

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

***DECEMBER 11, 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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December 4, 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, December 11, 2024 at 1:00 p.m. at the offices of Governmental Management Services, 475 West Town Place, Suite 114, St. Augustine, Florida 32095.**

Following is the agenda for the meeting:

- I. Call to Order
- II. Public Comment
- III. Approval of Minutes
  - A. November 5, 2024 Landowner's Election
  - B. November 13, 2024 Meeting
- IV. Public Hearing for the Purpose of Adopting Amenity Policies and Rates; Consideration of Resolution 2025-03
- V. Staff Reports
  - A. District Counsel
  - B. District Engineer – Inspection Report
  - C. District Manager
  - D. Operations Manager
  - E. Amenity Manager
- VI. Financial Reports
  - A. Financial Statements as of October 31, 2024

B. Check Register

C. Consideration of Construction Funding Request No. 17

VII. Supervisor Requests and Audience Comments

VIII. Next Scheduled Meetings – January 8, 2025 at 1:00 p.m. at the offices of GMS, 475 West Town Place, Suite 114, St. Augustine, Florida

IX. Adjournment

# *MINUTES*

*A.*

MINUTES OF MEETING  
CORDOVA PALMS COMMUNITY DEVELOPMENT DISTRICT

A landowner's meeting of the Board of Supervisors of the Cordova Palms Community Development District was held Wednesday, November 5, 2024 at 1:00 p.m. at the offices of Governmental Management Services, 475 West Town Place, Suite 114, St. Augustine, Florida 32092.

Present were:

Chad Sigmon	Dream Finders Homes
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Also present were:

Daniel Laughlin	District Manager
Wes Haber <i>by phone</i>	District Counsel

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Determination of Number of Voting Units Represented**

Mr. Laughlin stated the landowner proxy show 65 acres, so 65 potential votes.

**THIRD ORDER OF BUSINESS**

**Election of a Chairman for the Purpose of Conducting the Landowners Meeting**

Mr. Laughlin acted as Chairman for the Landowners Meeting.

**FOURTH ORDER OF BUSINESS**

**Nominations for the Position of Supervisors**

Mr. Sigmon nominated James Shonkwiler, Daniel Foley and Jacquelyn Heflin.

**FIFTH ORDER OF BUSINESS**

**Casting of Ballots**

Mr. Sigmon cast 60 votes for James Shonkwiler, 60 votes for Daniel Foley and 40 votes for Jacquelyn Heflin.

**SIXTH ORDER OF BUSINESS**

**Tabulation of Ballots and Announcement of Results**

James Shonkwiler and Daniel Foley each received 60 votes and will serve four-year terms. Jacquelyn Heflin received 40 votes and will serve a two-year term.

**SEVENTH ORDER OF BUSINESS                      Landowners Questions and Comments**

There being none, the next item followed.

**EIGHTH ORDER OF BUSINESS                      Adjournment**

The meeting was adjourned.



*B.*

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, November 13, 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
Daniel Foley	Supervisor

Also present were:

Daniel Laughlin	District Manager
Wes Haber <i>by phone</i>	District Counsel
Richard Gray	Governmental Management Services

The following is a summary of the discussions and actions taken at the November 13, 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 comments, the next item followed.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Oath of Office for Newly Elected Supervisors**

Mr. Laughlin, being a notary public for the State of Florida, administered an oath of office to Mr. Foley and Mr. Shonkwiler.

**B. Consideration of Resolution 2025-01, Canvassing and Certifying the Results of the Landowner's Election**

Mr. Laughlin informed the Board that the landowner’s election resulted in Mr. Foley and Mr. Shonkwiler each receiving 60 votes, and Ms. Heflin receiving 40 votes. Mr. Shonkwiler and Mr. Foley will each serve four-year terms, while Ms. Heflin will serve a two-year term.

On MOTION by Mr. Gullion seconded by Mr. Sigmon with all in favor Resolution 2025-01, canvassing and certifying the results of the landowner’s election was approved.

**C. Consideration of Resolution 2025-02, Designating Officers**

There being no objections to leaving the slate of officers as-is, a motion followed.

On MOTION by Mr. Foley seconded by Mr. Shonkwiler with all in favor Resolution 2025-02, designating the same slate of officers was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the September 11, 2024 Meeting**

There were no comments on the minutes.

On MOTION by Mr. Foley seconded by Mr. Sigmon with all in favor the minutes of the September 11, 2024 meeting were approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-03, Amending the Fiscal Year 2024 General Fund Budget**

Mr. Laughlin stated that there are a few line items that need to be balanced by amending the budget, such as pool maintenance, fitness equipment leasing, and refuse service.

On MOTION by Mr. Shonkwiler seconded by Mr. Gullion with all in favor Resolution 2025-03, amending the Fiscal Year 2024 General Fund Budget was approved.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

There being nothing to report, the next item followed.

**B. District Engineer**

**1. Consideration of Work Authorization No. 14 for Preparation of a Public Facilities Report**

Mr. Laughlin informed the Board that the public facilities report is a report required by the State of Florida to be completed every seven years. ETM proposed a fee not to exceed \$7,500 to prepare the report.

On MOTION by Mr. Sigmon seconded by Mr. Foley with all in favor England Thims & Miller work authorization number 14 was approved.

**2. Ratification of Work Authorization No. 15 for Fiscal Year 2025 General Consulting Services**

An executed copy of work authorization number 15 for fiscal year 2025 general consulting engineering services with an estimated fee of \$11,000 was included in the agenda package for the Board's review.

On MOTION by Mr. Shonkwiler seconded by Mr. Sigmon with all in favor England Thims & Miller work authorization 15 was approved.

**3. Ratification of Change Order Nos. 5 and 6**

Copies of A.J. Johns change orders numbers five and six were included in the agenda package for the Board's review. Change order number five increases the contract fee by \$19,972.79 and change order number six increases the contracted amount by \$30,705.67.

On MOTION by Mr. Foley seconded by Mr. Sigmon with all in favor A.J. Johns Change Order Nos. 5 and 6 were ratified.

**4. Ratification of Requisition Nos. 74-78**

A requisition summary including requisition numbers 74 through 78 was included in the agenda package. Together, the requisitions total \$57,918.28.

On MOTION by Mr. Gullion seconded by Mr. Sigmon with all in favor requisition numbers 74 through 78 were ratified.

**C. District Manager**

Mr. Laughlin relayed two requests from residents, the first being a resident that owns Lucy’s Pastry Shop that has requested to sell pastries under the covered area at the amenity center.

Mr. Gray questioned if a fee should be charged to the resident as the janitorial needs would increase.

Mr. Foley suggested including in the agreement that the resident would be responsible for cleaning the area and would be subject to any excess fees if additional janitorial is needed.

Mr. Sigmon suggested a deposit for each time the facility is used.

On MOTION by Mr. Foley seconded by Mr. Gullion with all in favor the request from Lucy’s Pastry Shop to sell goods at the amenity center was approved subject to a license agreement.

Next, Mr. Laughlin relayed a request from a swim instructor to provide swim classes at the amenity center to residents only.

On MOTION by Mr. Foley seconded by Mr. Gullion with all in favor the request from Lisa Garofalo to provide swim lessons at the amenity center was approved subject to an agreement.

**D. Operations Manager**

Mr. Gray provided an overview of maintenance items that have been accomplished between meetings. He also informed the Board a lot of the lights are out in the fountain.

Mr. Sigmon directed Mr. Gray to solicit proposals to replace the lights.

**E. Amenity Manager**

Mr. Gray gave an overview of the recent community events under his report.

**SEVENTH ORDER OF BUSINESS**

**Financial Reports**

**A. Financial Statements as of September 30, 2024**

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

**B. Check Registers**

- 1. September**
- 2. October**

Copies of the check registers totaling \$103,398.52 for September and \$46,059.57 for October were included in the agenda package for the Board’s review. Mr. Laughlin noted the check register for September is higher than usual due to the insurance premium, although a refund will be issued due to some values being lowered.

On MOTION by Mr. Foley seconded by Mr. Shonkwiler with all in favor the September check register was approved.

On MOTION by Mr. Foley seconded by Mr. Shonkwiler with all in favor the October check register was approved.

**C. Construction Funding Request Nos. 15 and 16**

Copies of construction funding request number 15 totaling \$25,717.78 and construction funding request number 16 totaling \$7,813.35 were included in the agenda package for the Board’s review.

On MOTION by Mr. Gullion seconded by Mr. Sigmon with all in favor construction funding request numbers 15 and 16 were approved.

**EIGHTH ORDER OF BUSINESS**

**Supervisor Requests and Audience Comments**

Kristin Gentile and Russ Morvant gave some examples of misuse the amenity center taking place and asked that temporary rule signage be installed until the permanent, decorative signage comes in.

Mr. Gray recommended adding more hours for an onsite presence.

Mr. Foley stated that emails can be sent to residents reminded them not to give their children that are under 15 years old key fobs as they are not permitted to access the amenities unsupervised and temporary signage can be installed.

Kristin Gentile asked if there has been any thought put into amenities that the middle school aged group can use such as soccer goals and a basketball court.

The Board members will consider the options with the land available.

Next, Kristin Gentile stated that at times hers and her neighbor's houses are covered with midges. St. Johns County Mosquito control has indicated they cannot assist with controlling midges but recommended putting something in the Pinzon pond to get the water moving such as a fountain or a bubbler.

Mr. Laughlin stated that an aerator is an option, however it's pricey. Other options are a chemical treatment, or a fish that eats midge larvae.

Mr. Foley stated that the Board will look into the options, however Cordova is built on a wetland, so bugs are to be expected.

Next, Russ Morvant expressed concerns over the intersection at the amenity center and stated that the intersection needs to be turned into a four-way stop. He also stated that the speed limit county road 312 needs to be reduced.

Mr. Sigmon stated that the roads have been turned over to St. Johns County, however the District's engineer can be consulted to see what can be done.

**Supervisor Requests**

Mr. Sigmon asked if Phase 3 landscape maintenance has been bid out yet.

Mr. Laughlin responded that it will be covered under Duval's contract, they need just to be given approval to begin maintaining it. He added that the pond in Phase 3 needs to be brought on for maintenance as well.

