1,067
Deposits	2,682	-	-	2,682
Restricted for:				
Debt Service - Series	-	2,087,716	-	2,087,716
Capital Project - Series	-	-	(473,160)	(473,160)
Assigned for:				
Unassigned	365,934	-	-	365,934
<b>Total Fund Balances</b>	<b>\$ 369,682</b>	<b>\$ 2,087,716</b>	<b>\$ (473,160)</b>	<b>\$ 1,984,238</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 572,437</b>	<b>\$ 2,087,716</b>	<b>\$ 2,023</b>	<b>\$ 2,662,176</b>

**Cordova Palms**  
**Community Development District**  
**General Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending February 29, 2024**

	Adopted Budget	Prorated Budget Thru 02/29/24	Actual Thru 02/29/24	Variance
<b>Revenues:</b>				
Special Assessments - Tax Roll	\$ 153,107	\$ 150,834	\$ 150,834	\$ -
Special Assessments - Direct Bill	179,912	135,388	135,388	-
Interest Income	-	-	456	456
<b>Total Revenues</b>	<b>\$ 333,018</b>	<b>\$ 286,222</b>	<b>\$ 286,678</b>	<b>\$ 456</b>
<b>Expenditures:</b>				
<b><u>General &amp; Administrative:</u></b>				
Supervisors Fees	\$ 12,000	\$ 5,000	\$ -	\$ 5,000
FICA Expense	918	383	-	383
Engineering	11,600	4,833	3,333	1,501
Arbitrage	1,800	750	-	750
Attorney	25,000	10,417	2,952	7,465
Annual Audit	7,400	3,083	-	3,083
Assessment Administration	5,300	5,300	5,300	-
Trustee Fees	12,500	10,833	10,833	-
Dissemination	7,950	3,313	3,913	(600)
Management Fees	50,085	20,869	20,869	-
Website Maintenance	1,590	663	663	-
Information Technology	2,385	994	994	-
Telephone	500	208	33	175
Postage	1,500	625	352	273
Insurance	5,913	5,913	5,590	323
Printing & Binding	1,500	625	50	575
Legal Advertising	2,000	833	426	408
Other Current Charges	600	250	-	250
Office Supplies	500	208	1	208
Dues, Licenses & Subscriptions	175	175	175	-
<b>Total General &amp; Administrative</b>	<b>\$ 151,216</b>	<b>\$ 75,275</b>	<b>\$ 55,483</b>	<b>\$ 19,792</b>

# Cordova Palms

## Community Development District

### General Fund

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

For The Period Ending February 29, 2024

	Adopted	Prorated Budget	Actual	
	Budget	Thru 02/29/24	Thru 02/29/24	Variance
<b><i>Operations &amp; Maintenance</i></b>				
<b><i>Ground Maintenance:</i></b>				
Landscape - Maintenance	\$ 120,000	\$ 50,000	\$ 36,729	\$ 13,271
Landscape - Contingency	5,000	5,000	17,700	(12,700)
Lake Maintenance	10,000	4,167	1,460	2,707
Insurance	-	-	2,730	(2,730)
Electric	3,000	3,000	14,751	(11,751)
Water/Sewer/Irrigation	20,034	8,347	-	8,347
Repairs & Maintenance	11,768	4,903	-	4,903
Irrigation Repairs	10,000	4,167	5,401	(1,234)
Pest Control	2,000	833	-	833
<b>Subtotal Ground Maintenance</b>	<b>\$ 181,802</b>	<b>\$ 80,418</b>	<b>\$ 78,772</b>	<b>\$ 1,645</b>
<b>Total Operations &amp; Maintenance</b>	<b>\$ 181,802</b>	<b>\$ 80,418</b>	<b>\$ 78,772</b>	<b>\$ 1,645</b>
<b>Total Expenditures</b>	<b>\$ 333,018</b>	<b>\$ 155,692</b>	<b>\$ 134,255</b>	<b>\$ 21,437</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ -</b>	<b>\$ 130,530</b>	<b>\$ 152,424</b>	<b>\$ 21,893</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ 130,530</b>	<b>\$ 152,424</b>	<b>\$ 21,893</b>
<b>Fund Balance - Beginning</b>	<b>\$ -</b>		<b>\$ 217,259</b>	
<b>Fund Balance - Ending</b>	<b>\$ -</b>		<b>\$ 369,682</b>	



**Cordova Palms**  
**Community Development District**  
**Debt Service Fund Series 2021**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending February 29, 2024**

	Adopted Budget	Prorated Budget Thru 02/29/24	Actual Thru 02/29/24	Variance
<b>Revenues:</b>				
Special Assessments - Tax Roll	\$ 250,520	\$ 217,379	\$ 217,379	\$ -
Special Assessments - Direct Bill	188,180	142,749	142,749	-
Prepayments	-	-	385,528	385,528
Interest Income	2,000	2,000	16,068	14,068
<b>Total Revenues</b>	<b>\$ 440,700</b>	<b>\$ 362,128</b>	<b>\$ 761,725</b>	<b>\$ 399,597</b>
<b>Expenditures:</b>				
Interest - 11/1	\$ 134,100	\$ 134,100	\$ 134,100	\$ -
Principal Expense Prepayment - 11/1	-	-	645,000	(645,000)
Interest - 5/1	134,100	-	-	-
Principal - 5/1	170,000	-	-	-
<b>Total Expenditures</b>	<b>\$ 438,200</b>	<b>\$ 134,100</b>	<b>\$ 779,100</b>	<b>\$ (645,000)</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 2,500</b>	<b>\$ 228,028</b>	<b>\$ (17,375)</b>	<b>\$ (245,403)</b>
<b>Other Financing Sources/(Uses):</b>				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ 2,500</b>	<b>\$ 228,028</b>	<b>\$ (17,375)</b>	<b>\$ (245,403)</b>
<b>Fund Balance - Beginning</b>	<b>\$ 176,375</b>		<b>\$ 1,098,455</b>	
<b>Fund Balance - Ending</b>	<b>\$ 178,875</b>		<b>\$ 1,081,079</b>	



# Cordova Palms

## Community Development District

### Debt Service Fund Series 2022-1 (Phases 1 and 2)

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

For The Period Ending February 29, 2024

	Adopted	Prorated Budget	Actual	
	Budget	Thru 02/29/24	Thru 02/29/24	Variance
<b>Revenues:</b>				
Special Assessments - Tax Roll	\$ 93,500	\$ 81,275	\$ 81,275	\$ -
Special Assessments - Direct Bill	71,500	53,625	53,625	-
Prepayments	-	-	110,500	110,500
Interest Income	2,000	2,000	4,695	2,695
<b>Total Revenues</b>	<b>\$ 167,000</b>	<b>\$ 136,900</b>	<b>\$ 250,096</b>	<b>\$ 113,195</b>
<b>Expenditures:</b>				
Interest - 11/1	\$ 65,898	\$ 65,898	\$ 65,898	\$ -
Principal Expense Prepayment - 11/1	-	-	185,000	(185,000)
Interest - 5/1	65,898	-	-	-
Principal - 5/1	30,000	-	-	-
<b>Total Expenditures</b>	<b>\$ 161,795</b>	<b>\$ 65,898</b>	<b>\$ 250,898</b>	<b>\$ (185,000)</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 5,205</b>	<b>\$ 71,003</b>	<b>\$ (802)</b>	<b>\$ (71,805)</b>
<b>Other Financing Sources/(Uses):</b>				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ 5,205</b>	<b>\$ 71,003</b>	<b>\$ (802)</b>	<b>\$ (71,805)</b>
<b>Fund Balance - Beginning</b>	<b>\$ 79,583</b>		<b>\$ 364,948</b>	
<b>Fund Balance - Ending</b>	<b>\$ 84,788</b>		<b>\$ 364,146</b>	

# Cordova Palms

## Community Development District

### Debt Service Fund Series 2022-2 (Phases 3 and 4)

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

For The Period Ending February 29, 2024

	Adopted	Prorated Budget	Actual	
	Budget	Thru 02/29/24	Thru 02/29/24	Variance
<b>Revenues:</b>				
Special Assessments - Direct Bill	\$ 491,030	\$ 368,273	\$ 368,273	\$ -
Interest Income	3,000	3,000	5,222	2,222
<b>Total Revenues</b>	<b>\$ 494,030</b>	<b>\$ 371,273</b>	<b>\$ 373,494</b>	<b>\$ 2,222</b>
<b>Expenditures:</b>				
Interest - 11/1	\$ 194,240	\$ 194,240	\$ 194,240	\$ -
Interest - 5/1	194,240	-	-	-
Principal - 5/1	100,000	-	-	-
<b>Total Expenditures</b>	<b>\$ 488,480</b>	<b>\$ 194,240</b>	<b>\$ 194,240</b>	<b>\$ -</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 5,550</b>	<b>\$ 177,033</b>	<b>\$ 179,254</b>	<b>\$ 2,222</b>
<b>Other Financing Sources/(Uses):</b>				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ 5,550</b>	<b>\$ 177,033</b>	<b>\$ 179,254</b>	<b>\$ 2,222</b>
<b>Fund Balance - Beginning</b>	<b>\$ 214,263</b>		<b>\$ 463,236</b>	
<b>Fund Balance - Ending</b>	<b>\$ 219,813</b>		<b>\$ 642,490</b>	