**NINTH ORDER OF BUSINESS**

**Next Scheduled Meeting – December 11, 2024 at 1:00 p.m. at the offices of GMS, 475 West Town Place, Suite 114, St. Augustine, Florida**

**TENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Foley seconded by Mr. Sigmon with all in favor the meeting was adjourned

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

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



*FOURTH ORDER OF BUSINESS*

**RESOLUTION 2025-04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CORDOVA PALMS COMMUNITY DEVELOPMENT DISTRICT ADOPTING AMENITY POLICIES AND RATES INCLUDING SUSPENSION AND TERMINATION POLICIES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Cordova Palms Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

**WHEREAS**, Chapters 120 and 190, *Florida Statutes*, authorize the District to adopt rules, rates, charges and fees to govern the administration of the District and defray costs of operation and to adopt resolutions as may be necessary for the conduct of District business; and

**WHEREAS**, the District’s Board of Supervisors (“Board”) desires to adopt its Amenity Rules and Rates, and Suspension and Termination of Privileges Rule (together, “Amenity Rules”), all of which govern the operation of the District’s amenity facilities and other properties; and

**WHEREAS**, the Board finds that it is in the best interests of the District and necessary for the efficient operation of the District to adopt by resolution the Amenity Rules, which are attached hereto as **Exhibit A** and incorporated herein by this reference, for immediate use and application; and

**WHEREAS**, the Board finds that the Amenity Rules outlined in **Exhibit A** are just and equitable having been based upon (i) the amount of service furnished; and (ii) other factors affecting the use of the facilities furnished; and

**WHEREAS**, the Board has complied with applicable Florida law concerning rule development, ratemaking, and rule and rate adoption, including the holding of public hearings thereon.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CORDOVA PALMS COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1.** The Amenity Rules set forth in **Exhibit A** are hereby adopted pursuant to this resolution as necessary for the conduct of District business and shall remain in full force and effect unless revised or repealed by the District in accordance with Chapters 120 and 190, *Florida Statutes*.

**SECTION 2.** If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**SECTION 3.** This resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

**PASSED AND ADOPTED** this 11<sup>th</sup> day of December, 2024.

ATTEST:

**CORDOVA PALMS COMMUNITY  
DEVELOPMENT DISTRICT**

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

\_\_\_\_\_  
Chair/Vice Chair, Board of Supervisors

**Exhibit A:** Amenity Rules

**EXHIBIT A**

**Proposed Rates**

Annual User Fee: \$3,000. The annual user fee for a non-owner is valid for a maximum of two (2) adults and their dependents, if any.

Lost access fob replacement fee: \$30.00

Returned Check/Insufficient Funds fee: \$50.00

Rental Rates and Deposits: The rental rates as set forth below include a minimum four (4) hour block of time. Additional hours beyond four (4) are available at the designated per hour rental fee. The rental Rates and deposits for the use of the District's recreational facilities for private social gatherings are as follows:

	<b>Fee</b>
Covered Patio Rental (Non-Refundable Fee)	\$50/4 hours
Covered Patio Rental (Additional hours)	\$20/hour
Covered Patio Rental (Refundable deposit)	\$200 (refundable)

**SUSPENSION AND TERMINATION OF ACCESS RULE**

Law Implemented: ss. 120.69, 190.011, 190.012, Fla. Stat. (2023)

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**In accordance with Chapters 190 and 120 of the Florida Statutes, and on \_\_\_\_\_, 2024 at a duly noticed public meeting, the Board of Supervisors (“Board”) of the Cordova Palms Community Development District (“District”) adopted the following rules / policies to govern disciplinary and enforcement matters. All prior rules / policies of the District governing this subject matter are hereby rescinded for any violations occurring after the date stated above.**

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**1. Introduction.** This rule addresses disciplinary and enforcement matters relating to the use of the amenities and other properties owned and managed by the District (“Amenity Center” or “Amenity Facilities”).

**2. General Rule.** All persons using the Amenity Facilities and entering

District properties are responsible for compliance with the rules and policies established for the safe operations of the District's Amenity Facilities.

**3. Access fobs.** Access fobs are the property of the District. The District may request surrender of, or may deactivate, a person's Patron Card for violation of the District's rules and policies established for the safe operations of the District's Amenity Facilities.

**4. Suspension and Termination of Rights.** The District, through its Board of Supervisors ("Board"), District Manager, and Amenity Manager shall have the right to restrict or suspend, and after a hearing as set forth herein, terminate the Amenity Facilities access of any Patron and members of their household or Guests to use all or a portion of the Amenity Facilities for any of the following acts (each, a "Violation"):

- a. Submitting false information on any application for use of the Amenity Facilities, including but not limited to facility rental applications;
- b. Failing to abide by the terms of rental applications;
- c. Permitting the unauthorized use of a Patron Card or otherwise facilitating or allowing unauthorized use of the Amenity Facilities;
- d. Exhibiting inappropriate behavior or repeatedly wearing inappropriate attire;
- e. Failing to pay amounts owed to the District in a proper and timely manner (with the exception of special assessments);
- f. Failing to abide by any District rules or policies (e.g., Amenity Policies);
- g. Treating the District's staff, contractors, representatives, residents, Patrons or Guests, in a harassing or abusive manner;
- h. Damaging, destroying, rendering inoperable or interfering with the operation of District property, or other property located on District property;
- i. Failing to reimburse the District for property damaged by such person, or a minor for whom the person has charge, or a guest;
- j. Engaging in conduct that is likely to endanger the health, safety, or welfare of the District, its staff, amenities management, contractors, representatives, residents, Patrons or Guests;
- k. Committing or being alleged, in good faith, to have committed a crime on District property that leads the District to reasonably believe the health, safety or welfare of the District, its staff, contractors, representatives, residents, Patrons or Guests is likely endangered;
- l. Engaging in another Violation after a verbal warning has been given by staff (which verbal warning is not required); or

- m. Such person's guest or a member of their household committing any of the above Violations.

Permanent termination of access to the District's Amenity Facilities shall only be considered and implemented by the Board in situations that pose a long term or continuing threat to the health, safety and/or welfare of the District, its staff, contractors, representatives, residents, Patrons or Guests. The Board, in its sole discretion and upon motion of any Board member, may vote to rescind a termination of access to the Amenity Facilities.

## **5. Suspension Procedures.**

- a. ***Immediate Suspension.*** The District Manager, Amenity Manager or their designee has the ability to immediately remove any person from one or all Amenities or issue a suspension for up to sixty (60) days for the Violations described above, or when such action is necessary to protect the health, safety and welfare of other Patrons and their guests, or to protect the District's facilities from damage. If, based on the nature of the offense, staff recommends a suspension longer than sixty (60) days, such suspension shall be considered at the next Board meeting. Crimes committed or allegedly committed on District property shall automatically result in an immediate suspension until the next Board meeting.
- b. ***Notice of Suspension.*** The District Manager or his or her designee shall mail a letter to the person suspended referencing the conduct at issue, the sections of the District's rules and policies violated, the time, date, and location of the next regular Board meeting where the person's suspension will be presented to the Board, and a statement that the person has a right to appear before the Board and offer testimony and evidence why the suspension should be lifted. If the person is a minor, the letter shall be sent to the adults at the address within the community where the minor resides.

7. **Property Damage Reimbursement.** If damage to District property occurred in connection with a Violation, the person or persons who caused the damage, or the person whose guest caused the damage, or the person who has charge of a minor that caused the damage, shall reimburse the District for the costs of cleaning, repairing, and/or replacing the property ("Property Damage Reimbursement"). Such Property Damage Reimbursement shall be in addition to any suspension or termination of Amenity access, any applicable legal action warranted by the circumstances.

## **8. Initial Hearing by the Board; Property Damage Reimbursement.**

- a. If a person's Amenity Facilities privileges are suspended, as referenced in Section 5, such person shall be entitled to a hearing at the next regularly scheduled Board meeting that is at least eight (8) days after the initial

suspension, as evidenced by the date of notice sent by certified electronic or other mail service or as soon thereafter as a Board meeting is held if the meeting referenced in the letter is canceled. At said meeting, both District staff and the person subject to the suspension shall be given the opportunity to appear, present testimony and evidence, cross examine witnesses present, and make arguments. The Board may also ask questions of District staff, the person subject to the suspension, and witnesses present. All persons are entitled to be represented by a licensed attorney at such hearing if they so choose. Any written materials should be submitted at least seven (7) days before the hearing for consideration by the Board. If the date of the suspension is less than eight (8) days before a Board meeting, the hearing may be scheduled for the following Board meeting at the discretion of the suspendee.

- b. The person subject to the suspension may request an extension of the hearing date to a future Board meeting, which shall be granted upon a showing of good cause, but such extension shall not stay the suspension.
- c. After the presentations by District staff and the person subject to the suspension, the Board shall consider the facts and circumstances and determine whether to lift or extend the suspension or impose a termination. In determining the length of any suspension, or a termination, the Board shall consider the nature of the conduct, the circumstances of the conduct, the number of rules or policies violated, the person's escalation or de-escalation of the situation, and any prior Violations and/or suspensions.
- d. The Board shall also determine whether a Property Damage Reimbursement is warranted and, if so, set the amount of such reimbursement. If the cost to clean, repair and/or replace the property is not yet available, the Property Damage Reimbursement shall be fixed at the next regularly scheduled Board meeting after the cost to clean, repair, and/or replace the property is known.
- e. After the conclusion of the hearing, the District Manager shall mail a letter to the person suspended identifying the Board's determination at such hearing.

**9. Suspension by the Board.** The Board on its own initiative acting at a noticed public meeting may elect to consider a suspension of a person's access for committing any of the Violations outlined in Section 4. In such circumstance, a letter shall be sent to the person suspended which contains all the information required by Section 5, and the hearing shall be conducted in accordance with Section 8.

**10. Automatic Extension of Suspension for Non-Payment.** Unless there is an affirmative vote of the Board otherwise, no suspension or termination will be lifted or expire

until all Property Damage Reimbursements have been paid to the District. If a Property Damage Reimbursement is not paid by its due date, the District reserves the right to request surrender of, or deactivate, all access fobs or key fobs associated with an address within the District until such time as the outstanding amounts are paid.

**11. Appeal of Board Suspension.** After the hearing held by the Board required by Section 8, a person subject to a suspension or termination may appeal the suspension or termination, or the assessment or amount of a Property Damage Reimbursement, to the Board by filing a written request for an appeal (“Appeal Request”), as referenced in Section 8(e). The filing of an Appeal Request shall not result in the stay of the suspension or termination. The Appeal Request shall be filed within thirty (30) calendar days after mailing of the notice of the Board’s determination as required by Section 8(f), above. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file an Appeal Request shall constitute a waiver of all rights to protest the District’s suspension or termination and shall constitute a failure to exhaust administrative remedies. The District shall consider the appeal at a Board meeting and shall provide reasonable notice to the person of the Board meeting where the appeal will be considered. At the appeal stage, no new evidence shall be offered or considered. Instead, the appeal is an opportunity for the person subject to the suspension or termination to argue, based on the evidence elicited at the hearing, why the suspension or termination should be reduced or vacated. The Board may take any action deemed by it in its sole discretion to be appropriate under the circumstances, including affirming, overturning, or otherwise modifying the suspension or termination. The Board’s decision on appeal shall be final.

**12. Legal Action; Criminal Prosecution; Trespass.** If any person is found to have committed a Violation, such person may additionally be subject to arrest for trespassing or other applicable legal action, civil or criminal in nature. If a person subject to a suspension or termination is found at the Amenity Facilities, such person will be subject to arrest for trespassing. If a trespass warrant is issued to a person by a law enforcement agency, the District has no obligation to seek a withdrawal or termination of the trespass warrant even though the issuance of the trespass warrant may effectively prevent a person from using the District’s Amenity Facilities after expiration of a suspension imposed by the District.