**Cordova Palms**  
**Community Development District**  
**Statement of Revenues and Expenditures**

**Capital Projects Funds**

For The Period Ending February 29, 2024

Description	SE 2021	SE 2022-1	SE 2022-2
<b>Revenues</b>			
Interest Income	\$ 23	\$ 0	\$ 18
Developer Contributions	-	-	3,203,068
<b>Total Revenues</b>	<b>\$ 23</b>	<b>\$ 0</b>	<b>\$ 3,203,087</b>
<b>Expenses</b>			
Capital Outlay	\$ -	\$ -	\$ 2,366,500
<b>Total Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,366,500</b>
<b>Excess Revenues (Expenses)</b>	<b>\$ 23</b>	<b>\$ 0</b>	<b>\$ 836,587</b>
<b>Beginning Fund Balance</b>	<b>\$ 1,107</b>	<b>\$ 28</b>	<b>\$ (1,310,905)</b>
<b>Ending Fund Balance</b>	<b>\$ 1,130</b>	<b>\$ 29</b>	<b>\$ (474,319)</b>

**Cordova Palms**  
**Community Development District**  
**Long Term Debt Report**

Series 2021, Special Assessment Bonds	
Optional Redemption Date:	5/1/2031
Interest Rate:	2.4% - 4.0%
Maturity Date:	5/1/2052
Reserve Fund Definition	50% MADS
Reserve Fund Requirement	\$ 201,450
Reserve Fund Balance	201,450
Excess funds in the revenue account as of November 2nd may be used for any lawful purpose	
Bonds outstanding - 2/17/2021	\$ 7,980,000
Less: May 1, 2023 (Mandatory)	(165,000)
Less: November 1, 2023 (Prepayment)	(645,000)
<b>Current Bonds Outstanding</b>	<b>\$ 7,170,000</b>

Series 2022-1, Special Assessment Bonds	
Interest Rate:	4.8% - 5.8%
Maturity Date:	5/1/2053
Reserve Fund Definition	50% MADS
Reserve Fund Requirement	\$ 76,175
Reserve Fund Balance	76,175
Bonds outstanding - 7/15/2022	\$ 2,325,000
Less: November 1, 2023 (Prepayment)	(185,000)
<b>Current Bonds Outstanding</b>	<b>\$ 2,140,000</b>

Series 2022-2, Special Assessment Bonds	
Interest Rate:	4.5% - 5.6%
Maturity Date:	5/1/2053
Reserve Fund Definition	50% MADS
Reserve Fund Requirement	\$ 245,399
Reserve Fund Balance	245,399
Bonds outstanding - 7/15/2022	\$ 7,155,000
<b>Current Bonds Outstanding</b>	<b>\$ 7,155,000</b>

**CORDOVA PALMS COMMUNITY DEVELOPMENT DISTRICT  
Fiscal Year 2024 Assessments Receipts Summary**

ASSESSED	# O&M UNITS ASSESSED	SERIES 2021 DEBT ASSESSED	SERIES 2022-1 DEBT ASSESSED	SERIES 2022-2 DEBT ASSESSED	FY24 O&M ASSESSED	TOTAL ASSESSED
DREAM FINDERS	396	188,179.97	71,500.00	491,030.00	179,911.50	930,621.47
<b>TOTAL DIRECT INVOICES (1) (2)</b>	<b>396</b>	<b>188,179.97</b>	<b>71,500.00</b>	<b>491,030.00</b>	<b>179,911.50</b>	<b>930,621.47</b>
ASSESSED REVENUE TAX ROLL	337	220,648.17	82,497.69	-	153,102.94	456,248.81
<b>TOTAL ASSESSED</b>	<b>733</b>	<b>408,828.15</b>	<b>153,997.69</b>	<b>491,030.00</b>	<b>333,014.44</b>	<b>1,386,870.28</b>

DUE / RECEIVED	BALANCE DUE	SERIES 2021 DEBT RECEIVED	SERIES 2022-1 DEBT RECEIVED	SERIES 2022-2 DEBT RECEIVED	O&M RECEIVED	TOTAL RECEIVED
DREAM FINDERS	<b>230,586.91</b>	142,749.11	53,625.00	368,272.50	135,387.95	700,034.56
<b>TOTAL DIRECT RECEIVED</b>	<b>230,586.91</b>	<b>142,749.11</b>	<b>53,625.00</b>	<b>368,272.50</b>	<b>135,387.95</b>	<b>700,034.56</b>
TAX ROLL DUE / RECEIVED	-	217,378.86	81,275.33	-	150,834.44	449,488.63
<b>TOTAL DUE / RECEIVED</b>	<b>230,586.91</b>	<b>360,127.97</b>	<b>134,900.33</b>	<b>368,272.50</b>	<b>286,222.39</b>	<b>1,149,523.19</b>

(1) D/S Direct Assessments are due: 35% due 12/1/23, 4/1/24 and 30% due 9/1/24

SUMMARY OF TAX ROLL RECEIPTS						
ST JOHNS COUNTY DISTRIBUTION	DATE RECEIVED	SERIES 2021 DEBT RECEIVED	SERIES 2022-1 DEBT RECEIVED	SERIES 2022-2 DEBT RECEIVED	O&M RECEIVED	TOTAL RECEIVED
1	11/3/2023	-	-	-	-	-
2	11/17/2023	2,327.21	870.12	-	1,614.80	4,812.13
3	11/22/2023	4,514.09	1,687.76	-	3,132.23	9,334.08
4	12/14/2023	31,237.28	11,679.24	-	21,674.87	64,591.39
5	12/21/2023	27,585.11	10,313.74	-	19,140.70	57,039.55
6	1/9/2024	79,376.64	29,677.97	-	55,077.71	164,132.32
INTEREST	1/11/2024	563.39	210.64	-	390.92	1,164.96
7	2/12/2024	64,033.25	23,941.26	-	44,431.27	132,405.78
8	3/19/2024	7,741.89	2,894.60	-	5,371.93	16,008.42
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
<b>TOTAL RECEIVED TAX ROLL</b>		<b>217,378.86</b>	<b>81,275.33</b>	<b>-</b>	<b>150,834.44</b>	<b>449,488.63</b>

PERCENT COLLECTED	2021	2022-1	2022-2	O&M	TOTAL
% COLLECTED DIRECT BILL	75.86%	75.00%	75.00%	75.25%	75.22%
% COLLECTED TAX ROLL	98.52%	98.52%	0.00%	98.52%	98.52%
<b>TOTAL PERCENT COLLECTED</b>	<b>88.09%</b>	<b>87.60%</b>	<b>75.00%</b>	<b>85.95%</b>	<b>82.89%</b>

*B.*

# Cordova Palms

## Community Development District

**Check Run Summary**  
**3/1/2024 - 3/31/2024**

Fund	Date	Check No.	Amount
<b>General Fund</b>			
Accounts Payable	3/6/24	195-203	\$ 127,079.08
	3/13/24	204	810.00
	3/14/24	205-206	563,032.48
	3/19/24	207-208	633.68
	3/22/24	209-210	22,708.60
	3/28/24	211-212	98,611.00
<b>Total</b>			<b>\$ 812,874.84</b>

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
3/06/24	00016	1/24/24	8758315	202401	320	57200	44300		RESET LEANING OAK TREE BRIGHTVIEW LANDSCAPE SERVICES INC	*	356.40	356.40	000195
3/06/24	00016	2/20/24	8798114	202402	320	57200	44500		PUMP STATION REPAIR BRIGHTVIEW LANDSCAPE SERVICES INC	*	1,680.00	1,680.00	000196
3/06/24	00016	2/27/24	8816156	202402	320	57200	44500		MAINLINE REPAIR - PARKWY BRIGHTVIEW LANDSCAPE SERVICES INC	*	1,186.50	1,186.50	000197
3/06/24	00016	3/01/24	8814520	202403	320	57200	44200		MAR. LANDSCAPE MAINTENACE BRIGHTVIEW LANDSCAPE SERVICES INC	*	8,004.66	8,004.66	000198
3/06/24	00007	1/31/24	212179	202401	310	51300	31100		JAN. ENGINEERING SRVCS ENGLAND, THIMS & MILLER, INC.	*	285.00	285.00	000199
3/06/24	00022	3/01/24	22171	202403	320	57200	44400		MAR. LAKE MAINTENANCE FLORIDA WATERWAYS INC	*	365.00	365.00	000200
3/06/24	00001	3/01/24	41	202403	310	51300	34000		MAR. MANAGEMENT FEES	*	4,173.75		
		3/01/24	41	202403	310	51300	35200		MAR. WEBSITE ADMIN.	*	132.50		
		3/01/24	41	202403	310	51300	35100		MAR. INFORMATION TECH.	*	198.75		
		3/01/24	41	202403	310	51300	31300		MAR. DISSEMINATION AGNT SR	*	662.50		
		3/01/24	41	202403	310	51300	51000		MAR. OFFICE SUPPLIES	*	.18		
		3/01/24	41	202403	310	51300	42000		MAR. POSTAGE	*	190.05		
		3/01/24	41	202403	310	51300	42500		MAR. COPIES	*	15.15		
									GOVERNMENTAL MANAGEMENT SERVICES			5,372.88	000201
3/06/24	00014	3/01/24	MARCH01	202403	300	20700	10400		FY24 DEB SRV ASSMT SE22-1 THE BANK OF NEW YORK MELLON	*	29,888.61	29,888.61	000202
3/06/24	00014	3/01/24	03012024	202403	300	20700	10100		FY24 DEB SRV ASSMT SE22-1 THE BANK OF NEW YORK MELLON	*	79,940.03	79,940.03	000203

CORD CORDOVA PALMS OKUZMUK



CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
3/13/24	00007	3/01/24	212685	202402	310	51300	31100		FEB. ENGINEERING SERVICES ENGLAND, THIMS & MILLER, INC.	*	810.00	810.00	000204
3/14/24	00014	3/14/24	03142024	202403	300	20700	10400		FY24 DEB SRV ASSMT SE22-1 THE BANK OF NEW YORK MELLON	*	421,897.50	421,897.50	000205
3/14/24	00014	3/14/24	3142024	202403	300	20700	10100		FY24 DEBT SRV ASSMT SE21 THE BANK OF NEW YORK MELLON	*	141,134.98	141,134.98	000206
3/19/24	00011	3/12/24	6269101	202402	310	51300	48000		2/14 MEETING #9784467 GANNETT MEDIA CORP DBA GANNETT FL	*	85.68	85.68	000207
3/19/24	00009	3/12/24	3366008	202401	310	51300	31500		JAN GENERAL COUNSEL KUTAK ROCK LLP	*	548.00	548.00	000208
3/22/24	00007	2/01/24	CFR 9 RE	202403	300	13100	10100		REQ 64 DECEMBER 2023 INVS ENGLAND, THIMS & MILLER, INC.	*	14,708.60	14,708.60	000209
3/22/24	00001	1/16/24	CFR 8 RE	202403	300	13100	10100		REQ 62 INV 32 1/16/24 CFR 8 RE 202403 300-13100-10100 REQ 63 INV 31 GOVERNMENTAL MANAGEMENT SERVICES	*	4,000.00	8,000.00	000210
3/28/24	00014	3/28/24	03282024	202403	300	20700	10100		FY24 ASSESSMENT SE2021 THE BANK OF NEW YORK MELLON	*	66,927.85	66,927.85	000211
3/28/24	00014	3/28/24	03282024	202403	300	20700	10400		FY24 ASSESSMENTS SE2022-1 THE BANK OF NEW YORK MELLON	*	31,683.15	31,683.15	000212
TOTAL FOR BANK A											812,874.84		
TOTAL FOR REGISTER											812,874.84		

CORD CORDOVA PALMS OKUZMUK



# INVOICE

**Sold To:** 25348126  
 Cordova Palms Community Development Dist  
 475 W Town Pl Ste 114  
 St Augustine FL 32092

**Customer #:** 25348126  
**Invoice #:** 8758315  
**Invoice Date:** 1/24/2024  
**Sales Order:** 8320630  
**Cust PO #:**

**Project Name:** Dog Park  
**Project Description:** Reset the leaning Oak tree

Job Number	Description	Amount
460800021	Cordova Palms Mobilization to reset and stake the leaning Oak tree Labor	356.40
<b>Total Invoice Amount</b>		356.40
<b>Taxable Amount</b>		
<b>Tax Amount</b>		
<b>Balance Due</b>		356.40

**Terms:** Net 15 Days

If you have any questions regarding this invoice, please call

*Please detach stub and remit with your payment*

## Payment Stub

Customer Account #: 25348126  
 Invoice #: 8758315  
 Invoice Date: 1/24/2024

<b>Amount Due: \$ 356.40</b>
------------------------------

*Thank you for allowing us to serve you*

Please reference the invoice # on your check and make payable to

Cordova Palms Community Development Dist  
 475 W Town Pl Ste 114  
 St Augustine FL 32092

BrightView Landscape Services, Inc.  
 P.O. Box 740655  
 Atlanta, GA 30374-0655

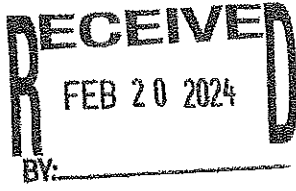


# INVOICE

**Sold To:** 25348126  
 Cordova Palms Community Development Dist  
 475 W Town Pl Ste 114  
 St Augustine FL 32092

**Customer #:** 25348126  
**Invoice #:** 8798114  
**Invoice Date:** 2/20/2024  
**Sales Order:** 8330019  
**Cust PO #:**

**Project Name:** Cordova Palms; Pump station repair  
**Project Description:** Cordova Palms; Pump station repair

Job Number	Description	Amount
460800021	Cordova Palms VIC #300 3 in. MASTSEAL BF VAL LL	1,680.00
		
<b>Total Invoice Amount</b> <b>Taxable Amount</b> <b>Tax Amount</b> <b>Balance Due</b>		 1,680.00  1,680.00

**Terms: Net 15 Days**

If you have any questions regarding this invoice, please call

*Please detach stub and remit with your payment*

### Payment Stub

Customer Account #: 25348126  
 Invoice #: 8798114  
 Invoice Date: 2/20/2024

**Amount Due: \$ 1,680.00**

*Thank you for allowing us to serve you*

Please reference the invoice # on your check and make payable to

Cordova Palms Community Development Dist  
 475 W Town Pl Ste 114  
 St Augustine FL 32092

BrightView Landscape Services, Inc.  
 P.O. Box 740655  
 Atlanta, GA 30374-0655



### Proposal for Extra Work at Cordova Palms

Property Name	Cordova Palms	Contact	Danlei Foley
Property Address	6235 US 1 S St Augustine, FL 32095	To	Cordova Palms Community Development Dist
		Billing Address	475 W Town Pl Ste 114 St Augustine, FL 32092

Project Name      Cordova Palms: Pump station repair  
 Project Description      Cordova Palms: Pump station repair

#### Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
1.00	LUMP SUM	VIC #300 3 in. MASTSEAL BF VAL LL	\$1,680.00	\$1,680.00

For internal use only

SO#                    8330019  
 JOB#                460800021  
 Service Line        150

**Total Price            \$1,680.00**

**THIS IS NOT AN INVOICE**

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President  
5811 County Rd 305, Elkton, FL 32033 ph. fax

**TERMS & CONDITIONS**

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
2. Work Force: Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. License and Permits: Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
4. Taxes: Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
5. Insurance: Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. Liability: Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
7. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
8. Subcontractors: Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
9. Additional Services: Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
10. Access to Jobsite: Customer shall provide all utilities to perform the work. Customer shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the Customer makes the site available for performance of the work.
11. Payment Terms: Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise, agreed to in writing.
12. Termination: This Work Order may be terminated by the either party with or without cause, upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
13. Assignment: The Customer and the Contractor respectively, bind themselves, their partners, successors, assigns and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
14. Disclaimer: This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

15. Cancellation: Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Customer will be liable for a minimum travel charge of \$150.00 and billed to Customer.

The following sections shall apply where Contractor provides Customer with tree care services:

16. Tree & Stump Removal: Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to concrete brick filled stumps, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Customer's expense.
17. Waiver of Liability: Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboriculture) standards will require a signed waiver of liability.

**Acceptance of this Contract**

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Customer. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 15 days after billing.

**NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY**

Customer

	Property manager
Signature	Title
Daniel Foley	February 20, 2024
Printed Name	Date

BrightView Landscape Services, Inc. "Contractor"

	Irrigation Manager
Signature	Title
Juwan Lamar Dupree	February 20, 2024
Printed Name	Date

Job #:	460800021		
SO #:	8330019	Proposed Price:	\$1,880.00



# INVOICE

**Sold To:** 25348126  
Cordova Palms Community Development Dist  
475 W Town Pl Ste 114  
St Augustine FL 32092

**Customer #:** 25348126  
**Invoice #:** 8816156  
**Invoice Date:** 2/27/2024  
**Sales Order:** 8342131  
**Cust PO #:**

**Project Name:** Cordova Palms: Mainline repair on the parkway  
**Project Description:** Cordova Palms: Mainline repair on the parkway

Job Number	Description	Amount
460800021	Cordova Palms Misc. PVC pipe and fittings Labor	1,186.50
<b>Total Invoice Amount</b>		1,186.50
<b>Taxable Amount</b>		
<b>Tax Amount</b>		
<b>Balance Due</b>		1,186.50

**Terms:** Net 15 Days

If you have any questions regarding this invoice, please call

*Please detach stub and remit with your payment*

## Payment Stub

Customer Account #: 25348126  
Invoice #: 8816156  
Invoice Date: 2/27/2024

<b>Amount Due: \$ 1,186.50</b>
--------------------------------

*Thank you for allowing us to serve you*

Please reference the invoice # on your check and make payable to

Cordova Palms Community Development Dist  
475 W Town Pl Ste 114  
St Augustine FL 32092

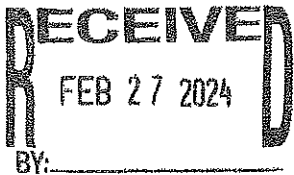
BrightView Landscape Services, Inc.  
P.O. Box 740655  
Atlanta, GA 30374-0655



**INVOICE**

Cordova Palms Community Development Dist  
 475 W Town Pl Ste 114  
 St Augustine FL 32092

Customer #: 25348126  
 Invoice #: 8814520  
 Invoice Date: 3/1/2024  
 Cust PO #:

Job Number	Description	Amount
460800021	Cordova Palms Exterior Maintenance For March	8,004.66
		
<b>Total invoice amount</b>		<b>8,004.66</b>
<b>Tax amount</b>		
<b>Balance due</b>		<b>8,004.66</b>

Terms: Net 15 Days

If you have any questions regarding this invoice, please call -

*Please detach stub and remit with your payment*

Did you know that BrightView now offers auto ACH as a payment method? Discover the convenience and safety of automatic ACH bill payment for your recurring billing. Please contact [autopay@brightview.com](mailto:autopay@brightview.com) or your branch point of contact for more information on how to sign up on Auto Pay.