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



*FIFTH ORDER OF BUSINESS*

*B.*

**CDD INSPECTION REPORT**

<b>REFERENCE:</b>	<b>Project Name</b> Cordova Palms Phase 1 & 2	<b>DATE:</b>	<b>11/25/2024</b>
<b>ET&amp;M No.</b>	<b>Project number</b> 20192.00000	<b>TIME:</b>	<b>3:00 P.M.</b>
<b>SUBJECT:</b>	<b>Type of Inspection or purpose of inspection</b> Annual Review	<b>WEATHER:</b>	<b>Partly Cloudy</b> <b>44°F / 74°F</b>

**Persons Present:**

ETM – Jason Ellins

**Inspected/Observed:**



*Entry monument no deficiencies.*







*Multiuse Path in good condition, no deficiencies.*



*Mail kiosk at Cordova Palms and Bermudez Way in good condition, no deficiencies.*





*Dog park is in good condition, with no deficiencies.*



*Putting Course in good condition, with no deficiencies.*





*Playground in good condition, with no deficiencies.*



*Pickleball Court in good condition, with no deficiencies.*





*Pool Area in good condition, with no deficiencies.*

*Black vinyl chain-link fence in good conditions surrounding property, no deficiencies.*



*Stop Sign leaning at the Cordova Palms Parkway and S.R. 313.*





4" Drop off condition around bicycle rack sidewalk of 4" at the corner of Cordova Palms and Bermudez Way.



Missing bicycle rack at children's playground / putting green.





The sidewalk on the right side of the amenity center cracked.



Pothole in front of the amenity center in an existing patch.





Asphalt failing possible storm drain failure, intersection of Barbosa Trail and Beaumont Road.



Pothole in asphalt at Posados Lane and Bourmount road.





Pothole in the cul-de-sac of Bermudez Way.



Pothole in the cul-de-sac of Torres Trace.



Damaged Street pedestrian crossing and arrow sign at Davilla Court and Onate Circle.



Damaged Street sign at Davilla Court and Onate Circle.

Most of the manholes along Bermudez Way have settling around them would suggest a leveling course around manholes prior to second lift asphalt.

*Jason Ellins*

*SIXTH ORDER OF BUSINESS*

*A.*

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

***Unaudited Financial Reporting***  
***October 31, 2024***





**Cordova Palms**  
**Community Development District**  
**Combined Balance Sheet**  
**October 31, 2024**

	<i>General Fund</i>	<i>Debt Service Fund</i>	<i>Capital Project Fund</i>	<i>Totals Governmental Funds</i>
<b>Assets:</b>				
<b>Cash:</b>				
Operating Account	\$ 23,488	\$ -	\$ -	\$ 23,488
Assessment Receivable	2,315	3,566	-	5,881
Due from DS SE 2022-1	-	427	-	427
Due from DS SE 2022-2	38,289	-	-	38,289
Due from General Fund	-	3,364	-	3,364
<b>Investments:</b>				
State Board of Administration (SBA)	54,059	-	-	54,059
<b>Series 2021</b>				
Reserve	-	174,350	-	174,350
Interest	-	104,835	-	104,835
Prepayment	-	337,148	-	337,148
Revenue	-	53,226	-	53,226
Sinking	-	444	-	444
Construction	-	-	2,568	2,568
<b>Series 2022-1</b>				
Reserve	-	67,940	-	67,940
Interest	-	52,105	-	52,105
Prepayment	-	107,122	-	107,122
Revenue	-	50,762	-	50,762
Construction	-	-	9,307	9,307
<b>Series 2022-2</b>				
Reserve	-	245,399	-	245,399
Interest	-	135	-	135
Revenue	-	251,018	-	251,018
Construction	-	-	27,353	27,353
Deposits	3,837	-	-	3,837
<b>Total Assets</b>	<b>\$ 121,988</b>	<b>\$ 1,451,841</b>	<b>\$ 39,227</b>	<b>\$ 1,613,056</b>
<b>Liabilities:</b>				
Accounts Payable	\$ 9,757	\$ -	\$ -	\$ 9,757
Due to General Fund	-	38,289	-	38,289
Due to DS SE 2021	2,448	-	-	2,448
Due to DS SE 2022-1	915	-	-	915
Due to DS SE 2022-2	-	427	-	427
<b>Total Liabilities</b>	<b>\$ 13,121</b>	<b>\$ 38,717</b>	<b>\$ -</b>	<b>\$ 51,837</b>
<b>Fund Balance:</b>				
Nonspendable:				
Deposits	\$ 3,837	\$ -	\$ -	\$ 3,837
Restricted for:				
Debt Service - Series	-	1,413,124	-	1,413,124
Capital Project - Series	-	-	39,227	39,227
Unassigned	105,030	-	-	105,030
<b>Total Fund Balances</b>	<b>\$ 108,867</b>	<b>\$ 1,413,124</b>	<b>\$ 39,227</b>	<b>\$ 1,561,219</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 121,988</b>	<b>\$ 1,451,841</b>	<b>\$ 39,227</b>	<b>\$ 1,613,056</b>



# Cordova Palms

## Community Development District

### General Fund

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

For The Period Ending October 31, 2024

	Adopted	Prorated Budget	Actual	
	Budget	Thru 10/31/24	Thru 10/31/24	Variance
<b>Revenues:</b>				
Special Assessments - Tax Roll	\$ 466,938	\$ 2,315	\$ 2,315	\$ -
Special Assessments - Direct Bill	86,889	-	-	-
Interest Income	-	-	333	333
<b>Total Revenues</b>	<b>\$ 553,827</b>	<b>\$ 2,315</b>	<b>\$ 2,648</b>	<b>\$ 333</b>
<b>Expenditures:</b>				
<b><i>General &amp; Administrative:</i></b>				
Supervisors Fees	\$ 6,000	\$ 500	\$ -	\$ 500
FICA Expense	459	38	-	38
Engineering	11,000	917	569	347
Arbitrage	1,800	150	-	150
Attorney	20,000	1,667	-	1,667
Annual Audit	7,500	625	-	625
Assessment Administration	5,618	5,618	5,618	-
Trustee Fees	12,500	1,042	5,567	(4,525)
Dissemination	8,427	702	1,452	(750)
Management Fees	53,090	4,424	4,424	0
Website Maintenance	1,685	140	140	0
Information Technology	2,528	211	211	0
Telephone	500	42	6	35
Postage	1,500	125	52	73
Insurance	5,590	5,590	5,981	(391)
Printing & Binding	500	42	54	(12)
Legal Advertising	2,000	167	-	167
Other Current Charges	300	25	-	25
Office Supplies	150	13	0	12
Dues, Licenses & Subscriptions	175	175	175	-
<b>Total General &amp; Administrative</b>	<b>\$ 141,323</b>	<b>\$ 22,211</b>	<b>\$ 24,249</b>	<b>\$ (2,038)</b>
<b><i>Operations &amp; Maintenance</i></b>				
<b>Ground Maintenance:</b>				
Landscape - Maintenance	\$ 145,978	\$ 12,165	\$ 12,165	\$ 0
Landscape - Contingency	27,700	2,308	2,689	(381)
Mulch	22,766	1,897	-	1,897
Operations Management	25,000	2,083	-	2,083
Lake Maintenance	10,000	833	615	218
Electric	50,000	4,167	4,592	(425)
Water/Sewer/Irrigation	20,000	1,667	-	1,667
Repairs & Maintenance	10,000	833	6,154	(5,321)
Irrigation Repairs	13,000	1,083	-	1,083
Pest Control	2,000	167	-	167
<b>Total Ground Maintenance</b>	<b>\$ 326,444</b>	<b>\$ 27,204</b>	<b>\$ 26,214</b>	<b>\$ 990</b>

# Cordova Palms

## Community Development District

### General Fund

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

For The Period Ending October 31, 2024

	Adopted	Prorated Budget	Actual	
	Budget	Thru 10/31/24	Thru 10/31/24	Variance
<b>Amenity Center:</b>				
Amenity Manager	\$ 20,000	\$ 1,667	\$ 3,904	\$ (2,237)
Insurance	13,300	13,300	42,827	(29,527)
Refuse	4,261	355	317	38
Gas	3,000	250	71	179
Janitorial Services	12,000	1,000	1,120	(120)
Access Cards	2,500	208	-	208
Pool Maintenance	18,000	1,500	1,500	-
Pool Chemicals	13,000	1,083	1,083	0
Special Events	-	-	-	-
Holiday Deoration	-	-	-	-
Water & Sewer	-	-	457	(457)
Licenses & Subscriptions	-	-	-	-
Fitness Equipment Leasing	-	-	1,653	(1,653)
<b>Total Amenity Center</b>	<b>\$ 86,061</b>	<b>\$ 19,363</b>	<b>\$ 52,933</b>	<b>\$ (33,569)</b>
<b>Total Expenditures</b>	<b>\$ 553,827</b>	<b>\$ 68,778</b>	<b>\$ 103,396</b>	<b>\$ (34,618)</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (0)</b>	<b>\$ (66,463)</b>	<b>\$ (100,748)</b>	<b>\$ (34,284)</b>
<b>Net Change in Fund Balance</b>	<b>\$ (0)</b>	<b>\$ (66,463)</b>	<b>\$ (100,748)</b>	<b>\$ (34,284)</b>
<b>Fund Balance - Beginning</b>	<b>\$ -</b>		<b>\$ 209,615</b>	
<b>Fund Balance - Ending</b>	<b>\$ (0)</b>		<b>\$ 108,867</b>	





# Cordova Palms

## Community Development District

### Debt Service Fund Series 2021

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

For The Period Ending October 31, 2024

	Adopted	Prorated Budget	Actual	
	Budget	Thru 10/31/24	Thru 10/31/24	Variance
<b>Revenues:</b>				
Special Assessments - Tax Roll	\$ 329,088	\$ 1,631	\$ 1,631	\$ -
Interest Income	5,000	417	2,001	1,585
<b>Total Revenues</b>	<b>\$ 334,088</b>	<b>\$ 2,048</b>	<b>\$ 3,633</b>	<b>\$ 1,585</b>
<b>Expenditures:</b>				
Interest - 11/1	\$ 104,835	\$ -	\$ -	\$ -
Interest - 5/1	104,835	-	-	-
Principal - 5/1	140,000	-	-	-
<b>Total Expenditures</b>	<b>\$ 349,670</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (15,582)</b>	<b>\$ 2,048</b>	<b>\$ 3,633</b>	<b>\$ 1,585</b>
<b>Net Change in Fund Balance</b>	<b>\$ (15,582)</b>	<b>\$ 2,048</b>	<b>\$ 3,633</b>	<b>\$ 1,585</b>
<b>Fund Balance - Beginning</b>	<b>\$ 357,969</b>		<b>\$ 670,450</b>	
<b>Fund Balance - Ending</b>	<b>\$ 342,387</b>		<b>\$ 674,083</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 October 31, 2024

	Adopted	Prorated Budget	Actual	
	Budget	Thru 10/31/24	Thru 10/31/24	Variance
<b>Revenues:</b>				
Special Assessments - Tax Roll	\$ 123,497	\$ 612	\$ 612	\$ -
Interest Income	5,000	417	893	477
<b>Total Revenues</b>	<b>\$ 128,497</b>	<b>\$ 1,029</b>	<b>\$ 1,506</b>	<b>\$ 477</b>
<b>Expenditures:</b>				
Interest - 11/1	\$ 52,105	\$ -	\$ -	\$ -
Interest - 5/1	52,105	-	-	-
Principal - 5/1	25,000	-	-	-
<b>Total Expenditures</b>	<b>\$ 129,210</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (713)</b>	<b>\$ 1,029</b>	<b>\$ 1,506</b>	<b>\$ 477</b>
<b>Net Change in Fund Balance</b>	<b>\$ (713)</b>	<b>\$ 1,029</b>	<b>\$ 1,506</b>	<b>\$ 477</b>
<b>Fund Balance - Beginning</b>	<b>\$ 168,660</b>		<b>\$ 277,524</b>	
<b>Fund Balance - Ending</b>	<b>\$ 167,946</b>		<b>\$ 279,029</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 October 31, 2024

	Adopted	Prorated Budget	Actual	
	Budget	Thru 10/31/24	Thru 10/31/24	Variance
<b>Revenues:</b>				
Special Assessments - Tax Roll	\$ 266,773	\$ 1,323	\$ 1,323	\$ -
Special Assessments - Direct Bill	224,250	-	-	-
Interest Income	5,000	417	1,306	889
<b>Total Revenues</b>	<b>\$ 496,023</b>	<b>\$ 1,739</b>	<b>\$ 2,629</b>	<b>\$ 889</b>
<b>Expenditures:</b>				
Interest - 11/1	\$ 191,990	\$ -	\$ -	\$ -
Interest - 5/1	191,990	-	-	-
Principal - 5/1	105,000	-	-	-
<b>Total Expenditures</b>	<b>\$ 488,980</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 7,043</b>	<b>\$ 1,739</b>	<b>\$ 2,629</b>	<b>\$ 889</b>
<b>Net Change in Fund Balance</b>	<b>\$ 7,043</b>	<b>\$ 1,739</b>	<b>\$ 2,629</b>	<b>\$ 889</b>
<b>Fund Balance - Beginning</b>	<b>\$ 209,238</b>		<b>\$ 457,384</b>	
<b>Fund Balance - Ending</b>	<b>\$ 216,281</b>		<b>\$ 460,012</b>	

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

**Capital Projects Funds**

For The Period Ending October 31, 2024

Description	SE 2021	SE 2022-1	SE 2022-2
<b>Revenues</b>			
Interest Income	\$ 10	\$ 36	\$ 107
<b>Total Revenues</b>	<b>\$ 10</b>	<b>\$ 36</b>	<b>\$ 107</b>
<b>Expenses</b>			
Capital Outlay	\$ -	\$ -	\$ -
<b>Total Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Excess Revenues (Expenses)</b>	<b>\$ 10</b>	<b>\$ 36</b>	<b>\$ 107</b>
<b>Beginning Fund Balance</b>	<b>\$ 2,557</b>	<b>\$ 9,271</b>	<b>\$ 27,246</b>
<b>Ending Fund Balance</b>	<b>\$ 2,568</b>	<b>\$ 9,307</b>	<b>\$ 27,353</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	\$ 174,350
Reserve Fund Balance	174,350
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)
Less: May 1, 2024 (Mandatory)	(155,000)
Less: May 1, 2024 (Prepayment)	(595,000)
Less: August 1, 2024 (Prepayment)	(350,000)
<b>Current Bonds Outstanding</b>	<b>\$ 6,070,000</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	\$ 67,940
Reserve Fund Balance	67,940
Bonds outstanding - 7/15/2022	\$ 2,325,000
Less: November 1, 2023 (Prepayment)	(185,000)
Less: May 1, 2024 (Mandatory)	(30,000)
Less: May 1, 2024 (Prepayment)	(165,000)
Less: August 1, 2024 (Prepayment)	(110,000)
<b>Current Bonds Outstanding</b>	<b>\$ 1,835,000</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
Less: May 1, 2024 (Mandatory)	(100,000)
<b>Current Bonds Outstanding</b>	<b>\$ 7,055,000</b>



*B.*

# Cordova Palms

## Community Development District

Check Run Summary  
November 30, 2024

Fund	Date	Check No.	Amount
<b>General Fund</b>			
Accounts Payable	11/5/24	320-324	\$ 4,120.78
	11/13/24	325-331	17,733.66
	11/25/24	332-337	15,772.13
<b>Total</b>			<b>\$ 37,626.57</b>

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
11/05/24	00016	10/29/24	9131482	202410	320	57200	44300		REMOVAL/REPLACEMENT PALM BRIGHTVIEW LANDSCAPE SERVICES INC	*	992.45	992.45	000320
11/05/24	00022	11/01/24	23161	202411	320	57200	44400		NOV LAKE MAINTENANCE FLORIDA WATERWAYS INC	*	615.00	615.00	000321
11/05/24	00031	10/09/24	28650427	202409	320	57200	45200		SEP GAS SERVICES/FIRE PIT GAS SOUTH	*	5.33	5.33	000322
11/05/24	00020	11/01/24	11012024	202411	310	51300	42000		2024 POSTAGE-TX COLLECTOR ST. JOHNS COUNTY TAX COLLECTOR	*	108.00	108.00	000323
11/05/24	00028	10/07/24	148	202410	320	57200	46000		FNL PMT - PAD/SIDEWALLK 2 MEN CONCRETE INC	*	2,400.00	2,400.00	000324
11/13/24	00016	9/30/24	9101180	202409	320	57200	44300		REPLANT/STAKE DOWNED TREE BRIGHTVIEW LANDSCAPE SERVICES INC	*	2,809.78	2,809.78	000325
11/13/24	00024	11/01/24	2411-CP	202411	320	57200	44000		NOV PET WASTE SERVICES DOODY DADDY LLC	*	120.00	120.00	000326
11/13/24	00007	10/31/24	216477	202410	310	51300	31100		OCT ENGINEERING SERVICES ENGLAND, THIMS & MILLER, INC.	*	569.25	569.25	000327
11/13/24	00001	10/31/24	67	202410	320	57200	45100		OCT FACILITY ATTENDANT GOVERNMENTAL MANAGEMENT SERVICES	*	1,820.55	1,820.55	000328
11/13/24	00001	11/01/24	65	202411	320	57200	45100		NOV CONTRACT ADMIN.	*	2,083.33		
		11/01/24	65	202411	320	57200	44700		NOV POOL CHEMICALS	*	1,083.33		
		11/01/24	65	202411	320	57200	44600		NOV POOL MAINTENANCE	*	1,500.00		
		11/01/24	65	202411	320	57200	44000		NOV JANITORIAL SERVICES GOVERNMENTAL MANAGEMENT SERVICES	*	1,000.00	5,666.66	000329

CORD CORDOVA PALMS OKUZMUK

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
11/13/24	00001	11/01/24 66	202411 310-51300-34000	NOV MANANGEMENT FEES	*	4,424.17	
11/01/24	66	202411 310-51300-35200	NOV WEBSITE ADMIN.		*	140.42	
11/01/24	66	202411 310-51300-35100	NOV INFORMATIN TECH.		*	210.67	
11/01/24	66	202411 310-51300-31300	NOV DISSEMINATION SVCS		*	702.25	
11/01/24	66	202411 310-51300-51000	OFFICE SUPPLIES		*	.39	
11/01/24	66	202411 310-51300-42000	POSTAGE		*	55.52	
11/01/24	66	202411 310-51300-42500	COPIES		*	29.40	
11/01/24	66	202411 310-51300-41000	TELEPHONE		*	29.98	
11/01/24	66.SEP	202409 320-57200-45400	REIMBURSABLE-AMENITY CNTR		*	59.87	
GOVERNMENTAL MANAGEMENT SERVICES						5,652.67	000330
11/13/24	00009	11/07/24 3480311	202408 310-51300-31500	AUG GENERAL COUNSEL	*	1,094.75	
KUTAK ROCK LLP						1,094.75	000331
11/25/24	00016	11/01/24 9125951	202411 320-57200-44200	NOV LANDSCAPE MAINTENANCE	*	12,164.80	
BRIGHTVIEW LANDSCAPE SERVICES INC						12,164.80	000332
11/25/24	00024	11/14/24 2411-CP.	202411 320-57200-44000	PRORATED-ADDED 2 STATIONS	*	114.00	
DOODY DADDY LLC						114.00	000333
11/25/24	00031	11/11/24 28682263	202410 320-57200-45200	OCT GAS SERVICES/FIRE PIT	*	5.33	
GAS SOUTH						5.33	000334
11/25/24	00032	11/19/24 I3500240	202411 320-57200-45500	DEPOSIT- HOLIDAY LIGHTING	*	3,208.00	
HUMBUG HOLIDAY LIGHTING						3,208.00	000335
11/25/24	00027	9/10/24 61960842	202411 320-57200-45300	INITIAL SERVICES	*	140.00	
TURNER PEST CONTROL, LLC						140.00	000336
11/25/24	00027	11/11/24 61978145	202411 320-57200-45300	NOVEMBER PEST CONTROL	*	140.00	
TURNER PEST CONTROL, LLC						140.00	000337
TOTAL FOR BANK A						37,626.57	

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
TOTAL FOR REGISTER						37,626.57	

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 #:** 9131482  
**Invoice Date:** 10/29/2024  
**Sales Order:** 8526631  
**Cust PO #:**

**Project Name:** Replace dead palm  
**Project Description:** Remove 1 dead palm and replace with new palm tree

Job Number	Description	Amount
460800021	Cordova Palms Sabal Palm B&B - 10-12' OA height Palm Batten Kit - 3(2x4x8), 3Battens - Installed Mobilization, procurement and necessary equipment / labor to	992.45
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>RECEIVED</b>            By Tara Lee at 3:15 pm, Oct 29, 2024         </div>		
<b>Total Invoice Amount</b>		992.45
<b>Taxable Amount</b>		
<b>Tax Amount</b>		
<b>Balance Due</b>		992.45

**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 #: 9131482  
Invoice Date: 10/29/2024

**Amount Due: \$ 992.45**

*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	Richard Gray
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        Replace dead palm  
Project Description    Remove 1 dead palm and replace with new palm tree

### Scope of Work

QTY	UoM/Size	Material/Description
1.00	LUMP SUM	Mobilization, procurement and necessary equipment / labor to remove existing palm and install new.
1.00	EACH	Sabal Palm B&B - 10-12' OA height
1.00	EACH	Palm Batten Kit - 3(2x4x8), 3 Battens - Installed

For internal use only

SO#                    8526631  
JOB#                 460800021  
Service Line        130

**Total Price                    \$992.45**

**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 other 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, assignees 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 trunks, 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 for 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

Signature	Title	property manager
Richard Gray	Date	October 29, 2024
Printed Name		

BrightView Landscape Services, Inc. "Contractor"

Signature	Title	Account Manager
Justin Vickers	Date	October 29, 2024
Printed Name		

<b>Job #:</b>	<b>460800021</b>		
<b>SO #:</b>	<b>8526631</b>	<b>Proposed Price:</b>	<b>\$992.45</b>

**FLORIDA WATERWAYS  
INC.**

**Invoice**

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

DATE	11/1/2024
INVOICE #	23161
CUSTOMER ID	J19309
DUE DATE	12/11/2024

**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 1/12 Weed and Algae Control (Nov)	\$615.00

**OTHER COMMENTS**

**RECEIVED**  
*By Tara Lee at 2:26 pm, Nov 01, 2024*

Subtotal	615.00
Other	-
<b>TOTAL</b>	<b>\$ 615.00</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!**



Message Center

Invoice Number: 286504272000

Please be sure to include your Gas South account number [2868149020] on your check.