**Payment Stub**

Customer Account#: 25348126  
 Invoice #: 8814520  
 Invoice Date: 3/1/2024

<b>Amount Due:</b>	<b>\$8,004.66</b>
--------------------	-------------------

*Thank you for allowing us to serve you*  
 Please reference the invoice # on your check  
 and make payable to:

Cordova Palms Community Development  
 Dist  
 475 W Town Pl Ste 114  
 St Augustine FL 32092

BrightView Landscape Services, Inc.  
 P.O. Box 740655  
 Atlanta, GA 30374-0655



ENGLAND-THIMS & MILLER

14775 Old St. Augustine Road, Jacksonville, FL 32258

etmllc.com | 904.642.8990

Cordova Palms Community Development District  
c/o GMS, LLC  
Town Center 1 at World Golf Village  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

January 31, 2024

Invoice No: 212179

**Total This Invoice \$285.00**

Project 22395.01000 Cordova Palms CDD - 2023/2024 General Consulting Engineering Services  
(WA#11)

**Professional Services rendered through January 27, 2024**

Phase 1, Gen. Consulting Engineering Services

**Labor**

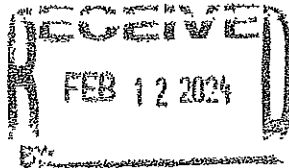
		Hours	Rate	Amount	
Adminstrative Support					
Blair, Shelley	1/6/2024	.50	95.00	47.50	
Blair, Shelley	1/20/2024	1.00	95.00	95.00	
Blair, Shelley	1/27/2024	1.50	95.00	142.50	
Totals		3.00		285.00	
<b>Total Labor</b>					<b>285.00</b>

Billing Limits	Current	Prior	To-Date	
Total Billings	285.00	2,831.50	3,116.50	
Limit			11,600.00	
Remaining			8,483.50	
<b>Total this Phase</b>				<b>\$285.00</b>

Phase	XP	Expenses	
			<b>Total this Phase 0.00</b>
			<b>Total This Invoice \$285.00</b>

**Outstanding Invoices**

Number	Date	Balance	
211755	1/5/2024	907.50	
<b>Total</b>		<b>907.50</b>	
		<b>Total Now Due</b>	<b>\$1,192.50</b>





**FLORIDA WATERWAYS  
INC.**

3832-010 Baymeadows Road  
PMB 379  
Jacksonville, FL 32217  
Phone: 904.801.LAKE (5253)  
Website: www.FloridaLake.com

**Invoice**

DATE	3/1/2024
INVOICE #	22171
CUSTOMER ID	J19309
DUE DATE	4/10/2024

**BILL TO**

CORDOVA PALMS COMMUNITY  
c/o Governmental Management Services North Florida  
475 West Town Place, Suite 114  
St. Augustine, Florida 32092

Client Reference #:  
Attention: Oksana Kuzmuk

DESCRIPTION	Amount Due
Cordova Palms CDD Monthly Service Visit 5/12 Weed and Algae Control (Mar)	\$365.00

**RECEIVED**  
MAR 01 2024  
BY: \_\_\_\_\_

OTHER COMMENTS

Subtotal	365.00
Other	-
<b>TOTAL</b>	<b>\$ 365.00</b>

Florida Waterways, Inc.  
3832-010 Baymeadows Road  
PMB 379  
Jacksonville, FL 32217

If you have any questions about this invoice, please contact  
Melissa Schwartz at melissa@floridapond.com or 904.801.LAKE (5253), Ext. 2

**Thank You For Your Business!**

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

# Invoice

Invoice #: 41  
 Invoice Date: 3/1/24  
 Due Date: 3/1/24  
 Case:  
 P.O. Number:

**Bill To:**  
 Cordova Palms CDD  
 475 West Town Place  
 Suite 114  
 St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Management Fees - March 2024		4,173.75	4,173.75
Website Administration - March 2024		132.50	132.50
Information Technology - March 2024		198.75	198.75
Dissemination Agent Services - March 2024		662.50	662.50
Office Supplies		0.18	0.18
Postage		190.05	190.05
Copies		15.15	15.15

**RECEIVED**  
 MAR 05 2024  
 BY: \_\_\_\_\_

<b>Total</b>	<b>\$5,372.88</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$5,372.88</b>

**Cordova Palms**  
**COMMUNITY DEVELOPMENT DISTRICT**

*General Fund*

**RECEIVED**  
**MAR 01 2024**  
 BY: \_\_\_\_\_

**Check Request**

Date	Amount	Authorized By
March 1, 2024	\$29,888.61	Oksana Kuzmuk

Payable to:

The Bank of New York Melon #14

Date Check Needed:

Budget Category:

ASAP	001.300.20700.10400
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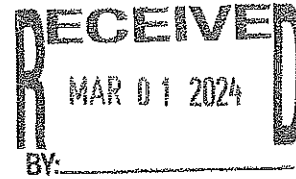
Intended Use of Funds Requested:

FY24 Debt Service Assessment SE 2022-1
<i>(Attach supporting documentation for request.)</i>

**\*\*\*PLEASE RETURN THE SIGNED CHECK BACK TO OKSANA \*\*\***

**Cordova Palms**  
COMMUNITY DEVELOPMENT DISTRICT

*General Fund*



**Check Request**

Date	Amount	Authorized By
March 1, 2024	\$79,940.03	Oksana Kuzmuk

Payable to:

The Bank of New York Mellon #14

Date Check Needed:

Budget Category:

ASAP	001.300.20700.10100
------	---------------------

Intended Use of Funds Requested:

FY24 Debt Service Assessment SE 2021

*(Attach supporting documentation for request.)*

**\*\*\*PLEASE RETURN THE SIGNED CHECK BACK TO OKSANA \*\*\***



Cordova Palms Community Development District  
c/o GMS, LLC  
Attn: Daniel Laughlin  
Town Center 1 at World Golf Village  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

March 01, 2024

Invoice No: 212685

**Total This Invoice \$810.00**

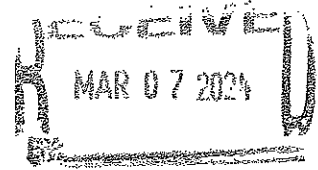
Project 22395.01000

Cordova Palms CDD - 2023/2024 General Consulting Engineering Services  
(WA#11)

**Professional Services rendered through February 24, 2024**

Phase 1. Gen. Consulting Engineering Services  
**Labor**

			Hours	Rate	Amount
Executive VP/Chief Engineer					
Wild, Scott	2/17/2024		1.00	335.00	335.00
Administrative Support					
Blair, Shelley	2/3/2024		1.50	95.00	142.50
Blair, Shelley	2/10/2024		1.50	95.00	142.50
Blair, Shelley	2/17/2024		1.25	95.00	118.75
Blair, Shelley	2/24/2024		.75	95.00	71.25
Totals			6.00		810.00
<b>Total Labor</b>					<b>810.00</b>



Billing Limits	Current	Prior	To-Date
Total Billings	810.00	3,116.50	3,926.50
Limit			11,600.00
Remaining			7,673.50

**Total this Phase \$810.00**

Phase XP. Expenses

**Total this Phase 0.00**

**Total This Invoice \$810.00**

**Outstanding Invoices**

Number	Date	Balance
212179	1/31/2024	285.00
<b>Total</b>		<b>285.00</b>

**Total Now Due \$1,095.00**

Invoice (212179) in the amount of \$285.00 was paid on March 6, 2024; check number 199 - *Tara Lee*

**Cordova Palms**  
COMMUNITY DEVELOPMENT DISTRICT

*General Fund*

**Check Request**

Date	Amount	Authorized By
March 14, 2024	\$421,897.50	Oksana Kuzmuk

Payable to:

The Bank of New York Melon #14
--------------------------------

Date Check Needed:

Budget Category:

ASAP	001.300.20700.10400
------	---------------------

Intended Use of Funds Requested:

FY24 Debt Service Assessment SE 2022-1
<i>(Attach supporting documentation for request.)</i>

**Cordova Palms**  
**COMMUNITY DEVELOPMENT DISTRICT**

*General Fund*

**Check Request**

Date	Amount	Authorized By
March 14, 2024	\$141,134.98	Oksana Kuzmuk

Payable to:

The Bank of New York Melon #14
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Date Check Needed:

Budget Category:

ASAP	001.300.20700.10100
------	---------------------

Intended Use of Funds Requested:


FY24 Debt Service Assessment SE 2021
<i>(Attach supporting documentation for request.)</i>



ACCOUNT NAME Cordova Palms Cdd		ACCOUNT # 762049	PAGE # 1 of 1
INVOICE # 0006269101	BILLING PERIOD Feb 1- Feb 29, 2024	PAYMENT DUE DATE March 20, 2024	
PREPAY (Memo Info) \$0.00	UNAPPLIED (Included in amt due) \$0.00	TOTAL CASH AMT DUE* \$85.68	

**BILLING ACCOUNT NAME AND ADDRESS**

Cordova Palms Cdd  
475 W. Town Pl. Ste. 114  
Saint Augustine, FL 32092-3649



Legal Entity: Gannett Media Corp.  
 Terms and Conditions: Past due accounts are subject to interest at the rate of 18% per annum or the maximum legal rate (whichever is less). Advertiser claims for a credit related to rates incorrectly invoiced or paid must be submitted in writing to Publisher within 30 days of the invoice date or the claim will be waived. Any credit towards future advertising must be used within 30 days of issuance or the credit will be forfeited.  
 All funds payable in US dollars.