CORDOVA PALMS COMMUNITY DEVELOPMENT DISTRICT  
320 Cordova Palms Parkway  
St. Augustine FL 32095

Bill Date: 10/09/24  
Plan: Florida Index Zone 3

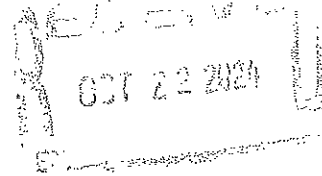
Pay Online: GasSouth.com/pay

Local Distributor: Peoples Gas System Emergencies or Leaks: 877.832.6747 Gas South Customer Care: 866.426.2491 | BizRelations@GasSouth.com

Gas South Account Number	Balance Forward	New Charges	New Charges Due Date	Total Amount Due
2868149020	\$0.00	\$5.33	Oct 29, 2024	\$5.33

**Explanation of Charges**

Previous Balance	\$0.00
Payment	\$0.00
<b>Balance Forward</b>	<b>\$0.00</b>
Gas Charges	\$0.00
Customer Service Fee	\$5.00
FL State Tax	\$0.30
Sales Taxes	\$0.03
Municipal Public Service Tax	\$0.00
<b>Total New Charges</b>	<b>\$5.33</b>
<b>Total Amount Due</b>	<b>\$5.33</b>



**RECEIVED**

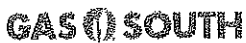
By Tara Lee at 1:14 pm, Oct 31, 2024

**How We Calculated Your Gas Charges (continued)** (LDC Number:221009363617)

Meter Start	Meter End	Days of Service	Therms Used	Rate per Therm	Gas Charges
-------------	-----------	-----------------	-------------	----------------	-------------

Copyright © 2024 Gas South

Please return this portion with a check or money order made payable to Gas South. Please do not send cash.  
 If address has changed, please check here and complete the information on the back of the remittance slip.



<b>Account Number:</b>	2868149020
<b>Total Amount Due</b>	<b>\$5.33</b>
<b>Due Date</b>	<b>Oct 29, 2024</b>
<b>Amount Enclosed</b>	

SP 01 003854 46190 H 19 ASNGLP



CORDOVA PALMS COMMUNITY DEVELOPMENT DISTRICT  
475 WEST TOWN PLACE STE 114  
ST. AUGUSTINE FL 32092

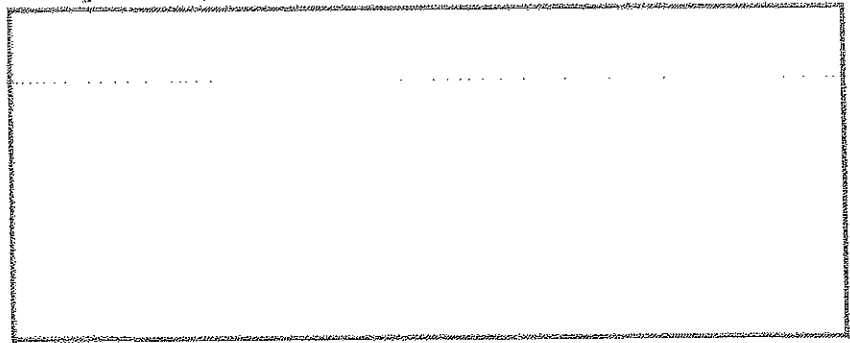
GAS SOUTH  
PO BOX 530552  
ATLANTA GA 30353-0552



0 20241029 9 28681490208 6 0000000000000 0 0000000000533 5 3



Message Center (cont.)



CORDOVA PALMS COMMUNITY  
 DEVELOPMENT DISTRICT  
 320 Cordova Palms Parkway  
 St. Augustine FL 32095

Bill Date: 10/09/24  
 Plan: Florida Index Zone 3

Pay Online: GasSouth.com/pay

Local Distributor: Peoples Gas System Emergencies or Leaks: 877.832.6747 Gas South Customer Care: 866.426.2491 | BizRelations@GasSouth.com

**How We Calculated Your Gas Charges (continued)** (LDC Number:221009363617)

Meter Start	Meter End	Days of Service	Therms Used	Rate per Therm	Gas Charges
08/30/2024	08/31/2024	2	0.00 X	0.3910 =	0.00
09/01/2024	09/30/2024	30	0.00 X	0.3780 =	0.00
10/01/2024	10/02/2024	2	0.00 X	0.4440 =	0.00
08/30/2024	10/02/2024	34	0.00	Total =	0.00

003654 2/2



November 1, 2024

Cordova Palms

## INVOICE

In accordance with Florida Statute 197.322(3): "Postage shall be paid out of the general fund of each local governing board, upon statement thereof by the tax collector".

Your share of the postage for the mailing of the 2024 Real Estate, Tangible Personal Property, Railroad and Non Ad Valorem notices is as follows:

<b>Postage Due:</b>	<b>\$</b>	<b>108.00</b>
---------------------	-----------	---------------

If you have any questions, please contact me or Christopher Swanson at 209-2251.

Sincerely,

Dennis W. Hollingsworth, C.F.C.  
St. Johns County Tax Collector

**RECEIVED**

**By Tara Lee at 2:36 pm, Nov 01, 2024**



**Bill To**

Rich gray  
543 Cordova Palms Parkway  
Saint Augustine, Florida 32095  
(904) 759-8890

**2 Men Concrete**

11001 old Saint Augustine Rd, Apartment 2110  
Jacksonville, Florida 32257  
Phone: (904) 404-6889  
Email: 2menconcretejax@gmail.com

Payment terms Due upon receipt  
Invoice # 148  
Date 10/07/2024

Approved  
1.320.57200.44000  
GENERAL FACILITY MAINTENANCE  
Rich Gray  
10-29-2024

**RECEIVED**  
By Tara Lee at 12:10 pm, Nov 04, 2024

**Description**

**Concrete Pad + Side Walk**

Level and prep area, pour new concrete (2" Concrete base, 4" concrete Slab, +3500PSI) , broom finish and clean.

Measurements: 5'x8' x3unit

Total Area: 120 Sf

Notes: 3 slab of 5'x8' ( 200 pés side walk )

**Warranty Concrete**

1-year guarantee for concrete services, this guarantee can be used for any trace of stain, crack or anything that shows that the quality and durability of the work has been affected. The date begins after the last receipt of the final payment that must be collected at the end of the service.

**Total Prices**

The total price includes tax, materials, labor and transportation of disposals.

The deposit is collected when the job is already started, 50% and the rest when is finish.

Insurances and licenses from the company is attached with this document you will find scrolling down the estimate.

<b>Subtotal</b>	\$5,200.00
<b>Discount</b>	\$400.00
<b>Total</b>	<b>\$4,800.00</b>

### **Payment Summary**

10/14/2024 - Check	\$2,400.00
<b>Paid Total</b>	<b>\$2,400.00</b>
<b>Remaining Amount</b>	<b>\$2,400.00</b>



By signing this document, the customer agrees to the services and conditions outlined in this document.

---

Rich gray



# INVOICE

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

**Customer #:** 25348126  
**Invoice #:** 9101180  
**Invoice Date:** 9/30/2024  
**Sales Order:** 8521964  
**Cust PO #:**

**Project Name:** Cordova Tree upright and stake  
**Project Description:** Stand up 9 oaks and stake

Job Number	Description	Amount
460800021	Cordova Palms Replant and stake up downed trees	2,809.78
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p><b>RECEIVED</b> By Tara Lee at 3:50 pm, Nov 06, 2024</p> </div>		
<b>Total Invoice Amount</b>		2,809.78
<b>Taxable Amount</b>		
<b>Tax Amount</b>		
<b>Balance Due</b>		2,809.78

**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 #: 9101180  
Invoice Date: 9/30/2024

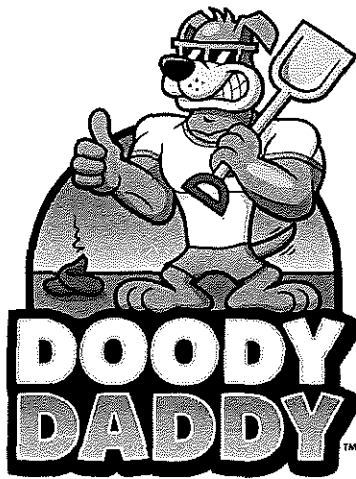
**Amount Due: \$ 2,809.78**

*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



November 1, 2024

Invoice No. 2411-CP

**INVOICE**

Prepared for Cordova Palms  
101 Bermudez Way St. Augustine, FL 32095

DESCRIPTION OF WORK	STATIONS	VISITS	TOTAL
Servicing for - November	2 trash can	1 x Week	\$120
• Trash Can Maintenance			

**RECEIVED**

*By Tara Lee at 10:56 am, Nov 07, 2024*

TOTAL \$120

PAID :



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

October 31, 2024

Invoice No: 216477

**Total This Invoice \$569.25**

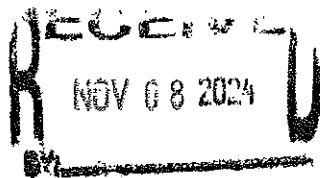
Project 22395.02000 Cordova Palms CDD - 2024/2025 General Consulting Engineering Services  
(WA#15)

**Professional Services rendered through October 26, 2024**

**Labor**

		Hours	Rate	Amount
Adminstrative Support				
Blair, Shelley	10/5/2024	1.50	99.00	148.50
Blair, Shelley	10/12/2024	1.50	99.00	148.50
Blair, Shelley	10/19/2024	1.00	99.00	99.00
Blair, Shelley	10/26/2024	1.75	99.00	173.25
Totals		5.75		569.25
<b>Total Labor</b>				<b>569.25</b>

Billing Limits	Current	Prior	To-Date
Labor	569.25	0.00	569.25
Limit			11,000.00
Remaining			10,430.75
<b>Total This Invoice</b>			<b>\$569.25</b>



**RECEIVED**  
By Tara Lee at 1:19 pm, Nov 12, 2024

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice**

Invoice #: 67  
Invoice Date: 10/31/24  
Due Date: 11/7/24  
Case:  
P.O. Number:

**Bill To:**

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

Description	Hours/Qty	Rate	Amount
Facility Attendant through October 2024	68.7	26.50	1,820.55
<i>Jerry Lambert</i> 11-7-24			

<b>Total</b>	<b>\$1,820.55</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$1,820.55</b>

**RECEIVED**  
By Tara Lee at 1:10 pm, Nov 12, 2024

**CORDOVA PALMS CDD**

**POOL MONITOR**

<b><u>Qty./Hours</u></b>	<b><u>Description</u></b>	<b><u>Rate</u></b>	<b><u>Amount</u></b>
68.7	Facility Attendant	\$ 26.50	\$ 1,820.55

Covers October 2024

TOTAL DUE:

\$ 1,820.55

**CORDOVA PALMS COMMUNITY DEVELOPMENT DISTRICT  
FACILITY ATTENDANT BILLABLE HOURS FOR OCTOBER 2024**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
10/2/24	1.65	C.T.	Completed daily checklist, returned calls and emails
10/5/24	8.23	C.T.	Completed daily checklist, returned calls and emails
10/6/24	8.27	C.T.	Completed daily checklist, returned calls and emails
10/12/24	8.17	C.T.	Completed daily checklist, returned calls and emails
10/13/24	8	C.T.	Completed daily checklist, returned calls and emails
10/19/24	8.22	C.T.	Completed daily checklist, returned calls and emails
10/20/24	8.23	C.T.	Completed daily checklist, returned calls and emails
10/26/24	8.28	C.T.	Completed daily checklist, returned calls and emails
10/27/24	8.28	C.T.	Completed daily checklist, returned calls and emails
10/31/24	1.37	C.T.	Completed daily checklist, returned calls and emails

**GRAND TOTAL** 68.70

**Governmental Management Services, LLC**


1001 Bradford Way  
Kingston, TN 37763

**Invoice**

Invoice #: 65  
Invoice Date: 11/1/24  
Due Date: 11/1/24  
Case:  
P.O. Number:

**Bill To:**

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

Description	Hours/Qty	Rate	Amount
Contract Administration - November 2024		2,083.33	2,083.33
Pool Chemicals - November 2024		1,083.33	1,083.33
Pool Maintenance - November 2024		1,500.00	1,500.00
Janitorial - November 2024		1,000.00	1,000.00
 11-7-24			

**Total** \$5,666.66

**Payments/Credits** \$0.00

**Balance Due** \$5,666.66

**RECEIVED**

By Tara Lee at 8:50 am, Nov 12, 2024



**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice**

**Invoice #:** 66  
**Invoice Date:** 11/1/24  
**Due Date:** 11/1/24  
**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 - November 2024		4,424.17	4,424.17
Website Administration - November 2024		140.42	140.42
Information Technology -November 2024		210.67	210.67
Dissemination Agent Services - November 2024		702.25	702.25
Office Supplies		0.39	0.39
Postage		55.52	55.52
Copies		29.40	29.40
Telephone		29.98	29.98
AMEX Charge - Youtube TV Subscription - 9/30/24		59.87	59.87

**Total** \$5,652.67

**Payments/Credits** \$0.00

**Balance Due** \$5,652.67

**RECEIVED**

*By Tara Lee at 12:34 pm, Nov 07, 2024*

**KUTAK ROCK LLP**  
**TALLAHASSEE, FLORIDA**  
Telephone 404-222-4600  
Facsimile 404-222-4654

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

Federal ID 47-0597598

November 7, 2024



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

Invoice No. 3480311  
4823-1

Re: General Counsel

For Professional Legal Services Rendered

08/12/24	W. Haber	0.30	105.00	Prepare rate resolution; confer with Laughlin regarding same
08/14/24	W. Haber	2.30	805.00	Prepare for and participate in Board meeting

TOTAL HOURS 2.60

TOTAL FOR SERVICES RENDERED \$910.00

DISBURSEMENTS

Meals	15.81
Travel Expenses	168.94

TOTAL DISBURSEMENTS 184.75

TOTAL CURRENT AMOUNT DUE \$1,094.75



# INVOICE

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

Customer #: 25348126  
Invoice #: 9125951  
Invoice Date: 11/1/2024  
Cust PO #:

Job Number	Description	Amount
460800021	Cordova Palms Exterior Maintenance For November	12,164.80
<div data-bbox="462 1228 893 1312" style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>RECEIVED</b>            By Tara Lee at 3:17 pm, Oct 28, 2024         </div>		<b>Total invoice amount</b> 12,164.80 <b>Tax amount</b> <b>Balance due</b> 12,164.80

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 #: 9125951  
Invoice Date: 11/1/2024

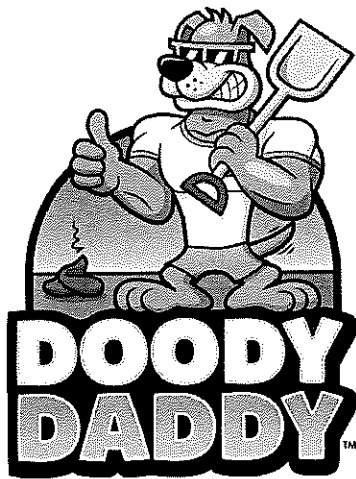
**Amount Due: \$12,164.80**

*Thank you for allowing us to serve you*

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

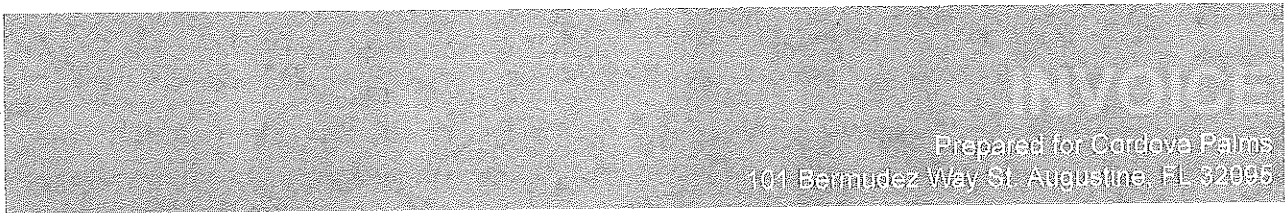
Cordova Palms Community Development  
Dist  
475 W Town Pl Ste 114  
St Augustine FL 32092

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



November 14, 2024

Invoice No. 2411-CP



DESCRIPTION OF WORK	STATIONS	VISITS	TOTAL
Servicing for - November (prorated for the new 2 stations and 1 trash can added)			
• Trash Can Maintenance	1 trash cans	1 x week	\$30
• Pet Waste Stations	2 Stations	1 x week	\$84

**RECEIVED**  
*By Tara Lee at 2:59 pm, Nov 18, 2024*

TOTAL \$114

CORDOVA PALMS COMMUNITY  
DEVELOPMENT DISTRICT  
20 Cordova Palms Parkway  
St. Augustine FL 32095

Invoice Number: 286822639799  
Please be sure to include your Gas South account number [2868149020] on your check.

Bill Date: 11/11/24  
Plan: Florida Index Zone 3  
Pay Online: GasSouth.com/pay

Local Distributor: Peoples Gas System Emergencies or Leaks: 877.832.6747 Gas South Customer Care: 866.426.2491 | BizRelations@GasSouth.com

Gas South Account Number	Past Due Pay Immediately	New Charges	New Charges Due Date	Total Amount Due
2868149020	\$5.33	\$5.33	Dec 01, 2024	\$10.66

**Explanation of Charges**

Previous Balance	\$5.33
Payment	\$0.00
<b>Past Due Balance</b>	<b>\$5.33</b>
Gas Charges	\$0.00
Customer Service Fee	\$5.00
FL State Tax	\$0.30
Sales Taxes	\$0.03
Municipal Public Service Tax	\$0.00
<b>Total New Charges</b>	<b>\$5.33</b>
<b>Total Amount Due</b>	<b>\$10.66</b>

NO PAST DUE BALANCE  
\$5.33 was paid on November 5th; check #322

**RECEIVED**  
By Tara Lee at 9:58 am, Nov 22, 2024

NOV 29 2024

**How We Calculated Your Gas Charges** (LDC Number:221009363617)

Meter Start	Meter End	Days of Service	Therms Used	Rate per Therm	Gas Charges
10/02/2024	10/30/2024	29	0.00	0.4440 =	0.00

Copyright © 2024 Gas South

Please return this portion with a check or money order made payable to Gas South. Please do not send cash.  
 If address has changed, please check here and complete the information on the back of the remittance slip.



SP 01 004003 86421 H 19 ASNGLP

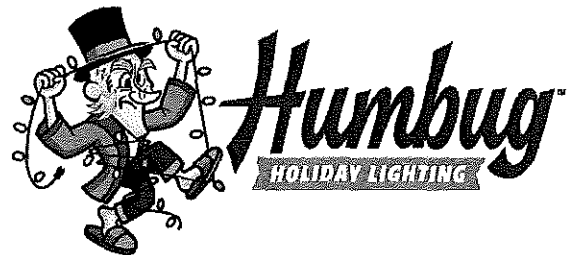
CORDOVA PALMS COMMUNITY DEVELOPMENT DISTRICT  
475 WEST TOWN PLACE STE 114  
ST. AUGUSTINE FL 32092

Account Number:	2868149020
<b>Total Amount Due</b>	<b>\$10.66</b>
<b>Past Due Balance Pay Immediately</b>	<b>\$5.33</b>
<b>Amount Enclosed</b>	

GAS SOUTH  
PO BOX 530552  
ATLANTA GA 30353-0552

# I N V O I C E

Humbug Holiday Lighting of Jacksonville-St  
Augustine-St Johns  
101 Marketside Avenue  
Unit 404, #181  
Ponte Vedra Beach, FL 32081  
(904) 999-0110



<https://humbugholidaylighting.com/staugustine-fl/>

**Billing Address**

Cordova Palms Community  
Development District  
POC-Rich Gray  
475 W Town Pl  
Suite 114  
St. Augustine, FL 32092  
(904) 759-8890

**Service Address**

Cordova Palms Community  
Development District  
POC-Rich Gray  
Cordova Palms Parkway  
Saint Augustine, FL 32095  
(904) 759-8890

Invoice #	13500240
Date	November 19, 2024
Proposal	November 15, 2024
Balance Due	\$3,208.00

Prepared by Josh Ambrose (h1@humbugholidaylighting.com)

Item	Description	Rate

Holiday Installation	Holiday installation service		\$0.00
<b>Amenity Center Roofline</b>			<b>\$1,400.00</b>
C9 Lighting Cord-Level 1	C9 Lighting Cord		
<b>Amenity-Front Palms</b>			<b>\$512.00</b>
WW, 5mm Coaxial Mini, 70Lt, 4in spacing	WW, 5mm Coaxial Mini, 70Lt, 4in spacing		
<b>Entrance Monument</b>			<b>\$640.00</b>
C9 Lighting Cord-Level 1	C9 Lighting Cord		
48" Pre-Lit LED Wreath, Warm White,	48" Pre-Lit LED Wreath, Warm White		
24" Red Bow w/Gold Trim	24" Red Bow w/Gold Trim		
<b>Entrance Monument Palms</b>			<b>\$656.00</b>
WW, 5mm Coaxial Mini, 70Lt, 4in spacing	WW, 5mm Coaxial Mini, 70Lt, 4in spacing		
		Subtotal	\$3,208.00
		Tax	\$0.00
		Total	\$3,208.00
		Amount Paid	\$0.00
		Balance	\$3,208.00

Due	
-----	--

**T E R M S**

50% deposit payment required to schedule installation date. Installation dates are first come, first serve.

**Split the cost into easy monthly payments with **

From \$146.41/month at 8.90% APR for 24 months, totaling \$3513.83\*.

- Instant decision
- No hidden fees
- Checking eligibility does not impact your credit score

Click here to see monthly payment options

*\*All financing is subject to credit approval. Your terms may vary. Payment options through Wisetack are provided by our lending partners. See <http://www.wisetack.com/lenders>. See additional terms at <http://wisetack.com/faqs>.*

**A P P O I N T M E N T S C H E D U L E**

Date	Service	Status
Saturday, November 30	Holiday Installation	Scheduled





**PAYMENT ADDRESS:**  
 Turner Pest Control LLC • P.O. Box 952503 • Atlanta, Georgia 31192-2503  
 904-355-5300 • Fax: 904-353-1499 • Toll Free: 800-225-5305 • turnerpest.com

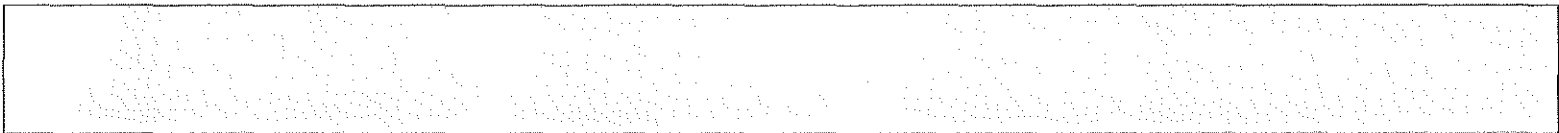
**Service Slip/Invoice**

**INVOICE:** 619608421  
**DATE:** 09/10/2024  
**ORDER:** 619608421

**Bill To:** [935218]  
 Cordova Palms CDD  
 Rich Gray  
 475 W Town Pl  
 Suite 114  
 St Augustine, FL 32092-3648

**Work Location:** [935218] 904-759-8890  
 Cordova Palms CDD  
 Rich Gray  
 320 Cordova Palms Pkwy  
 St Augustine, FL 32095-0059

Work Date	Time	Target Pest	Technician	Time In
09/10/2024	09:48 AM			09:48 AM
Purchase Order	Terms	Last Service	Map Code	Time Out
	NET 30	11/11/2024		10:18 AM



Service	Description	Price
CPCI	Commercial Pest Control - Initial Service	\$140.00
<b>SUBTOTAL</b>		\$140.00
<b>TAX</b>		\$0.00
<b>AMT. PAID</b>		\$0.00
<b>TOTAL</b>		\$140.00
<b>AMOUNT DUE</b>		\$140.00

\_\_\_\_\_  
 TECHNICIAN SIGNATURE

\_\_\_\_\_  
 CUSTOMER SIGNATURE

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

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



**PAYMENT ADDRESS:**  
 Turner Pest Control LLC • P.O. Box 952503 • Atlanta, Georgia 31192-2503  
 904-355-5300 • Fax: 904-353-1489 • Toll Free: 800-225-5305 • turnerpest.com

# Service Slip/Invoice

<b>INVOICE:</b>	619781453
<b>DATE:</b>	11/11/2024
<b>ORDER:</b>	619781453

Bill To: [935218]  
 Cordova Palms CDD  
 Rich Gray  
 475 W Town Pl  
 Suite 114  
 St Augustine, FL 32092-3648

Work Location: [935218] 904-759-8890  
 Cordova Palms CDD  
 Rich Gray  
 320 Cordova Palms Pkwy  
 St Augustine, FL 32095-0059

Work Date	Time	Target Pest	Technician	Time In
11/11/2024	09:25 AM			09:25 AM
Purchase Order	Terms	Last Service	Map Code	Time Out
	NET 30	11/11/2024		10:06 AM

Service	Description	Price
---------	-------------	-------

CPCM	Commercial Pest Control - Monthly Service	\$140.00
------	---	----------

<b>SUBTOTAL</b>	\$140.00
<b>TAX</b>	\$10.50
<b>AMT. PAID</b>	(\$10.50)
<b>TOTAL</b>	\$140.00

**AMOUNT DUE \$140.00**

TECHNICIAN SIGNATURE

CUSTOMER SIGNATURE

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

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

*C.*

# Cordova Palms

Community Development District

Construction Funding Request #17

November 28, 2024

Req.#	PAYEE	Bonds SE 2022-2
78	England-Thims, & Miller, Inc. Invoice #215979 & #215985 (September 2024)	\$ 5,413.00
79	England-Thims, & Miller, Inc. Invoice #216454 (October 2024)	\$ 184.00
80	AJ Johns, Inc. Phase 3 - Application for Payment 23001-17RET (November 2024)	\$ 232,672.54
<b>TOTAL</b>		<b><u>\$ 238,269.54</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  
(SERIES 2022-2 PROJECT)**

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: 78

(B) Name of Payee:

**England-Thims & Miller, Inc.  
First Citizens  
ABA Routing #053100300  
Jacksonville, FL  
Account #9061592290 - England, Thims & Miller, Inc.**

(C) Amount Payable: \$ 5,413.00

(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 Amenity - CEI - Invoice 215979 (September 2024)	\$ 468.00
Cordova Palms Phase 3 CEI Services (WA#7) Invoice 215985 (September 2024)	<u>\$ 4,945.00</u>
<b>TOTAL REQUISITION 78</b>	<b>\$ 5,413.00</b>

(E) Fund or Account and subaccount, if any, from which disbursement to be made:  
**2022-2 Bonds (Assessment Area Two)**

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

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

October 03, 2024  
 Invoice No: 215979

**Total This Invoice \$468.00**

Project 21434.01000 Cordova Palm CDD-Amenity-CEI

**Professional Services rendered through September 28, 2024**

Phase 01. Limited Construction Administration Serv

**Labor**

			<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
Project Manager					
Blalock, Clinton	8/31/2024		.50	200.00	100.00
CEI Project Manager/Project Admin.					
Donchez, James	9/7/2024		.50	184.00	92.00
Donchez, James	9/14/2024		.50	184.00	92.00
Donchez, James	9/21/2024		.50	184.00	92.00
Donchez, James	9/28/2024		.50	184.00	92.00
	<b>Totals</b>		<b>2.50</b>		<b>468.00</b>
	<b>Total Labor</b>				<b>468.00</b>

<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	468.00	14,300.50	14,768.50
Limit			37,935.00
Remaining			23,166.50
			<b>Total this Phase</b>
			<b>\$468.00</b>

Phase 02. Progress Meetings

<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	0.00	0.00	0.00
Limit			17,520.00
Remaining			17,520.00
			<b>Total this Phase</b>
			<b>0.00</b>

Phase 03. Owner Requested Plan Revisions

<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	0.00	314.25	314.25
Limit			5,000.00
Remaining			4,685.75
			<b>Total this Phase</b>
			<b>0.00</b>

Phase XP. Reimbursable Expenses

**Billing Limits**

	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	0.00	479.14	479.14
Limit			500.00
Remaining			20.86

**Total this Phase** **0.00**

**Total This Invoice** **\$468.00**

**Outstanding Invoices**

<b>Number</b>	<b>Date</b>	<b>Balance</b>
215458	8/29/2024	2,558.35
<b>Total</b>		<b>2,558.35</b>

**Total Now Due** **\$3,026.35**



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

October 03, 2024

Invoice No: 215985

**Total This Invoice \$4,945.00**

Project 22433.00000 Cordova Palms Phase 3 CEI Services (WA#7)

**Professional Services rendered through September 28, 2024**

Phase 01 Limited Construction Administration Serv

**Labor**

			<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
<b>Project Manager</b>						
Blalock, Clinton	8/31/2024		2.50	190.00	475.00	
Blalock, Clinton	9/7/2024		3.00	190.00	570.00	
Blalock, Clinton	9/14/2024		1.00	190.00	190.00	
Blalock, Clinton	9/28/2024		3.25	190.00	617.50	
<b>Engineer</b>						
Horrell, Nicholas	9/7/2024		1.00	165.00	165.00	
<b>CEI Sr. Inspector</b>						
Rodgers, Larry	9/14/2024		4.00	155.00	620.00	
Rodgers, Larry	9/28/2024		3.50	155.00	542.50	
<b>CEI Inspector</b>						
Herbert, Francis	8/31/2024		3.00	125.00	375.00	
Herbert, Francis	9/7/2024		3.00	125.00	375.00	
Herbert, Francis	9/14/2024		7.00	125.00	875.00	
<b>Engineering/Landscape Designer</b>						
Jeter, Matthew	9/28/2024		1.00	140.00	140.00	
	<b>Totals</b>		<b>32.25</b>		<b>4,945.00</b>	
	<b>Total Labor</b>					<b>4,945.00</b>

<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	4,945.00	88,609.00	93,554.00
Limit			95,000.00
Remaining			1,446.00

**Total this Phase \$4,945.00**

Phase 02 Progress Meetings

<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	0.00	9,823.25	9,823.25
Limit			16,650.00
Remaining			6,826.75

**Total this Phase 0.00**

---

Phase	03	Owner Requested Plan Revisions		
<b>Billing Limits</b>		<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings		0.00	10,000.00	10,000.00
Limit				10,000.00
<b>Total this Phase</b>				<b>0.00</b>

---

Phase	XP	Reimbursable Expenses		
<b>Billing Limits</b>		<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Expense		0.00	1,826.74	1,826.74
Limit				2,500.00
Remaining				673.26
<b>Total this Phase</b>				<b>0.00</b>

**Total This Invoice** \$4,945.00

**Outstanding Invoices**

Number	Date	Balance
215486	8/29/2024	5,255.00
<b>Total</b>		<b>5,255.00</b>

**Total Now Due** **\$10,200.00**

**REQUISITION  
(SERIES 2022-2 PROJECT)**

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: **79**

(B) Name of Payee:

**England-Thims & Miller, Inc.  
First Citizens  
ABA Routing #053100300  
Jacksonville, FL  
Account #9061592290 - England, Thims & Miller, Inc.**

(C) Amount Payable: **\$ 184.00**

(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 Amenity - CEI - Invoice 216454 (October 2024)      \$ 184.00

(E) Fund or Account and subaccount, if any, from which disbursement to be made:  
**2022-2 Bonds (Assessment Area Two)**

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.

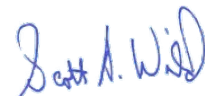
Originals or copies of the invoice(s) from the vendor of the property acquired or services rendered with respect to which disbursement is hereby requested are on file with the District.