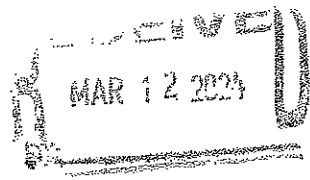
BILLING INQUIRIES/ADDRESS CHANGES 1-877-736-7612 or smb@ccc.gannett.com FEDERAL ID 47-2390983

To sign-up for E-mailed invoices and online payments please contact abgspecial@gannett.com.

Date	Description	Amount
2/1/24	Balance Forward	\$0.00

**Package Advertising:**

Start-End Date	Order Number	Product	Description	PO Number	Package Cost
2/1/24	9784467	SAG St Augustine Record	Notice of Meeting 2/14/2024		\$85.68



As an incentive for customers, we provide a discount off the total invoice cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and Save!

Total Cash Amount Due	\$85.68
Service Fee 3.99%	\$3.42
*Cash/Check/ACH Discount	-\$3.42
*Payment Amount by Cash/Check/ACH	\$85.68
Payment Amount by Credit Card	\$89.10

**PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT**

ACCOUNT NAME		ACCOUNT NUMBER		INVOICE NUMBER		AMOUNT PAID
Cordova Palms Cdd		762049		0006269101		
CURRENT DUE	30 DAYS PAST DUE	60 DAYS PAST DUE	90 DAYS PAST DUE	120+ DAYS PAST DUE	UNAPPLIED PAYMENTS	TOTAL CASH AMT DUE*
\$85.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$85.68
REMITTANCE ADDRESS (Include Account# & Invoice# on check)					TO PAY WITH CREDIT CARD PLEASE CALL:	
Gannett Florida LocaliQ PO Box 631244 Cincinnati, OH 45263-1244					1-877-736-7612	
					To sign up for E-mailed invoices and online payments please contact abgspecial@gannett.com	
					TOTAL CREDIT CARD AMT DUE	
					\$89.10	

00007620490000000000000062691010000856867179



# LOCALIQ

FLORIDA

PO Box 631244 Cincinnati, OH 45263-1244

## PROOF OF PUBLICATION

Courtney Hogge  
Cordova Palms Cdd  
475 W Town PL # 114  
Saint Augustine FL 32092-3649

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 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:

03/08/2024

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 03/08/2024

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

Publication Cost: \$85.68

Order No: 9923154

Customer No: 762049

PO #:

# of Copies:

1

**THIS IS NOT AN INVOICE!**

*Please do not use this form for payment remittance.*

MARIAH VERHAGEN  
Notary Public  
State of Wisconsin

### NOTICE OF MEETING OF THE BOARD OF SUPERVISORS OF THE CORDOVA PALMS COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors ("Board") of the Cordova Palms Community Development District will hold a regular meeting on Wednesday, March 20, 2024 at 1:00 p.m. at the offices of Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092. The purpose of the meeting is to review monthly financial reports, staff reports, and to conduct any other business that may come before the Board. A copy of the agenda may be obtained from Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, Ph: (904) 940-5850, and email [dlaughlin@gmsnf.com](mailto:dlaughlin@gmsnf.com) ("District Manager's Office"), and is also available on the District's website, [www.CordovaPalmsCDD.com](http://www.CordovaPalmsCDD.com).

The meeting is open to the public and will be conducted in accordance with the provisions of Florida law. The meeting may be continued to a date, time, and place to be specified on the record at meeting. There may be occasions when Board Supervisors or District Staff will participate by speaker telephone.

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

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

Daniel Laughlin  
District Manager  
Pib 3/8/2024 #9923154

**KUTAK ROCK LLP**

**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

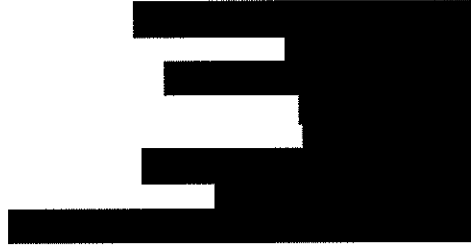
March 13, 2024

**Check Remit To:**

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157



Mr. Jim Perry  
Cordova Palms CDD  
Governmental Management Services - North Florida  
Suite 114  
475 West Town Place  
St. Augustine, FL 32092

Invoice No. 3366008  
4823-1

Re: General Counsel

For Professional Legal Services Rendered

01/14/24	G. Lovett	0.50	125.00	Monitor legislative process relating to matters impacting special districts
01/25/24	W. Haber	0.30	105.00	Review correspondence regarding ERP permit transfer; begin preparation of resolution for same
01/25/24	K. Magee	0.40	106.00	Review SJRWMD Phase 1 Expansion ERP Permit Transfer Letter
01/26/24	K. Magee	0.80	212.00	Draft SJRWMD Permit Transfer Resolution

TOTAL HOURS 2.00

TOTAL FOR SERVICES RENDERED \$548.00

TOTAL CURRENT AMOUNT DUE \$548.00

# Cordova Palms

Community Development District

Construction Funding Request #9

February 1, 2024

Req.#	PAYEE	Bonds SE 2022-2
64	England-Thims, & Miller, Inc. Invoices #211720, 211728, 211744, 211764 (December 2023)	\$ 14,708.60
65	AJ Johns, Inc. Phase 3 & Amenity - Application for Payment 23001-12 (January 2024)	<del>282,332.66</del>
66	England-Thims, & Miller, Inc. Invoices #212157, 212164, 212168, 212184 (January 2024)	<del>8,429.35</del>
67	AJ Johns, Inc. Phase 3 - Application for Payment 23001-13 (February 2024)	<del>92,713.44</del>
<b>TOTAL</b>		<b><u>\$ 398,184.27</u></b>

Please make check payable to:  
**Cordova Palms CDD**  
475 W Town Place Suite 114  
Saint Augustine, FL 32092

DocuSigned by  
*Carol S. Gorman*  
Signature: \_\_\_\_\_  
Chairman/Vice Chairman

DocuSigned by  
*Patricia Laughter*  
Signature: \_\_\_\_\_  
Secretary/Asst. Secretary

**Cordova Palms**  
Community Development District

Construction Funding Request #8  
January 16, 2024

Req.#	PAYEE	Bonds SE 2022-1	Bonds SE 2022-2
62	Governmental Management Services, LLC - Invoice #32 from 6/29/2023		\$ 4,000.00
63	Governmental Management Services, LLC - Invoice #31 from 6/29/2023	\$ 4,000.00	
	<b>SUB-TOTAL</b>	<b>\$ 4,000.00</b>	<b>\$ 4,000.00</b>
	<b>TOTAL</b>		<b>\$ 8,000.00</b>

Please make check payable to:  
**Cordova Palms CDD**  
475 W Town Place Suite 114  
Saint Augustine, FL 32092

DocuSigned by:  
*Chad Sigmon*  
Signature: \_\_\_\_\_  
CHAIRMAN/VICE CHAIRMAN  
Chairman/Vice Chairman

Signature: \_\_\_\_\_  
*Yvonne [unclear]*  
Secretary/Asst. Secretary



**Cordova Palms  
COMMUNITY DEVELOPMENT DISTRICT**

*General Fund*

**Check Request**

Date	Amount	Authorized By
March 28, 2024	\$31,683.15	Oksana Kuzmuk

Payable to:

The Bank of New York Melon #14
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Date Check Needed:

Budget Category:

ASAP	001.300.20700.10400
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Intended Use of Funds Requested:

FY24 Debt Service Assessment SE 2022-1
<i>(Attach supporting documentation for request.)</i>

*C.*

# Cordova Palms

Community Development District

Construction Funding Request #11

March 29, 2024

Req.#	PAYEE	Bonds SE 2022-2
69	AJ Johns, Inc. Phase 3 - Application for Payment 23001-14 (March 2024)	\$ 36,609.99
<b>TOTAL</b>		<b><u>\$ 36,609.99</u></b>

Please make check payable to:

**Cordova Palms CDD**

475 W Town Place Suite 114

Saint Augustine, FL 32092

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

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



**REQUISITION**  
**(2022-2 Bonds Acquisition and Construction-Account #126173)**

The undersigned, an Authorized Officer of Cordova Palms Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture between the District and The Bank of New York Mellon Trust Company, N.A., Jacksonville, Florida, as trustee (the "Trustee"), dated as of December 1, 2021 (the "Master Indenture"), as amended and supplemented by the Third Supplemental Indenture from the District to the Trustee, dated as of July 1, 2022 (the Master Indenture as amended and supplemented is hereinafter referred to as the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) Requisition Number: **69**
  
- (B) Name of Payee:  

A.J. Johns, Inc.  
3225 Anniston Road  
Jacksonville, FL 32246
  
- (C) Amount Payable: **\$ 36,609.99**
  
- (D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): **Cordova Palms Phase 3 – Application for Payment 23001-14 (March 2024)**
  
- (E) Fund or Account and subaccount, if any, from which disbursement to be made: **2022-2 Bonds Acquisition and Construction-Account #126173)**

The undersigned hereby certifies that [obligations in the stated amount set forth above have been incurred by the District, that each disbursement set forth above is a proper charge against the Series 2022-2 Acquisition and Construction Account and the subaccount, if any, referenced above, that each disbursement set forth above was incurred in connection with the acquisition and construction of the Series 2022-2 Project and each represents a Cost of the Series 2022-2 Project, and has not previously been paid] **OR** [this requisition is for Costs of Issuance payable from the Costs of Issuance Account that has not previously been paid].

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to

receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

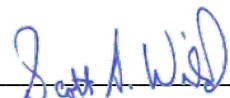
Originals or copies of the invoice(s) from the vendor of the property acquired or services rendered with respect to which disbursement is hereby requested are on file with the District.

**CORDOVA PALMS COMMUNITY  
DEVELOPMENT DISTRICT**

By:   
Authorized Officer

**CONSULTING ENGINEER'S APPROVAL FOR  
NON-COST OF ISSUANCE REQUESTS ONLY**

If this requisition is for a disbursement from other than the Costs of Issuance Account, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Series 2022-2 Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Series 2022-2 Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer attached as an Exhibit to the Third Supplemental Indenture, as such report shall have been amended or modified on the date hereof.

  
Consulting Engineer



**A. J. JOHNS, INC.**  
CONTRACTOR

3225 ANNISTON ROAD • JACKSONVILLE, FL 32246 - 3696 • 904-641-2055

## Invoice

March 25, 2024

Invoice No.

**23001-14**

Cordova Palms CDD  
GMS, LLC  
475 West Town Center Place, Suite 114  
St. Augustine, FL 32092

Job:  
Cordova Palms PH 3

### Description:

All construction necessary to perform site improvements per our contract dated:  
January 16, 2023

Current Contract Amount	\$	4,602,772.40
Value of work complete thru March 25, 2024 per the attached Schedule of Values	\$	4,602,772.40
Less Retainage - 5%	\$	230,138.62
Less Previous Invoices	\$	<u>4,336,023.79</u>
<b>TOTAL AMOUNT DUE THIS INVOICE</b>	\$	<b>36,609.99</b>

Payment Due Net Thirty

TO (OWNER):  
Cordova Palms CDD  
GMS, LLC  
475 West Town Center Place, Suite 114  
St. Augustine, FL 32092

PROJECT:  
Cordova Palms PH 3

APPLICATION NO: 23001-14

Distribution to:

PERIOD TO: 3-25-2024

<input checked="" type="checkbox"/>	OWNER
<input type="checkbox"/>	ARCHITECT
<input type="checkbox"/>	CONTRACTOR
<input type="checkbox"/>	A/R

FROM (CONTRACTOR):  
A. J. Johns, Inc.  
3225 Anniston Road  
Jacksonville, Florida 32246

(ARCHITECT):  
ETM  
14775 Old St. Augustine Road  
Jacksonville, FL 32258

ARCHITECT'S

PROJECT NO: 20-259

CONTRACT FOR: Site Improvements

CONTRACT DATE: 1-16-2023

**CONTRACTOR'S APPLICATION FOR PAYMENT**

CHANGE ORDER SUMMARY		
Change Orders approved in previous months by Owner	ADDITIONS	DEDUCTIONS
TOTAL	\$26,485.78	(\$289,681.43)
Approved this Month		
Number	Date Approved	
TOTALS		
	\$0	\$0.00
Net change by Change Orders		(\$263,195.65)

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: A. J. Johns, Inc.

By: *David E. Johns* Date: 3/25/2024

**ENGINEER'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Engineer certifies to the Owner that to the best of the Engineer's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet,

AIA Document G703, is attached

1. ORIGINAL CONTRACT SUM.....	<u>\$4,865,968.05</u>
2. Net change by Change Orders.....	<u>(\$263,195.65)</u>
3. CONTRACT SUM TO DATE (Line 1 ± 2).....	<u>\$4,602,772.40</u>
4. TOTAL COMPLETED & STORED TO DATE.....	<u>\$4,602,772.40</u>
(Column G on G703) Less Owner Purchases	
5. RETAINAGE:	
a. 5% Completed Work.....	<u>230,138.62</u>
(Column D+E on G703)	
b. 5% of Stored Material.....	<u>-</u>
(Column F on G703)	
Total Retainage (Line 5a + 5b or Total in Column I of G703).....	<u>230,138.62</u>
6. TOTAL EARNED LESS RETAINAGE.....	<u>\$4,372,633.78</u>
(Line 4 less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate).....	<u>\$4,336,023.79</u>
8. CURRENT PAYMENT DUE.....	<u>36,609.99</u>
9. BALANCE TO FINISH, PLUS RETAINAGE.....	<u>\$230,138.62</u>
(Line 3 less Line 6)	

State of: Florida County of: Duval

Subscribed and sworn to before me this 25th day of March, 2024

Notary Public: *Janet S. Lewis*  
My commission expires:



AMOUNT CERTIFIED..... \$36,609.99

(Attach explanation if amount certified differs from the amount applied for.) ENGINEER:

By: *Scott A. Wild* Date: March 29, 2024

This Certificate is not negotiable, The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, Containing Contractor's signed Certification is attached.  
 In tabulations below, amounts are stated to the nearest dollar.  
 Use Column 1 on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER: 23001-14  
 APPLICATION DATE: 3/25/2024  
 PERIOD TO: 3/25/2024  
 ARCHITECTS PROJECT NO: 20-259

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED FROM PREVIOUS APPLICATION (D + E)	E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H % (G/C)	I BALANCE TO FINISH (C - G)	J RETAINAGE
1990	Mobilization and Site Preparation Subtotal	\$ 120,506.57	\$ 120,506.57	\$ -	\$ -	\$120,506.57	100.0%	\$0.00	\$6,025.33
2990	Sediment and Erosion Control Subtotal	\$ 60,835.95	\$ 60,835.95	\$ -	\$ -	\$60,835.95	100.0%	\$0.00	\$3,041.80
4990	Storm Water Pollution Prevention Plan Subtotal	\$ 586.33	\$ 586.33	\$ -	\$ -	\$586.33	100.0%	\$0.00	\$29.32
6990	Stormwater Management Facility Construction Subtotal	\$ 1,086.32	\$ 1,086.32	\$ -	\$ -	\$1,086.32	100.0%	\$0.00	\$54.32
7990	Roadway Earthwork Subtotal	\$ 63,784.46	\$ 63,784.46	\$ -	\$ -	\$63,784.46	100.0%	\$0.00	\$3,189.22
8990	Lot Fill Compaction Seeding and Testing Subtotal	\$ 59,898.50	\$ 59,898.50	\$ -	\$ -	\$59,898.50	100.0%	\$0.00	\$2,994.93
9990	Earthwork As-builts Subtotal	\$ 11,027.95	\$ 8,270.96	\$ 2,756.99	\$ -	\$11,027.95	100.0%	\$0.00	\$551.40
10990	Roadway Construction Subtotal	\$ 1,185,491.92	\$ 1,178,516.23	\$ 6,975.69	\$ -	\$1,185,491.92	100.0%	\$0.00	\$59,274.60
11990	Storm Drainage System Subtotal	\$ 1,233,790.61	\$ 1,226,814.92	\$ 6,975.69	\$ -	\$1,233,790.61	100.0%	\$0.00	\$61,689.53
12990	Roadway Underdrain Subtotal	\$ 53,940.00	\$ 53,940.00	\$ -	\$ -	\$53,940.00	100.0%	\$0.00	\$2,697.00
13990	City of St. Augustine Water Distribution System Subtotal	\$ 957,976.83	\$ 951,001.14	\$ 6,975.69	\$ -	\$957,976.83	100.0%	\$0.00	\$47,898.84
14990	City of St. Augustine Gravity Sanitary Sewer System Subtotal	\$ 860,798.67	\$ 853,822.98	\$ 6,975.69	\$ -	\$860,798.67	100.0%	\$0.00	\$43,039.93
15990	Irrigation Sleeve and Electrical / Telephone/ CATV Subtotal	\$ 25,205.50	\$ 25,205.50	\$ -	\$ -	\$25,205.50	100.0%	\$0.00	\$1,260.28
16990	Roadway Sod Subtotal	\$ 33,156.85	\$ 33,156.85	\$ -	\$ -	\$33,156.85	100.0%	\$0.00	\$1,657.84
17990	Testing Subtotal	\$ 44,532.37	\$ 44,532.37	\$ -	\$ -	\$44,532.37	100.0%	\$0.00	\$2,226.62
18990	Paving and Drainage As-builts Subtotal	\$ 13,562.32	\$ 10,171.74	\$ 3,390.58	\$ -	\$13,562.32	100.0%	\$0.00	\$678.12
19990	As-Builts Subtotal	\$ 17,946.10	\$ 13,459.57	\$ 4,486.53	\$ -	\$17,946.10	100.0%	\$0.00	\$897.31
20990	FPL Electrical Infrastructure Allowance Subtotal	\$ 75,000.00	\$ 75,000.00	\$ -	\$ -	\$75,000.00	100.0%	\$0.00	\$3,750.00
21990	Payment and Performance Bond Subtotal	\$ 46,840.80	\$ 46,840.80	\$ -	\$ -	\$46,840.80	100.0%	\$0.00	\$2,342.04
22990	CO #1 Revise Pipe Size Subtotal	\$ 11,142.59	\$ 11,142.59	\$ -	\$ -	\$11,142.59	100.0%	\$0.00	\$557.13
23990	CO #2 Revise RCP to ERCP Subtotal	\$ 11,033.87	\$ 11,033.87	\$ -	\$ -	\$11,033.87	100.0%	\$0.00	\$551.69
24990	CO #3 Contract Deletions Subtotal	\$ (289,681.43)	\$ (289,681.43)	\$ -	\$ -	(\$289,681.43)	0.0%	\$0.00	(\$14,484.07)
25990	CO #4 Add 8" Gate Valve Subtotal	\$ 4,309.32	\$ 4,309.32	\$ -	\$ -	\$4,309.32	100.0%	\$0.00	\$215.47
	<b>TOTALS</b>	<b>\$4,602,772.40</b>	<b>\$4,564,235.54</b>	<b>\$38,536.86</b>	<b>\$0.00</b>	<b>\$4,602,772.40</b>	<b>100.0%</b>	<b>\$0.00</b>	<b>\$230,138.62</b>

Cordova Palms PH 3

ITEM NO.	DESCRIPTION	PLANNED QUANTITY	UNIT	3/1/2024 THROUGH 3/25/2024		PREVIOUS		CURRENT		JOB TO DATE			\$ to Bill as Stored
				UNIT PRICE	CONTRACT AMOUNT	QUANTITY	TOTAL	QUANTITY	TOTAL	QUANTITY	% COMP	TOTAL	
<b>1000</b>	<b>MOBILIZATION AND SITE PREPARATION</b>												
1010	Mobilization	1	LS	\$ 6,733.49	\$ 6,733.49	1.00	\$ 6,733.49	0.00	\$ -	1	100%	\$ 6,733.49	\$ -
1020	Site Preparation	1	LS	\$ 13,437.59	\$ 13,437.59	1.00	\$ 13,437.59	0.00	\$ -	1	100%	\$ 13,437.59	\$ -
1030	Survey Calc and Setup	1	LS	\$ 11,315.64	\$ 11,315.64	1.00	\$ 11,315.64	0.00	\$ -	1	100%	\$ 11,315.64	\$ -
1040	Project Management and Supervision	1	LS	\$ 89,019.85	\$ 89,019.85	1.00	\$ 89,019.85	0.00	\$ -	1	100%	\$ 89,019.85	\$ -
<b>1990</b>	<b>Mobilization and Site Preparation Subtotal</b>				\$ 120,506.57		\$ 120,506.57		\$ -		100%	\$ 120,506.57	\$ -
<b>2000</b>	<b>SEDIMENT AND EROSION CONTROL</b>												
2010	Layout Boundary	1	LS	\$ 4,602.97	\$ 4,602.97	1.00	\$ 4,602.97	0.00	\$ -	1	100%	\$ 4,602.97	\$ -
2020	Silt Fence	9385	LF	\$ 1.27	\$ 11,918.95	9385.00	\$ 11,918.95	0.00	\$ -	9385	100%	\$ 11,918.95	\$ -
2030	Erosion and Sediment Control Maintenance	1	LS	\$ 20,465.96	\$ 20,465.96	1.00	\$ 20,465.96	0.00	\$ -	1	100%	\$ 20,465.96	\$ -
2040	BMP's	1	LS	\$ 19,644.76	\$ 19,644.76	1.00	\$ 19,644.76	0.00	\$ -	1	100%	\$ 19,644.76	\$ -
2050	Construction Entrance	1	LS	\$ 4,203.31	\$ 4,203.31	1.00	\$ 4,203.31	0.00	\$ -	1	100%	\$ 4,203.31	\$ -
<b>2990</b>	<b>Sediment and Erosion Control Subtotal</b>				\$ 60,835.95		\$ 60,835.95		\$ -		100%	\$ 60,835.95	\$ -
<b>4000</b>	<b>STORM WATER POLLUTION PREVENTION PLAN</b>												
4010	Storm Water Pollution Prevention Plan	1	LS	\$ 586.33	\$ 586.33	1.00	\$ 586.33	0.00	\$ -	1	100%	\$ 586.33	\$ -
<b>4990</b>	<b>Storm Water Pollution Prevention Plan Subtotal</b>				\$ 586.33		\$ 586.33		\$ -		100%	\$ 586.33	\$ -
<b>6000</b>	<b>STORMWATER MANAGEMENT FACILITY CONSTRUCTION</b>												
6010	Dress Pond	1468	SY	\$ 0.74	\$ 1,086.32	1468.00	\$ 1,086.32	0.00	\$ -	1468	100%	\$ 1,086.32	\$ -
<b>6990</b>	<b>Stormwater Management Facility Construction Subtotal</b>				\$ 1,086.32		\$ 1,086.32		\$ -		100%	\$ 1,086.32	\$ -
<b>7000</b>	<b>ROADWAY EARTHWORK</b>												
7010	Layout	1	LS	\$ 8,822.36	\$ 8,822.36	1.00	\$ 8,822.36	0.00	\$ -	1	100%	\$ 8,822.36	\$ -
7020	Rough Grade R/W	44371	SY	\$ 0.72	\$ 31,947.12	44371.00	\$ 31,947.12	0.00	\$ -	44371	100%	\$ 31,947.12	\$ -
7030	Machine Dress R/W	26454	SY	\$ 0.87	\$ 23,014.98	26454.00	\$ 23,014.98	0.00	\$ -	26454	100%	\$ 23,014.98	\$ -
<b>7990</b>	<b>Roadway Earthwork Subtotal</b>				\$ 63,784.46		\$ 63,784.46		\$ -		100%	\$ 63,784.46	\$ -
<b>8000</b>	<b>LOT FILL COMPACTION SEEDING AND TESTING</b>												
8010	Layout	1	LS	\$ 8,630.57	\$ 8,630.57	1.00	\$ 8,630.57	0.00	\$ -	1	100%	\$ 8,630.57	\$ -
8020	Rough Grade Lots	21273	SY	\$ 0.87	\$ 18,507.51	21273.00	\$ 18,507.51	0.00	\$ -	21273	100%	\$ 18,507.51	\$ -
8030	Machine Dress Lots	21273	SY	\$ 0.72	\$ 15,316.56	21273.00	\$ 15,316.56	0.00	\$ -	21273	100%	\$ 15,316.56	\$ -
8040	Seed and Mulch Lots	21273	SY	\$ 0.82	\$ 17,443.86	21273.00	\$ 17,443.86	0.00	\$ -	21273	100%	\$ 17,443.86	\$ -
<b>8990</b>	<b>Lot Fill Compaction Seeding and Testing Subtotal</b>				\$ 59,898.50		\$ 59,898.50		\$ -		100%	\$ 59,898.50	\$ -
<b>9000</b>	<b>EARTHWORK AS-BUILTS</b>												
9010	As-Builts	1	LS	\$ 11,027.95	\$ 11,027.95	0.75	\$ 8,270.96	0.25	\$ 2,756.99	1	100%	\$ 11,027.95	\$ -
<b>9990</b>	<b>Earthwork As-builts Subtotal</b>				\$ 11,027.95		\$ 8,270.96		\$ 2,756.99		100%	\$ 11,027.95	\$ -
<b>10000</b>	<b>ROADWAY CONSTRUCTION</b>												
10010	Layout Roadway	1	LS	\$ 26,467.08	\$ 26,467.08	1.00	\$ 26,467.08	0.00	\$ -	1	100%	\$ 26,467.08	\$ -
10020	12" Stabilized Sub-grade	18277	SY	\$ 11.35	\$ 207,443.95	18277.00	\$ 207,443.95	0.00	\$ -	18277	100%	\$ 207,443.95	\$ -
10030	6" Roadway Base	15910	SY	\$ 17.10	\$ 272,081.00	15910.00	\$ 272,081.00	0.00	\$ -	15910	100%	\$ 272,081.00	\$ -
10040	Prime	15910	SY	\$ 0.62	\$ 9,864.20	15910.00	\$ 9,864.20	0.00	\$ -	15910	100%	\$ 9,864.20	\$ -
10050	Miami Curb	9374	LF	\$ 17.47	\$ 163,763.78	9374.00	\$ 163,763.78	0.00	\$ -	9374	100%	\$ 163,763.78	\$ -
10060	City Standard Curb	1274	LF	\$ 28.77	\$ 36,652.98	1274.00	\$ 36,652.98	0.00	\$ -	1274	100%	\$ 36,652.98	\$ -
10070	Typical Pavement First Lift 1"	15910	SY	\$ 11.49	\$ 182,805.90	15910.00	\$ 182,805.90	0.00	\$ -	15910	100%	\$ 182,805.90	\$ -
10080	Typical Pavement Second Lift .075"	15910	SY	\$ 11.70	\$ 186,147.00	15910.00	\$ 186,147.00	0.00	\$ -	15910	100%	\$ 186,147.00	\$ -
10090	Sidewalk	486	SY	\$ 65.32	\$ 31,745.52	486.00	\$ 31,745.52	0.00	\$ -	486	100%	\$ 31,745.52	\$ -
10100	Handicap Ramps	11	EA	\$ 1,485.75	\$ 16,343.25	11.00	\$ 16,343.25	0.00	\$ -	11	100%	\$ 16,343.25	\$ -
10110	Striping	1	LS	\$ 3,328.93	\$ 3,328.93	1.00	\$ 3,328.93	0.00	\$ -	1	100%	\$ 3,328.93	\$ -
10120	Striping on Second Lift Asphalt	1	LS	\$ 3,328.93	\$ 3,328.93	1.00	\$ 3,328.93	0.00	\$ -	1	100%	\$ 3,328.93	\$ -
10130	Signage	1	LS	\$ 15,548.73	\$ 15,548.73	1.00	\$ 15,548.73	0.00	\$ -	1	100%	\$ 15,548.73	\$ -
10140	Machine Dress Electrical Easement	26454	SY	\$ 0.87	\$ 23,014.98	26454.00	\$ 23,014.98	0.00	\$ -	26454	100%	\$ 23,014.98	\$ -
10150	Punchout	1	LS	\$ 6,975.69	\$ 6,975.69	0.00	\$ -	1.00	\$ 6,975.69	1	100%	\$ 6,975.69	\$ -
<b>10990</b>	<b>Roadway Construction Subtotal</b>				\$ 1,185,491.92		\$ 1,178,516.23		\$ 6,975.69		100%	\$ 1,185,491.92	\$ -
<b>11000</b>	<b>STORM DRAINAGE SYSTEM</b>												
11010	Layout Drainage	1	LS	\$ 9,589.52	\$ 9,589.52	1.00	\$ 9,589.52	0.00	\$ -	1	100%	\$ 9,589.52	\$ -
11020	Trench Safety	1	LS	\$ 6,376.35	\$ 6,376.35	1.00	\$ 6,376.35	0.00	\$ -	1	100%	\$ 6,376.35	\$ -



ITEM NO.	DESCRIPTION	PLANNED QUANTITY	UNIT	UNIT PRICE	CONTRACT AMOUNT	PREVIOUS		CURRENT		JOB TO DATE			\$ to Bill as Stored
						QUANTITY	TOTAL	QUANTITY	TOTAL	QUANTITY	% COMP	TOTAL	
15040	6" SCH 40 PVC	250	LF	\$ 31.94	\$ 7,985.00	250.00	\$ 7,985.00	0.00	\$ -	250	100%	\$ 7,985.00	\$ -
15990	Irrigation Sleeve and Electrical / Telephone/ CATV Subtotal				\$ 25,205.50		\$ 25,205.50		\$ -		100%	\$ 25,205.50	\$ -
16000	SEEDING AND MULCHING AND SOD												
16010	Sod Back of Curb	1573	SY	\$ 3.77	\$ 5,930.21	1573.00	\$ 5,930.21	0.00	\$ -	1573	100%	\$ 5,930.21	\$ -
16020	Sod Pond Slope	1468	SY	\$ 3.77	\$ 5,534.36	1468.00	\$ 5,534.36	0.00	\$ -	1468	100%	\$ 5,534.36	\$ -
16030	Seed and Mulch R/W	26454	SY	\$ 0.82	\$ 21,692.28	26454.00	\$ 21,692.28	0.00	\$ -	26454	100%	\$ 21,692.28	\$ -
16990	Roadway Sod Subtotal				\$ 33,156.85		\$ 33,156.85		\$ -		100%	\$ 33,156.85	\$ -
17010	COMPACTION TESTING ROADWAY												
17010	Compaction Testing Roadway	1	LS	\$ 27,145.20	\$ 27,145.20	1.00	\$ 27,145.20	0.00	\$ -	1	100%	\$ 27,145.20	\$ -
17020	Compaction Testing Water	1	LS	\$ 2,342.58	\$ 2,342.58	1.00	\$ 2,342.58	0.00	\$ -	1	100%	\$ 2,342.58	\$ -
17030	Compaction Testing Sewer	1	LS	\$ 7,496.27	\$ 7,496.27	1.00	\$ 7,496.27	0.00	\$ -	1	100%	\$ 7,496.27	\$ -
17040	Compaction Testing Drainage	1	LS	\$ 7,548.32	\$ 7,548.32	1.00	\$ 7,548.32	0.00	\$ -	1	100%	\$ 7,548.32	\$ -
17990	Testing Subtotal				\$ 44,532.37		\$ 44,532.37		\$ -		100%	\$ 44,532.37	\$ -
18000	PAVING AND DRAINAGE AS-BUILTS												
18010	Paving As-builts	1	LS	\$ 8,425.08	\$ 8,425.08	0.75	\$ 6,318.81	0.25	\$ 2,106.27	1	100%	\$ 8,425.08	\$ -
18020	Drainage As-builts	1	LS	\$ 5,137.24	\$ 5,137.24	0.75	\$ 3,852.93	0.25	\$ 1,284.31	1	100%	\$ 5,137.24	\$ -
18990	Paving and Drainage As-builts Subtotal				\$ 13,562.32		\$ 10,171.74		\$ 3,390.58		100%	\$ 13,562.32	\$ -
19000	WATER AND SEWER AS-BUILTS												
19010	Water As-builts	1	LS	\$ 10,548.47	\$ 10,548.47	0.75	\$ 7,911.35	0.25	\$ 2,637.12	1	100%	\$ 10,548.47	\$ -
19020	Sewer As-builts	1	LS	\$ 7,397.63	\$ 7,397.63	0.75	\$ 5,548.22	0.25	\$ 1,849.41	1	100%	\$ 7,397.63	\$ -
19990	As-Builts Subtotal				\$ 17,946.10		\$ 13,459.57		\$ 4,486.53		100%	\$ 17,946.10	\$ -
20000	FPL ELECTRICAL INFRASTRUCTURE ALLOWANCE												
20010	FPL Electrical Infrastructure Allowance	1	LS	\$ 75,000.00	\$ 75,000.00	1.00	\$ 75,000.00	0.00	\$ -	1	100%	\$ 75,000.00	\$ -
20990	FPL Electrical Infrastructure Allowance Subtotal				\$ 75,000.00		\$ 75,000.00		\$ -		100%	\$ 75,000.00	\$ -
21000	PAYMENT AND PERFORMANCE BOND												
21010	Bond	1	LS	\$ 46,840.80	\$ 46,840.80	1.00	\$ 46,840.80	0.00	\$ -	1	100%	\$ 46,840.80	\$ -
21990	Payment and Performance Bond Subtotal				\$ 46,840.80		\$ 46,840.80		\$ -		100%	\$ 46,840.80	\$ -
22000	CO #1 REVISE PIPE SIZE												
22010	Add 36x60 ERCP	43	LF	\$ 450.00	\$ 19,350.00	43.00	\$ 19,350.00	0.00	\$ -	43	100%	\$ 19,350.00	\$ -
22020	Delete 36" RCP	-43	LF	\$ 190.87	\$ (8,207.41)	-43.00	\$ (8,207.41)	0.00	\$ -	-43	100%	\$ (8,207.41)	\$ -
22990	CO #1 Revise Pipe Size Subtotal				\$ 11,142.59		\$ 11,142.59		\$ -		100%	\$ 11,142.59	\$ -
23000	CO #2 REVISE RCP TO ERCP												
23010	CO #2 Revise RCP to ERCP	1	LS	\$ 11,033.87	\$ 11,033.87	1.00	\$ 11,033.87	0.00	\$ -	1	100%	\$ 11,033.87	\$ -
23990	CO #2 Revise RCP to ERCP Subtotal				\$ 11,033.87		\$ 11,033.87		\$ -		100%	\$ 11,033.87	\$ -
24000	CO #3 CONTRACT DELETIONS												
24010	Delete 2nd lift Asphalt & Striping	1	LS	\$ (189,475.93)	\$ (189,475.93)	1.00	\$ (189,475.93)	0.00	\$ -	1	100%	\$ (189,475.93)	\$ -
24020	Delete Sleeves	1	LS	\$ (25,205.50)	\$ (25,205.50)	1.00	\$ (25,205.50)	0.00	\$ -	1	100%	\$ (25,205.50)	\$ -
24030	Delete FPL Infrastructure	1	LS	\$ (75,000.00)	\$ (75,000.00)	1.00	\$ (75,000.00)	0.00	\$ -	1	100%	\$ (75,000.00)	\$ -
24990	CO #3 Contract Deletions Subtotal				\$ (289,681.43)		\$ (289,681.43)		\$ -		100%	\$ (289,681.43)	\$ -
25000	CO #4 ADD 8" GATE VALVE												
25010	Add 8" Gate Valve	1	LS	\$ 4,309.32	\$ 4,309.32	1.00	\$ 4,309.32	0.00	\$ -	1	100%	\$ 4,309.32	\$ -
25990	CO #4 Add 8" Gate Valve Subtotal				\$ 4,309.32		\$ 4,309.32		\$ -		100%	\$ 4,309.32	\$ -
	GRAND TOTAL				\$ 4,602,772.40		\$ 4,564,235.54		\$ 38,536.86		100%	\$ 4,602,772.40	\$ -



CONDITIONAL WAIVER AND RELEASE OF LIEN  
UPON PROGRESS PAYMENT

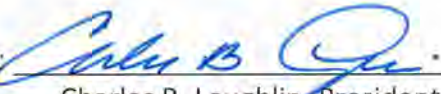
The undersigned lienor, in consideration of the sum of \$ 129,323.43 hereby waives and releases its lien and right to claim a lien for labor, services, or materials furnished through March 25, 2024 on the job of Cordova Palms CDD, GMS, LLC on the following property:

Cordova Palms Phase 3  
St Johns County, Florida

This waiver and release does not cover any earned but unpaid retainage nor any amounts due for labor, services, or materials furnished before or after the date range specified above.

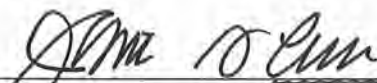
Dated this 25<sup>th</sup> day of March, 2024

Company: A. J. Johns, Inc.  
3225 Anniston Road  
Jacksonville, Florida 32246

By:   
Charles B. Laughlin, President

State of Florida  
County of Duval

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this 25<sup>th</sup> day of March, 2024, by Charles B. Laughlin, the President of A. J. Johns, Inc. He is personally known to me  or has produced \_\_\_\_\_ as identification.

  
Notary Public  
State of Florida  
My Commission expires \_\_\_\_\_