**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

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

October 30, 2024

Invoice No: 216454

**Total This Invoice \$184.00**

Project 21434.01000 Cordova Palm CDD-Amenity-CEI

**Professional Services rendered through October 26, 2024**

Phase 01. Limited Construction Administration Serv

**Labor**

			<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
CEI Project Manager/Project Admin.					
Donchez, James	10/12/2024		.50	184.00	92.00
Donchez, James	10/26/2024		.50	184.00	92.00
Totals			1.00		184.00
<b>Total Labor</b>					<b>184.00</b>

**Billing Limits**

	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	184.00	14,768.50	14,952.50
Limit			37,935.00
Remaining			22,982.50
<b>Total this Phase</b>			<b>\$184.00</b>

Phase 02. Progress Meetings

**Billing Limits**

	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	0.00	0.00	0.00
Limit			17,520.00
Remaining			17,520.00
<b>Total this Phase</b>			<b>0.00</b>

Phase 03. Owner Requested Plan Revisions

**Billing Limits**

	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	0.00	314.25	314.25
Limit			5,000.00
Remaining			4,685.75
<b>Total this Phase</b>			<b>0.00</b>

Phase XP. Reimbursable Expenses

**Billing Limits**

	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	0.00	479.14	479.14
Limit			500.00

Remaining

20.86

**Total this Phase** **0.00**

**Total This Invoice** **\$184.00**

**Outstanding Invoices**

<b>Number</b>	<b>Date</b>	<b>Balance</b>
215458	8/29/2024	2,558.35
215979	10/3/2024	468.00
<b>Total</b>		<b>3,026.35</b>

**Total Now Due** **\$3,210.35**

**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: **80**
  
- (B) Name of Payee:  

A.J. Johns, Inc.  
3225 Anniston Road  
Jacksonville, FL 32246
  
- (C) Amount Payable: **\$ 232,672.54**
  
- (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 23001-17RET (November 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.

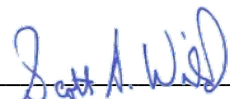
Originals or copies of the invoice(s) from the vendor of the property acquired or services rendered with respect to which disbursement is hereby requested are on file with the District.

**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

November 18, 2024

Invoice No.

**23001-17 RET**

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	\$	4,653,450.86
Value of work complete thru November 25, 2024 per the attached Schedule of Values	\$	4,653,450.86
Less Retainage - 0%	\$	-
Less Previous Invoices	\$	<u>4,420,778.32</u>
<b>TOTAL AMOUNT DUE THIS INVOICE</b>	\$	<b>232,672.54</b>

Payment Due Net Thirty

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

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

PROJECT:  
 Cordova Palms PH 3

APPLICATION NO: **23001-17 RET**

PERIOD TO: 11-25-2024

ARCHITECTS

PROJECT NO: 20-259

CONTRACT DATE: 1-16-2023

Distribution to:  
 OWNER  
 ARCHITECT  
 CONTRACTOR  
 A/R

CONTRACT FOR: Site Improvements

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

AIA Document G703, is attached

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Change Orders approved in previous months by Owner		
<b>TOTAL</b>	<b>\$77,164.24</b>	<b>(\$289,681.43)</b>
Approved this Month		
Number	Date Approved	
<b>TOTALS</b>	<b>\$0</b>	<b>\$0.00</b>
<b>Net change by Change Orders</b>		<b>(\$212,517.19)</b>

1. ORIGINAL CONTRACT SUM..... \$4,665,968.05
2. Net change by Change Orders..... (\$212,517.19)
3. CONTRACT SUM TO DATE (Line 1 ± 2)..... \$4,653,450.86
4. TOTAL COMPLETED & STORED TO DATE..... \$4,653,450.86  
 (Column G on G703) Less Owner Purchases
5. RETAINAGE:
  - a. % Completed Work..... -
  - (Column D+E on G703)
  - b. % of Stored Material..... -
  - (Column F on G703)
 Total Retainage (Line 5a + 5b or Total in Column I of G703)..... \$4,653,450.86
6. TOTAL EARNED LESS RETAINAGE..... \$4,653,450.86  
 (Line 4 less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)..... \$4,420,778.32
8. CURRENT PAYMENT DUE..... 232,672.54
9. BALANCE TO FINISH, PLUS RETAINAGE..... \$0.00  
 (Line 3 less Line 6)

State of: Florida County of: Duval

Subscribed and sworn to before me this 11th day of November, 2024

Notary Public: *[Signature]* Commission # HH 357593

My commission expires: Expires April 3, 2027

AMOUNT CERTIFIED..... \$232,672.54

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

ENGINEER:

By: *[Signature]* Date: 11/18/2024

CONTRACTOR: A. J. Johns, Inc.

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY

Change Orders approved in previous months by Owner

Approved this Month

Number

Date Approved

TOTALS

Net change by Change Orders

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: *[Signature]* Date: 11/18/2024

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 Engineers 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.

AMOUNT CERTIFIED..... \$232,672.54

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

ENGINEER:

By: *[Signature]* Date: 11/19/2024

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: 23001-17 RET  
 APPLICATION DATE: 11/18/2024  
 PERIOD TO: 11/25/2024  
 ARCHITECTS PROJECT NO: 20-259

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE		D WORK COMPLETED THIS PERIOD		E MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE
		FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD	FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD				
1990	Mobilization and Site Preparation Subtotal	\$ 120,506.57	\$ -	\$ 120,506.57	\$ -	\$ -	\$120,506.57	\$0.00	\$0.00
2990	Sediment and Erosion Control Subtotal	\$ 60,835.95	\$ -	\$ 60,835.95	\$ -	\$ -	\$60,835.95	\$0.00	\$0.00
4990	Storm Water Pollution Prevention Plan Subtotal	\$ 586.33	\$ -	\$ 586.33	\$ -	\$ -	\$586.33	\$0.00	\$0.00
6990	Stormwater Management Facility Construction Subtotal	\$ 1,086.32	\$ -	\$ 1,086.32	\$ -	\$ -	\$1,086.32	\$0.00	\$0.00
7990	Roadway Earthwork Subtotal	\$ 63,784.46	\$ -	\$ 63,784.46	\$ -	\$ -	\$63,784.46	\$0.00	\$0.00
8990	Lot Fill Compaction Seeding and Testing Subtotal	\$ 59,898.50	\$ -	\$ 59,898.50	\$ -	\$ -	\$59,898.50	\$0.00	\$0.00
9990	Earthwork As-builts Subtotal	\$ 11,027.95	\$ -	\$ 11,027.95	\$ -	\$ -	\$11,027.95	\$0.00	\$0.00
10990	Roadway Construction Subtotal	\$ 1,185,491.92	\$ -	\$ 1,185,491.92	\$ -	\$ -	\$1,185,491.92	\$0.00	\$0.00
11990	Storm Drainage System Subtotal	\$ 1,233,790.61	\$ -	\$ 1,233,790.61	\$ -	\$ -	\$1,233,790.61	\$0.00	\$0.00
12990	Roadway Underdrain Subtotal	\$ 53,940.00	\$ -	\$ 53,940.00	\$ -	\$ -	\$53,940.00	\$0.00	\$0.00
13990	City of St. Augustine Water Distribution System Subtotal	\$ 957,976.83	\$ -	\$ 957,976.83	\$ -	\$ -	\$957,976.83	\$0.00	\$0.00
14990	City of St. Augustine Gravity Sanitary Sewer System Subtotal	\$ 860,798.67	\$ -	\$ 860,798.67	\$ -	\$ -	\$860,798.67	\$0.00	\$0.00
15990	Irrigation Sleeve and Electrical / Telephone/ CATV Subtotal	\$ 25,205.50	\$ -	\$ 25,205.50	\$ -	\$ -	\$25,205.50	\$0.00	\$0.00
16990	Roadway Sod Subtotal	\$ 33,156.85	\$ -	\$ 33,156.85	\$ -	\$ -	\$33,156.85	\$0.00	\$0.00
17990	Testing Subtotal	\$ 44,532.37	\$ -	\$ 44,532.37	\$ -	\$ -	\$44,532.37	\$0.00	\$0.00
18990	Paving and Drainage As-builts Subtotal	\$ 13,562.32	\$ -	\$ 13,562.32	\$ -	\$ -	\$13,562.32	\$0.00	\$0.00
19990	As-Builts Subtotal	\$ 17,946.10	\$ -	\$ 17,946.10	\$ -	\$ -	\$17,946.10	\$0.00	\$0.00
20990	FPL Electrical Infrastructure Allowance Subtotal	\$ 75,000.00	\$ -	\$ 75,000.00	\$ -	\$ -	\$75,000.00	\$0.00	\$0.00
21990	Payment and Performance Bond Subtotal	\$ 46,840.80	\$ -	\$ 46,840.80	\$ -	\$ -	\$46,840.80	\$0.00	\$0.00
22990	CO #1 Revise Pipe Size Subtotal	\$ 11,142.59	\$ -	\$ 11,142.59	\$ -	\$ -	\$11,142.59	\$0.00	\$0.00
23990	CO #2 Revise RCP to ERCP Subtotal	\$ 11,033.87	\$ -	\$ 11,033.87	\$ -	\$ -	\$11,033.87	\$0.00	\$0.00
24990	CO #3 Contract Deletions Subtotal	\$ (289,681.43)	\$ -	\$ (289,681.43)	\$ -	\$ -	(\$289,681.43)	\$0.00	\$0.00
25990	CO #4 Add 8" Gate Valve Subtotal	\$ 4,309.32	\$ -	\$ 4,309.32	\$ -	\$ -	\$4,309.32	\$0.00	\$0.00
26990	CO #5 Misc. Items Subtotal	\$ 19,972.79	\$ -	\$ 19,972.79	\$ -	\$ -	\$19,972.79	\$0.00	\$0.00
27990	CO #6 Misc. Items #2 Subtotal	\$ 30,705.67	\$ -	\$ 30,705.67	\$ -	\$ -	\$30,705.67	\$0.00	\$0.00
	<b>TOTALS</b>	<b>\$4,653,450.86</b>	<b>\$0.00</b>	<b>\$4,653,450.86</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,653,450.86</b>	<b>\$0.00</b>	<b>\$0.00</b>

CONDITIONAL WAIVER AND RELEASE OF LIEN  
UPON RECEIPT OF FINAL PAYMENT

The undersigned lienor, in consideration of the final payment in the amount of \$ 261,842.93 hereby waives and releases its lien and right to claim a lien for labor, services, or materials furnished, to A. J. Johns, Inc. on the job of Cordova Palms CDD, GMS, LLC to the following property:

Cordova Palms Phase 3  
St Johns County, Florida


DATED on this 18<sup>th</sup> day of November, 2024

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 18<sup>th</sup> day of November, 2024, by Charles B. Laughlin the President for A J Johns, Inc. He/she is personally known to me  or has produced \_\_\_\_\_ identification.

  
\_\_\_\_\_  
Notary Public State of Florida  
State of Florida at Large  
My commission expires:

